

Beenham Primary School, Full Governing Body meeting

Tuesday 12th May 2026 7-9pm

Held Virtually

Minutes

Present	• James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor • Sophie McBean (SM) – Headteacher • Bev Sharp (BS) – Staff Governor and SBM • Vicky Thirkell (VT) (Remote) – Vice Chair, Safeguarding Governor and link Governor for wellbeing • Georgina Gray (GG) - Co-Opted Governor • Jennifer Campbell – Parent and SEND Governor Governors at the meeting met the quorate
----------------	---

Item no		
1	Apologies for Absence Tanya Galliara was absent	Chair
2	Declarations of Other Business None	Chair
3	Declaration of Interests None	Chair
4	To approve the minutes of the last meeting held on 13 th March Minutes were approved	Chair
5	Matters Arising from the last meeting held on 13 th March	Chair

	a) Set up coffee mornings once a term – carried forward to next meeting	
6	Headteacher Update A new TA has joined the team since Easter and has settled in very well. There are currently 55 pupils on roll at school, and reception for September is confirmed to be 5 children. In addition, 4 additional children will be joining other years in the school. 9 will leave in year 6 which will keep the school's number level next year. JT asked how many tours of the school were run this year to get the 5 new pupils. SM confirmed that the number of tours run and people turning up to the open morning were low, so it was great to get the 5 pupils this year even with the reduction of visitors. VT asked why the children were leaving the school. SM explained that all leavers were due to individual circumstances outside of the school's control or influence. GG asked whether the school has a marketing strategy to bring in pupils. SM confirmed that they do and marketing was the highest ever done this year. BS has seen the data and there are also low number of pupils/families this year to find spaces in schools. JT asked whether the school sent out feedback forms to visitors this year, but SM this year was unable to do this. SM will send out feedback forms next autumn. Current Priorities SATS are on this week, and year 6 writing moderation may come on Friday. There are six children sitting phonics screening which is upcoming, and the school is on track for everyone to pass. The year 4 multiplication check is also coming up shortly. Attendance has been a focus in school. The website refresh is starting shortly. The PPG strategy is also a focus in the next two weeks. Ofsted preparation is also underway. Current Pressures One teacher is going on Paternity leave for a few weeks, and SM will be covering the SENCO and class planning during this time. A supply teacher has been identified for class cover during the leave process.	SM

	High needs SEND is a continuous focus, and there is an impact in school on staff time to ensure appropriate safety measures are followed. This may also have some budgetary impact too for the school. VT asked whether any cases are not suitable for mainstream school at the moment. SM answered that this would require a case to get to a point of permanent exclusion and this has been managed by staff to not be the case. Staff capacity is also currently a challenge at the school due to children who require more specific care, and with SATS preparation happening at the same time. Curriculum & Teaching The school has been providing INSET training on the new pedagogy approach around securing attention and small-steps learning. The maths curriculum is fit for purpose, and the maths curriculum is in the process of writing and capturing the full programme. The science curriculum is in a good place. SM has stated writing programmes of teaching and learning for each subject at the school. These set up the progression of knowledge of skills, the link to the National Curriculum and Long-term coverage plans all in one place. The documents are made up of curriculum schemes that the school buys in, and SM is collating this content with other content to provide the full overview of the curriculum. GG asked whether the school has subject leads who could help, SM stated that we don't. The school has two ECT's and one SENCO, so it's not possible at this time. SM will create the documents but will then distribute the documents to each teacher to maintain them as owners. VT asked whether these are expected by Ofsted or nice to have. SM said it's both. Another school recently inspected just showed the KPOW ones, and our school has these, but SM would like a more comprehensive set of plans for our school. Safeguarding SM and BS went on DSL refresher training on 7th May. The training was reassuring, but three key actions were discovered: 1. Checking filtering and monitoring arrangements on IT – filtering is working but the school wanted to check on whether monitoring was working. Certain test queries should alert the safeguarding leads automatically and SM/BS hadn't received any, so this was checked and monitoring is active.	
--	--	--

	2. Review lockdown procedures – to make these more efficient and safer as possible 3. KCSIE in the future will ask for schools to set up a safeguarding email inbox, so this has been set up to alert the relevant staff members. JT asked how the teachers know who is using which iPad when no one is logged in them. SM said that this is an issue. JT suggested a fix using a spreadsheet linked to the serial numbers. GG also suggested an approach to number the iPads and align them to certain children only. Action – SM to think about how to solve the link between the iPad and pupil and talk to other schools to see how they approach this. SIA Support Barbara Hunter will be in school on the 20th May to work through the Ofsted toolkit. This will then set key priorities and an operational plan. Governors will meet with Barbara on 4th June. JT asked whether any governors should come in on the 20th May, SM did not think that this was necessary based on the plan, but feedback would be given to the FGB on 4th June. Self Evaluation SM has been through the Ofsted toolkit. The focus is curriculum & teaching, and achievement which are self evaluated at Needs Attention+. Everything else should meet expected or be higher (such as strong or exceptional). The two with Needs Attention are being worked on and the school's children are doing well, but there may not be enough evidence to reach Expected. SM is sure that the school can evidence at least Expected for the other areas. SM will work with Barbara Hunter to prioritise what to focus on moving forwards. JT asked whether SM has seen any reports for other schools yet. SM confirmed that they have. JT then asked whether governors should look at example to see how Ofsted writes up the reports and how they evidence certain factors. SM informed the FGB that Beedon has had their Ofsted report published. JT asked when Ofsted come back in to look at the Needs Attention areas. SM stated that this is in 12-18 months and the focus will just be on these areas.	
7	Ofsted toolkit review	SM

	SM has shared the Ofsted toolkit in advance on MS Teams. SM took the whole toolkit and broken it down into each individual statement. Every part of every statement must be met to meet “Expected” (except for Safeguarding – met or not met). SM then evidenced how each statement has been met, and any actions that need to be taken place. This has been completed for each inspection area for the Expected rating. Actions have then been distributed between SM, BS and George Bell-Barrett.	
8	Leadership & Governance review Governors reviewed the area in the toolkit on Leadership & Governance, and it was noted that the document is on MS Teams. Governors will spend more time with the document offline before the next FGB meeting. Action – Governors to review the toolkit sections on Leadership & Governance and bring any thoughts on actions to the next meeting. JT suggested that Governors should review schoolbooks to see progress in the next observation time at school. Action – Governors who haven’t uploaded any of their pupil voice notes to please upload them to MS Teams asap.	SM
9	Attendance SM and BS are working on a new strategic approach to attendance. The first step is a review of the attendance policy which is happening shortly. The WB EAWO came for a meeting last week, and one of our cases is being taken to a complex case review panel. This is an example of a case that is too big for the school alone and will need to involve other agencies. Register coding is also being reviewed by the team to make sure that attendance coding is as accurate as possible. More rigorous monitoring and recording of absence is being followed, and more challenging is being brought to parents around the absences. Internal meetings are also being scheduled (twice a half term) to discuss and review absence. SM has been to two afternoons of seminars about attendance and ideas from that will be launched in September (this will include that	SM

	parents won't be able to message or email in absences, they have to call and speak to staff). The school has purchased Study Bugs which captures all live attendance all of the time. There are dashboards which can be tailored for how the school want to use them. The system lets you go into an individual child, see absence and track actions being taken around absence. It also lets the school set automatic alerts to go to parents if their child is absent which can include letters or information sheets. It also allows you to celebrate good attendance with parents and send them messages about this. Study Bugs also allows children to self check-in on iPads when they arrive at school. JT commented that it looks good, especially interventions. He suggested that it is tested first to make sure the emails don't go to the junk folder. VT thought it looked amazing and it will save time, and it will bring absence into clear focus at the school. Absence needs to improve to at least 88.6% this year, and the school is half a percent away from that at the moment. This includes a child of 0% attendance and another with 1.4% attendance. JT asked if you can split general attendance vs data including persistent absentees to show that picture. SM said not yet but it is being raised with Study Bugs. GG asked if there would be a dip in attendance after SATS being completed. SM confirmed that this generally isn't the case because all the fun things happen in school after SATS.	
10	Vision and ethos statements SM presented the new vision statement and ethos to the FGB for review. GG commented that they read very well, and that they are very apt for the school. GG asked if it was written in collaboration with staff or pupils. SM has tried with input from staff before, but it became trickier to define it properly. The new approach is for SM to capture it but then base it on everything the school already does, and on words that parents have shared in feedback to the school. GG asked that when it is ready will these be "launched" in the community, and SM said that this will be launched at the next inset Twilight session. VT suggested removing a quote from Dr. Karen Treisman in the statement and it was agreed to do so.	SM

	JT agreed with this and otherwise really liked the vision and ethos. The FGB were happy to see these and support their use at the school.	
11	Finance Update The budget has been submitted, and SM and JT have signed it before submission. Year-end has been completed, and a CFR return (shows income and expenditure for the financial year) needs to be sent in next week. The summer census is next Thursday. The 5-year fixed electrical test is now booked for the last week of July during the holidays. On the P1 Agresso report some disproportionate funding appeared of £10,000. BS has asked for the schedule for this but there has been no reply about it. This wasn't in the budget, so it is good to have this funding. The probation team are due in again in the weekend to do some painting. JT asked whether we had anything to do with the primary school surplus process, BS and SM confirmed that no contact had been received.	BS
12	Finance Audit BS has uploaded the recent finance audit, and this was already reviewed by SM and JT. JT had reviewed the actions on Governors, the FGB need to continue demonstrating challenge, and the FGB need to continue to try to recruit additional Governors to the board.	BS
13	SEND Update The school is updating the school inclusion register to make sure it continues to have an accurate reflection at the school. There are few children who are finding things harder at school, and the school is supporting with a variety of methods including part-time timetables. Generally, SEND is strategically in a good place. VT asked whether there would be any more needs coming in September, SM confirmed this but all in scope for the school to support.	SM & JC

14	Safeguarding Report Covered in the HT report above.	SM
15	Review of the SDP (if required this meeting) SM has been looking for a way to formalise all the work around pedagogy in school. BS and SM have found a system call Step Lab and purchased licences for SM and the teachers to use. This enables the school to have a central platform for CPD. It is also helping SM write material for insets. SM showed the software to the governors. The system allows SM to capture lessons from learning walks which can then lead to coaching sessions for each staff member, which are run twice a term per staff member. For CPD the system comes with a library of resources that the school can use. If SM sees something that needs improving in a classroom she can assign resources to the teacher to learn. During the coaching SM has set up a pedagogy development plan for each teacher. Goals are aligned with a Step, and teachers set small SMART targets to implement the goal. The FGB were pleased with the software and the approach SM is taking.	All
16	Discussion around viability of after school club Moved to the following meeting	All
17	Policies for review/approval None to cover	SM/BS
18	Chair's notices/AOB Jennifer Campbell announced her resignation, which will come into force from the point that her son moves schools in September. JC is happy to speak with parents and help find a replacement governor for September. JT thanked JC for everything she has done on the governing board. Parent Governor Vacancies – JT requested that we advertise in the next newsletter and also put a post on Class Dojo to advertise for	Chair

	Parent Governors. SM would also repost more widely on social media. Action – JT and SM to advertise in the next newsletter and also put a post on Class Dojo to advertise for Parent Governors. SM would also repost more widely on social media. CCTV update – The Parish Council had an agenda item to cover the CCTV proposal, but they had not seen the email with the proposal. It will be covered in the Parish Council meeting next month. The Pride of Beenham awards are coming up on 20th June at 1:45pm, and the FGB are invited to attend.	
19	Upcoming scheduled meetings: Next meeting will be scheduled for Friday 10th July, 9-12pm (including an observation hour).	Chair

Action – SM to think about how to solve the link between the iPad and pupil and talk to other schools to see how they approach this.

Action – Governors to review the toolkit sections on Leadership & Governance and bring any thoughts on actions to the next meeting.

Action – Governors who haven't uploaded any of their pupil voice notes to please upload them to MS Teams asap.

Action – JT and SM to advertise in the next newsletter and also put a post on Class Dojo to advertise for Parent Governors. SM would also repost more widely on social media.