

Beenham Primary School, Full Governing Body Meeting Minutes
10.2.26 at 7pm - 9pm (Held virtually)

Present	<ul style="list-style-type: none"> • James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor • Sophie McBean (SM) – Headteacher • Bev Sharp (BS) – Staff Governor and SBM • Jennifer Campbell (JC) – Parent and SEND Governor • Simone Hobbs (SH) – Parent Governor <p>Governors at the meeting met the quorate</p>
In attendance	Tanya Galliara (TG) Georgina Grey (GG)

Item no		
1	Apologies for Absence <ul style="list-style-type: none"> • Vicky Thirkell, Vice Chair of Governors and Safeguarding Governor • Sarah Renaut (SR) - Parent Governor • Roya Tobin, Clerk 	Chair
2	Declarations of Other Business <p>No other business</p>	Chair
3	Declaration of Interests <p>Nothing to declare</p>	Chair
4	New Co-opted Governors <p>The FGB voted in Georgina Grey and Tanya Galliara as Co-Opted Governors. Thank you both for your support!</p>	Chair
5	To approve the minutes of the last meeting held on 12th December	Chair

	SM is going to double check the attendee data for persistently absent children to ensure the inconsistent information is corrected. Aside from this amendment the minutes were approved .	
6	<p>Matters Arising from the last meeting held on 12th December</p> <p>No actions were recorded on 12th December</p>	Chair
7	<p>Headteacher Update</p> <p>General</p> <p>There are 57 children on role at Beenham Primary School at this date. After half term are expecting to gain two new children and potentially lose up to three children (one confirmed so far). All reasons for the move are organic due to house moves or changes in circumstances. A Teaching Assistant has resigned due to family circumstances rather than anything at school. The school advertised for a new TA and there will be three interviews on Thursday after the meeting. In the meantime, the school will have additional pressure on school due to the resignation.</p> <p>Finance Update</p> <p>A finance audit has been completed at school which lasted two days and was led by BS. The school is expecting one of the top two outcomes and the auditor was very complimentary with her feedback. School contacted the auditing team to thank them for a robust and supportive process.</p> <p>Leadership time</p> <p>Leadership time this term for strategy has been limited due to the finance audit and additional classroom cover due to sickness. The cover teacher is unavailable on all Wednesdays in February. JT and VT had challenged whether the school should have a supply teacher in, but SM wanted to keep the teaching methodology and curriculum consistent with the trained team. An active safeguarding case has also taken additional time and resource over the last few weeks. Communication of some professionals involved in the safeguarding process has been a challenge, but this has been raised and escalated by SM.</p> <p>TG enquired about the process of how the school knows who collects each child every day. The school confirmed there is a process of default child's collectors, with rules for parents needing to contact the school office to confirm if someone else is collecting a child that day.</p>	SM

	<p>Additional time was taken up by SM and BS providing certain children with transport to and from school each day.</p> <p>Preparing for OFSTED</p> <p>SM has downloaded the OSFTED framework toolkit and put it into a table so that the school can both self-assess themselves against the toolkit and gather evidence for each section to how they meet the criteria set out. SM will upload this periodically into Teams and Governors are encouraged to review this regularly. SM took the governors through the document later in the meeting and explained what she had created for the school. SM also reminded governors to write up their pupil voice reports and observation reports so that the school can evidence these.</p> <p>Teaching and Learning</p> <p>Pedagogy work continues at school to secure attention, and this is looking better and more consistent across the school (children and parents). SM is happy to move forward with the next step, and this was launched at the end of January. The next destination is small steps instruction, breaking down learning material into small steps to help children to access it. SM has agreed with the teachers that from February half term until Easter teachers will use this approach with maths in their classrooms. On the 1st of March this will be reviewed and then if successful this will be rolled out into English. One teacher has started to trial this already which impressed SM, feedback was particularly good.</p> <p>JT challenged around the monitoring of this in the classrooms to see if this is being delivered appropriately. SM does learning walks, there is a proforma agreed with staff for what criteria should be used to see the impact and evidence of what is working well and next steps. This form is then submitted back to the teachers so that they get the feedback immediately. SM also teach all the children once a week, and this lets her test whether the children are their routines</p> <p>Curriculum</p> <p>The new curriculum from September is working well. The foundation subjects are well resourced, and the children are enjoying them. Summative assessments are being utilised and are showing good progress for children. It's too early to show any kind of pedagogy changes and how that's impacting the learning, but the hope is that momentum will build going forwards, especially with small steps learning. Results in math scores should improve by the end of the school year.</p> <p>Securing fundamentals tracking from PIXL is being used to detect children working below age-related expectations. Those children will</p>	
--	---	--

	<p>each have a spreadsheet that tracks their development at each stage and give them individual targets to achieve before moving on.</p> <p>Inclusion</p> <p>There are high needs in school which are taking up a disproportionate amount of staff time. Our SEND percentage is 54% compared to 20% nationally. The school has 8 EHCP's with three more in the pipeline.</p> <p>JT stated in the news it was stated that councils have 90% of their historic SEND related deficits from 2025 and 2026 written off. He asked whether this would impact getting more funding from West Berkshire. SM wasn't sure but the number of EHCP's being approved by West Berks has recently been higher. The school wants EHCP's in place now because they will assist children until the age of 25.</p> <p>SEND PPG and those known to Social Care – these remain a priority and have benefited from the curriculum changes. The school focusses on low stimulus environments and having personal relationships in school. The school's SEND number is higher because the school has an attractive environment and the school is very successful with SEND children.</p> <p>An independent educational psychologist gave the school good feedback after a recent visit, who stated "this is a school where everyone truly matters. Their dedication to inclusion, collaboration and continual reflection creates a nurturing environment in which children feel valued, understood and supported to thrive".</p> <p>Personal Development & Wellbeing</p> <p>The school had a bushcraft learning day which was funded by the PTFA. The school also had a rocksteady assembly in school, and the school hopes that children sign up for Rocksteady because it gives music lessons as well as developing self-esteem.</p> <p>Finance workshops were run for key stage two pupils, and the fire service also came in to visit Tundra class.</p> <p>Attendance</p> <p>The school has a whole school attendance of 86.88%, which is down from before Christmas. The target kind of nationally is 95%. There are 14 persistent absentees now. Not counting these children, the attendance rate is 92.27%. Many of the persistent absentees are due to burnout. The school met with the WB attendance welfare officer to discuss these absences in January. The school is looking</p>	
--	---	--

	<p>at other routes for school attendance, for example the school is funding play therapy sessions for a pupil to improve mental health.</p> <p>JT asked if you take the persistent absentees out of the equation, there still leaves a small number of pupils. What actions are the school taking with these children? SM responded that some of the children have had persistent illnesses, but in other cases letters are sent and formal contact made with the families. As a next steps BS and SM will bring parents in for formal meetings about attendance.</p> <p>Safeguarding</p> <p>The school has completed a section 175 audit, which must be done annually, and then report the action plan back to the local authority. VT was there and was going to update us this evening but was unable to make the meeting. VT received a robust picture of what is done in school, and she then also conducted a separate safeguarding monitoring visit on 2nd February.</p> <p>A safeguarding audit was undertaken and staff training discussed. The school central record was also checked, and this led to a discussion around how the school recorded agency and peripatetic staff. BS has contacted other SBM's to confirm a consistent approach</p>	
8	<p>Inspection Data Summary Report (IDSR)</p> <p>SM has requested that the IDSR be moved to the 13th of March Agenda</p>	SM
9	<p>Catering Contract</p> <p>Stir Food has won the catering contract, and the contract was uploaded onto Teams for Governors to review. There will be changes to equipment and training for the cook, and an action plan has been drafted for this.</p> <p>JT had reviewed the contact and asked whether anyone from WB legal assists the school with the T&C's. BS stated that WB used to do this but then they gave it back to schools to do. The school followed the ESPO framework which was approved by DfE. Two other schools were involved. The document was reviewed by legal who came back stating it was fine.</p>	BS
10	<p>Finance Update</p> <p>BS's report and budget monitoring was provided in advance.</p>	BS

	<p>BS raised that the official report from the audit team has not been received yet but will be shared with governors on arrival. If an action plan is required, we can then draft it.</p> <p>The probation team will be returning to school next month.</p> <p>The school has several policies that need updating. BS and Kim Appleby have created a tracker spreadsheet for these, and The Key has been purchased to update these policies. The cost was £682.</p> <p>JT asked whether this was a school membership or individual membership, BS confirmed it was a school membership.</p> <p>Fire door update – kitchen roller is now connected to the fire alarm. WB have been asked for an earlier fire risk assessment but no response. The school needs to have it completed by October 2026.</p> <p>The remedial works for the lighting has been completed.</p> <p>The school is speaking with the Parish Council regarding CCTV fitting to secure the perimeter. Different quotes are being provided to the Council and then the school will work with them to find a way to fund the installation.</p> <p>Staff room cracks have been investigated by a structural engineer, and he believes that underpinning to the staff room will be required. This should be included in the capital maintenance programme if the cost is high enough, meaning the school will need to fund 5% of the project.</p> <p>The main school budget has a credit of £35,262; the pupil premium budget is a credit of £383, sports budget credit £334, the capital budget credit £3,360 and out of hours budget credit £345.06, although this is running at a deficit.</p> <p>There is an overspend on Maintenance due to the building being old, and the probation team hasn't been around to help. The overspend is £536.</p> <p>There will be an additional cost for Grounds Maintenance due to a change to the sports premium funding, and an unplanned spend on an Educational Psychologist who was required by the school. The headteacher's performance management process wasn't budgeted, and there is an overspend on the refuse collections due to a new food recycling law that has come in. The purchase of The Key and a website upgrade also were unplanned spends.</p> <p>There have also been savings, on electricity £2,800, photocopying £1,000, insurance savings, and £4,000 on catering spend.</p>	
--	---	--

	<p>The school knows that they run the out of hours service at a loss because it makes the school more attractive to new parents. The loss was planned to be £2100 but is now looking more like £5,000.</p> <p>JT asked why the difference was so large, BS responded that the numbers using the service has dropped, and there are more after school clubs now that parents are using.</p> <p>TG commented that Bradfield had a breakfast club and after school club at the Bradfield Village Hall, and a minibus did pick up and drop off. Would it be worth exploring partnering with Bradfield Primary? BS said she would look into it.</p> <p>JT commented that £5,000 is becoming a lot, and a single child brings around £4,000 with them, so we'd need more than one child to make it successful.</p> <p>Action – JT to add a discussion around after school club at the next meeting</p> <p>GG asked whether parents pay for the provision, BS provided costing details.</p> <p>JT enquired about the ground maintenance costs and a reference to 50/50 - BS explained that this is to do with sports premium funding which she will explain at the next meeting</p> <p>Action – BS to explain sports premium funding at the next FGB.</p> <p>The Benchmarking review data was reviewed by the FGB, which compares Beenham Primary School to other similar schools locally and nationally. Most of the results for the school were either average or doing well compared to other schools. Beenham Primary School's premises costs are higher than other schools, JT asked why. BS stated that this is due to having a staff-employed cleaner, whereas other schools use cleaning companies.</p> <p>The Grounds Maintenance was also higher, but this is due to the size of the land on the site. BS will get some quotes from other grounds maintenance companies and contact some local schools listed to see who they use for maintenance.</p> <p>Action – BS to contact other local schools to see who they use for grounds maintenance.</p> <p>Admin and clerical staff were on the high side, but this has always been the case for Beenham Primary School.</p>	
11	SFVS Update	BS

	BS has uploaded the completed SFVS to Teams, which is the school financial value standard. There were no questions from governors and the SFVS was approved by the FGB.	
12	PPG Update See Headteacher Report	SM
13	SEND Update See Headteacher Report	SM
14	Safeguarding Report See Headteacher Report	SM
15	Review of the SDP See Headteacher Report. In addition, SM talked the new governors through the SDP structure and strategies within it. SM and JT explained how the governors are linked to the SDP for monitoring.	SM/ VT - all
16	<p>Policies for review/approval</p> <ul style="list-style-type: none"> ● First Aid policy ● Supporting pupils with medical conditions ● Intimate care policy ● Equality policy ● SEND policy ● SEN information report <p>The final four policies above could not be approved at this meeting because the FGB were not given enough time to review them before the meeting. They have been added to the agenda for the following meeting on March 13th.</p> <p>JT asked why the first aid policy didn't have any rules around sending your child to school whilst having taken Calprofen or Calpol. SM confirmed that this was only applicable during COVID and no longer applies. The FGB approved the First Aid Policy. There were no questions regarding the Supporting pupils with medical conditions policy, and this was also approved by the FGB.</p>	SM/BS

17	<p>Chair's notices/AOB</p> <p>The budget needs to be completed and approved by 1st May, so dates were discussed for meetings to prepare for this. BS will take the FGB through the initial budget scenarios on the meeting on Friday 13th March.</p> <p>Action – BS to talk the FGB through the initial budget scenarios on Friday 13th March</p> <p>Tuesday 21st April (held virtually on Teams) at 7pm was set for the budget approval meeting.</p>	Chair
18	<p>Upcoming scheduled meetings:</p> <p>Next meeting will be on Friday 13th March from 10am-12pm onsite at school, following a Governor observation visit.</p>	Chair

Actions:

Action – JT to add an agenda item around after school club at the next meeting

Action – BS to explain sports premium funding at the next FGB.

Action – BS to contact other local schools to see who they use for grounds maintenance.

Action – BS to talk the FGB through the initial budget scenarios on Friday 13th March