

Beenham Primary School, Full Governing Body meeting

Friday 13th March 2026 10am-12pm

Held at school

Minutes

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• Vicky Thirkell (VT) (Remote) – Vice Chair, Safeguarding Governor and link Governor for wellbeing• Jennifer Campbell (JC) – Parent and SEND Governor• Tanya Galliara (TG) (Remote) - Co-Opted Governor• Georgina Grey (GG) - Co-Opted Governor <p>Governors at the meeting met the quorate</p> <ul style="list-style-type: none">• George Bell-Barrett (GBB) – SENCO lead
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Item no		
1	Apologies for Absence No absences, VT joined late as previously notified.	Chair
2	Declarations of Other Business None	Chair
3	Declaration of Interests None	Chair
4	Governor Resignations – Graham Carr, Simone Hobbs, Sarah Renaut Simone, Sarah and Graham have resigned from the FGB, and the FGB thank them all for everything they did when in role.	Chair
5	To approve the minutes of the last meeting held on 10th February	Chair

	Minutes were approved without amendments	
6	<p>Matters Arising from the last meeting held on 10th February</p> <p>Action – JT to add an agenda item around after school club at the next meeting - DONE</p> <p>Action – BS to explain sports premium funding at the next FGB – DONE</p> <p>In the past we received 7/12 of funding, and 5/12 of the funding, but now this has been changed to 6/12 and 6/12. It was changed mid-year, so the school is a month down currently, but this will correct itself with the next funding amount.</p> <p>Action – BS to contact other local schools to see who they use for grounds maintenance – DONE</p> <p>Most came back with Scofell as the majority. It's too late to look at swapping out Scofell due to cost this year, so the FGB will review this next year.</p> <p>Action – BS to talk the FGB through the initial budget scenarios on Friday 13th March – DONE as part of the finance update.</p>	Chair
7	<p>Headteacher Update</p> <p>SM had provided a thorough written headteacher report prior to the meeting. In particular SM raised that the school now has created an inclusion register because the staff are very aware of the needs of children in the school. Other children outside of SEND children also need support, for example PPG children, EHCP children, those known to social care, and others with any other characteristics, such as GRT and EAL children. 78% of children are on the register.</p> <p>The SEND and PPG children are well above national average, the EHCP children are slightly above national average, the school has 5 EHCPs' in needs assessment or drafting.</p> <p>TG agreed that the school is doing the right thing supporting children with this register. She asked in addition to this are we tracking how children are being challenged by the schoolwork that they are doing at school.</p> <p>SM confirmed that for over the last year the school has been focussed on building a curriculum with teaching and learning</p>	SM

	<p>that is inclusive of all children at school. This has been done by improving the practise and offer at the school, and this approach has been taken because everyone will benefit. Interventions at school are now all social emotion interventions, and there is only one academic intervention for a child on Friday mornings. The majority of active interventions focus on social and emotional skills. The other large priority for interventions is reading.</p> <p>VT noted that she had observed in class R, 1&2 that children who finished their work early in a classroom were given additional work to complete while the other children catch up.</p> <p>SM noted that each class has small step instructions, so 5 minutes of teacher input, followed by children completing a task and so on. Not all children learn at the same pace so there are additional tasks provided to those who finish faster. This is a focus for maths right now, and English after Easter.</p> <p>JT asked whether anything has changed in the school's approach to SATS preparation this year. SM confirmed there are now weekly meetings to track progress in SATS, identifying actions, mapping out curriculum time and mapping out booster club time. PIXL has also been utilised a lot more this year, and there was a meeting the day before with their specialists. Access arrangements are being discussed more thoroughly so children have the best opportunity to access the tests.</p> <p>Children who are already working at age related expectations are being challenged to reach greater depth standard. The school have tracked all children assessments during September, November, January and March and the trend is in the right direction.</p> <p>JT asked whether there was good attendance at the booster clubs. SM confirmed that most children come every week and are doing the homework. The parents are also supporting around SATS.</p>	
8	<p>Inspection Data Summary Report (IDSR)</p> <p>BS thanked SM for breaking down the IDSR that was shared to the FGB and explained what each part means.</p> <p>SM explained that Ofsted looked at the IDSR and the school website before coming into school. The IDSR helps Ofsted to</p>	SM

	<p>form a view before the visit, and then they can use the visit to validate their view.</p> <p>The school will need to evidence how it is working on improving outcomes and evidencing ways to show children are making good progress.</p> <p>This year's data is expected to be updated in late October/early November, and the data is produced by the DfE for all schools. Beenham is impacted by low pupil numbers, so each child heavily impacts the IDSR results.</p> <p>GG asked whether the data had an impact on whether parents choose the school for their children.</p> <p>SM have had prospective parents ask about results, especially since the DfE reduced the data suppression cohort size down from 11 to 5, which means Beenham's results are made available. SM explains to those parents that a lot of work has been carried out on the curriculum, teaching and learning, and now rapid improvement is happening at the school.</p>	
9	<p>Proposed term dates for 2026/27</p> <p>SM explained that West Berks propose term dates each year, but the schools can choose to accept them or modify them. Beenham has been looking at the dates and reflecting on last year where some terms ended on a Tuesday as a half-day. The dates also historically have made planning inset days more difficult due to half days.</p> <p>The school has proposed new dates which make the time more effective both for pupils and inset days, and have confirmed that the number of days in school is still 190.</p> <p>The FGB approved the proposed term dates for 2026/2027.</p>	SM
10	<p>Attendance</p> <p>School total attendance is 85.88%, when the standard is 95%.</p> <p>53% of the school's children have attendance equal of over 95%.</p> <p>32% of the school's children are persistently absent.</p> <p>Pupil's with pupil premium grant have a 79.63 attendance rate, and SEND pupil attendance rate is 79.7%.</p>	SM

	<p>When three children with specific needs are removed from the dataset, attendance goes up to 89.29%.</p> <p>The senior attendance champion and attendance officer meet termly to look at the cases and identify actions that can be taken. Letters have been used, but they don't appear to have the desired impact. The school is therefore arranging targeted support meetings with four families to improve attendance and offer support.</p> <p>Other reasons for being late for school include literally turning up late (parental responsibility) and waves of virus that quickly go through a small school.</p> <p>The school is looking at what support can be offered to specific families to help children continue their education when they can not be in school.</p> <p>JT asked where SM is tracking the actions for the families to evidence that actions have been taken. It is in SM's documentation, on CYPIT and CPOMS.</p> <p>TG asked about staff resource constraints and whether there is additional support available to help with this matter, for example using a GP's involvement when it's a health not learning issue.</p> <p>SM confirmed that they have done this and have spoken to GP's (with consent) in the past to explore whether there are reasonable adjustments for children to help them increase attendance. The school also works with the West Berks attendance team on certain cases.</p> <p>TG asked whether a governor should speak to the attendance team in order to get more support for the limited teaching team with this matter. SM stated a governor could try this but doesn't know what additional support could be offered.</p> <p>The costs of alternative provisions were also discussed and the impact of those costs on a small school.</p>	
11	<p>OFSTED preparation</p> <p>Beenham Primary was last inspected by Ofsted in October 2022, and typically Ofsted visit schools every four years, potentially lining up a visit in the Autumn of this year. SM led a discussion</p>	SM

	around the Ofsted toolkit and how it provides good practise across the 9 inspection areas that we have now.	
12	<p>Finance Update</p> <p>BS has made a start on the budget. BS consulted with the FGB around how much to budget for oil for next year based on the current crisis in the Middle East. It was agreed that the school should budget triple the amount for oil than previous to give the school coverage.</p> <p>BS and SM have been doing some financial modelling around adding an additional member of staff into the budget, due to the fact that everyone at school is so busy all of the time. JT asked what role would the additional member of staff would be, and it was confirmed as a TA to support the number of SEND children that we currently have.</p> <p>The balance here was impacting the budget vs the impact on teaching and learning at the school.</p> <p>A discussion was had on potential future student numbers and addition funding coming from pupil premiums and EHCP grants.</p> <p>The duplicate budget with the TA would lead to a credit of £3,800, but after factoring in the oil price increases, catering income and EHCP funds that may or may not come, it could easily lead the school into deficit, and almost certainly this would be the case for the next two financial years. JT commented that this is a very fine line here and that we didn't want to go into deficit. One of the school's current strengths was the school's current financial position and we didn't want to put this at risk.</p> <p>A further discussion was had, and it was agreed to *not* put in the additional TA into the budget at this stage. The FGB would monitor the budget later in the year, see what additional income comes in through EHCP funding and review the decision at that point.</p>	BS
13	<p>SEND Update</p> <p>GBB covered the updated SEND policy and SEND information report. The new reports have been streamlined so it is easier to access, with a lot of repetition removed. Any interventions that are no longer done have been removed. The FGB had reviewed the documents and agreed that they were very clear. GBB</p>	GBB

	<p>stated that new interventions may come in the future, and the document will need to be updated regularly. The FGB confirmed a six-monthly review of the SEND policy around April and November each year.</p> <p>The policy was cross-referenced with other local schools to ensure that nothing was missing from Beenham's SEND policy. The document also contains hyperlinks to other key policy documents.</p> <p>JT asked whether GBB had a chance to look at the changes to EHCP White Paper coming up. GBB has read it but confirmed the changes aren't going to be brought in until 2029. The green paper and operational guide will also be brought out in the future. GBB stated that our approach is already SEN focussed anyway and we shouldn't need to make many changes in the future any changes needed are likely to align with our current practice.</p>	
14	<p>Safeguarding Report</p> <p>VT summarised her recent safeguarding meeting held at the school. The visits are based on a large audit document and the latest visit covered GDPR and record holding at school.</p> <p>VT is confident that when data is entered into the system only the right individuals have access to that data. Some of the policies at school were out of date, referring to another document which didn't have the required content, hence why there are some new policies for approval brought to the FGB for this meeting.</p> <p>The Single Central Record was also reviewed by VT with no concerns. VT and BS had a healthy discussion around where a certain supplier should sit within the SCR, which led to BS completing an action around this. VT is happy that the school is in a good place from a safeguarding perspective. There will be a subsequent visit arranged for next term.</p>	SM
15	<p>Review of the SDP</p> <p>Covered this time as part of Head Teacher report</p>	SM/ VT - all
16	<p>Discussion around viability of after school club</p> <p>Due to time constraints this was pushed to the next meeting agenda</p>	all

17	<p>Policies for review/approval</p> <ul style="list-style-type: none"> Equality JT wanted to clarify how equality data is being monitored and make sure the FGB wasn't missing anything. SM and BS stated that this is via the PPG update, the SEND update, and the HT reports. The policy was approved by the FGB. Intimate Care JT asked whether the staff have had the appropriate level of training for this, and does it apply to any staff or certain people. BS and SM confirmed that everyone signs the intimate care plan and staff are willing to help JT asked whether the school are holding records of plans for children, SM confirmed that the school does and they are signed and reviewed. The policy was approved by the FGB. SEND policy and information The policy was very clear and there were no questions from the FGB. The policy was approved by the FGB. Data Protection and GDPR policy BS has had the policy amended and approved by our Data Protection and GDPR lead at West Berkshire before bringing the policy to the meeting. There were no further questions from the FGB. The policy was approved by the FGB. GDPR privacy notice This was also approved by West Berks. 	SM/BS
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	The policy was approved by the FGB.	
18	Chair's notices/AOB	Chair
19	<p>Upcoming scheduled meetings:</p> <p>21st April 2026 7pm Virtual – Budget Review meeting for Governors</p> <p>28th April 2026 7pm Virtual – Budget Approval Meeting</p> <p>May 12th 2026 7pm Virtual – FGB Meeting</p>	Chair

Actions

Action	Owner
Set up coffee mornings once a term	SM & JT
Add discussion around viability of after school club to next meeting's agenda	RT