

**Beenham Primary School, Full Governing Body Meeting Minutes**  
**16.07.25 at 7- 9pm (Held remotely)**

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| <b>Present</b>       | <ul style="list-style-type: none"> <li>• James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor</li> <li>• Sophie McBean (SM) – Headteacher</li> <li>• Bev Sharp (BS) – Staff Governor and SBM</li> <li>• Vicky Thirkell (VT) – Vice Chair of Governors,</li> <li>• Alison Cook (AC) – Co-opt Governor</li> <li>• Graham Carr (GC) – Co-opt Governor</li> <li>• Jennifer Campbell (JC) – Parent Governor</li> </ul> <p>Governors at the meeting met the quorate</p> <p>JC nominated as SEND Governor – all approved</p> |
| <b>In attendance</b> | RT - Clerk   |

**The meeting started at 7pm**

**Agenda**

| Item no |  |       |
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| 1       | <b>Apologies for Absence</b><br>Simone Hobbs   | Chair |
| 2       | <b>Declarations of Other Business</b> – N/A  | Chair |
| 3       | <b>Declaration of Interests</b> – N/A  | Chair |
|         | <b>To approve the minutes of the last meeting held on 22nd May and Budget Approval Meeting on 28<sup>th</sup> April</b><br><br>The “FGB meeting 22.05.2025 Minutes” of the meeting on 22.05.2025, and “The Budget Approval 28.04.2025 Minutes” of the Budget Approval Meeting on 28.04.2025 were approved as a true and accurate record.   | Chair |
| 4       | <b>Matters Arising from the last meeting held on 22nd May</b> <ol style="list-style-type: none"> <li>1) Data to be added to the 6<sup>th</sup> of December HT report - for attendance. SM to fill in:<br/><br/>SM has worked out percentage for Autumn/Spring and Summer and can do this now.</li> <li>2) BS to bring data to meeting for price per pupil (admin) – this is outstanding (to add SUM column for curriculum contract):<br/><br/><b>BS will leave for now and do this in the next school year (2025-2026).</b></li> <li>3) To approve the minutes of the Budget approval meeting held on 28<sup>th</sup> April as it was missed in last FGB meeting:<br/><br/>This was done in the July 16<sup>th</sup> FGB meeting.</li> </ol> | Chair |

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|   | <p>4) JT and VT to complete their summer SDP monitoring in the summer term:</p> <p>This has been covered</p>   |    |
| 5 | <p><b>HT Update</b></p> <p><b>Highlights – referring to data page summary of the HT report.</b></p> <p>Pupil numbers are at 53 which is considered healthy.</p> <p>Finished with 54 pupils on the register last year</p> <p>The Year 6 cohort left, which was 7 children</p> <p>There are 5 children confirmed to start Reception in September, with a potential of an additional 2.</p> <p>There is a potential of 4 or 5 additional children across the years.</p> <p>There were several verbal compliments and written comments about the school.</p> <p>AC suggested that compliments should be put on social media for the community to see, as some platforms could be a powerful tool.</p> <p><b>Data update - Outcomes</b></p> <p>Small cohort sizes – not individual year groups</p> <p>Year 1 Phonics screening checks had a 100% pass rate.</p> <p>Reception reached early learning goals by 100%.</p> <p>Year 4 – Times table checks Pass mark of 20 – not as many as would have liked. Practice is needed, but the test is also very fast.</p> <p>JT asked if there was a correlation of not using apps to results. SM said that this was not really the case, as 'Doodle Learning' is a bespoke curriculum and may not be in the respective year group objectives.</p> <p>Year 6 SATs results were received last week. They were not as targeted. Work and further preparation needs to be done next year.</p> <p>It was a fair outcome looking at the whole KS2 curriculum, as Years 4, 5 and 6 did not have consistent teaching in Year 5, so work needs to be done.</p> | SM |

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| <p>Quality of Education requires a whole curriculum review</p> <p>Foundation and Science will be a set curriculum in September.</p> <p>The English curriculum was not fit for purpose so the school will be its writing its own with the WB English Coordinator.</p> <p>This will be especially beneficial from a SEND aspect to write unit plans as you go along. It will entail writing to topic and in context, framing children's knowledge base and viewpoint. The objective is to be purposeful and enriching, to gain motivation.</p> <p>JT highlighted the SDP objectives of Quality of Education and Teaching and Learning.</p> <p><b>Behaviour and Attitudes</b></p> <p>To set a positive culture in the whole school. This is explicitly the 'Beenham' way with both adults and children on board. It needs to be refined and embedded by making inroads.</p> <p>Need to look at Attendance.</p> <p>86% headlining, and 93.2% if excluding EBSA. Should aim to reach 95%. There has been no clear guidance on this.</p> <p>There have been good attitudes to learning.</p> <p>Children have felt happy, safe and confident, and want to be part of Beenham. A visitor came to the school after observing this themselves.</p> <p>Personal development – there has been grounding after staff changes</p> <p>School years values include 'Kindness' and 'Safety'.</p> <p>INSET training is high quality.</p> <p>Lesson structures outlined</p> <p>CALT provision for cognitive learners</p> <p>Each SEND learner has a personalised plan</p> <p>Guidance for supporting dysregulated children</p> <p><b>Extra-curricular clubs</b></p> <p>Music club for Torak including clarinet</p> <p>Berkshire Music trust has over 20 children with taster lessons.</p> |  |
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|   | <p>Football club introduced with inflatable pitch. Nearly the whole school signed up and would participate even in extreme weather.</p> <p><b>Leadership and Management</b></p> <p>Included:</p> <p>HT Recruitment</p> <p>SENCO</p> <p>School culture</p> <p>BS is the Attendance Champion and Senior Mental Health Lead to strengthen school</p> <p>Teachers and TAs all follow CPD and INSET training.</p> <p>There was First Aid training in Spring.</p> <p>ECTs have full entitlement and successfully passed their inductions.</p> <p>There is overall effectiveness.</p> <p>SM said they are laying good foundation to steady things and assess what is working and what is not.</p> <p>The team are looking into setting goals for the future with good directions for September.</p> <p>There were no resignations in the last academic year.</p> <p>JT asked about the fire drills and was told that there is one per full term and one 'lockdown' per year.</p> <p>JT summarised that the school is heading in the right direction and addressing the work that still needs to be done.</p> |
| 6 | <p><b>Finance Update</b></p> <p>Period 2 budget monitoring</p> <p>2 days training of SBS software</p> <p>Primary PE sport premium has been confirmed. This will consist of 2 equal payments - 50 per cent in Autumn, and in Spring.</p> <p>Primary PE sport expenditure</p> <p>Reporting on website</p> <p>DFE notified of a £2.61 increase in school meal rate.</p>  |

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|  | <p>There will be a new entitlement of FSM in September 2026 for children with Universal Credit. It will be fully funded but not for another year.</p> <p><b>School lunch update</b></p> <p>There is a new contract in conjunction with Beenham, Englefield and Woolhampton schools.</p> <p>The Caterlink contract will be extended until the end of March 2026. It will allow the opportunity to complete the catering procurement. All 3 schools will go out to tender in the Autumn term.</p> <p><b>Provision of a school balance statement</b></p> <p>There is a surplus with a balance greater than 10%, with a credit of £50k.</p> <p>The statement outlines where the funds have come from and what they have been used for. This statement has been provided. Schools Accountancy confirmed that there will be no clawback of this money.</p> <p><b>Fire door replacement work</b></p> <p>This is to start on the 22<sup>nd</sup> of July and will be completed over the summer holidays. It's to also involve Pre-school and the Parish Council.</p> <p>Security has been added with fobs for the entrance, and other select doors.</p> <p><b>Lighting</b></p> <p>A survey was completed<br/>And no asbestos was found.</p> <p>The supplier was chosen but more information is needed.</p> <p>There was a second SPAR for West Berks, but it won't be over the summer holidays. It can be submitted in September or the October half term.</p> <p>Post budget funds were used for lightning conductor service<br/>£175 was spent to remove an ant's nest and not budgeted for.</p> <p>A light test took place and 16 bulbs failed.</p> <p>A quote of £2,200 was received and the amount was unexpected.</p> |  |
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|    | <p>The expenditure could fall under Capital Funding rather than touching the Main School Funding.</p> <p>It is different type of lighting as it is for emergency purposes in conjunction with annual Health and safety checks.</p> <p>Don't think WB can comply but could ask. The criteria are that it must be £10k before they can help and this case is not applicable.</p> <p>GC suggests how to expand potential usage in the context of health and safety issues.</p> <p><b>End of report</b></p> <p>Period 2 is early on in budget</p> <p>Will not be forecasting now – this will be later down the line to add cost.</p> <p>£11,700 - credit for MS and PPG</p> <p>£168 – for specific item on report<br/>£70 – ASC</p> <p>Forecasting for Period 9 in November</p> |              |
| 7  | <p><b>PPG Update – including new arrivals</b></p> <p>Refer to HT update</p>   | SM           |
| 8  | <p><b>SEND Update</b></p> <p>Refer to HT update</p>   | SM           |
| 9  | <p><b>Safeguarding Report</b></p> <p>AC has resigned from the Safeguarding Governor role and VT has agreed to step in.</p> <p><b>RT to follow up with suitable training</b></p>   | SM           |
| 10 | <p><b>Review of the SDP</b></p> <p>SM is still working on it and says that the team are making headway this year.</p> <p>Focussing on context with Kate Parietti's guidance,</p> <p>Have put a plan in motion in the last year, working on each objective.</p>  | SM/ VT - all |

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|  | <p>There is an implementation plan with greens and yellows on the report as pre-dominant colours.</p> <p>Objectives will be reviewed.</p> <p>The next steps are each priority section:</p> <p>Quality of Education<br/>Behaviour and Attitudes<br/>Personal Development</p> <p>Categories have been changed to reflect Ofsted criteria.</p> <p>Each school does this – for example for Early Years.</p> <p>Ofsted criteria are changing from September.</p> <p>The SDP categories will be clear and specific. The file will be shared.</p> <p><b>Teaching and Learning</b><br/><b>Behaviour</b></p> <p>Each leader will take priority of their category, and its impact on both staff and pupils.</p> <p>There will be a cohesive operational plan for teaching and learning.</p> <p>It will be within the 7 foci<br/>Few are still in progress and tie in together (they are currently hard to tease apart).</p> <p><b>Driving forward:</b></p> <p>Behaviour and Attendance<br/>Leadership and Management for all staff, not just ECT.</p> <p><b>Governance</b></p> <p>VT will explain and be specifically monitoring teaching and learning as an assignment.</p> <p>There will be an assignment of points to each of the Governors, and options for questions by September.</p> <p>Cohesion</p> <p>A call to be arranged before the meeting to confirm the respective areas of Governor monitoring.</p> <p>A focus on Pedagogy – for example the monitoring visit</p> |  |
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|    | <p>September briefing – SM says there will be a session with each Governor, all will be included.</p> <p>JT has the list</p> <p>Each of the bullet points will have an allocated owner at school – for example a teacher.</p> <p>Allocation excludes 2 and 3</p> <p>Section 1</p> <p>JC – 1.1 Phonics and Early readers</p> <p>JT – 1.2 Reading</p> <p>VT – 1.3 Pedagogy</p> <p>GC -1.4/1.5 Progression/Assessment and understanding</p> <p>SH -1.6 Monitoring Assessment and Enquiry based learning</p> <p>AC -1.7 ECAT</p> <p>These will be individual reports for each allocation.</p> <p>SEND will be in addition and not specific. SM has suggested JC to visit where appropriate.</p> |        |
| 11 | <p><b>Policies for review/approval</b></p> <p>None</p>  | BS/ HT |
| 12 | <p><b>Chair's notices/AOB</b></p> <p>Colour run was successful with a big thanks to BS and raised over £500.</p> <p>PTFA also brought in £300 which made a total of £800.</p> <p>Maybe to do the Colour Run earlier in the term as there was a lot going on in the term.</p> <p>BS mentioned the summer production at 10 30am and 5.30pm</p> <p>Final assembly on Tuesday 22<sup>nd</sup> July at 9am</p> <p>Finance report – PP funding for residential next year.</p> <p>Pizza sponsored for staff for last day of term (£60).</p>  | Chair  |
| 13 | <p><b>Upcoming scheduled meetings</b></p> <p>SDP Meeting 23<sup>rd</sup> September – 7pm (questions can be asked in advance)</p> <p>FGB Meeting October 14<sup>th</sup> July 2025 – 7pm – held remotely via Teams</p>   | Chair  |

## Actions

| Action  | Owner |
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| BS to bring data to meeting for price per pupil for admin – outstanding (to add SUM column for curriculum contract) | BS    |
| RT to follow up with suitable safeguarding training for VT  | RT    |
| Check with WB if lighting can fall under Capital Funding budget   | BS    |
| VT will explain and be specifically monitoring Teaching and Learning as an assignment                               | VT    |