

Beenham Primary School, Full Governing Body meeting

Wednesday 17 July 2024, 10am

Held at Beenham Primary School

Minutes

Present	• James Tobin (JT) - Chair of Governors, Finance governor, IT link governor • Sophie McBean (SM)– Interim Headteacher • Vicky Thirkell (VT) – Vice Chair of Governors, SEND governor, well-being governor • Padraig O’Hannelly (POH) – Safeguarding governor • Jon Hewitt (JH) - Art & Design governor • Bev Sharp (BS) – governor and SBM • Alison Cook (AC)
Apologies	• Graham Carr (GC) • Stephen Wallace (SW)
Absent	
In Attendance	• Emma Smith (ES) -Clerk

The meeting had been preceded by a governors’ school visit.

The meeting started at 10.10am

Item no		
1	<u>Apologies for Absence</u> • Graham Carr (GC) – work commitments • Stephen Wallace (SW) – work commitments	Chair
2	<u>Declaration of Any Other Business</u> None	Chair
3	<u>Declaration of Interests</u> None	Chair
4	<u>Appointment of Co-opted Governor</u> Governors had already received some information about AC. AC gave an introduction about herself , her experience, her connections to Beenham School, the village, her connections with Beenham Pre-school, and her SENCO training through her work. JT thanked AC for her interest. Alison Cook was appointed as a co-opted governor at this meeting. This term of office is 4 year and ends on 16/7/2028. Action: The clerk will inform WBC and contact AC regarding statutory checks and training.	Clerk

5	i) To approve the minutes of the meeting held 13 May 2024 See "Doc 1_ FGB meeting 13 May 2024 Minutes_draft" The "FGB meeting 13 May 2024 Minutes _" of the meeting on 13 May 2024 were approved as a true and accurate record. ii) To approve the minutes of the meeting held on 20 May 2024 See "Doc 2_ FGB meeting 20 May 2024 Minutes_draft" The "FGB meeting 20 May 2024 Minutes _" of the meeting on 20 May 2024 were approved as a true and accurate record.	Clerk/Chair
6	<u>Matters Arising from the last meeting held on 13 and 20 May 2024</u> <u>From 13 May 2024</u> 6i- All subject link governors to present an overview of subjects to the FGB by the end of the academic year – ongoing. It was agreed that, as teachers are changing and new teachers are joining school in September, link governors will have new links and new teachers will not have lead subjects. Action: In September, priorities to be re-considered and link governors reassigned – All. - JT suggested it might be useful for governors to have a "mentoring" role, especially with ECTs. 6ii - JT to arrange informal meeting of governors for SDP consideration/ governor planning This has not yet been done - but JT acknowledged that it is important for governors to track school's planning and actions. Action: SM suggested diarising a regular meeting for JT and SM to monitor the SDP and feedback to FGB 6iii - ES to check if the pay committee needs to exist minus those on the HTPM. Action: ES to chase WBC for this. 6iv - SM to look at results of recent staff survey and assemble result for July FGB meeting See item 16 below. 6viii - BS to contact the Willink School's IT assistance regarding the possibility of more access points for IT. Tbc. 7- Date (13 May 2024) to be added to the SEND Information Report. Tbc. 17 - SM to add a message on DOJO that there are vacancies for school governors. Action: to be done asap (SM) All other actions from FGB meeting on 13 May 2024 are complete.	Chair

	<u>From 20 May 2024</u> • 6i - Action: BS to ask WBC Schools Accountancy for information about the reasoning for their % pay award inflation suggestion. Tbc • 6i - BS to get cost / SLA for the next meeting, and how long the notice period with WBC's HR is. Tbc • 6iii - BS to send info to governors about how budget is allowed to be spent on swimming • SM confirmed swimming will be taking place in Autumn term • 6iv - SM to run an "expression of interest" to see if there would be a take-up of extended hours of OoHC SM confirmed there was only little interest in extending the hours. All other actions from FGB meeting on 20 May 2024 are complete.	
7	<u>HT Report incl End of Year Data</u> See "Doc 4_Data Summary 2023-2024" And "Doc 5_Headteacher's Report Notes - 17.07.2024" SM explained that there is no formal written report for this meeting due to time limitations. There are currently 54 pupils on roll Pupil mobility – 5 down, 4 up; therefore nett 1 down, since the last report in February. Year 4 has seen the most movement and is considered to be the year group most impacted by staff changes over the past two years. SM noted 2 other children are moving on in September SM noted that parents of children who have left have all spoken to SM and are all sorry to leave. • EAL is currently 5%. • FSM number has stayed consistent. • LAC has stayed the same. • EHCP – See part II (confidential minutes) • AC asked if funding for EHCPs fully covered 1:1 support. SM confirmed funding for children with EHCP is not enough to cover the cost of the needs. • Most recent SEN register is approx. 35% <u>Attendance data</u> – See "Doc 4_Data Summary 2023-2024" SM felt that attendance was generally felt to be ok but that the % figure is significantly skewed by a small number of children who are persistently absent. SM noted that there are plans for these children/ families to try to help, but there is some limitation for factors beyond school's control. There have been no further exclusions since last report. No new bullying, racist, or notifiable incidents to report.	SM

	<u>Safeguarding</u> – some cases remain open <u>Complaints/ Compliments</u> There have been no complaints since Easter. There have been lots of positive comments on Dojo, especially for recent school events. <u>Assessment data:</u> see “Doc 4_Data Summary 2023-2024” These results have highlighted needs for improvement Governors were informed that national levels are provided on the Data Summary document. JT asked about the teacher-assessed areas and whether school is doing enough to meet the targets for the non-core teaching. SM felt more could be done and explained that this is in the planning going forward. <u>Staff changes</u> 1 SENCo / teacher leaving 1 TA leaving 3 new staff joining; 2 x ECT and 1 x experienced teacher. SM noted the new NPQ SENCo training is of no cost. Action: BS to inform governors of any budget changes regarding these staff changes. JT asked if any new pupils might be joining that hadn’t been expected; SM confirmed 1 new child is joining in Year 3, as well as possibly 2 others. AC noted that the transfer of children from preschool leavers to Beenham school Year R intake is not the same. SM informed governors that Year R transition planning meetings have been held. School will be using a new phonics scheme (Monster Phonics) from September. SM noted the difficulty in running 5 different phonics groups. New phonics scheme should help with whole-class teaching, and expected to reduce planning and resource-planning/ This scheme also includes spelling. VC suggested it would be good for governors to have an informal meeting with the new teachers; Olivia, George and Lilly. <u>SEND</u> – handover meetings have been taking place. HR is handing over to SM initially and as George gets trained up, he will transition over as SENCo; possibly around February, with SM’s support. SM reminded governors of the support SENDCO package, Provision Maps, which she hopes will make tracking and monitoring easier. Secondary School meetings have happened to enable smooth transition for Yr 6 leavers. <u>Behaviour</u>	
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	The new Behaviour Policy has been in place for a year, and SM hopes to revisit this at the upcoming INSET day and ensure practices are in place, especially with new staff members. All TAs are currently 1:1 rather than whole-class support. <u>Leadership & Management</u> See "Doc 5_Headteacher's Report Notes - 17.07.2024" SM working with SIA (Kate Parietti) on SDP to be shared with FGB in the Autumn SLT in September will be SM and BS, with a view to George joining SLT when he has been in place for a while. SM felt the safeguarding measures in school were robust, and training on CPOMS will be issued to all staff in September. There are daily discussions on safeguarding. SM is now trained as DSL. BS sends out regular safeguarding quizzes to staff to identify and address any potential gaps. JT asked about the level of staff motivation. SM acknowledged that staff are exhausted and that this academic year has been particularly difficult where staff have had to pick additional things up and staff seem looking forward to September. JT thanked SM for the report	
	[BS joined the meeting at 11am.] JH informed the FGB that he is resigning as a governor with immediate effect and thanked school for the opportunity. Governors thanked JH for his work as a school governor and his perspective. [JH left the meeting at 11.05am] The clerk reminded the FGB that, with 8 governors in post, the quorate would now be a minimum of 4 governors.	
8	<u>Off-site school trips for FGB approval</u> Nothing planned yet. SM to update. Action: To be on agenda for Autumn term	SM
9	<u>SEND Update</u> See item 7, HT report above.	VT
10	<u>PPG Update</u> See item 7, HT report above, and item 12, Finance report [AC left the meeting at 11.15am]	VT

11	<u>Safeguarding Report</u> See "Doc 6_KeyDoc_safeguarding monitoring checklist as at 200524" - document supplied 16/7 POH confirmed that he and SM had met. See report for action items. Most safeguarding items have been discussed and addressed in the HT Report, item 7, above. POH is confident that school is compliant and that the SCR is up to date. POH acknowledged that the safeguarding work is substantial, which, he noted, was significant in a school with small numbers on roll. POH noted the document is on Teams but any questions, please email POH Some policies are due for renewal.	POH
12	<u>Finance Report</u> See "Doc 3_2024-25 WBC Deficit Budget submission letter Yes B" See "Doc 7_Finance for governors - July 2024" – document supplied 16/7 BS noted the difficulty caused by the delays and mistakes in payroll data supplied by WBC. BS noted that the new teachers have been successfully recruited and the changing of costs to TMR teachers have resulted in savings and brought school budget into credit over the next 3 years. VT asked if this included the SENCO allowance when George is appointed. BS confirmed it does not. JT noted that there are plans to work on increasing school pupil numbers which will also improve budget figures. BS noted that complex needs of some pupils will put pressure on the budget and that the cost of the educational psychologist has increased, as has the ELSA cost. VT asked if these increased costs are included in the adjusted budget prediction. BS confirmed they are not. JT thanked BS for the report and noted that financial forecast now look positive. BS checked that governors were happy to respond to the letter (see Doc 3_2024-25 WBC Deficit Budget submission letter Yes B") with these updated expectations. All confirmed they agreed with the letter. JT asked BS if she had any needs for the surplus budget. BS and SM confirmed that the outside area will be a priority.	BS
13	<u>WBC HR buy-back vs Juniper Consideration</u> Action: For the next meeting.	BS
14	<u>Discussion of Reduction of PAN</u>	Chair

	There was discussion about the effect and impact of the PAN and of reducing the PAN; positive and negative. JT noted the difficulty in having repeatedly not been able to fill the current PAN. SM noted reducing PAN doesn't erase the possibility of admitting children over PAN if needs can be met. SM noted that if regularly being oversubscribed, PAN could be increased. JT felt the length of the process of reducing PAN needs to be considered. It was discussed that, with upcoming plans and focus to be to increase intake and pupil numbers, it would be best to observe intake numbers for a year after marketing before any decisions on changes to PAN are made. Action: SM and JT to research into the process, and to be discussed again in September.	
15	<u>Plan for Increasing Pupil Numbers</u> Action: SW to help with marketing; meeting to be arranged to discuss and dates planned for marketing activities. SM noted the importance of retaining pupils, as well as recruiting new pupils. Action: Open days to be added to Villages News magazine. It was suggested flyers are distributed widely; including new housing developments. POH asked if prospective families who do not apply were tracked for informative feedback. SM said they were not but acknowledged this was a good idea. New intake applications open in October; deadline for applications in January. Action: Steering group meeting to be arranged for September. To be scheduled – SW/JT	Chair
16	<u>Staff Survey Feedback from end of Spring Term Survey</u> Key points: SM was confident morale and feedback has improved since the survey responses from end of Spring Term.	SM
17	<u>Policies for review/approval:</u> i. Charging & Remission Policy ii. Complaints Policy iii. Complaints Procedure iv. Safer Recruitment Policy v. Data Protection & GDPR Policy vi. SEND Policy No policies were ready for review. Action: BS to consider which policies are due review over the Summer for the upcoming meetings.	Clerk

18	<u>Health & Safety Governor Appointment</u> To be considered when FGB reassign link governors.	Clerk
19	<u>Chair's notices</u> i. POH notified the FGB of his resignation as governor from start of 2024/5 academic year (4/9/24). POH thanked JT for his hard work as chair in difficult times. The FGB thanked POH. POH will handover safeguarding governor role and noted this position is mandatory. Action: Safeguarding governor to be appointed in September The clerk noted quorate would still be 4 governors, with 7 governors in post at the start of the 2024/5 academic year. ii. Firedoors: WBC received an email from JT on 20 June chasing the matter. This has still not progressed . The FGB noted their disappointment with further delay in what is considered by the FGB a priority. [Addendum: Response from WBC was: "I'm afraid that capacity remains an issue so the works are not able to be progressed at this point. The works remain in our top priorities and Greg is actively recruiting. If current recruitment is successful, it is anticipated that we'll be able to move forward with our priority projects in late July/August."] iii. School is purchasing ipads due to a PTFA donation and a grant. The aim is to purchase 10 for children's use. JT has signed school up in "Apple School Manager", which allows there to be one place to manage all ipads (including staff ipads). JT, BS and SM are administrators. iv. JT informed the FGB that the clerk has handed in resignation.	Chair
20	<u>Clerk's notices</u> i) Confirm dates of FGB meetings for 2024/25 • 19th September 2024, 7pm – on Teams • Friday 6th December 2024, 10am – in school • Wed 26 February 2025 SFVS- 7pm Teams • Thurs 27th March 2025 – budget prep- 7pm Teams • Monday 28th April 2025 –budget approval - 7pm Teams • Wed 16th July 2025, 10am - in school • It was agreed that it would be a good idea for governors to come in to school to visit informally occasionally and then feed back to FGB.	Clerk
21	<u>AOB</u> Action: JT to send out note from governors for end of term school bulletin by 23 July.	

22	DONM: 19 th September 2024, 7pm – on Teams	

The meeting ended at 12.10am

List of actions from this meeting:

Item No	Action	For
4	The clerk will inform WBC and contact AC regarding statutory checks and training.	ES
6	In September, priorities to be re-considered and link governors reassigned	All
6	SM/JT to plan a regular meeting to monitor the SDP and feedback to FGB	SM/JT
6	ES to chase WBC for clarification on whether the pay committee needs to exist minus those on the HTPM.	ES
7	BS to inform governors of any budget changes regarding the staff changes.	BS
8	Offsite school visit approval to be on agenda for Autumn term	
13	WBC HR buy-back vs Juniper - for consideration at the next meeting.	
14	SM and JT to research into the process for the reduction of PAN and to be discussed again in September	SM/JT
15	SW to help with marketing; meeting to be arranged to discuss and dates planned for marketing activities.	SW
15	Open days to be added to Villages News magazine.	
15	Steering group meeting to be arranged for September	SW/JT
17	BS to consider which policies are due review over the Summer for the upcoming meetings.	BS
19	Safeguarding governor to be appointed in September	
21	JT to send out note from governors for end of term school bulletin by 23 July.	JT