

Beenham Primary School, Full Governing Body Meeting Minutes
06.12.24 at 10am (Held at school)

Present	- James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor - Sophie McBean (SM) – Acting Headteacher - Vicky Thirkell (VT) – Vice Chair of Governors, SEND Governor, well-being Governor - Bev Sharp (BS) – Governor and SBM - Alison Cook (AC) - Safeguarding Governor - Graham Carr (GC) - Co-opt Governor - Stephen Wallace (SW) - Parent Governor - Simone Hobbs – prospective Parent Governor
Apologies	Roya Tobin (RT) - Clerk
Absent	N/A
In Attendance	Clerk (RT) sent apologies

The meeting started at 10am

Item no		
1	<u>Apologies for Absence</u> RT – absent (unwell)	Chair
2	<u>New Governor Application</u> All current Governors from FGB voted in SH as Parent Governor. The quorate was sufficient to do so.	Chair
3	<u>Declaration of Any Other Business</u> – N/A – GC to sign and send his back and RT will send form to SH	Chair
4	<u>To approve the minutes of the meeting held 15.10.2024</u> The “FGB meeting 15.10.2024 Minutes” of the meeting on 15.10.24 were approved as a true and accurate record.	Clerk/ Chair
5	<u>Matters arising from last Meeting on October 15th, 2024</u> 15. (of July 17 th 2024 Minutes) VT attended school Open Morning on 7 th November 6. Kapow to be followed up in Spring by SM for next stage planning. <i>Cornerstones</i> contract has ended. 7. MIS currently paused by BS. Included in Finance Update	Chair

	7. Scaffolding update also included in Finance Update 7. Fire doors included in Finance Update 11. 'VT to send formal suggestion of steering focus group for SDP initiatives' – this was done 11. JT to speak with GC regarding his designated area – still needs identifying. VT will remove BS from SDP due to potential conflict of interest and replace with SH. 11. There was a discussion of how to share the SDP copy on Teams after previous working meeting with Kate Parietti, who is the West Berkshire Council School Improvement Adviser. SM advised the five previous Ofsted categories focus on the quality of education development and Early Years. In 2025 Ofsted will have 10 categories. This will direct what will get built into in the SDP strategy and identify areas of priority to focus on. VT advised that there will be links to certain areas that Governors will be responsible for. There will be monitoring visits to observe specific areas. 15 & 16. Absence Insurance and Telephone Insurance are both done. 18. Parent Governor Vacancy filled by SH. JT advised to continue to advertise for more governors to secure the quorate. 19. Compliance documents – RT to send the full set to SH and advise accordingly on actions. RT to also follow up with GC regarding outstanding forms to complete and actions. BS to set up email address for SH. 21. SW has consulted Kate Parietti as to how to support SM	
6	<u>HT Update and Report</u> There are 48 pupils on the roll at present and the school are about to get one more in the next two weeks. Numbers are down from 59 last year, where there were still some Afghan families. The school lost some families last year from other year groups as well as the Year 6 cohort of eight pupils in the summer. There is only one gain in reception, but this is overall a positive outlook.	SM

	The largest class is Torak, and three children joined that class this year. This is now up to five children and about to be 6 children. English as an additional language (EAL) is at 6.24%. Free school meals are about equal from last year at 29.12%. New children joined who are eligible for FSM, but joined after the census, so that is money that the school will be losing out on in the budget next year. It is not ideal but will be here for the year after. SM to add retrospective attendance figures in the report Attendance has been worked on a lot on with the Local Authority. Alex Pilkington, the Educational Welfare Officer has been supporting the school. She joined a meeting with BS, SM and Kim Appleby. There is a meeting with Alex in December to reflect the change of law in August. This is to make sure that the school knows what the new guidance that came in from the government looks like, and how it's working, to make sure everyone's on the same page. The guidance is called <i>Working Together</i> to improve school attendance. The guidance has been published previously, but it was guidance that has now become statutory. BS explained that everyone follows the same rules it has received from the government. There are still matters that SM can authorise, but there is now a lot more guidance and information. SM said that it was helpful to know how to code different absences to be more accurate. There is now more safeguarding compliance regarding a child off-site, and different coding will help in the context of emotionally based school avoidance (EBSA) children. <u>Compliments received</u> The school has received several verbal compliments after the <i>Kindness</i> tea and after giving a Bug Hotel to the Pre-School. There has also been positive feedback received from open mornings and tours. SW also discussed a visit from a team from his employer helping at the school, and the positive impression the school made on that team.	
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	<u>Pupil Progress</u> SM discussed PIXL and people progress meetings with all staff teachers. This is to make sure that all children are targeted accurately for the end of the year and have something to work towards. Writing assessment frameworks have been introduced and the teachers are using those to record evidence throughout the year. Children from year one to six had baseline spelling and reading assessments, and these will be repeated in the spring and summer to record progress. Children in Year 6 have completed two rounds of assessments to prepare for the SATS. The children are on target to meet expected standards that in May. The school are introducing progress notes for parents this term in addition to the home reports at the end of the year. An A5 slip will show the reading age, spelling, and current attainments in English and Maths. There will also be feedback on children's attitudes. JT reinforced the importance of this, and that transparency will help parents understand where their children are at, and to follow up with anything they want to discuss on those sheets. SM says these will go home by the end of the term and there will be a detailed post on Class Dojo. <u>Curriculum</u> Over the autumn term there has been a focus on reading and writing, which were identified as SAP targets. There has been a new phonic scheme which has worked very well. Where gaps are identified, interventions are targeted, and pupils are benefiting from these. In years one to six, the school uses the <i>Write Stuff</i> to deliver a curriculum of writing and the new assessment frameworks for allowing teachers to identify those gaps and evidence. The classes are benefiting from the new Mixed Age planning by <i>White Rose Education</i>, which has been good this year. SM has been supporting ECTs with mixed age planning and how Maths lessons work. Part of the Cornerstones Maestro is no longer meeting the needs of the children, and SM will be exploring other curriculum options in the Spring.	
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	Work has also begun on adaptive teaching to meet the needs of SEND pupils. There was an Inset day on scaffolding at the start of the year. Teachers have an assessment plan, and they are completing review cycles for specific children. The school is also running a comprehensive timetable of interventions across the school. There is occupational therapy, speech and language, phonics, and precision teaching for dyslexia. <u>Behaviour and Attitudes</u> The school are continuing to embed the behaviour and attitude policy across the school. All the staff receive training on relational practise at the start of the year. There are clear routines and expectations for children set across the school. The school rules are frequently referred to, and all children can verbalise them. Behaviour across the school is much calmer and more focused, which has been commented by several visitors. Behaviour and attitudes towards learning is generally positive in the classrooms which are productive learning environments. SM explained the mantra that you get more of the behaviour that you notice. Adults use the recognition boards in the classrooms, hall and playground and other systems. Positive behaviour is rewarded, for example the afternoon tea invitations and the postcards sent home. Most indiscretions in behaviour lead to emotional dysregulations. Staff support children in regulating before discussing their behaviour. The whole school has been focussing on the value <i>Be Kind</i>, which has included a day where the children hosted a <i>Kindness</i> tea party for the local care home. They made biscuits and they gave out kindness cards. Tundra class also built bird houses, bug hotels and mouse houses which they donated to the community. <u>Activities</u> Children have been swimming this half term, which they've really liked, and the whole school have a bushcraft day happening soon.	
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	There are <i>Proud</i> assemblies each week give the children opportunity to share something they're proud of, either academically or personally, and these are valued by the whole school community. SM thinks that the assemblies create a sense of belonging. <u>Leadership and Management</u> SM said that leaders have worked to implement robust systems for monitoring across the school, and this has been her focus this year. SM said that the ECTs are being supported by her as their mentor and as an experienced teacher. They have regular meetings to discuss educational progress. Governors have agreed a monitoring programme for the year linked to the SDP, they are continuing to monitor the budget and continuing to review safeguarding. It was noted that school has returned to having a calm, happy atmosphere. Children and staff are happy to come in each day and the new teaching team are feeling supported. Clear expectations of routines have been set across the school and children know what positive social and learning values look like. Feedback from key stakeholders and the wider community has been positive and the school has a buzz around it, which has also been reflected in the interest in applications for the 2025 Reception cohort. There have been numerous families visiting across two open mornings which was a positive indication of interest in the school. <u>CPD progress</u> The experienced teacher has started his SENCO training and will start sharing this role from January. Some of the TA's have completed their apprenticeships. <u>Homework</u> Homework can create a large workload for teachers, and the school has strategically chosen to use Doodle Learning for homework. SM has confirmed that it is very effective learning for the children. BS liked how it the app is individually tailored to each child. The app looks at where the child is in their learning journey, and it will adapt	
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	to how they answer questions. VT also confirmed her support of digital learning. SM elaborated that each child has their own personalised curriculum with a baseline assessment to start from. A parent with a child at the school has commented about their positive experience with it. Children are always motivated to get into the “green zone”. <u>Staff well-being survey</u> The latest survey had positive feedback. Staff commented on strong staff working relationships. The pupil behaviour and routines are working well. They liked the extracurricular opportunities and CPD that can be provided. The staff get on well with each other, providing a listening ear to colleagues and they are a very supportive team. SM and BS agreed with the feedback. Feedback mentioned that there could be more outdoor learning. This is the teacher's responsibility to provide which would be helped with more funding, Staff also requested more communication in advance when it comes to plans changing, SM has discussed this with the team and how to approach this. SM was happy with the general positive feedback. JT offered congratulations to the leadership team regarding this feedback. GC also observed on the positive changes he has seen since his time as a Governor at the school. VT fed back on constructive discussions with the ECTs.	
7	<u>Finance Update</u> Teacher and support staff pay awards have all been processed now in SIMS FMS, and payroll have made the arrear payments in November. The DfE have published a summary policy note confirming some of the key elements of the latest National Funding Formula. BS has put a hyperlink in the report if Governors want to look at this further. The first indication is that all grants will be rolled in as part of the national funding formula. Examples are the core schools budget grant, the teachers additional pay grants, and the pensions grant.	BS

	There is a 1.2% increase in employers' National Insurance contributions from April 1st, 2025, and a reduction in the threshold to pay this from £9,100 to £5,000. The Secretary of State for Education has stated that funding of an additional £1.3bn will be allocated to schools to support the cost of the National Insurance increase. West Berks Schools Accountancy has advised not to update the NI calculation tool on SBS until further information has been received. PE has been confirmed to be covered by the Sports Premium in 2025, however there has not been confirmation on future years yet. Pupil premium funding is expected to continue next year. The level of uplift for the rates of funding is not yet known. The DfE have now confirmed a 5p uplift on Free School Meals. The rate is up to £2.58 and will be implemented this academic year. It is going to be back dated back to the start of September. The Department of For Education has begun the schoolteachers' review body process for September 2025. It is expected that the pay award for teachers will hopefully be known earlier than previously. <u>School Budgets</u> The current position of the main school budget is a surplus £43,835. This was a positively received amount, and the aim is to keep this to cover any future year shortfall. There has been a predicted saving on agency supply staff. However, additional hours for TA support were used in the summer term last year, so any gain has been offset against that. There is a saving expected on teachers funding due to a change in circumstances after the budget was set, leading to a saving of £2,300. There is an expected cost saving of around £4,000 in catering costs. There is also a saving of £1,152 due to absence insurance. There had been a budget set for £1,000 for tree survey works. The school liaised collaboratively with other schools to get a good deal with a local tree surgeon who is completing the work for £414 providing another saving. There could be an additional cost for	
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	remedial work for the school fort, and a lack of availability of the probation team means there could be additional work that will require funding. The price increase in oil to heat the school may also create an overspend; this is being monitored. There have been some additional software costs because the iPad management (to enable all the iPads to be managed on one system) has is now being paid for. The pupil premium budget has a surplus of £43. For SO47, there are 9 free school meal children on roll. There will be extracurricular clubs which have been booked and paid for the FSM children. This includes breakfast club, after school club and multi sports. Swimming lessons and pantomime trips have also been paid for the FSM children. <u>Capital Budget</u> The school budgeted £2,000 for new blinds. There have been two quotes so far, one is for £3,665, and one is for £4,089. The need for the after-school club has been reduced due to other clubs running at school. There are still a couple of parents who rely on the club and do use it frequently, so there are no changes to this offering. VT mentioned that in the open mornings there was a couple of families asking about recreational clubs after school and VT asked about the popularity of breakfast club. BS said it was popular and there were less children going to after school club because of clubs on offer like drama and arts and crafts, but that it was important to still offer it. VT agreed. The building works to repair the roof near the reception classroom have now been completed. Builder regulations have inspected the work and signed off the project, although they are returning because some of the guttering needs further work. The school must pay 5% of the costs towards the room which means that the balance to be transferred back to the school from West Berks is £31,927.79. BS has decided to not investigate the new MIS system at present and to stay with the current one due to timing constraints. A group of	
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	schools have made the change, so the school will get feedback on their experience with the new provider. <u>Fire doors</u> The survey for the new fire doors has taken place and we are waiting to hear the outcome. BS would like a bi-folding door and has been communicating with the project manager at West Berks for measurements. JT brought up the interest of the Parish Council in the fire door project which also includes the pre-school. BS enquiring about building work on the Peace Garden. Children can't use it until it has been repaired. JT asked about lighting as the next project and if there is capital budget for it. BS said there is £4,900 in the budget, and she will start to work on it in January.	
8	<u>PPG Update</u> The expectation is that pupil premium funding will continue for next year. The level of uplift for the rates of funding is not yet known. BS does not know how much it is going to be per child.	SM
9	<u>SEND Update</u> There are 42% of children receiving SEND support. That is consistent with children in people numbers. The national average was 14% and the Local Authority average was 14.5%. Teachers have written SAPs with specific targets with parents for all children in receipt of SEND support with an EHCP. The teachers had a workshop with the Cognition and Learning team in November to review all the SAP targets, and to think about how to write those more effectively going forward.	SM
10	<u>Safeguarding Report</u> There have been no notifiable safeguarding incidents. CPOMs is the new active system used this year to make referrals. SM had an audit with Kate Parietti. She looked through the CPOM system with the SL and DSL (SM and BS). There are some actions to take forward. She also looked at the SCR Register. Kate was happy with what the school was doing but provided some recommendations to be even more robust.	SM

	VT will work with AC (the new safeguarding governor), to help with governor monitoring, how to write up the safeguarding report and discover more safeguarding training.	
11	<u>Review of the SDP</u> A Focus Group has been set up between SM, VT and JT. VT said that the material Sophie sent out extremely helpful to provide structure. VT to review her questions to send to SM There will be an area of focus once a term for a governor to come in and run monitoring. This is to follow the guidelines of the implementation piece that is in the SDP.	SM/VT/JT
12	Absence Insurance – discussed in Finance Update	BS
13	Telephone quotes – covered in Finance Update	BS
14	<u>Policies for Review/Approval</u> The mobile phone policy discussed for staff and the use of mobile devices on school grounds. Guidelines for parents will be displayed regarding social media and taking pictures in assembly or performances like the Nativity. JT supported the policy but thought it caused restrictions for the staff, although the policy was fair.	SM/Chair
15	Chair's Notices JT to discuss with SM ideas about primary to secondary transition. JT to check with RT about ideal Governor numbers – 8 so far but may need more to have a consistent quorate There was a discussion regarding the Headteacher role next year and planning for the various possible outcomes.	JT
16	Clerk's Notices Reminder of Governors signing Declaration of Interest Disqualification of interest and Code of Conduct Governor Hub	JT on behalf of RT
17	Outcome of HTPM from 8 th November – positive feedback	SM
18	Upcoming scheduled meetings: Wed 26 February 2025 – FGB - 7pm - Teams	RT

	• Thurs 27th March 2025 –SFVS approval and preliminary budget review - 7pm – Teams (STILL TO BE RESCHEDULED?) • Monday 28th April 2025 – budget approval - 7pm - Teams • Wed 16th July 2025 - 10am - in school	
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The meeting ended at 12pm

List of actions from this meeting:

Item No	Action	For
6 (previous matters 11)	JT to speak with GC regarding his designated area – still needs identifying VT will remove BS from SDP due to potential conflict of interest and replace with SH	
6 (previous matters 19)	RT to send the full set of compliance documents to SH and advise accordingly on actions. RT to also follow up with GC regarding outstanding forms to complete and actions BS to set up email address for SH	
7	SM to add retrospective attendance figures in the report	
8	BS enquiring about building work on the Peace Garden. Children can't use it until it's been amended. Start looking at the lighting in January	
12	VT to go over her questions to send to SM	
16	JT to discuss with SM ideas about primary to secondary transition To check with RT about governor numbers Discussion of Headteacher position next year – planning for possible outcomes	
19	Finalise dates of future meetings	