

Beenham Primary School, Full Governing Body meeting
15.10.24 at 7pm
Held remotely via Teams
Minutes

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
Apologies	Stephen Wallace (SW) attended from 7:30pm
Absent	Graham Carr (GC)
In Attendance	Clerk: Roya Tobin (RT)

The meeting started at 7pm

Item no		
1	<u>Apologies for Absence</u> SW signing in later for meeting GC did not attend – reason unknown at time of the meeting	Chair
2	<u>Declaration of Any Other Business</u> – N/A	Chair
3	<u>Declaration of Interests</u> JT declared that he was married to the Clerk (RT) AC, VT, SW and BS have submitted their Declaration of Interest forms	Chair
4	<u>To approve the minutes of the meeting held 17.07.2024</u> See “Doc 1_ FGB meeting 17.07.24 Minutes_draft” The “FGB meeting 17.07.2024 Minutes” of the meeting on 17.07.24 were approved as a true and accurate record.	Clerk/ Chair
5	<u>Matters arising from last Meeting</u> 6: Pay Committee: discussed the option and did not deem it as a viable choice based on the number of governors, as in addition to a Headteacher’s Performance Management panel it would not be quorate. It was also taken into consideration that the Acting Head (SM) had been in the role for 6 months to date and was not due a pay review.	Chair

	13: WBC HR buy -back Juniper versus Juniper – BS advised that there is still 6 months left on the WBC contract so there is time to consider this. 14: Discussion of reduction of PAN (Published Admissions Number). SM reasoned that if numbers were higher, it would be possible to go back to 4 classes with a higher mobilisation, but governors agreed that for the current circumstances it was counter intuitive. It was suggested that marketing initiatives with the direction of SW could help with the numbers. 15: Open days to be added to the Villages News Magazine: fliers were distributed before the school open day. More marketing initiatives with the direction of SW could help with the numbers {as above with point 14). VT to be coming to school on the 7th of November for the second school open morning. (JT to attend on the 6th of November) 15: ‘Steering’/focus group from September – will be discussed in meeting. 17: BS and review of policies – will be discussed in meeting. 19: Safeguarding governor to be appointed in September. This will now be AC 21. JT to send out note for governors at the end of term bulletin – this was done.	
	SW joined the meeting at 7:30pm	
6	<u>HT Report</u> SM said that things were going well since the start of the school year. There was a different flavour and feel and things were calm and settled. The feedback from visitors was that the pupils were calm and focussed on their learning. The 3 new teachers (2 ECT and 1 experienced) were onboard with SEN support and safeguarding. There has been mobility from the start of the school year. Two children left Torak and three children subsequently joined the class (two of them are from a local school). There is one more child about to join. The School Census took place before the new admissions, and they were missed out. The focus is on the quality of education during the inset day and training on the new collective Phonics scheme which the children are enjoying. There is training to understand the principles of SDP,	SM - continued on page 3 and 4.

	SEND and lower attaining pupils. There is a PIXL assessment data tracking package mainly for Year 6 and Years 3-5 which is being monitored and will be done so on the INSET day at the end of the term. There will be a new curriculum for Music and French. The rest of the wider curriculum will be reviewed in the Spring term (as identified on the SDP) with a view to moving to a scheme of learning that supports mixed-age planning. The curriculum offers these subjects throughout the year through a package called <i>Kpaw</i> which has had good feedback and is potentially exciting as it covers more subjects, and you don't have to buy them separately. They offer a 30% discount for very small schools, but you can just buy subjects to try in mix stage planning. SM said they can investigate this further. JT asked if local schools are using it and was told by SM that it was recommended by the Head Forum, for example in PSHE. SM then went on to talk about behaviour and attitude. With regards to training there are 5 basic areas, crib sheets, theories and strategies. There are recognition boards around the school to reward and reinforce positive social learning behaviours. Children are enthusiastic in classes, assembly and the playground. It encourages them to exemplify helpful actions like clearing up, to be motivated and engaged, and to promote a culture of kindness. SM is attending a Leading Behaviour course and has been to one so far. The staff are using the strategies well and positive relationships have been formed. Behaviour is dealt with kindness where there have been incidents with SEND or dysregulated children. Also focussing on personal developments and SDP (school development) and one school rule per term. For the Autumn term it is <i>Kind</i>. There are <i>Kind</i> challenges where children receive tokens culminating in a highest total on Fridays. A positive <i>Kindness</i> event was a tea party held in the school hall for the residents and villagers, where the children showed learning, tended to guests with beverage. It was an opportunity to build relationships in the community and nice for the villagers who are on their own. The school received a <i>Thank You</i> card and positive responses from the parents. At Christmas time coffee and tea will be served in the hall for the villagers. In the Spring term the school rule is <i>Be Safe</i>. There will be visits from the fire service, police and there will be a <i>Bikeability</i> training. People Premium Spending will be used for <i>Bushcraft</i> as a limited time offer and there will be both swimming lessons for KS1 and KS2.	
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	A SENCO leadership opportunity is being prepared for one of the teachers. SM is holding the role now and there will be a handover. For training, monitoring and behaviour foundations are in place and set at a good time. There is staff training with the continuation of Executive Coaching. SM is networking with other Heads and visiting other schools. Within Early Years, the new phonics scheme is working well while some support staff need provision for it. The family of the one child in Reception year (as part of Tala class) have given positive feedback. There has been interest for next year from 4 or 5 families and some have booked in for the two open mornings on the 6th and 7th November. JT has observed a positive atmosphere and asked for the number of pupils at the school. With calculation of recent children who had left, and new arrivals SM said that there would be 48 children. JT asked SM if there was an appeal process for missing the Census so narrowly with the new children. She said that there wasn't. SW acknowledged that marketing initiatives could help the school uptake. There has been building work taking place outside the Tala classroom for the existing safety reparations	
7	<u>Finance Update</u> – referring to files in 'For General Review' folder as follows: "BMF Bud Mon Fund 01-Period 5", "BMF Bud Mon Fund 08-Period 5", "BMF Bud Mon Fund 13-Period 5", "BMF Bud Mon Fund 76-Period 5" and BMF Bud Mon Fund 99-Period 5" For full update refer to "Finance for governors-October 2024" file in the 'For General Review folder'. BS started by discussing the teacher pay award that was set by the government at an increase of 5.5%. The school had budgeted for a 3% increase. Schools will receive £1.1 billion in additional funding from the Core Schools Budget Grant (CSBG) to cover overall costs in the financial year 2024-2025. This grant is to cover the Teacher pay increase of 5.5% and the likely 4.5% increase for support staff. This is in addition to the TPAG (Teachers Pay Additional Grant) that schools are receiving in support of the September 2023 pay award. The CSBG funding allocation will be based on pupil and FSM6 pupil count from the census in October 2023. The school will receive £8,659 from the CSBG.	BS - continued on p.5, 6 and 7

	£4k has already been saved in-year due to staffing changes. Although as of yet the support staff pay award has not been agreed, a support staff pay trust table has been applied which reflects an increase of £1290 covering scale points 1-43. The table has been updated in SBS The change of government has delayed knowing the full scope of funding for 2025/26 budgeting. Hopefully information will be available after the Autumn budget on the 30th of October. Moving on to looking at each of the budgets, BS said that £1k (received from attending the mobius maths training hub), was put aside for the new phonics scheme. The remainder will be used for purchasing books and further resources. Additional funds received from the student teacher placement will also fund these resources. A local business has funded 50% of the cost for the Doodle programme. This will be used for homework. Sessions with an Educational Psychologist have not been booked yet. Three days has increased from £650 per day to £790. Resources and availability at West Berkshire are also limited for the time being. West Berkshire resources are cheaper but if urgent will find an alternative. Due to a TA leaving last term who wasn't replaced, additional hours have been provided to another TA to support child. Hours will be claimed by submitting a monthly time sheet. As at P5 budget monitoring, the main school budget is showing a surplus of £44k. The DfE have not yet confirmed sports funding for the 24/25 academic year but as agreed at budget submission, this funding was included. There are currently no changes to the submitted budget. -The school currently has 9 children eligible for pupil premium. We had budgeted that the pupil premium would be used to cover (those children eligible) for their residential trip. Post budget setting, a successful application has been made to a local charity who have now funded £550 towards the trip.	
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	A significant saving has been made due to the needs of EAL interventions being reduced as those families have now been given permanent housing elsewhere. Three Bushcraft workshops have been arranged for the whole school. A whole school maths and art cross curricular workshop with motivational talk linked to the Growth Mindset and supporting mental health and wellbeing has also been booked. This will include a staff training session. As at P5 budget monitoring, the pupil premium budget is showing a surplus of £3,374.00. JT asked BS if funding can be carried forward and BS responded that ideally it should be applied in the year. JT asked SM how the Doodle app is being received as a sole homework resource. SM said that there was a very high uptake, with motivation of recognition and rewards. SW said that he found that the atmosphere amongst the parents and carers at drop off was more relaxed, and like a couple of years ago, there was more intermingling and a happy environment. VT asked about the money credit and if it can be ringfenced for the 5 pupil premium children who currently have no budget/funding. -BS said that funding should be spent in year. BS said that some Pupil Premium funding is used to apportion-TA salaries so that they can deliver specific interventions. Laptops need to be purchased for SM and one class teacher through the school capital budget. As at P5 budget monitoring, the capital budget has a surplus of £923. The out of hours budget is currently showing a surplus of £9 as at P5 budget monitoring. <u>School Census</u> On school census day we had 45 children on roll. When the budget was set, it was estimated that there would be 52 children on roll. In monetary terms, this is a difference of £33,764.	
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	We budgeted that there would be 9 pupil premium children which was the case on census day. However, the following week we gained a further 4 children that attract this funding and were not included in the census. We have not received the results from the DfE's 2nd condition data collection programme yet but they advised in July when they visited that it could take up to 5 months. Scaffolding outside – the steel frame may not be finished before half term and would have to continue in school hours. Check update in the next meeting. <u>MIS project</u> BS is currently working on a MIS project to potentially change providers from ESS to another MIS provider. The contract with ESS expires on 31.03.25. BS has been working with other schools and attending meetings to try and find the best provider. At the moment schools are looking at ESS, Arbor and Bromcom. West Berks have also been involved slightly. The MIS team have confirmed that they will get accreditation with all of these suppliers to be able to support schools. There is still some work to do and pricing to be confirmed. BS suggested a working group be set up with at least 3 governors once she is able to get pricing to then go through all the options and confirm the provider. This is operational rather than a strategic decision. A formal tender process is not required as the contractual value is less than £100,000. VT suggested discussing this in the FGB meetings. JT said to pick 3 governors for this exceptional meeting and BS agreed. The governors chosen are SW, AC and JT. BS has the quotes and can populate the spreadsheet. VT – a reference to WB ESS, that schools can be left to their own devices and can move to a new provider. All 3 providers for tender are accredited. Final discussion was the fire door replacement. There is a WB asbestos survey that has been arranged by Dao Nasif from West Berks Council.	
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	The survey entails taking a sample from every spot where there is an internal and external door.	
8	<u>PPG Update</u> <u>Already</u> discussed earlier in the meeting.	SM
9	<u>SEND Update</u> Mention of provision maps, supporting achievements of pupils, inclusion of parents in dialogue with teachers. Involvement of CALT (Cognition and Learning Team).	SM
10	<u>Safeguarding Report</u> Chasing certain outstanding matters. BS confirmed that all staff have completed safeguarding training.	TBC
11	Review of the SDP – see “Beenham Primary School SDP -202425-Draft” in ‘General Review’ folder SM who has been a staff governor for 4 years suggested to link people to SDP (School Development Policy). She met with Kate Parietti, the School Improvement Adviser, in the summer. The guidelines are to keep the SDP narrow and think what’s going to be impactful for the school. Ofsted has been interwoven and areas identified already. Priorities are to focus narrowing in. Transparency is required. Monitoring of matters especially in the long term. Review what is and what isn’t working effectively, for example SEND provision. Meetings with SM regarding teaching and learning. Monitor and observe what is seen in September, January and April. SM has offered to have meetings to explain. Has already met with VT and JT to explain the model and the different priorities. VT discussed the quality of education Feedback was encouraged and JT checked with the governors at the meetings if they are ok with this. All were on board. VT to send out a formal suggestion of a ‘focus group’ for SDP initiatives suggested as follows: VT, BS and JT to discuss the <i>quality of education</i> and learning models.	SM

	AC to observe overarching <i>behaviour and attitude</i> including considering why children are avoiding school and look at some generic principles. GC – EYFS SW – Personal Development VT – Leadership Management 4.2 for all to have an area to pin against in the months of September, January and April as previously mentioned. VT to drop a note to make sure everyone is happy with their area and to then complete a monitoring session in their allocated area. This is to be presented back at the next FGB in December against the September expectations that will be detailed in the plan. JT will let GC know about his area in EYFS. JT – suggests looking at books for progress. SM responded that the PIXL data is a readily available tracking measure. VT and JT suggest a working SDP template with a live copy on Teams. SM will follow this up and suggests governors drop in once a term for their observations to tie in appropriately.	
12	WBC HR buy-back versus Juniper Consideration (postponed from the last meeting). BS says this needs to be worked on more.	BS
13	Discussion of reduction of PAN (see minutes from last meeting) This was discussed earlier in the meeting	SM
14	<u>Consideration/Allocation of Link Governor roles (incl Safeguarding Governor)</u> AC is now the Safeguarding Governor.	SM/Chair
15	Absence Insurance – see ‘For General Review’ folder for “Absence Insurance Quotes 2024” BS told the governors that the absence insurance has expired. There is a budget of £3,300. Looking at 3 providers with different quotes. Premium stress cover is £1504 and with maternity inclusion, £2,148. BS asked was asked if the latter is necessary. Need to consider all TAs, teachers, office staff and cleaner. Will only insure the most expensive staff – Headteacher, teachers, office as	BS

	part of SPM (School Performance Management) for long term sickness. VT asked about the insurance. The staff absence insurer used is Harrington Bates where the same criteria applied. If staff has a pre-existing condition they will need a doctor's form. Discussed Premium Stress Cover further regarding insurance with maternity/paternity/adoption inclusion and if the latter type should be chosen to cover these criteria. JT discussed the benefit amount for the cheapest company to cover the full policy as the school has a sufficient budget. SW agreed with this as did AC. BS agrees to all staff with maternity for Premium Stress cover and will obtain one quotation to cover everything, considering that it is £700 more than the basic insurance and will still be £1200 under budget. V.T also advises the same and SM agrees within the parameters of consistent staffing. Within the allocated budget all agreed to obtain 1 quotation covering maternity to go forward	
16	Telephone Quotes – see 'For General Review' folder for "Phone System Quotes 2024" BS discussed phone system quotes. Southern Communications are efficient and on a premium plan. BT Focus – familiar use	BS
17	Policies for review/approval: See "Policies for Review" folder for "Digital-safety-policy", "Attendance Policy Sept 24", "Child Protection – Safeguarding Policy and Procedure" and "RPA Cyber Response Plan" Regarding the "Digital-safety-policy" SW commented on the consistency of writing 'headteacher' either lower case or upper case. References in context should be written as 'child on child' not 'peer on peer'	BS

	“Attendance policy Sept 24” – considering the statutory guidance change “Child Protection – Safeguarding Policy and Procedure” – AC to check safeguarding references. SW commented that KCSIE links in the document are not live AC to check the safeguarding references “RPA Cyber Response Plan” – to approve	
18	Chair’s Notices JT discussed One Drive and viruses Regarding the Parent Governor vacancy, it was suggested to publicise it on Class Dojo for potential ballot and nominations of parents and carers who may also be new to school. VT supported this. JT and RT to write and submit the letter to post on Class Dojo	JT
19	Clerk’s notices - Parent Governor Vacancy – plan dates for election process, and appoint returning officer – as above - Governor Vacancies - this has been discussed - Request for all governors to read and sign and return Confirmation that Code of Conduct, Register of Business Interests, Disqualification Declaration have been completed by all governors – RT will follow this up after half term See “Doc _ Declaration of Interests 2023 2024”, “Doc _Governor Code of Conduct 2023 2024”, “Doc _Governor No Disqualification Declaration Confirmation Form 2023 2024” - Confirmation that KCSIE Part 1 has been read by all governors “Doc _Keeping_children_safe_in_education_2024” - Standing Orders 2024/5 approval See “Doc _FGB_ Standing Orders 2024-5 Draft” – RT will have this ready for the December meeting and will feature it on that agenda.	RT
20	- HTPM committee – approval of 2 x governors and external adviser - Date for HTPM (to be before 31 Dec 2024)	Chair / Clerk

	VT said more than one governor is needed. JT cannot do it, and SM needs a shorter session No pay committee as SM took up the Acting Headteacher role since Easter. 27th March until December.	
21	Personal development work for SW to discuss with Kate Parietti. Set a date after half term DONM: Friday 6th December 2024, 10am – in school Upcoming scheduled meetings: • Wed 26 February 2025 - SFVS- 7pm - Teams • Thurs 27th March 2025 – budget prep - 7pm – Teams (TO BE RESCHEDULED) • Monday 28th April 2025 – budget approval - 7pm - Teams • Wed 16th July 2025 - 10am - in school	Clerk

The meeting ended at 9pm

List of actions from this meeting:

Item No	Action	For
15. (of July 17 th minutes)	VT attending school open morning on the 7 th of November.	VT
6. HT report	SM to investigate the <i>Kpaw</i> curriculum offers further and report in the Spring term, 2025. Feedback after the school open mornings.	SM
7. Finance Update	Chosen governors to meet and work on MIS systems tender AOB: Scaffolding outside Tala class – follow up/update Fire doors and asbestos survey – follow up/update	SW, AC and JT
11. Review of the SDP	VT to send out a formal suggestion of a ‘steering’/focus group’ for SDP initiatives and make sure that everyone is happy with their allocated area. JT will contact GC about his allocated area. VT and JT suggest a working SDP template with a live copy on Teams. SM will follow this up and suggests governors drop in once a term for their observations to tie in appropriately.	All governors
12. WBC HR buy-back versus Juniper Consideration	To be worked on more – follow up	BS
15. Absence Insurance	Follow up/update	BS
16 Telephone Quotes	Follow up/update	BS
18. Chair’s Notices Parent Governor Vacancy	Parent Governor Vacancy: to write and submit the vacancy letter to post on Class Dojo.	JT, RT for writing and BS for submission on Class Dojo
19. Clerk’s Notices (cont: pg 13)	RT to follow up outstanding Declarations of Interest, Safeguarding for Governors certification and acknowledgement of reading part 1 of KCSIE next term from remaining governors. v. Standing Orders 2024/5 approval See “Doc _FGB_ Standing Orders 2024-5 Draft” - will have this ready for the 6 th of December meeting and will feature it on that agenda.	RT for remaining governors RT
21. Upcoming meetings	Personal development work (as part of SDP initiative) for SW to discuss with Kate Parietti. Set a date after half term. Thurs 27 th March 2025 – budget prep -7pm (TO BE RESCHEDULED)	SW All Governors