

Beenham Primary School, Full Governing Body Meeting Minutes
22.05.25 at 10am-12pm at school (Held remotely)

Present	• James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor • Sophie McBean (SM) – Headteacher • Bev Sharp (BS) – Staff Governor and SBM • Simone Hobbs (SM) – Parent Governor • Vicky Thirkell (VT) – Vice Chair of Governors, SEND Governor, Well-being Governor Governors at the meeting met the quorate
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The meeting started at 7pm

Agenda

Item no		
1	Apologies for Absence Alison Cook Roya Tobin Graham Carr	Chair
2	New Governor Application – Jennifer Campbell The Governing Body present heard an introduction from Jennifer. After the introduction a vote was taken, and Jennifer was voted onto the Governing Body. Welcome to Jennifer!	Chair
3	Declarations of Other Business – N/A	Chair
4	Declaration of Interests – N/A	Chair
5	To approve the minutes of the last meeting held on 26th March - see “FGB meeting Minutes March 26_Draft” The “FGB meeting 26.03.2025 Minutes” of the meeting on 26.03.2025 were approved as a true and accurate record.	Chair
6	Matters Arising from the last meeting held on 26th March 2025 JT to give GC role regarding SDP – we are reviewing the SDP for next year and will assign governors to these roles for the new SDP. Data to be added to the 6 th of December HT report – This is attendance data for SM to fill in. Lighting – to be covered later by BS SH arrange H&S training – completed SH to have a H&S visit around the school site after Easter – completed To recruit a parent governor – completed Bev to bring data to meeting for price per pupil for admin – outstanding Bev to add the Sum column for the curriculum contracts – outstanding Bev to see if BC and ASC clubs could be increased – completed	Chair

Beenham Primary School FGB meeting minutes, 22nd May 2025

	Roya to raise advert for parent governor vacancy - completed	
	To approve the minutes of the Budget approval meeting held on 28th April - see "FGB Budget Approval Minutes April 28th Draft" Minutes were in the wrong folder, so will need to be approved at the next Governor Meeting	
7	HT Update Summer term started well. Year 6 SATS ran smoothly, and the school is optimistic about the results when they are released. Three children have joined the school bringing the total to 51. There are five children confirmed for September, and potentially two more could be coming. Two additional families came to stay and play sessions at the school which went well. Safeguarding has been busy recently. There are two cases ongoing which are taking up a fair amount of time for BS and SM. Staffing is stable for next year, no resignations at the school. Year 4 multiplication check and Year 1 phonics screening check are both next term and on course to be successful. The VE celebration event very well with over 100 attendees, both from the wider village along with the parents and school members. The school has received a £500 donation from a former pupil at the school, David Churchill. This will be used on outdoor play equipment for the children. Thank you to David for his generosity. Quality of Education A lot of work has gone into the curriculum since Christmas, and the plan has been reviewed many times. The curriculum will be a two-year project to bring up to what SM would like to see implemented. A new curriculum has been purchased on Kapow which the teachers are being prepared to use from the Autumn term. There is also a new science curriculum being implemented, and one of the teachers has experience using this at a previous school. This will also have an Autumn term rollout. The school has been working with the West Berks English Co-ordinator on an existing scheme of work. The school are going to write and implement their own English curriculum with West Berkshire support, and this will be written term-by-term. Training has been worked on with the West Berks English Co-ordinator, who will also be coming back in June for more collaborative planning with the teachers. There has been work reviewing and refining the model of learning in the R/1/2 class. From September, there will be a model of enquiry-based learning. In Tala the children will have different questions to investigate each week. Some of this will be teacher based, but there will also be their own investigative learning. The school wants this to be embedded and enjoyable, and as the children go through the	SM

	school the enquiry-based learning will be continued. This will embed more structure for KS2 and include project learning, which will help to prepare them for secondary school with independent learning skills. VT had spoken to someone who wanted to bring their child to the school, but the R,1,2 model was not appealing (3/4 and 5/6 was fine). However, JC stated that she liked the current model. JT mentioned that if the numbers increased in the future we could look at splitting up this class again, and everyone agreed. SEND SEND learners are doing well. The school now has 51% SEND against the national average of 18%. SH commented that this is an inclusive school, and that we support SEND well. Mr. Bell-Barrett has taken over the role of SENCo and is working on the NPQ SENCo qualification. . Regarding school funding, we have gone from 3 EHCPs to 6 EHCPs across the school, which brings in funding but not enough. Behaviour and attitudes These have remained calm across the school. There have been a few cases of SEND dysregulation, but things are much improved since over a year ago. The summer theme is "be proud". There will be a talent show upcoming this afternoon and a Pride of Beenham awards ceremony coming up this month. Sports Day and Colour Run are coming up, along with the summer production and summer fair. Personal Development There is a program of opportunities for being proud, including bushcraft and outdoor learning days. The school has had many trips this year. Leadership and Management SM went to the HT conference last term, and her NPQ H is still ongoing. GBB NPQ SENCo is still ongoing. Budget Budget was submitted to WB and the school is in credit. We are looking at leadership opportunities for the two EC Teachers from September. This will be linked to the SDP rather than subject leadership. Other The school had an ECT quality assurance visit at the beginning of term which was positive, and the school received a great report back from that. JT asked if it was time for parent feedback, and SM confirmed the summer term form will go out soon.	
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	JT asked whether we should be expecting OFSTED any time soon, SM and BS stated that we expect it in 2/3 years, and the curriculum project will be complete by then for OFSTED to review.	
8	Finance Update The budget was submitted and has been uploaded/fixed in SBS and FMS, two school finance systems. The CFR return has also been completed. The spring census was also submitted, and there were three queries raised. All queries were resolved due to the data being correct. No news on Sports funding at the moment. However, in July schools will need to complete a digital reporting form which outlines how the school has used its PE in sports premium, and the impact that it has had on delivering the aims of the funding. School lunches – due to our low number of school lunches ordered our rate remains higher than other schools. Our current price is £3.75, which was increased from £3.66 due to the government's new NI costs. The £3.75 rate will be held until April next year. Governors discussed whether there were any other options, and it didn't appear anything was viable, so the school has continued to stick with this rate. There will be a residential next year for year 5/6 in November and are looking at PGL in Liddington. The cost per head is £143 per head, and BS asked the Governors for approval. Governors approved this decision. In September 2025, the school would like to move to a cashless system. All payments will be made via the SCOPAY application. BS wants to link the impress account to the application which makes financing easier. Governors were asked whether this was acceptable. VT asked regarding the impact on people, but BS confirmed most people do pay online. For fire doors, a meeting was held at school on April 10th, and the Parish Council also came. All doors were checked for the specs and now the door specifications have been sent for the doors to be made. The doors will be installed in the Summer. Peace Garden works is almost complete, the total cost was £1250 For the lighting project an R&D survey is booked for May half-term break. When that report is returned BS can submit a SPAR form to start the project, to hopefully complete over the summer. H&S have confirmed no training available at the moment, but they will review if schools have more demand. The workaround with SH will continue. BS has completed her senior mental health lead course.	BS
9	PPG Update – including new arrivals We had 9 children on census day with PPG, and we now have 16, which means the school will be missing funding for the remaining children (they were not on the school register in October). This is around 29% of school.	SM
10	SEND Update	SM

	Covered in HT report. The school is 51% SEND, with 6 EHCPs. Two annual reviews will be completed next term, with more to complete next year.	
11	Safeguarding Report General safeguarding practices are continuing. There are ongoing cases at the school that involve a lot of meetings, but the workload is manageable.	SM
12	Review of the SDP Not completed, will be reviewed on the July meeting	SM/ VT - all
13	Policies for review/approval Health and Safety Policy (minor amendment) Maternity/Adoption Policy Health and Safety Policy was approved by the Governing Board. Maternity/Adoption Policy was already approved a meeting ago, with a small change in neo natal. West Berkshire model was followed, and amendment was approved by the Governing Board	BS/ HT
14	Chair's notices/AOB No Notices AOB Governor Monitoring – Governor monitoring still needs to be completed during the summer term. Action taken for JT and VT for this term. Proposed term dates for next school year – Inset date changes were discussed after staff consultation, and dates realigned to better fit teacher inset training and parent convenience. Governors approved the amendment to the inset dates.	Chair
15	Upcoming scheduled meetings Wed 16 th July 2025 – 7pm – held remotely via Teams	Chair

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Actions

Action	Owner
Data to be added to the 6 th of December HT report – This is attendance data for SM to fill in.	
Bev to bring data to meeting for price per pupil for admin – outstanding	
Bev to add the Sum column for the curriculum contracts – outstanding	
To approve the minutes of the Budget approval meeting held on 28 th April - see "FGB Budget Approval Minutes April 28 th Draft"	
JT and VT to complete their summer monitoring in the summer term.	