

Beenham Primary School, Full Governing Body Meeting Minutes
26.02.25 at 7pm (Held remotely)

Present	- James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor - Sophie McBean (SM) – Acting Headteacher - Bev Sharp (BS) – Governor and SBM - Graham Carr (GC) - Co-opt Governor - Simone Hobbs (SM) – Parent Governor
Apologies	- Alison Cook (AC) - Safeguarding Governor - Vicky Thirkell (VT) – Vice Chair of Governors, SEND Governor, Well-being Governor
Absent	Stephen Wallace (SW) - Parent Governor - Sent in resignation before meeting
In Attendance	RT– Clerk

The meeting started at 7pm

Item no		
1	<u>Apologies for Absence</u> AC – no reason given VT – other commitments SW – handed in resignation – Sending much appreciation and thanks for his hard work as a Parent Governor.	Chair
2	<u>Declaration of Any Other Business</u> – N/A	Chair
3	<u>To approve the minutes of the meeting held 06.12.2024</u> The “FGB meeting 06.12.2024 Minutes” of the meeting on 06.12.24 were approved as a true and accurate record.	Clerk/ Chair
4	<u>Matters arising from last Meeting on December 6th, 2024</u> JT still needs to give GC an assigned role for the SDP The retrospective data to add to SM’s HT report on 6 th December Peace Garden addressed to BS. Access wanted to it but cannot allow this until it has been restored. Estimated £2k and cement will cost £200 but have the materials. The probation team would have done it free of charge but are no longer able to complete the project due to the resignation of the supervisor. BS is	Chair

	waiting to hear back from the Probation service as to plans for the future in terms of coming to school. Lighting not on list of priorities right now and a SPAR form will need to be completed. WBC have said that a R&D survey will need to be completed before a contractor can be appointed. This will be picked up again after Easter. JT needs to follow up Primary school to Secondary school transitions. Governor recruitment mentioned – to look within the community, for example former teachers Headteacher recruitment and interview process completed. Congratulations to SM who accepted the permanent role and will be starting in the Summer Term.	
5	<u>HT Update and Report</u> <u>Term Overview</u> Spring 1 went well, hard work paid off Transitioned school development focussed on teaching and learning Permanent teacher position after HT appointment successful, this teacher is moving into the SENCO role. Teacher joined the SLT 1k anonymous donation to possibly go towards a whole school trip to the Ashmolean and Natural History Museums in Oxford, or the EY garden Getting fire doors underway <u>Curriculum</u> Reviewing all but Maths for new approaches next year. Especially English and Writing. Getting it ironed out for a September start, so there's time to test it during the 2nd term. Met with school improvement advisor Kate Parietti. Looking at R, 1 & 2 to review provision. Write Stuff may go and may do independent English Planning KS1 Provision - looked at offer for Year 2 for transition to KS2 Pupil progress meetings with teachers and identified vulnerable learners who come with plans	SM

	PIXL assessments for how learning is impacted across school Curriculum linked outdoor learning lessons have started Behaviour and attitudes maintained from last term with a 'Calm' initiative Inset training delivered to teachers and then to TA's Looking at ways to secure attention for learners especially with SEND <u>Extra-Curricular Plans</u> Personal Development – 'Be Safe' is the value this term. Fire and rescue service in for a morning which was received well. Neighbour Police team coming in March. Making sure all children can call 999 'Bikeability' for Years 5 and 6 is coming up Forest School and Bushcraft schools. PTFA will pay for two days in summer term <u>Audits</u> Health and Safety Needs assessment audit 'Well Done' to BS who worked very hard and achieved an outstanding grade. Notified of a finance audit in Mid-March <u>Staff plans</u> Teacher started NPQ SENCO course, transitioning role of SENCO to him from Easter SM continuing NPQH ECT's following relevant training Staff training around pedagogy routines of learning West Berks Heads conference is at the end of March	
6	<u>Finance Update</u> <u>Pay awards</u> BS spoke about school pay awards and WB's suggestion	BS

	School Teacher Review Body – budget for 2.8%. Guidance to go with recommendation if you haven't budgeted for more but BS was considering 3%. Need to find it within existing budget as there is no further funding available and no additional grant. It is not school's choice how much teachers get. GC asked if there was a historical way to identify a trend for the percentage. For support staff there is a suggested increase of between 3.5% and 4% JT suggested going down the middle. It is recommended to go with what WB advise. Salaries are the schools' largest expenditure <u>Budgets</u> BM discussed the budget documents shared. Period 9 budget monitoring is healthy, but this does not mean that the school has funds to spare. BS currently working on next year's budget plans and the projected carry forward figure will very quickly be absorbed. Pupil Premium has been used to purchase resources for ELSA Budgeting conservatively <u>AOB</u> Fire doors going ahead Health and Safety Audit BS has suggested for SH as a Health and Safety Governor. Governors agreed to this. Will set her up for WB training, and do a site rec after the Easter holidays School meal contract ends in July. Consulting with 3 other local schools, waiting to hear the results of their tender. Energy (EDF) Central Contract with WB. Need to notify them by 11th March if plan to leave. Have decided to stay and will be remaining until the 31st of March 2027. No pricing has been shared and still being finalised. Negotiate preferential rates? Check meter readings. Using WB's procurement team. Sports provider emailed to notify of a 3% increase from April due to various factors. This will be factored into next year's budget.	
7	<u>PPG Update</u>	SM

	48 pupils currently on roll Early Years - new child before Christmas. Settling well along with the other child. Tala teacher looking at curriculum for next year to map the 3-year groups together. Pupil numbers received and projected for Autumn term. Discussion of predicting for future years in pupil planning 5 pupils from Year 6 will be leaving at the end of the summer term.	
8	<u>SEND Update</u> EHCP granted with no funding Alternative Provision placement needs to be in the budget	SM
9	<u>Safeguarding Report</u> Safeguarding - safeguarding audit in January. Self-assessment: AC talked through what has been done already	SM
10	<u>Review of the SDP</u> Started mid-year review of the SDP, now on Teams. On live version adding comments on where we are up to and what we can achieve. SDP monitoring and governor visits - need more governor visits. SDP Gov monitoring visits need to be booked in.	SM/VT/JT
11	<u>Policies for Review</u> Discussion on how to purchase and source the 'Key' on Governor Hub BS to get a cost	JT
12	<u>Chair's Notices</u> PTFA grant request from Amy Thorne. JT asked SMB for info to present at Parish Council	JT
13	Clerk's Notices None	JT on behalf of RT
14	Upcoming scheduled meetings: • Wed 26 February 2025 – FGB - 7pm - Teams • Weds 26th March 2025 –SFVS approval and preliminary budget review - 7pm – Teams – date amended • Monday 28th April 2025 – budget approval - 7pm - Teams • Wed 16th July 2025 - 10am - in school	RT

The meeting ended at 8pm

List of actions from this meeting:

Item No	Action	For
1	JT still needs to give GC an assigned role for the SDP	JT
2	Does data still need to be added retrospectively to SM's HT report from 6 th December?	SM
3	Peace Garden restoration developments	Bs
4	Lighting to be addressed after Easter	BS
5	Setting SH with H&S training from WB. To do a rec around the school site after Easter holidays	BS
6	Observing external tender of other school meals suppliers	BS
7	To source and look into cost of Governor Hub 'Key'	BS
8	To look into recruiting a new Parent Governor after SW's resignation	JT/RT