

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

Present	- James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor - Sophie McBean (SM) – Acting Headteacher - Bev Sharp (BS) – Staff Governor and SBM - Graham Carr (GC) - Co-opt Governor - Simone Hobbs (SM) – Parent Governor - Alison Cook (AC) - Safeguarding Governor - Vicky Thirkell (VT) – Vice Chair of Governors, SEND Governor, Well-being Governor All governors present – met the quorate
In Attendance	RT– Clerk

The meeting started at 7pm

Item no		
1	Apologies for Absence – N/A	Chair
2	Declarations of Other Business – N/A	Chair
3	<u>Declaration of Any Other Interests</u> – N/A	Chair
4	<u>To approve the minutes of the meeting held 26.02.2025</u> The “FGB meeting 26.02.2025 Minutes” of the meeting on 26.02.2025 were approved as a true and accurate record.	Clerk/ Chair
5	<u>Matters arising from last Meeting on February 26th, 2025</u> JT still needs to give GC an assigned role for the SDP The retrospective data to add to HT report on 6 th December – SM to check with Kim Peace Garden addressed - have materials, originally planned for it to be carried out with probation team. As they are no longer attending site at moment, a parent builder has agreed to do the works for a cost. Lighting – still to be addressed JT needs to follow up Primary school to Secondary school transitions. Parent Governor recruitment mentioned – will send out letter JT will follow up Governor Hub Key Resources Training when available for SH, Health and Safety role External tender for school catering in progress	Various
6	<u>Finance Update</u>	BS

	BS covered numerous documents Budget so far: FUND 08 – PPG budget, balance of £2,440 to be brought forward Reference to row 8 PP Fund export. Funding rate is £13, 635 (Mention of salaries and pensions) Covers: National College Subscription ABC Reading services PIXL CPOMS Balance 2025/2026 £191 in credit Funding for 2025/26 received for 9 children (as per census data) Some PPG children arrived after CENSUS, so funding will not be received for them FUND 13 Sports Small balance of £17 £16,480 to cover: Alternative Provision Teaching Lunchtime Controller salaries Grounds Maintenance Repair Sports Equipment PE coaching once a week No confirmation that Sports Premium is continuing Deficit of £17k to submit without the sports budget. SM suggested that the funding may still be there, but it could re-branded as something else Could make amendments to pull it in – make cuts from this budget FUND 76 – Capital Budget Big balance brought forward - £168.15 in credit To cover: Lighting payment Fire doors Health and Safety R&D survey £3k to also cover laptop purchases for the 3 teachers and SM	
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	FUND 99- Out of hours (After School) club is being run at a general loss on the main school budget Staffing Employers' deficit Food to provide in club Breakfast club normally has 4 pupils – runs 5 days, not always at ASC (can vary) – runs 4 days. GC suggested increasing the rates to help the budget. BS will investigate this in due course VT had a suggestion for a handover fee, but this is not feasible as pupils go straight from classroom to the club room and then parents collect them at entrance. It has previously been posted on ClassDojo with at least one day's notice. FUND 01 No changes to staffing since start of school year, September 2024 Teachers have until 31st May to resign but not expected Flexible hours for TAs accounting for inflation. Suggestion of 3.5% - 4% WB advises 3.5% (considered 3.75 %) BS liaised with SM over this One child with AP costing £5,200. Applying to the SEN team for funding. Aiming for budget to be healthier (Need to add correct tables to NI grant) Grants – funding formula change Looking at the national picture WB – focussing on all years JT thanked BS for putting school in credit and for her efforts putting together the budget. It was recognised how many hours it takes to bring everything together. <u>AOB:</u> Register Procurement Budget card for BS – approved by Governors for maximum amount	
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	SM discussed projected pupil numbers in Reception from new school year Increase to whole school numbers after Easter with new arrivals in various year groups. Beenham Primary has become a popular school with children outside of the catchment. BS met with LA about pupil numbers – low birth rates have contributed <u>Safeguarding update</u> SM attended DSL forum 2 assessments – 2 families Also mention of: SDP link school visit PC Approval for grant – outdoor learning area to be ‘Edwin’s corner’ in memory of Edwin Roe, however they won’t give the funding until quotes are received, and it is match funded The following events will also raise money towards it: Memory Walk Summer Fete Just giving page VT suggested publicising on social media. Already being forwarded on FB	
7	SFVS Approval – this was actioned after a discussion was had between the governors regarding the document	SM
8	<u>Benchmarking</u> Benchmarking against other schools of a similar size using CFR data referring to 23/24 <u>Utilities</u> It considers fuel, oil, electricity (not gas) Utilities do not consider water which the Parish Council contributes £1792 to. Boilers are more fuel efficient. Lighting will be replaced in the financial year. <u>Premises</u> Cleaning, premises, caretaking are 5.3% of expenditure	BS

	Other schools have cleaning companies, but staff member is employed by the school. Use probation team for projects as community service criteria. They don't come in with children on site. Manager wants to come in with the new team. Need to follow up the Peace Garden. <u>Other Occurring Costs</u> Bins, hygiene services, fire regs – average. Maintenance planned, unplanned and improvement is lower using the probation team. Grounds maintenance 3.3k – 0.6% of total expenditure The probation team do jobs in between like tidying and have come every 3 weeks. <u>First Aid and Admin Supplies</u> First aid and photocopies contribute £3k of expenses – at top half. SM has had a chat with staff to be careful with photocopying and not in colour as it costs a lot. Source best value supplier Need to print resources and worksheets. Cannot deliver the curriculum without paper. Have looked at booklet alternatives to change things up. <u>Catering</u> Spending £13k <u>Staffing</u> Covers 255k expenditure for teaching staff September 2023 – the HT went on sabbatical and Acting HT had a lower salary June 2024 – class restructure September 24 – employment of 1 M6 and 2 ECTs 15.6% - educational support £1,600 per pupil A lot of change but have done well under the circumstances £42k allocated £736.35 cost per pupil	
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	Supply staff 2023/2024 – low at 0.3% JT commented that this was in line with most schools apart from the costs for the admin/clerical staff (hours in office have already been cut). GC asked BS for price per pupil for admin. BS will bring data in the next meeting. <u>Breakfast Club and After School Club</u> BS benchmarked with other Business Managers as to how much was charged and what year groups were included. Beenham Primary is competitive compared to other schools who provide it externally with providers running it in school. Prices have been raised after half-term. After School club: £12 full time £6 – half price Breakfast club: £4 The uptake is low for both – don't want to be in debt. There was a holiday club a long time ago for the first two weeks of the break. JT asked for timings and some other schools close at 6pm Governor funding wraparound care BS was interested in what other schools were doing. Offered extension to 6pm for ASC and on Fridays as there's no financial risk but there was no interest. Positive impact on budget – main 4 families were ok with the raised costs. There are more extra curriculum clubs, so children go to those clubs. These include Performing Arts, Sports, Arts & Crafts club. SM said there is a plan to rebrand the ASC for the next school year. 1st hour – interest led – e.g. Lego building which won't require more resources 2nd hour – 'chill out' GC asked if the rates can be increased. SM replied that it is sufficient for now and maybe in the next school year. <u>Current Contracts and Buy Backs</u>	
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	SLA – buy back from WB council for certain services Purchased from the price last year with a £3k plan for Finance All ‘buy backs’ from WB have been purchased apart from legal – there is no price yet. Engineering inspections for outdoor play equipment to arrange but waiting for insurance <u>Contracts outside West Berks:</u> • Rubbish Collection • Food Waste Bin • Woodside Recycling • Caterlink – current contract ends current academic year. Tender document with 4 other schools to receive quotes • RPA insurance • Sanitary bins • Fire extinguisher • Fire alarms – fault line – more competitive • New phones • Lightning Conductor • PAT • Deep Cleaning <u>Contracts around curriculum</u> Using PPG budget PIXL – national assessments White Rose Maths Will be stopping Cornerstones & Write Stuff Kapow - getting an upgrade early of £238 for staff to become familiar Website subscription fee for Primary Site Monster Phonics Reading Plus for final year PSHE – Kapow ABC to Read New subscription for TWINKL including PE – all staff will have a password to log in Some allowances for Bushcraft this academic year Dyslexia Gold SEN – training CPOMS – safeguarding Science resource – Developing Experts ELSA GC asks what the total Delta is. JT suggests to BS to provide a SUM column for next meeting The cost is less this year Itemised from categories BS contacted all suppliers bar legal and engineering inspections	
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	JT asked if catering is less or more. BS said more as there are NI implications for staff which is putting cost on school. BS will be sending tender documents on the 1st May as can only use the data at this moment. BS has been talking to the SBM's of the other schools Option of quotes for individual school or all 4 schools subsidised. The other schools did not want to do the latter so each school will pay for their own. Beenham Primary is a small school in proportion.	
9	Policies for Review/Approval: • Financial Management Policy • Pay policy • Maternity/Adoption Policy • Paternity Policy • School Fund Policy • Shared Parental Leave Policy • Smoke Free Policy • Visitor Policy and Procedures All approved apart from 'Smoke Free Policy' which will be removed. No change to 'boiler plate' policies. Some were meant for the FGB on February 26th Pay, Financial Management and School Funds are the key ones Maternity, Adoption and Shared Paternity Leave Financial Management Policy - Links to the website. Pay policy from WB council has gone out to teachers Review date in September 2025, can be changed to November regarding pay scales Highlight amendments to: School Fund Policy – had one change Smoke free policy – not statutory and has been removed Visitor policy. Regarding departures: visitors don't need to be escorted outside the school	SM
10	Chair's notices – N/A	JT
11	Clerk's Notices Will arrange recruitment letter for Parent Governor vacancy to be posted on ClassDojo	RT
12	Upcoming scheduled meetings: • Monday 28th April 2025 – budget approval at 7pm – Teams • May 22nd, at 10am– in school Wed 16th July 2025 - 10am – to be moved to Teams	RT

The meeting ended at 9pm

List of actions from this meeting:

Item No	Action	For
1	Recurring - JT still needs to give GC an assigned role for the SDP	JT
2	Recurring - Does data still need to be added retrospectively to SM's HT report from 6 th December?	SM
3	Recurring - Peace Garden restoration developments	Bs
4	Recurring - Lighting to be addressed after Easter	BS
5	Recurring - Setting SH up with H&S training from WB. To do a rec around the school site after Easter holidays	BS
6	Recurring - Observing external tender of other school meals suppliers	BS
7	To recruit a new Parent Governor after SW's resignation – to send out letter	BS
8	BS will bring data in the next meeting for price per pupil for admin	BS
9	BS to provide a SUM column for curriculum contracts	BS
10	General – BS to see if rates to BC and ASC can be increased	BS
11	RT to arrange recruitment letter for Parent Governor vacancy to be posted on ClassDojo	RT