

**Beenham Primary School, Full Governing Body Meeting Minutes  
for Budget Approval**

**28.04.25 at 7pm (Held remotely)**

|                |                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Present</b> | <ul style="list-style-type: none"> <li>James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor</li> <li>Sophie McBean (SM) – Acting Headteacher</li> <li>Bev Sharp (BS) – Governor and SBM</li> <li>Graham Carr (GC) - Co-opt Governor</li> <li>Alison Cook (AC) - Safeguarding Governor</li> </ul> <p>Governors present met the quorate</p> |
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**The meeting started at 7pm**

| Item no |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
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| 1       | <b>Apologies for Absence</b><br><br>Vicky Thirkell<br>Simone Hobbs<br>Roya Tobin (clerk)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Chair |
| 2       | <b>Declarations of Other Business</b> – N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Chair |
| 3       | <b>Declaration of Any Other Interests</b> – N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Chair |
| 4       | <b>Budget 2025/26 approval</b><br><br>BS took the Governors through a finalised presentation for the school budget. Most of the detail was covered in the March 2025 meeting, where the budget was discussed and documented in full detail.<br><br>The Governors were explained assumptions made making the budget, such as the current staffing structure for the school. All pay rise and pension assumptions were mapped to the recommendations from West Berks Council (WBC).<br><br>Future predicted pupil numbers were taken from WBC data and local knowledge of pupil movement.<br><br>The current main school budget (FUND 01) for the 2025-2026 year is in credit by £3,074.19. This however will be consumed in future years as costs rise. Future years are looking more challenging, but the key confirmation across the Governing board is that the key to increase funding is attracting more pupils to the school.<br><br>BS then took Governors through more detail into pupil premium, free school meals, capital funding, and breakfast/after school club. The school has allocated £3,000 towards the fire door project happening over the summer, which is the most that WBC have stated that the school will have to pay.<br><br>The Governors approved the budget. Governors also thanked BS for all her hard work, the budget preparation takes a lot of time which must fit around the day-to-day activities at school. | BS    |
| 5       | <b>Chair's notices</b> - None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | BS    |
| 12      | <b>Upcoming Meetings</b><br><br>May 22 <sup>nd</sup> , at 10am– in school<br><br>Wed 16 <sup>th</sup> July 2025 – 7pm on Teams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RT    |

**The meeting ended at 7:36pm**