

**Beenham Primary School, Full Governing Body Meeting Minutes**  
**14.10.25 at 7- 9pm (Held remotely)**

<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) – Headteacher</li> <li>• Bev Sharp (BS) – Staff Governor and SBM</li> <li>• Jennifer Campbell (JC) – Parent and SEND Governor</li> <li>• Simone Hobbs (SH) – Parent and Health and Safety Governor</li> </ul> <p>Governors at the meeting met the quorate</p>
<b>In attendance</b>	N/A

**The meeting started at 7pm**

**Agenda**

Item no		
1	<b>Apologies for Absence</b> <ul style="list-style-type: none"> <li>• Graham Carr (GC) – Co-opt Governor</li> <li>• Vicky Thirkell (VT) – Vice Chair of Governors</li> <li>• Roya Tobin (RT) - Clerk</li> </ul>	Chair
2	<b>Declarations of Other Business</b> – N/A	Chair
3	<b>Declaration of Interests</b> – N/A	Chair
4	<b>To approve the minutes of the last meeting held on 16<sup>th</sup> July</b>  The “FGB meeting 16.7.2025 Minutes” was approved as a true and accurate record.	Chair
5	<b>Matters Arising from the last meeting held on 16<sup>th</sup> July</b> <ol style="list-style-type: none"> <li>1) RT to follow up on safeguarding training for VT – Done</li> <li>2) BS to check with WB to see if lighting falls under the capital budget – Not complete yet</li> </ol>	Chair
6	<b>Approval of 2025/2026 FGB Standing order</b>  A discussion was had around parts of the document. The document states that the FGB intends to meet at least once every half term, which was confirmed to be the case.  There was a discussion around the number of governors required to be Quorate, which was confirmed to be half of the current number of Governors. It was also confirmed that Beenham Primary has been too small to form committees in the past.	All

	<p>The 2025/2026 FGB Standing Order document was then <b>approved</b> by the FGB.</p>	
7	<p><b>HT Update</b></p> <p><b>Census</b></p> <p>SM informed the FGB that the school has had a successful start to the year, and that five new children joined in reception. Seven additional children have joined the school across the remaining year groups, taking the number of children on roll to 53, with another application received today which should take the number to 54.</p> <p>Open mornings have been set up for children preparing to join their primary school which has been added to social media. Governors are welcome to come in on November 11<sup>th</sup> and 12<sup>th</sup> to help with the open mornings.</p> <p>The SDP monitoring baseline visits have been scheduled for all apart from GC, so <b>action on JT to follow up with GC to arrange his SDP monitoring visit/call.</b></p> <p>The school currently is without internet and new equipment needs to be delivered and installed before this can be reinstated. This also has restricted printing at the school.</p> <p>The school had the census on 2<sup>nd</sup> October. For the autumn census the school had 53 children on roll, and 25 on the SEN register (47% compared to around 20% nationally). There are 4 children currently with EHCPs at school, which is 7.5% (around 5.3% nationally). 16 children have Pupil Premium Grant funding (30% compared to around 25% nationally). This sets funding for the subsequent teaching year.</p> <p><b>Teaching and Learning</b></p> <p>Inset training was run at the beginning of term focussed on pedagogy: securing attention, and crib sheets have been created in every classroom for teachers to refer to. An example was shared with the group. More crib sheets will be produced in the future for other topics.</p> <p>The school is focussed on getting consistent pedagogy across the school, and a roadmap has been designed around this. The first term is focussed on practising securing attention in the classroom and then move on to small steps instruction in January.</p> <p>There are new curriculums across the school, and the first units have been successful. Both teachers and the children have enjoyed the new content. The school calls the content “sticky learning” and it is being remembered. The English curriculum is</p>	SM

<p>being produced and an ongoing project, and SM spoke to the teachers last week about producing a long-term plan.</p> <p>The school had inset twilight last week. SM and the teachers looked at the curriculum mapping and reviewed an assessment tracker called Flight Paths, which will track every child's path from the end of reception. This will ensure that the school can track children's progress and see that line trending upwards.</p> <p><b>School Environment</b></p> <p>Time and money have been invested in changing the school environment. The whole school is now low stimulus, with natural tones, which is good for securing attention for teaching and regulation around the building. Low lighting is also being used, and the school looks lovely. This is also helping SEN learners. The library has been renovated too.</p> <p><b>Professional Development</b></p> <p>The school had two INSETS in September, which also included universal safeguarding, health &amp; safety, pedagogy and team meetings.</p> <p>All TA's attended external training at Bucklebury school, and two of them will go back for more training in January.</p> <p>There is also training coming up for early years and key stage one with two attendees from the school.</p> <p>WB and Public health have funded a programme called "heads up for head teachers", which is coaching informed peer support groups, which SM has signed up to.</p> <p>SH asked whether governors could attend pedagogy training, SM confirmed yes to understand pedagogy more.</p> <p>JT asked whether there is training staff are asking for that the school cannot offer, either due to WB not offering it, or timings aren't suitable. SM confirmed everyone is getting the training they need, but some staff have also asked about apprenticeships and NPQ's. There is now a specialist apprenticeship SEND training course for TA's, but it was too close to the deadline. This will be reviewed for next year.</p> <p><b>Community</b></p> <p>The school has WOLFPACKS for a new house system this year. Four breeds of wolf species have been chosen and mapped to the existing colours of the previous houses.</p> <p>Monthly story sessions for the whole school are starting, and families are invited to come in on the first Friday of each month to read stories with their children. This encourages the joy of</p>	
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	<p>reading at school. In the future SM will also run bite-size training for parents to provide tips on reading at home.</p> <p>The kindness tea party is coming up next week with the local community and the care home down the road.</p> <p><b>New Ofsted Framework – Governance</b></p> <p>SM shared content regarding governance with the FGB from the new Ofsted framework to review for this year.</p> <p>JT asked if any governor courses for Ofsted come up please to share them with the team.</p> <p><b>Attendance</b></p> <p>The internet is preventing access to the latest figures. <b>Action SM to share after the internet is resumed.</b></p> <p>A number of actions were completed last week around attendance, and the school had a meeting with an education attendance officer. These meetings will continue throughout the year. Requests for leave during term time have been noted as unauthorised by the school.</p>	
8	<p><b>WBC Review of Schools</b></p> <p>Update provided in Part 2 minutes.</p>	SM
9	<p><b>Finance update including catering procurement</b></p> <p>Period 5 August budget monitoring has been provided.</p> <p>Catering update – our current contract has been extended until the end of March. Tender documents need to be completed by the three schools in the process before January, so the school is planning to get the documents out on the 22<sup>nd</sup> October.</p> <p>The process requires going through a lot of documentation. The three schools go as a group to tender, but each school will get an individual contract.</p> <p>JT asked whether we were going with a group to reduce the admin burden, BS confirmed this.</p> <p>The template to use was provided by ESPO and they take a cut of the cost that the tenderer must pay. JT asked whether we have asked for a completed one from another school to help Beenham complete it, BS confirmed this was the case.</p> <p>Fire doors – all doors completed and access controls fitted. The intruder alarm was broken as part of the work; BS received a quote for £3,440 and WBC have agreed to fund this repair. This is now installed and completed. The kitchen roller-shutter still needs to be linked to the fire alarm. The bi-folding door in Tala</p>	BS

	<p>class still needs to be completed, which will be done over half term.</p> <p>Census – 53 pupils were on roll, and we had budgeted for 49 pupils. The funding formula changes every year, but this could mean an extra £21,274 for the school. In addition, we had 16 pupil premium children when the school was expecting 13, which brings an additional £4,545 as well.</p> <p>Pay policy – all governing bodies need a policy to determine how teachers are paid at the school. There is a change this year that the DfE no longer sets mandatory scale points within teacher pay ranges. However, the STPCD have advisory pay points teachers. The school follows the STPCD. In addition, there is no longer a requirement for pay to be linked to performance. Any performance matters should be handled through the appropriate policy and procedures.</p> <p>JT asked if we have ever had to hold any pay back due to performance. SM and BS confirmed this has not been the case, and performance is managed outside of pay.</p> <p>Emergency lighting – 16 bulkheads had failed. One company quoted £2,200 to repair this. BS is getting another quote to see if it is lower.</p> <p>Current position as of period 5 – Currently the main school budget is surplus £12,280. When the budget was set the school was expecting £3,074, and this was well received news. All other budgets are in surplus. Taking forward a surplus and having additional children puts the school in a good place for next year.</p>	
10	<p><b>PPG Update – including new arrivals</b></p> <p>Refer to HT update</p>	SM
11	<p><b>SEND Update</b></p> <p>Refer to HT update</p>	SM
12	<p><b>Safeguarding Report including discussion of meeting with Alison Cook</b></p> <p>SM having a safeguarding meeting with VT next Monday. All systems regarding safeguarding at the school are working well.</p> <p>BS stated that there will be a safeguarding update in the inset day to refine how CPOMS is used to make the process smoother.</p> <p>Alison Cook (AC) raised a concern during the last FGB meeting. After a discussion with AC, it was confirmed that what happened</p>	SM

	<p>at school was a Health &amp; Safety incident rather than a Safeguarding incident.</p> <p>The steps taken after this incident were discussed with AC and AC was satisfied that what had been done in school was appropriate and that all procedures were followed. AC has now redacted her statements from the previous meeting.</p>	
13	<p><b>Review of the SDP and discussion on how Governor Monitoring will be linked</b></p> <p>All governors other than GC have been briefed for their parts to play in the review of the SDP. JT will follow up with GC next week.</p>	SM/ VT - all
14	<p><b>Policies for review/approval</b></p> <p>1) Leave of Absence</p> <p>JT commented that the policy looks quite out of date. There have been no changes to the policy since 2020. BS confirmed that this is the most recent version of this policy that HR have.</p> <p>SM explained that this policy provides the guiding principles which are required to be adopted at the school. JT asked if we had one of these before, but SM confirmed this is the first time we have had one. A policy is required to provide a formal process around leaves of absence.</p> <p>JT asked if wellness days should be included in the policy. SM investigated this and because it is a <i>model</i> policy from HR it cannot be amended.</p> <p>The FGB <b>approved the leave of absence policy</b> unanimously.</p> <p>2) Pay Policy</p> <p>BS commented on the pay policy during the finance review earlier. Aside from these changes the document is the same as the previous version, aside from irrelevant sections that were taken out due to not having certain functions (e.g. TLRs).</p> <p>If any changes are required BS will speak with HR in the future.</p> <p>The FGB <b>approved the pay policy</b> unanimously.</p>	BS / HT
15	<p><b>Fire Risk Assessment</b></p> <p>Fire risk assessments are scheduled to be carried out every five years, and the last one flagged up the previous fire door issue. We are now due a new fire risk assessment, and BS is going to request another fire risk assessment to ensure that the school is now up to date and compliant.</p>	Chair

16	<p><b>Chair's notices/AOB</b></p> <p>1) Co-opted Governor Advert</p> <p>The school are going to ask about new governors in the next Village News article next week.</p> <p>2) Documentation for actioning</p> <p>JT requested that all governors ensure they have completed all their compliance documents and returned them to the Clerk. JT also reminded the team that there is required training on the National College to be completed.</p> <p>3) Parish Grants</p> <p>The parish council are asking the community for new grant ideas, so JT asked the school to consider whether they have any further ideas for grants.</p> <p>4) HT performance management</p> <p>SM stated that her performance review is coming up by the end of the year. JT to follow up with WBC to arrange this with an appropriate support.</p>	Chair
17	<p><b>Upcoming scheduled meetings</b></p> <p>Friday 12<sup>th</sup> December at school 10am-12pm, following an observation morning</p>	Chair

### Actions

Action	Owner
JT to follow up with GC to arrange his SDP monitoring visit/call	JT
SM to share attendance numbers after the internet is resumed	SM
JT to arrange HTPM meeting with resource from WBC	JT