

Beenham Primary School, Full Governing Body meeting

Friday 2 December 2022, 10am

Held at Beenham Primary School

Minutes

Present: James Tobin (JT) (Chair), Amy Donnelly (AD) (Headteacher), Padraig O'Hannelly (POH), Kirsty Clarke (KC), Sophie McBean (SMB), Vicky Thirkell (VT),

Apologies: Jon Hewitt (JH), Daniel Brooks (DB) (Vice Chair)

Absent:

In Attendance: Emma Smith (ES) (clerk)

The meeting started at 10.21am

JT welcomed VT.

JT informed the FGB that SM and AD will need to leave for items 9 and 10, and that DB will be able to join the meeting briefly for items 9 and 10 in order for the meeting to remain quorate regarding any decisions on those particular items.

Item no		
1	<u>Apologies for Absence</u> JH – work commitments – apologies were accepted DB – work commitments -apologies were accepted. DB is expected to join the meeting for items 9 & 10.	Chair
2	<u>Declarations of Other Business</u> None	Chair
3	<u>Declaration of Interests</u> None	Chair
4	<u>Appointment of New Co-opted Governor</u> See “Doc 7_Vicky Thirkell Biography” The FGB appointed VT as a co-opted governor, with a 4 year term of office, starting from 2/12/22, ending 1/12/26. The clerk informed VT that, whilst her term of office is 4 years, she is able to resign as a governor at any time.	
5	i) <u>To approve the minutes of the last meeting held on 21 September 2022</u> - see “Doc 1_FGB meeting 21 September 2022 Minutes_DRAFT” The minutes of the FGB meeting held on 21 September 2022 were approved as a true and accurate record. ii) <u>To approve the minutes of the extraordinary FGB meeting held on 10 November 2022</u> - See “Doc 2_FGB meeting 10 November 2022, Minutes_DRAFT”	Clerk/Chair

	And “Doc 3_FGB meeting 10 November 2022, Part II (CONFIDENTIAL) Minutes_DRAFT” JT explained to VT that an extraordinary FGB meeting had been convened in order to review and approve the staff pay recommendations in time for the next pay roll. SM offered appreciation to the governors for holding and attending the extraordinary meeting at short notice. a) The minutes of the FGB meeting held on 10 November 2022 were approved as a true and accurate record. b) The part II (Confidential) minutes of the FGB meeting held on 10 November 2022 were approved as a true and accurate record.	
6	<u>Matters Arising from the FGB meetings held on 21 September 2022 and 10 November 2022</u> 5a) AD has met with Tom from WBC – Chris from The Willink School will come to audit IT set-up and recommend requirements. AD can then base the school online policy on what will be put in place following Chris’ recommendations. Action – AD to update the Online Policy based on what the IT requirements in school will be.	Chair
7	<u>Pay recommendation for member of staff (see November FGB minutes)</u> (SM left the meeting for this item due to conflict of interest.) Part II (confidential) discussion See “FGB meeting 2 December 2022 Part II (confidential) minutes” This recommendation was approved by the FGB at this meeting on 2 December 2022.	
	At 10.27 am DB was able to join the meeting remotely, briefly, for the HT pay recommendation item. This ensured the meeting remained quorate. Therefore, the order of items discussed does not follow the distributed agenda entirely. AD and SM left the meeting for this item, due to conflict of interest.	
8	<u>HTPM update/ HT pay recommendation</u> Part II (Confidential) Item See “Doc 10_HTPM, report to Governors, 2022-11-30 Part II (CONFIDENTIAL)”	

	The Headteacher's pay recommendation as laid out in the attached document "Doc 10_HTPM, report to Governors, 2022-11-30 Part II (CONFIDENTIAL)", was approved by the FGB at this meeting on 2 December 2022. DB left the meeting at 10.32am	
	SM and AD rejoined the meeting at 10.35am	
9	<u>HT Report (including Finance, SEND, PPG, Safeguarding and Reading update -see September FGB minutes)</u> See "Doc 8_HT Report 2022-23 Dec 2022" AD highlighted the mobility of children; some arriving and some leaving due to the usual movement and rehoming of refugees. POH asked about potential challenges around any new children coming from the Steiner School as their approach to learning is different. AD agreed there may be some changes and has made clear to the prospective parents the differences between the schools' approached. AD felt the staff/school would be able to cope with those challenges. Attendance has improved and absence has decreased. AD informed the FGB that there has been 1 x 1-day exclusion. AD highlighted the various school trips. Safeguarding had been omitted from the report by mistake: AD noted the usefulness of the recent DSL training course which both herself and Bev Sharp had attended. AD informed the FGB that herself and BS had undertaken the DSL refresher course with WBC, but the other deputy DSL member of staff has been ill and off school, and their DSL training has expired. It was agreed by the FGB that their preference would be for a staff member who is in school full time should be the DSL leads, as a matter of safeguarding. Action: AD to arrange for another member of staff to attend DSL training as soon as the course runs again. AD referred to the increase in staff numbers, but also noted the increased number of pupils and the increase in need. AD noted the lunchtime staff are to help with those children who need more help with social times and lunchtimes. AD informed that Reading University have confirmed that they will be sending students to Beenham. JT asked if all new staff have completed all their safety checks. AD confirmed they had.	AD

	AD note that school is still waiting to be issued with the next installment of the “Warm-Welcome” Government funding and that the last payment was in April 2022. Finance update – BS will join the meeting shortly to update FGB.	
10	<u>Ofsted Update</u> See “Doc 8_HT Report 2022-23 Dec 2022” SM suggested that perhaps a “celebration” could be held to mark the good Ofsted with school staff and governors.	
11	<u>Outdoor classroom project cancellation and Daily Mile track update</u> JT explained the history of the outdoor classroom project to VT. JT explained that this project has been cancelled but instead there are hopes to install a running track along the side of the back field. It is hoped that some funding will come from WBC funding and some from the PC – hopefully transferring the previous funding promised for the outdoor classroom. It was explained that the funding has to be used for something that will be a “long term asset”. Costs are being investigated.	JT
12	<u>Perimeter Security Work Update</u> JT explained the assessment of the improvements needed for the boundary fence and that school is waiting for this to go to tender with WBC. School are hoping for the work to happen by the Summer.	JT
13	<u>Awberry Farm as potential wedding venue</u> JT informed the FGB that the owners of Awberry Farm have applied for the planning permission. School has some concerns about the possible increase in traffic and noise and have submitted their objections to WBC.	JT
14	<u>Policies for review/approval:</u> i. <u>Charging & Remissions Policy</u> (see “Doc 4_Charging-and-Remissions Policy Nov 2022_draft”) The clerk informed the FGB that the DfE recommends review of this policy annually, but this is only a recommendation, and thus the FGB can decide when the policy should next be reviewed. The FGB requested further time to consider this policy – to be reviewed/approved at the next FGB meeting. Action: AD to amend page 2, so that the number of pupils in music groups be stated as “3”. Action: ES to add to the next agenda ii. <u>Pay Policy</u> (see “Doc 9_Beenham Primary School Pay Policy 2022-23_draft”) POH drew attention to the increases the limits on reference points for HT pay range (see 21.4 of the policy). POH drew attention to the fact that the teachers’ pay scale bands are slightly narrower than previously.	Clerk/ HT

	FGB approved the Beenham Primary School Pay Policy 2022-23 policy at this meeting. iii. <u>Online Safety Policy</u> (see September minutes) See notes from item 6 above. iv. <u>Attendance Policy</u> (see “Doc 5_Attendance Policy Nov 2022_draft”) AD noted that WBC have recently sent out more info about the fixed penalty fines. AD didn’t think this affected the reviewed policy but she will check. SM voiced that the reference to pupils’ responsibility at primary school is not appropriate. The FGB requested further time to consider this policy – to be reviewed/approved at the next FGB meeting. Action: ES to add to the next agenda	
15	<u>Chair’s notices</u> none	Chair
16	<u>Clerk’s notices</u> i. <u>Governor vacancies (incl LA Governor) / Finance Link governor)</u> The clerk reminded the FGB that of the current governor vacancies. The clerk suggested that a finance link governor, whilst not statutory, may be useful for specific consideration of the upcoming SFVS and budget information. Action: ES to check with BS whether she has heard further from a potential, prospective governor with relevant financial skills. ii. <u>Confirmation that code of conduct and register of business interests have been completed by all governors</u> The clerk confirmed that these forms have been completed by all governors, and that VT will now be able to complete these too. iii. <u>Governor training:</u> The clerk confirmed that KC, DB and POH have all attended recent HTPM training sessions run by WBC. Action: The clerk will arrange for VT to attend new governor training. iv. <u>Confirm meeting dates:</u> Now that Ofsted inspection has taken place, it was felt the number of times the FGB needs to meet could reduce. The clerk reminded governors that the current Standing Orders state a FGB meeting will be held <u>each half term</u>, but that this could be amended so	ES

	long as the statutory requirement of 3 FGB meetings per academic year takes place. It was agreed that the scheduled meeting for January 11th is not needed. DONM Friday 10th February 2023, in school, (preceded by a governor monitoring visit of school at 9am). Further meeting dates to be discussed at the next meeting. Action: ES to send potential dates to AD	
17	<u>Standing Orders review and approval</u> see "Doc 6_FGB_ Standing Orders 2022-2023_draft" This item was postponed to the next meeting. Action: ES to add to next agenda.	Clerk to present
18	<u>Finance Update</u> 11.22am BS joined the meeting to present a verbal finance update. BS highlighted to governors that there 2 x additional TAs have been employed which had not been budgeted for – for EAL and 1:1 support work. 2 TAs have had to have their hours increased to full time for 1:1 support School are waiting on EHCP for 2 children which may include more support. 2 x additional lunchtime controllers have been employed in order to provide necessary supervision and ensure safety. These had not been budgeted for. BS noted that the recent increase in teachers' salaries had been anticipated and budgeted. BS emphasised that the national increase in support staff salaries to 9% (backpay to April), will have a big impact on the school's budget. BS noted that the anticipated and budgeted 2.25% increase had been advised by WBC for budgeting purposes. The rise to 9% will add an estimated increase in salaries' expenditure of approximately 7.5k BS noted that WBC have asked schools to complete a form detailing how this unexpected increase will impact schools. AD noted that there is additional Government funding expected but not sure if this will be back paid from an earlier date. SENCO training has been paid for but was not in the budget. HLTA had not been budgeted for but is now required. First Aid costs had not budgeted. This results in a training budget overspend of £3400 AD emphasised the positive impact of all the above training and felt this was reflected in the recent Ofsted inspection.	

	BS highlighted that the “Warm Welcome” Government funding listed in the budget had estimated approximately £13800, but that none of this has been received since October 2021. Without this funding, BS expected £20k deficit. JT asked if it would help for governor to contact WBC’s Ethnic Minority Lead to ask about the release of this funding. AD noted that all small schools are in similar position. BS stressed that the employment and training costs were necessary for safeguarding and safety. BS informed the FGB that there was some capital expenditure on H&S. It was agreed that more heaters are required. BS informed the FGB that £9463 Sports funding has been received - see “Doc 8_HT Report 2022-23 Dec 2022”. The FGB thanked BS for all her efforts on the budget. Appreciation of all her hard work in all areas. BS left the meeting 11.40am	
19	AOB: VT volunteered to be the wellbeing link governor.	
20	DONM: Friday 10th February 2023, 10am, at school.	
	The meeting ended at 11.43am	

List of actions from the meeting:

Item No.	Action	For
6	Action – AD to update the Online Policy based on what the IT requirements in school will be.	AD
9	Action: AD to arrange for another member of staff to attend DSL training as soon as the course runs again.	AD
14i	AD to amend Charging & Remissions Policy, page 2, so that the number of pupils in music groups be stated as “3”.	AD
14i	ES to add Charging & Remissions Policy approval to the next agenda	ES
14iv	ES to add Attendance Policy approval to the next agenda	ES
16i	ES to check with BS whether she has heard further from a potential, prospective governor with relevant financial skills.	ES
16iii	ES to arrange for VT to attend new governor training.	ES
16iv	ES to send potential meeting dates to AD	ES
17	ES to add Standing Orders approval to next agenda.	ES

