

Beenham Primary School, Full Governing Body Meeting

Wednesday 6 July 2022, 7pm

Held Remotely via Teams

Minutes

Present: James Tobin (JT) (Chair), Amy Donnelly (AD) (Headteacher), Pdraig O'Hannelly (POH), Nigel Hopes (NH), Liz Mylum (EM), Jon Hewitt (JH),

Apologies: Kirsty Clarke (KC), Sophie McBean (SM), Daniel Brooks (DB) (Vice Chair),

Absent:

In Attendance: Emma Smith (ES) (Clerk)

The meeting started at 7.08pm

Item no		
1	<u>Apologies for absence:</u> Apologies had been received and were accepted from KC, SM, DB. LM will need to leave for part of the meeting and hopefully be able to re-join later.	
2	<u>Declarations of Other Business:</u> i) Attendance targets	Clerk/Chair AD
3	<u>Declaration of Interests:</u> None	Clerk
4	i) <u>To approve the minutes of the meeting held 25 May 2022:</u> -see attached document "FGB meeting 25 May 2022 Minutes_Draft" The minutes were approved as a true and accurate record. ii) <u>To approve the Part II (Confidential) minutes of the meeting held 25 May 2022:</u> -see attached document "FGB meeting 25 May 2022 Part II (CONFIDENTIAL) Minutes_Draft" The Part II (confidential) minutes were approved as a true and accurate record.	Chair
5	<u>Matters Arising from the minutes of the meetings held on 25 May 2022:</u> i) Item 5: Laptop risk assessment: AD confirmed that there is no risk assessment in place from WBC Martin Short, from WBC, will come out for quote on IT services and then firewall protection will be resolved and the online/e-safety policy will be updated. AD will speak to Martin Short about sharing devices advice. Action – AD to report back on the update of this at Sept FGB meeting.	Chair

	ii) Item 17: The clerk asked whether AD and SM complete Prevent training as part of their teaching roles. AD confirmed that they have to complete Prevent training annually Action: ES to resend the Prevent training link to NH Action: NH to complete Prevent training iii) Item 23 Action: JT to post an advert on the Volunteering West Berks site for new governors.	
6	<u>HT Update incl End of year Data and Target Setting:</u> See attached "Doc 9_HT Report 2021-22 PRIMARY -summer" And "Doc 10_Staffing Structure_new version" And "Doc 11_Directed Time Calculator 2022-23" And "Doc 14_Pupil Outcomes so far 2021" Year 6 SATS results are now in and a full breakdown will be included in Sept FGB meeting. JT asked for explanation for "matched" and "unmatched" categories. AD explained that "matched" are for children who have been at Beenham School for their entire primary school education; from the start of the reception year; "unmatched" results are for children who joined part-way through their primary school education. AD explained that in September (2022) ,unmatched Year 6 data can be removed from the overall data. AD reminded governors of the children from overseas who have joined just this term/last 2 terms and felt that this meant the matched/unmatched comparison is particularly significant when considering the data. JT asked about the newly confirmed subject leads: AD confirmed that there are now Maths lead, Art/Design lead, Writing lead, Wellbeing lead, Computing lead. AD informed the FGB that she herself had attended Writing lead training and will be running for all staff for subject leaders on 22 September. KC will link up with the English lead teacher. JH volunteered and was appointed as the Art/Design link governor. JT asked if there were any other "core" subjects that a link gov would be good. AD felt that Science would be beneficial, and "wellbeing/personal development" link governor. Action:- asking for volunteers for these roles to be added to the next agenda -ES JT felt that the early years figures looked pleasing. AD confirmed these are above the national average.	AD

	AD gave the FGB a general overview of the Year 6 SATS results, compared the results to the 2019 results and reminded governors of the Covid disruptions. In summary, the results were pleasing. POH asked if these results will be compared to West Berks schools. AD confirmed that this information will follow. AD reminded governors of the intervention programme which she expects will bring up the progress levels of the particular children in Year 1 who are not meeting the expected levels currently. If additional funding is received, as expected, for particular pupils, then further intervention will be possible to assist. AD also confirmed that the Year 3/4 results are also pleasing – AD felt that the assessment programme and focus on reading has enabled this level of progress. JT congratulated the teaching team on these promising results. NH asked whether these results would be published for prospective parents. AD confirmed it would only be 2019 data that would be published officially at the moment. Governors agreed that it would be beneficial to find a way to alert the public / prospective parents to the improvements of results. Action: AD to confirm whether we can post our results on the website along with the current 2019 results, rather than just having the 2019 results on there	
7	<u>Finance Update:</u> See information included in attached reports: “Doc 9_HT Report 2021-22 PRIMARY -summer” And “Doc 10_Staffing Structure_new version” And “Doc 11_Directed Time Calculator 2022-23” AD noted most significant is that the sports funding HAS now been agreed again, and there will also be some additional funding for Music. AD reminded governors that the PPG funding is based on the previous October census, and yet the number of PPG children at Beenham has doubled since then. But AD expects the funding to increase next year following an updated census.	NH/AD
8	<u>PPG Update:</u> See “Doc 9_HT Report 2021-22 PRIMARY -summer” No questions were raised	AD
9	<u>SEND Update:</u> See “Doc 9_HT Report 2021-22 PRIMARY -summer” No questions were raised	AD / SEND governor
10	<u>Safeguarding Report:</u> See “Doc 9_HT Report 2021-22 PRIMARY -summer”	POH

	AD and POH will have a final meeting of the year next week. POH thanked governors for completing their Prevent training. POH's Prevent training has alerted him to a couple of areas he will now follow-up with school. JT referred to a safeguarding incident that has been listed in the HT report – AD confirmed the issue was reported and resolved appropriately. AD informed the FGB that Keeping Children Safe In Education will be changing. Action: AD to send out copies and highlight the changes to governors in September.	
11	<u>H&S Report:</u> See "Doc 9_HT Report 2021-22 PRIMARY -summer" AD informed the FGB that the new firedoors continue to be chased. BS and AD doing anaphylaxis training this week. AD informed governors that there seem to be an increase in "trespassers" on to school property, and that litter has been left after weekends in learning areas and people had been on the climbing frames. AD voiced concern and has contacted the parish council and the Victory Hall to make sure that if the carpark or community room is hired out hirers know they cannot use the school grounds or its equipment. JT and NH had attended the PC meeting and went through the security document and felt that the primary focus should be on the securing the boundary. JT plans to consult on some areas with AD and KC (H&S governor) but the Parish Council have accepted the recommendations including the new heightened security gates. Action: JT to write up the outcomes of the discussions at the PC meeting. If funding is secured by WBC for the improving boundary security , random trespassers should be prevented but it there would still be an issue with hirers. [LM left the meeting at 7.40pm. The meeting remained quorate, with 5 governors still present. JT thanked Liz for her work as a governor.] -	KC
12	<u>Offsite School Trips 2022/23:</u> See attached document "Doc 12_Enrichment" Residential trips to be approved by FGB – Year 3/4 Day trip and an overnight residential to Ufton Court - Stone Age and Iron Age workshops -Year 5/6 2 night Residential to Rushall Farm	

	(The following year, year 5/6 will go to Choke Abbey for 2 nights.) JT asked whether all of these venues are used to having school visits. AD confirmed they were. POH checked that sufficient staff will be attending. AD confirmed. JT asked what happens if/when a child isn't happy on an overnight residential trip; – AD confirmed they could be collected by parents, as they are local. AD confirmed that, should there be a further Covid outbreak, these trips will be reassessed. At this meeting, the FGB approved all of the above listed offsite school trips.	
13	<u>Green and White Papers Discussion:</u> See https://www.gov.uk/government/publications/opportunity-for-all-strong-schools-with-great-teachers-for-your-child and https://www.gov.uk/government/publications/send-and-ap-green-paper-responding-to-the-consultation JT highlighted to the FGB that these papers exist and that schools are expected to be implementing the plans by 2025. JT explained that the Green paper deals with the provision by schools for SEND And the White paper is about improving the quality of education; particularly improving teachers' knowledge and teachers' personal development. AD confirmed that a lot of these changes & recommendations have already been adopted by school, but referred to the Government's intention for schools to be part of "hubs"/"trusts" AD felt there were already staff embarking on implementing this (eg 2 teachers already doing NVQs) JT encouraged governors to look at these papers and let him know if they have any questions. JH asked if there would be a more direct instruction from the Government on action required by schools. AD felt this would be unlikely, but that the Government would have the papers approved and it would be that the LA may provide training on the implementation of the requirements within the papers. Action – ES to add as a discussion point in the agenda for September FGB meeting.	JT
14	<u>New Classroom Project:</u>	

	See attached documents: Doc 3_New Classroom Project Proposal Doc 4_Beenham Primary Quote Doc 5_New Classroom location to building Doc 6_New Classroom Location zoomed out Doc 7_SPAR1 Application Beenham School NH explained: Work on the outdoor classroom project has started with seeking funding and approval. Building regulations approval from WBC is required and this will take time. The process will confirm if planning permission is/is not required. Relevant forms are with NH to complete. NH felt that, once the permissions have been received, the actual construction of the classroom only takes days, and then utilities will be installed. NH has had it confirmed that had the members' funding was refused as it was not felt suitable because there are felt to be other WBC routes to use to apply for funding. (NH noted he expected these routes would take 2-3 years) But NH has applied for a grant from the Parish council, £1k has been approved. Additional grant funding will be applied for Greenham Common Trust – NH will try to apply for this grant /funding. NH noted that he expected the project to be at least 6 months away now. AD explained that this room would be expected to be used to provide extra space for intervention work; (eg ELSA) as well as a space for speech and language intervention (a quiet environment but close to the main school building). AD also expected this space would be used for those children who need a different, quieter space during “free” times; breaktimes, etc. JT noted that he had spoken to BS about the utility (electric) costs for this room. Governors will be updated as the administrative steps are reached. JT asked if the expenditure has to go out to tender. NH felt it wasn't a requirement, but that he would be seeking more than one quote. Action: JT to check the project guidance pack from WBC for information on whether this needs to go out to tender	
15	<u>Policies for review:</u> i. a) Financial Management Policy (due for review Feb 2022)	AD/BS

	See 2 “Doc 15_Beenham School Financial Management Policy and Procedures - June 2022” JT asked if there were any changes. The clerk noted she didn’t know, and no table of changes was included in the policy, but that the policy was likely to have been based on WBC’s model policy. All agreed it seemed comprehensive. The Financial Management Policy and Procedures – June 2022 was approved by the FGB at this meeting. b) “Doc 16_Register of authorising officers - June 2022” The Register of Authorising Officers – June 2022 was approved by the FGB at this meeting. ii. Charging & Remissions Policy BS had confirmed to the clerk that this is not yet ready for review. Action – for review/ approval at the September FGB meeting. iii. Accessibility Plan See attached “Doc 13_Accessibility Plan_June2022” The Accessibility Plan – June 2022 was approved by the FGB at this meeting. iv. Online Safety Policy See item 5i above. This policy will be presented to the FGB once AD has spoken to IT support at WBC. Action – for review/ approval at the September FGB meeting.	AD/BS AD POH
16	<u>Chair’s notices:</u> JT thanked the Parish Council for their £1k donation to the new outdoor classroom. <u>Part II (confidential) discussion:</u> See “FGB meeting 6 July 2022 Part II (confidential) Minutes_Draft”	Chair
17	<u>Clerk’s notices:</u> i) The clerk informed the FGB that KC was booked onto a H&S governor training and has completed “Introduction to being a school governor “ training. JT, LM, JH, POH, KC have completed Prevent training ii) The clerk reminded the FGB of those governors whose term of office is ending (LM July, POH & JT October) The clerk informed governors that Liz will be stepping down as a governor at the end of this school term. iii) Agreement of another link governor See item 6 above	ES
18	<u>AOB:</u> i) Attendance targets:	AD

	The Education Welfare Officer has been into school recently and expressed to AD that the attendance requires further improvement. AD informed the FGB that school are addressing this in various ways: Eg • The “attendance challenge” • The importance of attendance is a regular item in the school newsletter • Phone calls are made to chase those pupils not in school • Letters are sent to those not attending school. • When required, the EWO is notified. AD also asked governors to consider implementing the fixed penalty notice, as currently the school doesn't implement this. AD explained that it would be at the school's discretion, on each occasion, whether to apply the penalty fine. The amount of the fine was confirmed as £120 per child, per parent, per holiday. NH asked whether this would be well communicated to parents/prospective parents. AD confirmed that it is a requirement for this to be publicised and it would be part of the school's attendance policy. The clerk informed governors that the fine from these penalties is paid to the LA, and not school. [Liz returned to the meeting at 8.15pm.] JT suggested that the wording would be that the fine “could” be implemented. Action: Attendance policy to be updated to include this, for review/ approval at the next FGB meeting in September. iii) AD informed governors of the leavers' service and invited the governors to attend.	
19	DONM: Provisional first meeting date for academic year 2022/23 - 21 September 2022 Action: The clerk to propose provisional meeting dates and circulate to all governors	

The meeting ended at 8.25pm

JT thanked LM for all her work and help as a governor and as a parent and wished her luck with her upcoming studies. All agreed.

List of Actions from the meeting:

Agenda item no.	Action	Action for:
5 i)	AD to report back on the update of WBC IT support and review of online/e-safety policy at Sept FGB meeting.	AD
5 ii)	ES to resend the Prevent training link to NH NH to complete Prevent training	ES NH
5 iii)	JT to post an advert on the Volunteering West Berks site for new governors.	JT
6	Asking for volunteers for additional link governor roles to be added to the next agenda	ES
6	AD to confirm whether we can post our results on the website along with the current 2019 results, rather than just having the 2019 results on there	AD
10	AD to send out copies of the updated KCSIE and highlight the changes to governors in September.	AD
11	JT to write up the outcomes of the discussions at the PC meeting regarding improving school boundary security.	JT
13	Add Government's white and green papers as a discussion point in the agenda for September FGB meeting.	ES
14	JT to check the project guidance pack from the WBC for information on whether project for outdoor classroom needs to go out to tender	JT
15ii	Charging and Remissions Policy - for review/ approval at the September FGB meeting.	BS/ NH
15 iv	Online / e-safety Policy for review/ approval at the September FGB meeting.	AD/ES
18i	Attendance policy to be updated to include the fixed penalty fine, for review/ approval at the next FGB meeting in September.	AD
19	The clerk to propose provisional meeting dates and circulate to all governors	ES