

Beenham Primary School, Full Governing Body meeting

7 July 2023, 10am

Held at Beenham School

Minutes

Present: James Tobin (JT) (Chair), Amy Donnelly (AD) (Headteacher), Pdraig O'Hannelly (POH), Sophie McBean (SM), Jon Hewitt (JH), Vicky Thirkell (VT), Kirsty Clarke (KC)

Apologies: Daniel Brooks (DB) (Vice Chair)

Absent:

In Attendance: Emma Smith (ES) (clerk)

The meeting started at 10.05am

Item no		
1	<u>Apologies for Absence</u> DB – family commitments Apologies were accepted.	Chair
2	<u>Declarations of Other Business</u> _None	Chair
3	<u>Declaration of Interests</u> None	Chair
4	i) <u>To approve the minutes of the meeting on 24 May 2023</u> See "Doc 1_FGB meeting 24 May 2023 Minutes_draft" The "FGB meeting 24 May 2023 Minutes" of the meeting on 24 May 2023 were approved as a true and accurate record. ii) <u>To approve the Part II minutes of the meeting on 24 May 2023 and 7 July 2023</u> See "Doc 2_FGB meeting 24 May 2023 Part II (confidential) Minutes_draft" The "FGB meeting 24 May 2023 Part II (confidential) Minutes" of the meeting on 24 May 2023 were approved as a true and accurate record. iii) <u>To approve the minutes of the last meeting on 5 June 2023</u> See "Doc 3_extraordinary FGB meeting 5 June 2023 Minutes_draft" The "extraordinary FGB meeting 5 June 2023 Minutes" of the meeting on 5 June 2023 were approved as a true and accurate record. iv) <u>To approve the Part II minutes of the last meeting 5 June 2023</u> See "Doc 4_extraordinary FGB meeting 5 June 2023 Part II (Confidential) Minutes_draft" The "extraordinary FGB meeting 5 June 2023 Part II (Confidential) Minutes" of the meeting on 5 June 2023 were approved as a true and accurate record.	Clerk/Chair

5	<u>Matters Arising from the Last Meetings Held on 24 May 2023 and 5 June 2023</u> • (5) All link governors to present reports from governor visits for July FGB meeting: It was agreed to postpone these. (see item 14 – It was agreed that any further delay to visit reports will not make the reports beneficial at this stage) • (5) AD to arrange working party meeting for IT hardware planning, ahead of July FGB meeting: This working party is to consider the long-term (5 yr) IT strategy and its requirements, including educational IT requirements. Work on this has not started yet. It was suggested that the working party include Mr Gibbons, JT, BS, JH Action: AD to speak to Mr Gibbons • (5) AD to consider SDP for governor monitoring visits and FGB agenda-setting for 2023/2024 - for July FGB meeting SDP is being finalised this week. Action: AD to send SDP to Zoe and to governors • (6) ES to send through HT recruitment info from The Key to ensure the process is competency-based No longer needed. • (7) AD to check if renting out grounds and running track will incur insurance costs To do. • (9) Governors to consider how often some safeguarding checks are made – See item 12 below. • (11) The clerk to send out some self-evaluation template for governors to complete, and collate responses for the FGB to consider ahead of the next academic year See item 16 below. • (12i) BS to send survey document and correspondence to FGB for their information/ input and to help decide the best response. Information was sent out. AD informed the FGB that the trees will be cut down by school and another neighbour will cut theirs too. The outdoor stage will also be moved. AD informed the FGB that these costs will be paid by the neighbours who have raised the issue. All other actions from the last meeting were completed.	Chair
6	<u>HT Report incl End of Year Data and Target Setting</u> See “Doc 5_HT Report 2022-23 PRIMARY Model - Summer 2023” And “Doc 6_Staffing Structure 2023” AD informed FGB that the final assessment data has not come back yet – it is expected on Tuesday 11th July.	AD

	AD explained that because the cohort data is so low, and because the pupils can easily be identified, AD will not share that data or Year 6 data with the public. AD checked whether it would be ok to share this data with governors as children can be identified by parent data. The clerk reminded governors that FGB meeting discussion is confidential, but that the data is needed by governors in order for the FGB to ask questions and challenge. KC asked about the impact on the number of pupils on roll of a local Afghan residence closing. AD said potentially 5 children might move over the Summer and that this would have an impact. VT highlighted that, in previous discussions, the school had expected this move to be delayed and so funding for these children has been included in the budget. AD noted that EHC have increased from 1-3 and noted that this is significant. Safeguarding – AD noted that the open cases look to have gone down, but that each case may included more than one child in a family. JT asked when the cases might be expected to close. AD expected 2 to have closed over the Summer. AD explained that BS has attended the safeguarding meetings with AD so that she is aware of issues when AD leaves. Governors expressed their pleasure about the amount of money raised for Daisy’s Dream from the first Edwin Roe Memorial Walk. AD noted that the walk is already scheduled for 2023/24. AD noted that the moderation checks were positive and useful. JT asked whether school needed to pay for Zoe’s time when handing over. AD confirmed yes. Bushcraft – AD has asked for a quote for 9 days so that each class will get to experience bushcraft at least once over the year. AD has applied for “exceptional needs and funding” and has put in a request for this to be agreed at the next SEN Panel. AD explained that she has chased funding for EHC as still waiting. AD voiced her concern that the fire doors have still not been fixed, and they are still not safe. AD feels strongly that the delay in fixing the fire doors is a safety risk. JH asked if there is a route to escalating this issue. JT informed the FGB that he had raised the issue with the Parish Council to push for a response, but that there will still be a delay for quotes and tender. JT asked what the FGB can do to escalate this as governors are very concerned.	
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	Action -AD to forward concerns and the report to Domicnic Boeck, the local ward councillor JH wondered if these concerns could be voiced and minuted in another forum . POH asked if there is a fire officer in West Berkshire Council who could add pressure to progress this. POH asked if we can mitigate the risks – eg more frequent fire drills. AD confirmed a fire drill had taken place last week. AD explained that school have a new casual caretaker to do odd jobs and they are very happy with him. AD noted that there will be updates to KCSIE and governors will need to read those and for it then to be recorded in the meeting minutes that they have read them. Action- ES to add to September FGB meeting. Behaviour – JT asked about re language/swearing and school’s action. AD explained that she has had informal chats with parents about what children are exposed to through music etc. AD informed the FGB that school are cracking down on what is heard to be said at school. JT asked what the repercussions are and whether these improve things. AD/SM explained that the repercussions are “reflective”. There are whole-school assemblies addressing the matter.	
7	<u>Off Site School Trips 2023/2024 -for FGB Approval</u> See “Doc 7 _Experiences 2023” JT asked what happens to the children who may not be able to afford the trips. AD explained that school would apply for support; The Berkshire Outdoor Education Trust. The FGB agreed that residential trips were beneficial to that year group ahead of their secondary school transition. AD highlighted that in-school workshops were now favoured because the cost of excursions has risen so much and families cannot afford those at the moment due to increases in cost of living. JH asked what was the estimated deficit amount that school might expect to cover for school trips. AD estimated approx. £200 each trip. JT asked what the cost of the 2 night trip to Hooke Court would be, and how much school expected to have to cover for PPG children. AD estimated the cost per child would be approximately £250-£350. AD confirmed that a grant school currently apply for from the LA, if successful, will reduce the overall cost or pay for PPG children.	AD

	The 2-night residential trip to Hooke Court was approved by the FGB at this meeting.	
8	<u>Finance Update</u> Nothing new to report from the last (budget approval) meeting. Governors asked if there was anything new they should be made aware of: AD informed governors of the DfE's Energy Efficiency Grant . JT asked when the decision on how to spend this funding will be made. AD said that this will be for the new HT to decide next year.	AD
10	<u>PPG Update</u> See "Doc 5_HT Report 2022-23 PRIMARY Model - Summer 2023"	AD
11	<u>SEND Update</u> See "Doc 5_HT Report 2022-23 PRIMARY Model - Summer 2023"	AD
12	<u>Safeguarding</u> i) <u>Report</u> POH had nothing specific to report from POH . There was a safeguarding networking meeting, but POH could not attend. ii) <u>Governors to consider how often some safeguarding checks are made – see May FGB minutes</u> See checklist from FGB meeting of 24 May 2023 "Doc 10_KeyDoc_safeguarding monitoring checklist as at 070323" a) AD confirmed that the designated member of staff for LAC should do the Keeping LAC Safe training annually. This member of staff will be Zoe and the training can be provided by the school's National College subscription. b) All governing board members to have training about safeguarding annually. Action: ES to schedule and chase governors, following KCSIE updates. The training can be provided by the school's National College subscription. c) AD confirmed that there are ongoing and regular updates to the systems in place for children to report safeguarding issues. JT asked who will be the DSL from September. AD confirmed that Zoe will be the DSL, and Bev Sharp will be the Deputy DSL. AD has checked that Zoe has completed refresher DSL training. Zoe will be presenting KCSIE update training for staff on the second INSET day, on 4 September. d) AD confirmed that procedures are in place to make referral to DBS if school has any safeguarding concerns. e) AD confirmed that the Staff Code of Conduct is reviewed annually. f) Whistleblowing Policy is reviewed annually. g) Procedures in place with safeguarding practitioners – AD confirmed that the DSL and DDSL meet half termly, attend DSL forums termly, and are in regular contact with local authority and receive regular updates from local authority. h) AD confirmed that clear recruitment policy and procedures are in place, and that internet searches are completed before recruitment. i) AD confirmed that SEND safeguarding checks are ongoing and are regularly adapted.	Safeguarding governor

	j) AD confirmed WBC provide online safety filtering . Action: POH will update the safeguarding checklist to include the updates provided above.	
13	<u>H&S Report</u> See above for fire-door (item 6) and trees (item 5) updates.	
14		All
15	<u>Policies for Review/Approval:</u> i) <u>Online Policy</u> See "Doc 9_Online Safety Policy June 2023_for approval" POH referred to page 7 : discussed the removal of requirement for encryption for staff using work devices outside of school. Action: AD to remove this requirement from the policy JT asked who the ICT coordinator will be – AD confirmed Mr Gibbons is expected to be confirmed as the ICT coordinator for 2023/24. JT referred to page 4 and asked how school tracks that the children know what is listed in the policy. AD confirmed this is established on the scheduled school "internet safety" days, and is also regularly discussed in safeguarding discussions. AD informed the FGB that the "Agreement.. for Acceptable Use of the School's ICT Systems will come into force from September 2023, and that teachers now should not now have anything stored directly on laptops; everything should be saved on the Cloud. JH asked about staff using personal laptops – AD confirmed that nothing should be stored on personal laptops. Action: AD to add that staff take reasonable steps to ensure personal devices used for work matters are secure. AD confirmed that staff and parents will be sent this policy in September 2023 and have to agree to it. The Online Safety Policy June 2023 was approved by the FGB at this meeting, on the condition that these amendments above are made. Action: AD to make amendments and send to ES ii) <u>Behaviour Policy</u> See "Doc 10_Behaviour Policy June 2023 for approval" VT asked how this policy is rolled out to teachers. AD explained that teachers worked together to devise the policy, so they are aware, and a draft has also been shown to parents. Feedback has been positive.	Clerk/ HT

	JT asked what happens when the policy is not followed. AD explained that policy might be amended if/when it is felt that the policy could be improved, but AD assured the FGB that discussion and monitoring of behaviour in school is ongoing. The Behaviour Policy June 2023 was approved by the FGB at this meeting. iii) <u>Visitor Policy and Procedures</u> See "Doc 11_Visitor Policy and Procedures June 2023" VT commented that there is a need for more visitor passes to be available. AD confirmed there will also be governor passes provided. Action: AD to ensure governor passes to be distributed. JT reminded all governors that they are required to sign in and sign out when visiting school. The Visitors Policy and Procedures June 2023 was approved by the FGB at this meeting. iv) <u>Charging & Remissions Policy</u> See "Doc 12_Charging-and-Remissions_June 2023_for approval" AD confirmed that there had been no changes made to the previous version of the policy. The Charging-and-Remissions_June 2023 Policy was approved by the FGB at this meeting.	
16	<u>FGB Self Assessment/360' review, Skills Audit & Governor Training</u> See "Doc 13_NGA Governor Skills Audit - 2023" And "Doc 14_NGA FGB Self-evaluation-guidance-2022" ES explained that it is best practice for the FGB to complete a skills audit and self-assessment review annually. Action: ES to chase for updates of this over the Summer, and to collate for feedback in September to help planning and governor training. Action: AD to add questions regarding governance to the staff survey, which may help governors with feedback on what staff might like to see from the FGB. JT asked AD/SM if they felt there was more that could be done to allay any worries staff might have about governors: – SM felt that regular communication to staff would help. JH suggested holding an informal meeting to discuss staff perception of governors and what governors might do to improve this. AD made the following suggestions: "class governors" (see item 18 below), attendance at school assemblies, assistance on school trips, assistance with pupil reading.	Clerk

17	<u>Chair's Notices</u> None	Chair
18	<u>Clerk's Notices</u> i) <u>Proposed FGB Meeting Dates for 2023/2024</u> 19 September 2023 8 December 2023 – in school 20 February 2024 19 March 2024 23 April 2024 17 th July 2024 - in school The FGB confirmed these provisional meeting dates. VT asked whether governors should visit before December, especially with a new HT in role. SM suggested a visit in the first week after half term, which might be beneficial for relationship building, ahead of a governor visit and FGB meeting on 8 December. AD suggested link with class and then gov to arrange informal visit with their class. It was suggested this happen at least once a term. Class link governors were assigned as follows: KC – Tala JH – Torak VT - Tundra POH – Totem It was agreed that JT did not need to have a link class, as Chair of Governors. Action: AD to inform class teachers of link governors and communicate the plan with all staff Action: Governors to contact their linked class teacher and arrange involvement soon after October half term. There was a discussion as to how best for governors to visit school; how governor monitoring visits can be most valuable. It was suggested the SDP be used to assess the focus for governor monitoring visits. A working party will be arranged to discuss possible plans. ii) <u>Reminder of Governors' End of Term of Office</u> See "Doc 15-Constitution-BeenhamPrimary_June 2023" iii) <u>Statutory Policy Review Dates</u> "Doc 16_Statutory Policies for Maintained Schools and Approved Dates"	ES

	The clerk had not completed the document with last approved dates, but will work on this ready for the 2023/24 year so that policies requiring FGB review can be scheduled accordingly. PSHE including RSE Policy will be due for review/approval for the academic year starting in September 2023.	
19	<u>AOB:</u> None POH asked whether there was any update relating to a recent confidential governance item. The clerk informed there was no further update as yet.	Chair
20	<u>DONM:</u> 19 September 2023, 7pm 8 December 2023 – in school 20 February 2024 19 March 2024 23 April 2024 17th July 2024 - in school	

Meeting ended at 12pm.

JT and the governors wished AD well in her new role.

Actions from the meeting:

Item No.	Action	Assigned To:
5	AD to speak to Mr Gibbons regarding involvement in IT working party	AD
5	AD to send SDP to Zoe and to governors	AD
5	AD to check if renting out grounds and running track will incur insurance costs	AD
6	Forward concerns and the report regarding the fire doors to Domicnic Boeck, the local ward councillor	AD
6	All governors to read any updates to KSCIE and ES to ensure completion of this has been stated in FGB minutes, for the record	All govs / ES
12 ii b	ES to schedule safeguarding training, following KCSIE updates.	ES
12 ii	POH will update the safeguarding checklist to include the updates provided	POH
15 i	AD to remove encryption requirement from the Online Policy	AD
15 i	AD to add to Online Policy that staff take reasonable steps to ensure personal devices used for work matters are secure.	AD
15iii	AD to ensure governor passes are distributed	AD
16	ES to chase for updates of governor skills audit and 360' review over the Summer, and to collate for feedback in September	All govs / ES
16	AD to add questions regarding governance to the staff survey	AD
18	AD to inform class teachers of link governors and communicate the plan with all staff	AD

18	Governors to contact their linked class teacher and arrange involvement soon after October half term.	All gobs
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