

Beenham Primary School, Full Governing Body meeting

Wednesday 8 December 2023 , 10am

Held at Beenham Primary School

Minutes

Present: James Tobin (JT), Zoe Voisey (ZV) (Headteacher), Padraig O'Hannelly (POH), Sophie McBean (SM), Jon Hewitt (JH), Stephen Wallace (SW), Graham Carr (GC) (remotely)

Apologies: Vicky Thirkell (VT), Jon Hewett (JH)

Absent: None

In Attendance: Emma Smith (ES) (clerk), Bev Sharp (BS) (School Business Manager), Holly Reid (HR) (SENCo)

The meeting started at 10.10am

All attendees introduced themselves to GC.

GC introduced himself and his working background. He informed the FGB that his wife is a primary school teacher elsewhere in the country.

Item no		
1	<u>Apologies for Absence</u> VT – on holiday – apologies were accepted JH – family bereavement – apologies were accepted	Chair
2	<u>Declaration of Interests</u> Clerk declared an AOB item from VT – “Headteacher’s IT needs” No interests declared.	Chair
3	<u>Appointment of New Co Opted Governor</u> GC was appointed as a co-opted governor at this meeting, with a 4-year term, ending on 7/12/2027. Action: The clerk will arrange ID checks, DBS certification, and initial safeguarding and new governor training. The clerk noted that the number of governors now in post is 8, and therefore a minimum of 4 governors need to attend any FGB meeting for the meeting to be considered quorate. GC thanked the governors for the appointment.	Chair/ Clerk
4	i) <u>To approve the minutes of the meeting held on 19 September 2023</u> - see “Doc 1_FGB meeting 19 September 2023 Minutes_Draft” The “FGB meeting 19 September 2023 Minutes” of the meeting on 19 September 2023 were approved as a true and accurate record.	Clerk/Chair

	ii) <u>To approve minutes of last meeting held on 8 November 2023</u> See "Doc 2_FGB meeting 8 November 2023 Minutes_draft" The "FGB meeting 8 November 2023 Minutes" of the meeting on 8 November 2023 were approved as a true and accurate record. iii) <u>To approve the Part II (Confidential) minutes of last meeting held on 8 November 2023</u> See "Doc 3_FGB meeting 8 November 2023 Part II (CONFIDENTIAL) Minutes_draft" The "FGB meeting 8 November 2023 Part II (Confidential) Minutes" of the meeting on 8 November 2023 were approved as a true and accurate record.	
5	<u>Matters Arising from the last meeting held on 19 September 2023 and 8 November 2023</u> <u>From 19th September 2023</u> Action: All subject link governors to present an overview of subjects to the FGB by the end of year. Action: BS to get quote from Gigaclear for VOIP, and bring back to the next FGB meeting. Action: JT to arrange informal meeting of governors in the next few weeks for SDP consideration/ governor planning. Action: ES to check if the pay committee needs to exist minus those on the HTPM. Action: ZV still to update the Safeguarding Policy All other actions have been completed.	Chair
6	<u>HT Report</u> Overview report given verbally – see attached document See "ht report to governors autumn dec zv_presented at the meeting" for data and figures. 2 children have moved schools, other Afghan children are expected to move on, but school does not know when. FSM numbers % remains the same. LAC remains the same. EHCP another child has been admitted to school (ZV explained to GC what an EHCP is and how the funding for it works) SEN number is more or less stable. Attendance good approx. 91%, with persistent absence almost 0. 0 fixed and permanent exclusions 2 bullying incidents reports.	ZV

	0 RIDDOR incidents ZV noted that ALL safeguarding incidents (whatever the severity level) are logged on the “My Concern” platform Action: ZV to show FGB example of My Concern for info. A lockdown drill is due. 1 complaint has been received and has been referred to the Chair of Governors. SEF update – see document Computing – see document – JT asked if he could attend the discussion with IT company who will helping with an assessment of IT needs. ZV explained that there have been lots of enrichment activities throughout the term, and the quality of education is good. There are lots of individual plans in place to support those children who needs most support: • ELSA work continues. • Ed Psych has been in. • EHA have been in. • Nurture sessions are ongoing. • Behaviour Intervention Team have been in. • LAC services also been in. Assemblies are tailored to whatever is going on in school at the time (eg behaviour//kindness), as well as worldwide days. ZV recognised workload and noted that safeguarding is a priority across the school. POH asked the likely new intake for Sept 2024 – ZV felt it looked positive, following the open days, but nothing can be confirmed at this stage. Action: ZV to send a crib sheet of acronyms to FGB	
	<u>SEND update from school SENCo</u> This item was move to later in the meeting.	Holly Reid
7	<u>Well-being in School (confidential item)</u> See Part II (confidential) Minutes Set 1	SM
8	<u>SEND update from school SENCo</u> [HR joined the meeting.] See “Doc 10_SEND Monitoring report for govs - 08.11.2023” [distributed to governors on 6/12/2023] HR noted that 44% SEN is 2.75 x the national average of needs in a school.	HR

	Whilst Cognition and Learning are the highest area of needs, HR noted that most of the SEN children have multiple areas of needs. Because of this, there are many interventions in place through all school. SW noted the high number of interventions that school put in place to support the needs. HR noted the high number of hours that she requires to spend to coordinate and plan for SEN (estimated 60 hrs/wk). HR noted the level of need and the level of their training might leave TAs feeling overwhelmed. HR felt further training is essential. ZV noted that time in the week has been allocated for TA training. ZV noted that TAs have access to National College training. HR agreed but also noted the drawbacks of online learning, rather than practical training. HR suggested that whenever staff go on TA training, this should be fed back to other staff in order to spread the knowledge. SM suggested de-brief slots for this feedback. HR noted that TAs felt frustrated about support. HR noted the difficulty to prioritise all the actions required; statutory requirements and documentation vs immediate need. HR referred to the "Actions List" in "Doc 10_SEND Monitoring report for govs - 08.11.2023" JT asked whether class teachers have been supported on how to write for SAP, as this can be done by teachers and not always required by SENCo. HR confirmed she has done some help to teachers with this. ZV acknowledged that the writing SAP improves with practice. JT asked how the action list can be scaled; perhaps a weekly discussion for setting priorities. ZV noted the amount of time each step takes, especially with this level of SEN. HR informed the FGB of the time she needed outside of working hours for her assignment and qualification, which will in turn help with school SEND provision. JT asked if there were items on the action list which governors can help with.	
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	HR suggested helping to ensure funding is allocated specific for TA training or TA support, or training for HR which can be passed on to school staff. HR felt more time is needed to be allocated for the SENCo; eg a day per week. JT noted that feedback from the West Berkshire Forum suggested that there are high spending needs on SEN, with less funding, across the area. JT asked ZV to consider the appropriate SEN training courses available and costs. SW asked if collaboration with other similar schools might be possible and whether governors could open up conversations with other schools. SW asked if any of this training could be part of INSET training over the long term. ZV agreed possibly, but noted that INSET days for TAs would incur payback days for those staff which, in turn, has a significant impact on the children. All governors thanked HR for this report and for her work. [HR left the meeting.]	
9	<u>Finance Update</u> See “Doc 4_P7 Bud Mon CAPITAL for govts” “Doc 5_P7 Bud Mon MSB for govts” “Doc 6_P7 Bud Mon OoHC for govts” “Doc 7_P7 Bud Mon PPG for govts” “Doc 8_P7 Bud Mon SPORTS for govts” Last week BS, ZV , JT met with Saray Raynard, Rose Carberry, Melanie Ellis from West Berkshire Council’s School Finance team to discuss the deficit budget. PPG fund is in credit but will easily be spent on PPG support. BS explained that School Accounts have asked BS not to submit period 9 monitoring, but to do some work on a budget for 3 class school. JT explained that he has fed back to WBC that governors do not favour a 3 class school for several reasons. But BS said that WBC insisted 3-class budget is devised. JT referred to plan on fund-saving ideas. It was noted that sports funding is ring-fenced, and cannot be used to cover costs elsewhere. Foundation Stage area re-development – BS explained that this area has been condemned as safety risk at the start of this term. BS has received one quote for the work for £32k, but is waiting for information from WBC to get 2 more quotes.	SBM

	POH checked that this area is now cordoned off so that there is no danger. ZV assured it is checked weekly. JT noted that WBC would want to keep a school open as the school would be a community hub. BS noted that there are several areas around school that require H&S attention ; playground floor, willow trees. BS noted that the budget had included EHCP but since then the child has moved school and the EHCP funding therefore has moved with that child. JT informed the FGB that he attended the PC meeting, who confirmed that the parish bill will be paid. JT referred to PC funding.	
	[BS left the meeting at 11.55]	
10	<u>Strategic Matter</u> This issue has been covered above.	Chair
11	<u>HTPM Update/ HT Pay Recommendation</u> HTPM has taken place – no pay review required. Kate Parietti is to send HT objectives through.	Chair
12	<u>Safeguarding Report</u> See HT report in item 6 above. POH had nothing additional to add.	Safeguarding Governor
13	<u>Brief Discussion of Governor Monitoring Visit from This Morning</u> Governors felt the visit had been very positive. JT noted that children’s behaviour was excellent, and that the children were engaged. Governors noted that the classrooms looked impressive, and the floor-books were impressive. Governors noted that the gap in the wall between 2 classes allows for a lot of noise travel, but noted that this should improve when the new fire-doors are fitted. SW felt it was interesting to see the SEN interventions working. Governors thanked school for having them to visit. Action: JT and SW to write a summary/note and share it with all staff.	Chair
14	<u>Policies for Review/Approval:</u> i) Pay Policy See “Doc 9_DRAFT Beenham Primary Pay Policy 23-24” SM noticed that the headteacher salary range (pro rata) needs to be amended.	Clerk/ HT

	This policy was approved at this meeting (subject to the amendment of the HT salary range).	
15	<u>Chair's Notices</u> None	Chair
16	<u>Clerk's Notices</u> i. English, H&S, Tala Class link governor vacancy SW to be link gov Tundra, VT with Tala ii. Confirmation that KCSIE Part 1 has been read by all governors "Doc 21_Keeping_children_safe_in_education_2023" JT and GC still to confirm.	ES
17	<u>AOB:</u> i) <u>"Headteacher's IT needs"</u> (item raised by VT and notified to the clerk in advance of the meeting) The clerk informed the FGB of VT's feedback from her meeting with ZV regarding her IT and that it is not working properly. VT felt that the FGB need to support a plan on identifying the issues and resolving them as she believes it is holding ZV back. ZV informed the FGB that a company is coming in to summarise IT needs, problems and requirements. Date to be arranged. ii) <u>Part II (confidential) item</u> [SM left the meeting 12.05 for this confidential item] See Part II (confidential) Minutes Set 2_Not for Teaching Staff	
18	<u>DONM:</u> 20 February 2024, 7pm (remote) Scheduled: 19 March 2024, 23 April 2024, 17 th July 2024 - in school	

The meeting ended at 12.10pm.

Actions from the Meeting:

Item No.	Action:	Assigned To:
3	The clerk will arrange ID checks, DBS certification, and initial safeguarding and new governor training.	ES
5	All subject link governors to present an overview of subjects to the FGB by the end of year.	All link govs
5	BS to get quote from Gigaclear for VOIP, and bring back to the next FGB meeting.	BS
5	JT to arrange informal meeting of governors in the next few weeks for SDP consideration/ governor planning.	JT
5	ES to check if the pay committee needs to exist minus those on the HTPM.	ES
5	ZV to update the Safeguarding Policy	ZV
6	ZV to show FGB example of My Concern for info.	ZV
7	SM to investigate if possible for survey responses to add notes on Microsoft Forms.	SM

7	SM will send out to staff a shared summary and actions planned from staff survey.	SM
7	SM to update the FGB on actions and from sharing the summary to staff from the survey at the next meeting.	SM
7	SM to send out another survey in the Spring and report those responses to FGB.	SM
7	SM to ask staff for what they would see as acknowledgement	SM
13	JT and SW to write a summary/note of governors' visit and share it with all staff.	JT/SW