

Beenham Primary School, Full Governing Body meeting

10 February 2023, 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), Daniel Brooks (DB) (Vice Chair)

Apologies: Jon Hewitt (JH)

Absent:

In Attendance: Emma Smith (ES) (clerk), Bev Sharp (BS) (School Finance Officer)

The meeting started at 10.15am

Item no		
1	<u>Apologies for absence:</u> JH – work commitments – apologies were accepted	Chair
2	<u>Declarations of Other Business:</u> None	Chair
3	<u>Declaration of Interests:</u> None	Chair
4	i) To approve the minutes of the last meeting held on 2 December 2022 - see “FGB meeting 2 December 2022 Minutes_Draft” The minutes of the FGB meeting held on 2 December 2022 were approved as a true and accurate record. ii) To approve the confidential minutes of the last meeting held on 2 December 2022 - see “FGB meeting 2 December 2022 Set 1 Part II (Confidential) Minutes_Draft” The confidential minutes (Set 1) of the FGB meeting held on 2 December 2022 were approved as a true and accurate record. iii) To approve the minutes of the last meeting held on 2 December 2022 - see “FGB meeting 2 December 2022 Set 2 Part II (Confidential) Minutes_Draft” The confidential minutes (Set 2) of the FGB meeting held on 2 December 2022 were approved as a true and accurate record.	Clerk/Chair

5	Matters Arising from the last meeting held on 2 December 2022 • (6) Chris from The Willink School still hasn't been in to carry out an IT audit and make recommendations on requirements. Therefore, the Online Policy has not yet been updated. Action: AD to update the policy based on the requirements. Action: ES to keep Online Policy approval on the FGB agenda. • (9) The number of staff confirmed as "DSL" is considered satisfactory. Therefore, spending funds on this additional training is not required. No additional DSL are required. • (14i) See item 21i below. • (16i) ES confirmed that feedback from BS was that this potential prospective governor did not seem keen to take on the role, but BS had said she will ask again. • (16iii) See item 23 i below. ES confirmed that VT has completed the National College "Role of School Governor", and Safeguarding and PREVENT training. VT is booked on to the WBC New Governor Induction sessions. WBC have cancelled part I of new governor induction training. It has been rescheduled for Feb 22nd. All other actions from the previous meeting have been completed.	Chair
6	<u>HT Report – verbal:</u> It has been a challenging term. AD referred to significant children's mental health issues and low self esteem. AD noted that there are some high end special needs in school, but no funding received to support the level of need. Currently 3 x EHCP applications are going through the LA at the moment. AD noted that headteachers have voiced concerns that funding for special needs are being directed to the special schools even though mainstream schools have their own large contingent of pupils with SEN. DB asked if parents of some SEN pupils might wish their children to attend a "special" school. AD explained that option might be explained in an EHCP assessment meeting. JT asked what school might put in place to support these needs: • School are seeking funding from different sources. • Referrals will be made to EHA- leads to triage and action steps will be determined (eg emotional health support) • Next year's budget will include the SLA for emotional health team from WBC, so that they might attend school once a week, as the needs require. • The external team would also run parent support sessions. • Emotional Health Team will come into school after half term to start assessing school's needs.	AD

	Holly Reed is doing their SENCO training. 2 x members of staff undertaking empathy training. 2 x members of staff undertaking empathy therapy training 1 x member of staff undertaking NELLY program training 1 x member of staff undertaking autism support training. AD stressed that these actions are alongside the usual emotional support. Sophie has finished her NPQ AD signed up to complete her NPQ-H DB asked what training or resources current staff are being offered internally to help them help the children: • SM informed that staff receive “Stormbreak” training, and gave a brief explanation of what this involved. • Next term all staff meetings are based on behaviour. • SM will present staff with different techniques. DB asked if Stormbreak training comes at a cost to school – eg subject CPD for teachers being replaced by this other training. AD/SM explained that moderation training is still ongoing. JT asked about educational progress and whether children are on track. AD explained that some year groups’ data shows some are on track, others less so because of the high proportion of “high end need”. Action: PAN (published admission number) to be added to next agenda (ES)	
7	Staffing Update: One member of staff is off work on long term illness. School is currently paying internal staff to cover 2 days in Totem Class. Another member of staff and an “Early Years” member of staff are attending training for the higher needs children. DB asked if the closure of the local Steiner School had lead to new children joining. AD confirmed just 1 child had come from the Steiner School. AD noted the increase in number of members of staff compared to this time last year, and stressed that this is an indicator of the increase in the high end need.	
	BS joined the meeting at 10.40am	
8	Finance Update: See: Doc 4 Finance for governors - February 2023 Doc 5 Main school Budget monitoring for governors Doc 6 Pupil Premium Budget for governors Doc 7 Sports Budget monitoring for governors Doc 8 Capital Budget monitoring for governors Doc 9 ASC Budget monitoring for governors	AD and BH

	Doc 10 Inventory List 2022-23 Doc 11 IT Inventory List BS voiced concern about school funding and finances. DOC 4 shows that the majority of the increase of expenditure is the staffing costs. BS noted that no additional funding for Afghan children has been received since March 2022. Therefore, BS has been reluctant to include any potential future funding in the budget as she cannot be certain that the funding will actually be received. Sarah Raynard from Schools Accountancy will be helping BS with building the next year's budget on 1 March. VT asked whether the approach from Schools Accountancy will focus on how to reduce costs. BS confirmed this would be the focus, and that these considerations are always made by school. BS reminded governors that the recent pay increase to 9% for support staff was not expected. There are children with high end needs who need 1:1 support but the funding isn't in place for them. BS informed governors that the former "Schools in Financial Difficulty" support has been disbanded and no longer exists. Clerical and office staff hours has already been reduced Next year's staffing structure has been considered by BS/AD , so the 2023/24 budget can now be structured. BS explained the costs incurred by school to support the Afghan children this year includes items such as uniform, school trips, breakfast/ afterschool club provision, etc; not just teaching costs. BS has considered new lighting to be more cost efficient. AD noted that she is not expecting to get any sports funding budget next year. BS thinks school does qualify for the "sparsity funding" but this will not be received until April 2023. AD explained to the FGB the costing to schools for the children requiring of EHCP assessments. JT queried some items on the inventory: Action: Kim Appleby to update with new items. Action: JT to email Kim with what needs changing. Action: Inventory to be represented to governors at the next FGB meeting - KA BS left the meeting 10.50am	
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9	PPG Update: AD explained that a significant amount of PPG funding has been spent on clothing, shoes and school trips. JT asked if the school trips are funded by school for the Afghan children. AD explained the curriculum trips are only allowed to have “voluntary contributions”. Non curriculum school trips cannot be funded by PPG.	AD
10	SEND Update: See item 6, HT report.	AD / SEND governor
11	Safeguarding Report: AD and POH to meet in March. POH will attend the WBC Safeguarding Network meeting in March. AD noted that the number of safeguarding concerns has risen. JT checked that the DSLs meet to discuss these. AD confirmed.	Safeguarding governor
12	Link Governor Meeting Reports : • JH – Art/ Design link governor - plans to meet with the Art & Design lead after half term • KC – English link governor – plans to confirm a meeting date with AD & SM • JT – Maths link governor – plans to arrange a meeting with AD, who is taking on the Maths lead in the long-term absence of usual Maths lead • VT – Wellbeing link governor – plans to arrange meeting with SM [NB please refer to item 20 later in this meeting, where there were some changes to assignment of the link governor roles.] Action: Updates from link governors for the next meeting (JH, KC, DB, JT, VT)	JT, KC, JH
13	SFVS Approval: See: Doc 12 Schools_financial_value_standard_SFVS_checklist_2022-23 This document was approved by the FGB at this meeting.	
14	Green and White papers – discussion (see minutes of the September meeting): See https://www.gov.uk/government/publications/opportunity-for-all-strong-schools-with-great-teachers-for-your-child https://www.gov.uk/government/publications/send-and-ap-green-paper-responding-to-the-consultation AD informed that one of these documents is no longer valid. It was agreed that this item will not appear on future agendas.	JT
15	Feedback from December Governors’ visit: DB expressed thanks for the excellent school performance at Christmas time.	

	Action: Governors to compile their notes from December's governor visit, along with this morning's visits, and upload to Teams or send to ES. It was agreed feedback from governor visits is helpful and welcomed by staff too. SM would then be able to feedback to school staff. JT wanted staff to be aware that general feedback from governors is very positive.	
16	<u>Consider SDP to help frame the year's governance plans:</u> AD to update the SDP to be considered at the next meeting. Action: AD to send out SDP to governors well ahead of the next meeting so that governors can give thorough consideration.	AD
17	<u>Daily Mile Track Update:</u> JT informed the FGB that approval for the track has been confirmed. Funding: Parish Council have contributed, PTFA have contributed, WBC have contributed (section 106 funding) School is waiting on WBC to confirm the final amount of funding, which will determine the final design of the track, before work starts. Risk of work equipment on the school site will need to be assessed in order to arrange suitable timing for the installation to take place.	
18	<u>Perimeter Security Work Update:</u> School are still waiting for WBC to confirm the chosen supplier. Then work can get done. Ideally this would take place over Easter.	
19	<u>Awberry Farm as potential wedding venue:</u> Following various objections to the initial proposal, a revised proposal has been submitted, which has taken weddings off school days. Therefore, school's concerns for the proposal have been alleviated and school have not submitted any further objections. As a result, it was agreed that this item will not be represented on the agenda again.	
20	<u>Additional Link Governors (see minutes of the July FGB meeting):</u> i) Finance ii) Science DB volunteered to take over the role of Maths and Science link governor. JT to be Finance link governor.	Chair
21	<u>Policies for review/approval:</u> i. Charging and Remissions Policy See Doc 13 Charging-and-Remissions Policy Feb 2023_draft It was requested that the "last reviewed" and "approved " dates to be included on the front page of the policy.	Clerk/ HT

	This policy was approved at this meeting. “Last reviewed and approved “ dates to be included ii. Online Policy (document to follow) See item 5 above. iii. Attendance Policy See Doc 14 Attendance Policy Feb 2023_draft AD informed the FGB that fines have to be included in the policy. VT suggested school contact number/email be added to the policy as this policy is distributed to all parents/carers. Action for AD. This policy was approved subject to that addition.	
22	<u>Chair’s notices:</u> Parish Council have invited school to attend their general assembly which enable school to present a report. It was agreed that school would attend.	Chair
23	<u>Clerk’s notices:</u> i. Governor vacancies The clerk reminded governors that there are currently 4 governor vacancies on the FGB: 3 x co opted governors, 1 x LA governor. ii. Governor training See Doc 15_ Governor Training-BeenhamPrimary Feb 2023	ES
24	<u>Standing Orders review and approval:</u> see “Doc 16 _FGB_ Standing Orders 2022-2023_draft” The Standing Orders as presented were approved at this meeting.	Clerk to present
25	AOB: i) Confidential Item (see Part II minutes) : ii) AD noted that there is a risk that if planned teacher strikes impacted two days in a row, school closures would need to be considered.	
25	DONM: 29/3/23, 7pm, via TEAMS Next meetings: 24/5/23, 7pm 7/7/23, 10am (preceded by school visit)	

Meeting ended at 11.25am

List of actions from the meeting:

Item No.	Action	For
5	AD to update the Online Policy based on the school's requirements.	AD
5	ES to keep Online Policy approval on the FGB agenda.	ES
6	PAN to be added to next agenda	ES/AD
8	Kim Appleby to update inventory with new items.	KA
8	JT to email Kim with what needs changing on the inventory	JT
8	Inventory to be re-presented to governors at the next FGB meeting	KA/ES
12	Updates from link governors for the next meeting	JT, KC, DB, JH, VT
15	Governors to compile their notes from December's governor visit, along with this February's visit, and upload to Teams or send to ES.	All govs
16	AD to send out SDP to governors well ahead of the next meeting so that governors can give thorough consideration.	AD
21	School contact number & email address to be added to the Attendance Policy	AD