

Minutes of Beenham Primary School, Full Governing Body Meeting

Thursday 10 November 2021, 7pm

Held via Teams

Present: James Tobin (JT) (Chair), Daniel Brooks (DB) (Vice Chair), Amy Donnelly (AD) (Headteacher), Kirsty Clarke (KC), Pdraig O'Hannelly (POH), Sophie McBean (SM)

Apologies: Nigel Hopes (NH), Liz Mylum (EM)

Absent: None

In Attendance: Emma Smith (ES) (Clerk)

The meeting started at 7.05pm.

Item no		
1	<u>Apologies for absence</u> NH EM has said she would be late for the meeting, but hoped to join at 8pm. [EM was unable to join the meeting.]	
2	<u>Declarations of Other Business</u> i. AD, SM – New Arrivals – An update, following recent discussions ii. JT - Parish magazine rota iii. AD - Numbers on PAN – Planned Admission Number	Clerk/ Chair
3	<u>Declaration of Interests:</u> AD informed the FGB that a family member (Lucas Plumbing) had recently been called to school as an emergency plumber because she had been unable to source another emergency plumber.	Clerk
4	i) <u>To approve the Part II minutes of the meeting held on 15 July 2021</u> - confidential document had been distributed securely by email The Part II (Confidential) minutes of the FGB meeting held on 15 July 2021 were approved. ES to have a hard copy filed securely in school safe. ii) <u>To approve the minutes of the last meeting held on 23 September 2021</u> - see attached document The minutes of the last FGB meeting held on 23 September 2021 were approved. ES to have a hard copy filed in school and to ask the school office to publish on the school website. (See item 9 from 23/9/21– JT asked whether there had been any update on the application for the capital funding for the IT maintenance. AD confirmed there had been no update yet.)	Chair

	iii) <u>To approve the Part II minutes of the last meeting held on 23 September 2021</u> - confidential document had been distributed securely by email The Part II (Confidential) minutes of the last FGB meeting held on 23 September 2021 were approved. ES to have a hard copy filed securely in school safe.	
5	<u>Matters Arising from the last meeting held on 23 September 2021</u> - JT has card for BS. - POH has completed the appropriate National College Safeguarding Training course - DB, AD, SM confirmed that they have read KCSIE - The Accessibility Plan – AD needs more time to complete this. It will follow for presentation at the January FGB meeting - Action: JT will need to go in to school to refine the school policy app and complete the work - DB confirmed there were no changes to his declaration of interest from 2020/2021. Action: ES to check with NH and update governor records accordingly - Action: ES to check with NH regarding his interests with Awberry Farm and update declaration of interest accordingly. - JT attended the recent Headteacher’s Performance Management training course and felt it was a useful session. Action: JT to circulate the content of the course to governors on the HTPM panel once received. - H&S catch up between AD and EM has not happened yet. - Action: AD/EM to arrange. - JT confirmed that he and AD meet regularly	Chair
6	<u>HT Report:</u> See attached document – “doc 4 FGB Headteacher Report November 2021” AD has had many school visits to new, perspective parents recently and noted to governors how proud she was to show parents the school this week; staff are knowledgeable about the vision of the school. All of these potential new children come from out of catchment. DB asked when these perspective parents were looking to start. AD confirmed that most would be starting in September 2022. JT and other governors praised the school team for this success. On roll - AD noted that the number of children on roll has now increased to 56, including new children from Afghanistan. A new child is expected to join Reception year in January 2022. AD has secured a “vulnerable child grant” which has enabled funding for 14 hrs of additional support (which will assist the support of the children from Afghanistan) and an advert has been placed.	AD

	JT asked if any children have left the school and whether exit forms are necessary. AD didn't think the exit form would be useful in these cases. <u>Phonics Data –</u> - JT asked if there had been a recent review of the phonics data. AD confirmed that there has been. There was no data to present to the FGB but AD confirmed that children's progress has shifted. - The Yr 2 phonics check is expected in December; - There is an after-school intervention phonics club, as well as recovery catch up funding to fund Year 1 phonics intervention. Action: AD to send phonics data to governors. DB expressed concern about the amount of AD's time which has needed to be spent with reception children, and noted that, whilst it is beneficial to the teaching and learning of the children it also takes away from her time to lead the school. AD confirmed she is in class 90% of the time, which restricts her school leadership time. DB asked about the well-being of school staff. The stretch on the school teaching staff was noted. AD reminded governors that a permanent staff member will be returning from illness in couple of weeks'time and she expects this to help hugely. JT asked how governors might be able to assist. AD felt that recruitment enabled through the funding will help. AD noted Covid restrictions also impact the challenge and use of time. SM noted the impact on the children of the restrictions too; eg unable to mix more between the children, and use of more staff for things like breaktimes and allow staff more rest time during school breaks. DB asked if these restrictions were mandatory, or if school's own risk assessment might now be updated and enable a less restrictive management and demand less use of time; eg time spent managing the technology of zoom, remote assemblies, etc POH asked whether AD felt that the GAP (specifically in Maths and Phonics) was closing. AD informed governors that the last round of data identified that attainment in Arithmetic was low and she would want the Year 2 practice SATs to be better, but she felt the gap is closing. The introduction of Jungle Maths across the school has been really positive and, along with additional arithmetic time on Thursdays, has helped teaching and learning in Maths DB asked about governors being presented with data comparison. AD confirmed that the "end of term data" will be collected in December and will be presented to governors in January. Action: AD to present end of term data at January's FGB meeting.	
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7	<u>Finance Update</u> See attached documents: - "doc 5 BMF Bud Mon Forecast Fund 01 - Period 6 for governors" - "doc 6 BMF Bud Mon Forecast Fund 08 - Period 6 for governors" - "doc 7 BMF Bud Mon Forecast Fund 13 - Period 6 for governors" - "doc 8 BMF Bud Mon Forecast Fund 76 - Period 6 for governors" - "doc 9 BMF Bud Mon Forecast Fund 99 - Period 6 for governors" - "doc 15 Finance for governors - November 2021" - "doc 16 Beenham Notes Autumn term 2021" - "doc 17 School Consultation 2022-23 funding" The deficit meeting was held last week. The forecast is that school will not be in deficit next year. Sparsity fund is expected to be allocated. If awarded, the lowest amount allocated would be additional £33k. Governors agreed this would be significant amount of additional funding for Beenham Primary School. AD informed governors that she would be recruiting as soon as the amount of that funding has been confirmed. Funding will also be issued for the admission of children from Afghanistan. DB asked how much of that funding that goes to WBC, with AD explaining that WBC take some of the funding for welfare checks and current support. DB asked if AD expected school to be issued the same amount of funding for each of these children from Afghanistan as usual, on-roll child. AD confirmed that she expected them to be funded at least the same amount. AD reminded governors that the lack of insurance cover for a long-term illness absence for staff member had put school into deficit. However she noted that this is to be appealed in January, and, if successful, this would bring in funds. The governors were pleased with this positive financial outlook. DB asked about the current financial situation with the afterschool club. AD felt the club was paying for itself at the moment, although not making an additional income. However, AD noted that every perspective parent that she has recently shown around school had asked about, and was pleased about, the on-site wraparound care. AD felt that, in the long term, there was the possibility that this club might bring in some additional funds .	AD
8	<u>PPG Update</u> Additional Covid recovery funding has been received and is being used for providing tuition. School-lead tuition funding is based on PPG numbers. Staff members are required to do online training for it and this starts at the end of November.	AD
9	<u>SEND Update</u>	AD / SEND

	Funding application is in process for one child's EHCP. AD looking to buy-in outsourced SENCO services in order to support AD, and manage the achievement reports for the EHCP children. DB asked if, in the meantime, any other of staff member might be suitable, to release AD from this role. This change would be expected at the end of year.	gover nor
10	<u>Safeguarding Report</u> POH has complete The National College's Annual Certificate in Safeguarding for School Governors. A meeting is scheduled for w/c 15/11 between AD and POH for a safeguarding catch up. AD is running a face to face session of the West Berks Safeguarding Training on Tuesday 4th January 09.30 -12.00, in school. AD invited all governors (and volunteers and school staff) to attend. POH is to attend and encouraged other governors to attend. AD informed governors that school had completed a safeguarding audit last week and reported that there were not many actions coming from that. However, one action was for governors and volunteers to complete safeguarding training. Action: governors should let school office know if they wish to join.	Safeg uardin g gover nor
11	<u>New Arrivals</u> AD informed governors that the new children from Afghanistan have a mixture of English ability. [See Part II (confidential) minutes: "Part II (confidential) Minutes FGB meeting 10 November 2021_set 1"] Whilst other children are at swimming lessons, these new children will focus is on "English as Another Language". AD noted that, at this point, school has had minimal contact from WBC . AD wanted to thank parents in school for all their donations for these families. JT offered his family member's language support in school if that would help. This offer was welcomed. AD noted that for school children it has been informative to associate with the new Afghan children who bring with them different life experiences. JT asked if any other support was needed. AD noted the need for a short-term, part time teaching assistant to help a small group of these children. DB asked for this advert to be distributed to governors. Action: AD to distribute to governors.	

	SM noted the size of the challenge and lack of guidance in particular objectives from WBC for these children. DB considered whether any of the Afghan parents of the children themselves are bilingual and could help with translation in school. DB suggested that others from the community may be able to help on voluntary basis whilst they wait to be able to work. DB also noted that this may present a safeguarding difficulty, without the usual paperwork and checks able to be completed. [See Part II (confidential) minutes: “Part II (confidential) Minutes FGB meeting 10 November 2021_set 1”]	
12	<u>Feedback from Parents Questionnaires</u> See attached documents: - “doc 10 Whole school parent survey July 2021” - “doc 11 Year 6 leavers survey July 2021” - Governors agreed that the results show that generally the feedback from the questionnaires was very positive.	POH
13	<u>Plans for Governors’ School Visit Jan 2022</u> The visit is planned for 19/1/22: Governors were invited to arrive at 8.30am for general observation of the school morning. SM suggested that governors attend a “pupil voice” meeting and use the information from pupil surveys which are issued at Christmas time.	
14	<u>Parent Governor election – process approval and dates to be set</u> • see attached documents • “doc 12 Parent Governor Election-Letter to parents Nov 2021” • “doc 13 Parent Governor Election -Template letter to parents with ballot paper Nov 2021” The clerk asked governors if there were any ideal requirements that the FGB might like in the new parent governor. The clerk informed governors that they cannot specify extra criteria, but they can inform parents of the FGB’s ideal requirements at this time. Governors agreed that, for this particular election, no specific skills requirement needs to be listed in the letter to parents and that section should be removed from the draft letter. Action: ES to remove and letter will be issued to all parents/carers. It was agreed that parents can nominate themselves on the form issued both on a hardcopy or by email.	

	It was agreed that letters should the letters be from The Chair. It was agreed that letters to parents/carers requesting nominations would be sent out on Friday 12 November 2021. It was agreed that the date of the return of nominations / the election (if no vote is needed) would be 22 November 2021. It was agreed that, if a ballot is required, the date of election would be 10 days after ballot papers issued; 3 December 2021. If a ballot is required, it was agreed that it would be electronic, anonymous voting : JT to be consulted at the time to help put this in place. The clerk confirmed that, should there be more than one parent nominated, an election must still be held, and parent/carers with most votes will be elected, but it would then be possible to appoint the other nominee(s) as a co-opted governor, as we still have 3 vacancies for co-opted governors.	
15	<u>Policies for review:</u> i) Capability of Staff – -see attached document: “doc 20 FGB - HR-0614-D007_Model Capability Procedure for Schools May 2017” The FGB approved this policy at this meeting; with dates to be updated to current dates. - Due for review November 2022. ii) Pay Policy – - See attached document “doc 14 Beenham Primary School Pay Policy 2021-22” It was agreed that the pay review would be discussed later in the meeting (see item 21) , as a Part II (confidential) item, so that SM could leave the meeting for that item, once other items finished. The Headteacher’s pay recommendation cannot be approved until there has been an appraisal by the Headteacher’s Performance Management panel. KC and JT sit on the HTPM panel, but an external adviser must also be included. Action: JT to set up meeting for HT’s performance management. AD informed governors that the usual external adviser, Avril Allenby, is unable to sit this year, so AD will contact Rose Carberry who might be included instead. Deadline for decision on the HT pay recommendation is 31 December 2021. AD noted that, as she started in role in January 2020, her annual appraisal could wait till then, but she would need performance management asap. DB asked what FGB can do to help progress this. Action: AD to contact Rose Carberry.	Clerk/ HT

	iii) Accessibility Plan – AD noted this was a sizeable piece of work to update and hopes to present it to the FGB at the January FGB meeting. Action: AD to present Accessibility Plan for approval at Jan 2022 FGB meeting. iv) Appraisals Procedure – see attached document “doc 19 Model Appraisal Procedure for Schools May 2017” The FGB approved this policy at this meeting; with dates to be updated to current dates. - Due for review November 2022.	
16	<u>Chair’s notices</u> No notices. Rota for parish magazine: The current rota is out of date and deadline dates have been missed. JT asked governors if they were happy to contribute monthly. Action: JT to update the rota and distribute to governors.	Chair
17	<u>Clerk’s notices</u> i) Governors’ Training: - JT has completed the Headteachers Appraisal Management Training on 4th November. - POH has recently completed The National College’s Certificate in Safeguarding for School Governors (see item 7). DB has partially completed The Key’s SEN link - KC has completed WBC’s “New to Governance: Parts 1 and 2 in October. AD has added all governors to the school’s National College subscription and governors were encouraged to find training courses on there. The clerk informed governors that there were weekly emails from WBC Governors Services which contained useful information and alerted governors to upcoming training, but that governors need to have registered with their GovernorHub account to receive them. ii) - The clerk is waiting on signed Code of Conduct from AD, SM DB, AD and SM confirmed at this meeting that they have read KSIE. iii) There are still vacancies for 3 co-opted governors. A potential candidate was confirmed as not for this time.	ES
18	<u>AOB</u> i) Fire Risk Assessment – see attached document: “doc 18 Fire Risk Assessment Oct 2021” Governors asked if this work could be brought forward. AD informed governors that the assessor has contacted WBC to see	

	if this work can be brought forward, but because the work will take longer than a week, Easter is the next suitable time. POH asked if the work could be done in parts. AD thought that, to ensure adequate safety, it might that the work cannot be left done in stages, and will have be left completed. ii) Published Admission Number figures: [See Part II (confidential) minutes: "Part II (confidential) Minutes FGB meeting 10 November 2021_set 1"] Other AOB items listed in item 2 above, have already been discussed at earlier points in the meeting.	
19	DONM:19/1/22 [NB since this meeting, this date has been changed to 21/1/22-ES] 9am will be a governors' visit around school 10am-12pm will be the FGB meeting. DB is unable to attend a meeting on 19 January. 21st January was suggested. Action: ES to ask NH and EM if they could attend on 21st January 2022 DB to check that he could get time off work on 21st January 2022. ES to confirm DONM to all governors.	
20	<u>Pay Policy/ Pay review</u> i) Teachers' pay review. See attached document: " doc 14 Beenham Primary School Pay Policy 2021-22" [SM has a conflict of interest and so left the meeting at 8.55pm] [See Part II (confidential) minutes: "Part II (confidential) Minutes FGB meeting 10 November 2021_set 2"] All these pay recommendations were approved by the FGB at this meeting. JT asked AD to thank the team for their hard work on behalf of the FGB. DB asked if there was anything governors could do to help maintain and enthusiasm in the NQTs, to enable NQTs to learn from other schools when the catch-up plans and funding are no longer available. AD suggested leaving the existing plans as they were for the moment. The FGB approved this policy at this meeting; with dates to be updated to current dates. - Due for review November 2022. ii) <u>Headteacher's Performance and Pay Review Cycle</u> There was uncertainty as to how a pay increment could be approved without a performance management review taking place first, but it was also acknowledged that no specific targets had been set yet for the HT as she joined in January 2021.	

	It was agreed that, because the review can take place up to the end of December 2021 (with any pay recommendation backdated to September 2021), there will be a HTPM from which pay recommendations can be made. Following this, an extra FGB meeting will be needed to confirm/ approve that pay review. Action: ES will consult WBC for legislative advice to ensure procedure is followed correctly. Action: JT to contact WBC to confirm how the HTPM works when no targets have been set. Action: AD to contact Rose Carberry to find out who will be the external adviser. Action: ES to convene extra FGB as appropriate, following confirmation of the above processes. [AD left the meeting at 9pm.] DB asked about teacher's pay review being set sooner, rather than waiting until after September and backdating. The clerk noted that this was waiting on a Government/ DfE decision in October, before HT could make recommendations. Action: ES to distribute payscales to governors	
	The meeting finished at 9.15pm.	

List of Actions From the Meeting:

Item No:	Action:	To be Actioned By:
5	JT will need to refine the school policy app	JT
5	ES to check with NH regarding his business interests and update governor records accordingly	ES
5	JT to circulate the content of the HTPM course to HTPM panel	JT
5	AD/EM to arrange H&S catch-up meeting.	AD/EM
6	AD to send phonics data to governors.	AD
6	AD to present end of term data at January's FGB meeting.	AD
10	Governors should let school office know if they wish to join AD Safeguarding training	All
11	AD to distribute support assistant advert to governors.	AD
14	ES to remove "skills required" and issue nomination letter to all parents/carers.	ES
15ii	JT to set up meeting for HT's performance management.	JT
15ii	AD to contact Rose Carberry for advice on the HTPM external adviser	AD

15iii	AD to present Accessibility Plan for approval at Jan 2022 FGB meeting.	AD
16	JT to update the rota and distribute to governors.	JT
18	See "Part II (confidential) Minutes FGB meeting 10 November 2021_set 1"	AD
19	ES to ask NH and EM if they could attend on 21 st January 2022 DB to check that he could get time off work on 21 st January. ES to confirm DONM to all governors.	ES DB ES
20ii	ES to consult WBC for legislative advice to ensure procedure is followed correctly.	ES
20ii	ES to convene extra FGB as appropriate	ES
20ii	JT to contact WBC to confirm how the HTPM works when no targets have been set.	JT
20ii	ES to distribute payscales to governors	ES