

Beenham Primary School, Full Governing Body meeting

Monday 13 May 2024 , 7pm

Held Remotely via Teams

Minutes

Present	• James Tobin (JT) - Chair of Governors, Finance governor, IT link governor • Sophie McBean (SM) – Headteacher • Vicky Thirkell (VT) – Vice Chair of Governors, SEND governor, well-being governor • Padraig O’Hannelly (POH) – Safeguarding governor • Stephen Wallace (SW) • Jon Hewitt (JH) - Art & Design governor • Graham Carr (GC) • Bev Sharp (BS)
Apologies	
Absent	
In Attendance	• Emma Smith (ES) -Clerk • Holly Reid (HR) - SENCO

The meeting started at 7.03pm

There is no finance item on the agenda for this as a meeting specifically to consider the budget has been scheduled for 20/5/24.

Item no		
1	<u>Apologies for Absence</u> None	Chair
2	<u>Staff Governor Election</u> JT welcomed BS to the FGB, following the staff governor election result on 10/5/2024.	Clerk
3	<u>Declaration of Any Other Business</u> None	Chair
4	<u>Declaration of Interests</u> None	Chair
	[HR joined the meeting at 7.05pm]	
5	i) <u>To approve the minutes of the extraordinary meeting held on 11 March 2024</u> See “Doc 1_Extra FGB meeting 11 March 2024 Minutes_draft” The “Extra FGB meeting 11 March 2024 Minutes” of the meeting on 11 March 2024 were approved as a true and accurate record.	Clerk/Chair

	ii) To approve the Part II (confidential) minutes of the extraordinary meeting held on 11 March 2024 See "Doc 2_Extra FGB meeting 11 March 2024 Part II (confidential) Minutes_draft" The "Extra FGB meeting 11 March 2024 Part II (confidential) Minutes" of the meeting on 11 March 2024 were approved as a true and accurate record. iii) To approve the minutes of the extraordinary meeting held on 19 March 2024 See "Doc 3_FGB meeting 19 March 2024 Minutes_draft" The "FGB meeting 19 March 2024 Minutes_" of the meeting on 19 March 2024 were approved as a true and accurate record. iv) To approve the Part II (confidential) minutes of the extraordinary meeting held on 19 March 2024 See "Doc 4_FGB meeting 19 March 2024 Part II (confidential) Minutes_draft" POH noted "shareholders" (page 3) should read "stakeholders". The "FGB meeting 19 March 2024 Part II (confidential) Minutes" of the meeting on 19 March 2024 were approved as a true and accurate record, subject to the above correction.	
6	<u>Matters Arising from the last meeting held on 11 March 2024 and 19 March 2024</u> i. Ongoing Action: All subject link governors to present an overview of subjects to the FGB by the end of the academic year ii. Ongoing Action: JT to arrange informal meeting of governors for SDP consideration/ governor planning iii. Ongoing Action: ES to check if the pay committee needs to exist minus those on the HTPM. -to update at next meeting. iv. Action: SM to look at results of recent staff survey and assemble result for July FGB meeting v. Action: BS to supply a 3-class structure budget -For the next meeting vi. Action: BS to present the SLA cost information in her upcoming budget presentation. vii. With regards to infrastructure or hardware requirement, JT confirmed that here had been no recent connectivity issues to resolve. BS suggested a few more access points, particularly in Tala class, would be useful. Action: BS to contact the Willink School's IT assistance. viii. Health & Safety Governor appointment – see item 16 below. ix. It was confirmed that there was no surplus remaining from the PC donation	Chair

	All other actions from the meetings were complete. Referring to the minutes from 19 March – POH asked for an update on a child referred to children's services. SM and BS confirmed that an "early help request" had been submitted and parents are in regular contact.	
7	<u>SEND Information Report</u> See "Doc 5_sen information report for April 2024" HR explained that this report is a mandatory requirement and is a guide to what the special needs provision looks like in a way that is accessible to parents, explaining the SEN processes in place in school. It makes clear that school is meeting their statutory SEND duties. It refers to the training offered in school, particularly to the TAs. HR referred to the various representatives and support that come in to school from WBC, and from other services (eg Daisy's Dream). POH thanked HR, expressing this is a very thorough document and is exactly what parents would need to see. Action: today's date be added to the document. (HR) Governors asked how this document is shared to parents. HR explained that it is part of the statutory requirements to be published on the school website. POH felt it was worth making parents aware of it directly as well – SM suggested it be shared on DOJO and parents be directed to it on the school website. Governors agreed it should be shared with the newer parents and new intake parents. JH asked how this provision compared to other schools in the area. SM felt the offer was in-line with other schools, but that the high SEND rate at Beenham requires greater provision in order to ensure it responds to the actual need in school. Governors thanked HR and felt this report was a good guide to parents/ carers. [HR left the meeting at 7.28pm]	SENCO
8	<u>HT Report (verbal)</u> 1) See "SWOT Analysis, Priorities and Targets - April 2024 " SM presented SWOT analysis to governors at the meeting and explained that, having spoken to all staff members, the document tables priorities and targets. SM explained that her focus this Summer Term would be the "what needs tweaking" and that the "what is not working" would be for the longer-term focus. SM commented on the priorities ; week 1, term 1, year 1, and to her table of Summer 1 objectives.	SM

	VT about the general feeling of staff in school, and a discussion followed about staff feeling in school and that the feedback from staff was positive. VT asked if there had been any response following the communication at the end of last term – SM confirmed that there had been just one positive response, nothing negative. SM felt there had been a positive start to the term 2) <u>Safeguarding</u> – Multi agency meetings have been held and attended by SM, BS and HR. SM to attend DSL training later this week. 3) <u>Staffing</u> – - An advert for a class teacher has been placed and a teacher has been successfully recruited for September and will start teaching after this half term as ECT. - SM confirmed that the agency teacher in Year 3/4, which is a job-share, is working well. - Tundra teacher will be joining school after half term, teacher job sharing with SM. - SM confirmed that school is still looking to recruit for a fixed-term contract - SM referred to a query about having more than one ECT with SM being new headteacher, and that this had been discussed with Kate Parietti, SIA from WBC. 4) <u>Behaviour</u> – SM felt that behaviour in school feels more settled. SM noted that staff have been focussing on “Kind, Safe and Proud” and that there is a focus and discussion on these school values with the children 5) <u>Quality of Education</u> – SM referred to school making use of Doodle Learning and Reading Plus. Children faced SATs today well. Curriculum has been followed despite the inconsistencies in teachers, albeit with differing delivery. The aim is for consistent teachers so that the delivery of the curriculum will also be consistent. All children in years 1-5 will be assessed ahead of transition 6) <u>SEND</u> – - SM confirmed SEND is busy; school has received external support from Cognition and Learning Team (CALT) and help with SAPs 1 x EHCP has been approved; awaiting draft of what that includes. - Another EHCP is going to panel soon.	
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	• SM explained that the SLT's focus on SEND is what the provision looks like across the school and keeping it ; ProvisionMaps is a software programme which will manage all the information in one place, including access for parents and reporting. • SM explained this programme would also be beneficial should there ever be a SENDCO handover. • The intention is for this to be adopted across the school in September. • SM noted the WBC EdPsych have increased their prices by approx. 50%, but SM felt it was needed along with support for the EBSA (emotionally based school avoidance) 7) <u>New intake</u> – 3 children have been allocated a place at Beenham, but there has also been a new child in Year 1 recently. GC asked whether SM has considered whether any routine practices that aren't helping any more can be stopped, in order to relieve capacity. SM confirmed school follow a "Stop? Start? Continue?" philosophy. Eg the new SENDCO software should the time spent on collating reports, etc. Governors offered their support should there be any need. JT referred to the recent assembly and the promising observation that all parent seats were full.	
9	<u>Safeguarding Report</u> POH informed the FGB that he had met with ZV before she left and she informed POH on CPOMS (to replace My Concern) and POH will meet with BS about CPOMS	Safeguarding governor
10	<u>Staffing Structure / class structure for September 2024 – to be approved</u> SM shared a document which showed the current structure and the structure suggested from Sept 2024. SW asked if SM felt the combination of the class YR/1/2 has worked. SM felt this had worked because much of the teaching is separated but the other parts of the learning can be joined. This staffing structure for 2024/25 was approved by the FGB at this meeting.	Chair
11	<u>Interim HT Contract Extension</u> JT reminded governors that the original interim headteacher (ZV) plan had changed, and that now SM is the interim headteacher. But that that short-term contract was due to end. A contract extension for SM to be interim headteacher for another academic year was approved by the FGB at this meeting,	JT

	without objection. Governors expressed their pleasure that this enabled SM the opportunity to continue with her plans.	
12	Discussion of Reduction of PAN on next agenda This item was postponed to the July FGB meeting	Chair
13	<u>Feedback following discussions with Tech Response re ICT infrastructure/hardware requirements</u> See item 6 above	JT
14	<u>Staff Survey Feedback</u> This item was postponed to the July FGB meeting	SM
15	<u>Policies for review/approval</u> None	Clerk
16	<u>Health & Safety Governor Appointment</u> The clerk emphasised that, although this is not a mandatory role on the FGB, the most recent H&S audit had suggested this was essential. The clerk reassured governors that training would be available. VT also felt this role was essential (she already fills several other governor roles so has no more capacity to take on H&S). There were no volunteers for this role at this time.	Clerk
17	<u>Chair's notices</u> JT asked if any governors intended to resign and suggested that now might be a good time to recruit new governors from new parents. The clerk reminded parent governors do not need to stop being a governor when their child leaves school; they can see out their term of office, as usual. Action: SM to add a message on DOJO that there are vacancies for school governors.	Chair
18	<u>Clerk's notices</u> i) Update on governor training No update.	Clerk
	<u>AOB</u> i) BS presented the Register of Authorising Officers, because as it stands SM cannot authorise payments at the moment. See "Register of Authorising Officers Template BEENHAM April 24" which had been previously distributed sent out for the previous FGB meeting scheduled for 29 April that had to be postponed. The register of authorising officers was approved by the FGB at this meeting	
19	<u>DONM:</u> 20 th May 2024 - Teams 17 th July 2024 - in school Meeting ended at 8.10pm	

The meeting ended at 8.10pm

List of Actions from the Meeting

Item no	Action Required	Governor
6i	All subject link governors to present an overview of subjects to the FGB by the end of the academic year – ongoing Action ongoing	All
6ii	JT to arrange informal meeting of governors for SDP consideration/ governor planning	JT
6iii	ES to check if the pay committee needs to exist minus those on the HTPM. -to update at next meeting.	ES
6iv	SM to look at results of recent staff survey and assemble result for July FGB meeting	SM
6v	BS to supply a 3-class structure budget -For the next meeting	BS
6vii	BS to present the SLA cost information in her upcoming budget presentation.	BS
6viii	BS to contact the Willink School's IT assistance regarding the possibility of more access points for IT.	BS
7	Today's date be added to the SEND Information Report	HR
17	SM to add a message on DOJO that there are vacancies for school governors.	SM