

Minutes of Beenham Primary School Full Governing Body meeting

Monday 13 December 2021, 7pm

Held via Teams

Present: James Tobin (JT) (Chair), Daniel Brooks (DB) (Vice Chair), Kirsty Clarke (KC), Pdraig O'Hannelly (POH), Nigel Hopes (NH), Liz Mylum (EM), Jon Hewitt (JH)

Apologies: Sophie McBean (SM) , Amy Donnelly (AD) (Headteacher): It had been agreed that, due to a conflict of interest, these two governors should not attend this meeting.

Absent: None

In Attendance: Emma Smith (ES) (Clerk)

The meeting started at 7.pm.

Note 1: JT explained that the review of minutes will be postponed to the next FGB meeting (21 January 2022) due to the fact that AD and SM were not attending this meeting, and that this would give all governors further opportunity to consider those minutes.

Note 2: JT introduced the new parent governor, JH. JH gave brief background about himself to FGB.

Item no		
1	<u>Apologies for absence:</u> SM , AD: Due to the nature of this meeting and a conflict of interest, these two governors did not attend this meeting. Apologies were accepted.	
2	<u>Declarations of Other Business:</u> None.	Clerk/Chair
3	<u>Declaration of Interests:</u> i) Short-term TA appointment / JT JT explained that his wife has been employed by school, on a short-term contract, as a TA, to help with the new intake of children from Afghanistan, due to her specific, appropriate language skills. ii) JH confirmed that his partner of JH is TA at Beenham Primary School. iii) NH clarified to the new clerk and the new governor that he is the owner of Awberry Farm, whose land is adjacent to Beenham Primary School. NH gave brief outline regarding the request for access from school to the field on Awberry Farm, so that the children might make use of that space. This request is waiting a response from WBC.	Clerk

4	i) <u>To approve the minutes of the last meeting held on 10 November 2021</u> - see attached document “Doc 1 Minutes FGB meeting 10 November 2021_DRAFT” ii) <u>To approve the Part II (confidential) minutes Set 1) and Set 2) of the last meeting held on 10 November 2021</u> - see attached documents “Doc 2 Part II (confidential) Minutes FGB meeting 10 November 2021_set 1_DRAFT” And “Doc 3 Part II (confidential) Minutes FGB meeting 10 November_set 2_DRAFT” See Note 1 above: minutes review will be postponed to the next FGB meeting (21 January 2022)	Chair
5	<u>Matters Arising from the last meeting held on 10 November 2021:</u> See Note 1 above: minutes review will be postponed to the next FGB meeting (21 January 2022)	Chair
6	<u>HT PM update:</u> • JT confirmed that the HTPM meeting took place last week; KC, JT and Avril Allenby from WBC (the independent adviser) as the panel. • HT objectives were set. • KC and JT were able to listen to and agree objectives for the next year • These objectives have been documented. • KC confirmed to the FGB that these were fair objectives.	JT
7	<u>Headteacher’s Pay Recommendation:</u> <u>See Part II (confidential) Minutes FGB meeting 13 Dec 2021</u> The Head Teacher Performance Management (HTPM) process had been completed by the HTPM panel, and recommendations were approved by the FGB at this meeting. NH expressed concern about a full understanding of the HT performance management and the pay recommendation process. Action: ES to distribute to governors the process of the pay recommendation and the pay committee. [DB left the meeting at 7.15pm]	JT

	ES explained that a school's SDP (School Development Plan) is a useful document to remind governors of a school's intended aims and objectives. JT welcomed any more governors to join the HTPM panel in the future.	
8	<u>Chair's notices</u> None	Chair
9	<u>Clerk's notices</u> None	ES
10	<u>DONM: 21 January 2022, 10am (preceded by governors' visit around school, 8.30am)</u> JT explained that this in-school visit and meeting may have to change due to Covid and changing guidelines. EM asked about the upcoming, in-school safeguarding training on 4 January and what the period of value of previous safeguarding training was, as she has already attended some in-school training previously. Action: POH to find out if training can be considered "out of date" and if there is an expected re-training timeframe. <u>Safeguarding Training, 4/1/22:</u> KC may attend training POH will attend. Action: ES to send on info to JH and NH re AD's safeguarding training on 4 January JH commented on the current difficult time all school staff are experiencing because of Covid-19, and asked what governors might be able to do to help staff well-being. EM informed the FGB that she has had 2 "well-being" meetings with AD, and had also had conversations with WBC regarding well-being assistance for staff. Action: EM to follow up with WBC again, to see if there is any further employer-assistance for school staff to access. JT offered any assistance that governors can provide. JT noted that AD has been sending out well-being questionnaires to staff. JT informed the FGB that it was governor discussions which helped drive the action for the PTFA to fund-raise to get air-purifiers on the school site. JT thanked the PTFA for their support in this. JT felt that teachers appreciated this pro-active assistance. The meeting finished at 7.29pm	

List of Actions From the Meeting:

Item No:	Action:	To be Actioned By:
7	ES to distribute pay recommendation and pay committee process info	ES
10	POH to find out if training can be considered "out of date" and if there is an expected re-training timeframe.	POH
10	ES to send on info re AD's training on 4 January to JH and NH	ES
10	EM to follow up with WBC again, re employer-assistance for school staff to access.	EM