

Minutes of Beenham Primary School, Full Governing Body Meeting

Wednesday 16 March 2022, 7pm

Held Remotely 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), Nigel Hopes (NH), Jon Hewitt (JH)

Apologies: None

Absent: Liz Mylum (EM),

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

Item no	The meeting started at 7.08pm JT welcomed everyone.	
1	<u>Apologies for absence</u> None [NH and JH both joined the meeting slightly later than the start.]	
2	<u>Declarations of Other Business</u> None	Clerk/Chair
3	<u>Declaration of Interests</u> None	Clerk
4	i) <u>To approve the minutes of the meeting held on 21 January 2022</u> - see attached document "Doc 1 Minutes FGB meeting 21 January 2022 _Draft" The minutes of the FGB meeting held on 21 January 2022 were approved at this meeting. ii) <u>To approve the Part II (confidential) minutes of the meeting held on 21 January 2022</u> - see attached document "Doc 2 Part II (confidential) Minutes FGB meeting 21 January 2022 _Draft" The Part II (Confidential) minutes of the FGB meeting held on 21 January 2022 were approved at this meeting. ES to ensure a hard copy is filed securely in school.	Chair
5	<u>Matters Arising from the minutes of the meetings held on 21 January 2022:</u> (item 3) DB / NH still to arrange for training session on Teams (item 4.iv) ES to check with JH whether he has been able to access training on understanding school data. (item 6) AD to present staff wellbeing survey results at May FGB meeting	Chair

	(item 6) ES to forward the omitted wording from the “overall effectiveness” section on the HT report to other governors (item 12) E-safety Policy – see item 17.ii (item 12) Safeguarding Checklist – POH is meeting with AD in a few weeks’ time and they will go through outstanding items on this checklist then. [NH joined the meeting at 7.12pm] (item 17.iii) DB still to send in entry for the Parishes’ Magazine JT asked AD if there had been any response to her entry in the parent bulletin regarding governor recruitment. AD confirmed there had not been any response.	
6	<u>HT Update : (Verbal)</u> - A recent Covid outbreak in school has had impact. - In addition, there has been a member of staff off for 4 weeks and another for 1 week, and one member of staff leaving. - The LA have informed school leaders that timescales for upcoming Ofsted inspections are likely to be brought forward , and this might mean an inspection at Beenham could be expected next term. - School is incredibly busy. JT asked if anything there was anything specific governors could do to support for AD, and asked her to notify governors if she felt there was something.	AD
7	<u>Finance Update:</u> i. <u>SFVS for approval</u> See attached documents: -“Doc 3 Schools_financial_value_standard__SFVS__checklist_2021-221-Draft” -“Doc 4 Inventory List 2021-22_March 2022” -“Doc 5 Laptops_March 2022” NH confirmed that the SFVS documents had been distributed to all governors and had had some feedback, so that all the gaps had now been completed. Action: Es to tidy up the “track” comments from the margins, enter the approval date and forward to BS. This SFVS document was approved by the FGB at this meeting on 16 March 2022. ii. <u>Budget (Verbal update):</u>	NH AD and BS

	BS confirmed that the 2022/23 budget is in progress and that, with some funding factors unable to be confirmed, school have been working on a “worst case scenario” for next year. There followed some details of expected funding and of reduced funding, with BS explaining that the final budget details will be supplied for the additional FGB meeting, for approval. BS explained that there was a carry forward in the main school budget p10, and that this was smaller for p11 due mainly to supply teacher costs. BS confirmed that she has been advised NOT to include Afghan pupils in the expecting funding, explaining that this is because those children may have been moved on by the census figures in October 2022 (as some already have). NH noted that this is counter to what school had previously been advised to assume, and it has significant impact on expected funding, but he agreed that, for budgeting purposes, school should not include that potential income. BS gave a summary of what the expected funding would be for the next 4 academic years AD also noted the sports premium may end after this year (confirmation of this is not expected until June/July). AD explained this would have been up to £16k but, for budgeting purposes, school can budget on the £6867 left over from this school year. AD stressed that the removal of the sports premium will have a big impact on a small school. BS asked if the FGB agreed to budget on the assumption that funding will stop, explaining that, if the funding is allocated, school can make changes by virements at a later stage. The FGB agreed that it was prudent to budget based on the lowest funding amount expected. DB asked if budget included £40k sparsity fund. BS explained that the funding is driven by pupil numbers, and the Afghan children leaving will have a big impact on the expected school roll number. DB asked how many children we are including in this budget. BS confirmed = 51 (last year this was 56). SM asked whether the budget included another teacher and their additional salary. BS confirmed a new member of staff will be a key change to the budget.	
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	BS explained that the PPG budget will be for 7 children, based on the census even though there are now 15 children on roll for PPG, because but they were not in school at time of the census. Therefore no funding is assigned for them. BS explained that top-up funding to cover the Jan-April 2022 period <u>will</u> include the Afghan children. NH stressed the sparsity funding is crucial to school of Beenham's size, but is only secure year-on-year and that, therefore, the FGB need to put submit a budget on what is expected from discussions with WBC. NH stressed the important thing is to be prudent with numbers into the budget. NH mentioned that the Afghan situation might change, but felt that the UK may find Ukrainian children coming to schools. DB asked BS what she expected the bottom line budget figure would show. BS informed that a surplus figure was expected for 2022/23, but thereafter it would be showing deficit, based on current funding formula. JH asked whether the budget modelled the ramifications if the sparsity funding is removed. BS confirmed that the sparsity funding IS included in the formula that WBC have given schools for budgeting. This will need to be noted on the budget when approved by FGB. NH felt that, without the sparsity funding, the school would not be viable as it is. BS agreed that this would mean staffing changes and structure changes to a school such as Beenham. However, NH informed the FGB that whilst Ian Pearson (Head of Education at WBC) couldn't guarantee the funding he felt that the DfE were aware that a school like Beenham cannot function without the sparsity funding. NH stressed that this must be made very clear that this is the basis of the school's budget. JT asked when governors could see the budget. Action: BS to send docs out by Wed 30th March. JT asked governors to be ready to expect those documents so that they might be ready with questions ahead of the FGB meeting on 6 April. <i>[Clerk's post-meeting note : See later item 16 for changes to this meeting date.]</i> BS noted to governors the current costs of hiring supply teachers and informed governors that the insurance company have asked for	
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	lots of documentation. School is waiting to hear if their claim has been approved, but BS is hopeful that this claim will be met. BS noted that has quotes for teacher illness insurance range from £2.5k - £5k, but BS felt that the company with higher premium are more likely to issue payment for a claim when needed. DB asked if the risk of absence is higher in current climate (Covid), and therefore the risk /cost might be worth it. JT agreed. JT asked what the period of cover would be. JT asked if a summary of each insurance option could be sent out to governors. Action: BS to send out summary and quotes for each provider by Friday 18 March, in order for governors to approve. <i>[Clerk's post-meeting note: It has since been confirmed that approval of this spend does not require FGB approval.]</i> NH asked if there was advice from WBC – BS confirmed that the DfE recommended Education Mutual but they are the most expensive. There was a discussion about what the policies might cover; pre-existing conditions or new conditions. JT asked how many times over last few years school has made a claim but the insurance provider did not pay out. BS thought there were 2 such claims; amounting to approximately £6k. Action: ES to arrange an urgent extra FGB meeting via Teams for Wednesday 23 March, to approve the insurance expenditure. <i>[Clerk's post-meeting note: It has since been confirmed that approval of this spend does not require FGB approval and therefore an urgent FGB meeting is not required.]</i>	
8	<u>PPG Update:</u> DB and AD met on 15 March and will meet again in 2 weeks' time to do pupil conferencing. AD noted the difference in the number of PPG children on the school register and the numbers they actually have in school, due to time of the school census for PPG. There will be a further update for the May FGB meeting.	AD
9	<u>SEND Update:</u> AD met with DB and considered 3 case studies which offer evidence for Ofsted. DB noted the difference between the number of children on the SEN register and the numbers "being monitored". Both groups are having intervention – DB was happy to hear this. The case studies show visible progress for those pupils. AD noted that during their meeting, DB had asked for evidence to support the claims of progress.	AD / SEND governor

	DB informed the FGB that he has stored notes on Teams under the "SEN" folder and directed governors there for their information.	
10	<u>Safeguarding Report:</u> i) <u>Update of checklist</u> (see minutes of previous meeting) POH confirmed that the checklist has not been updated since the last FGB meeting but that AD and POH have a meeting scheduled in a couple of weeks to go through any open items. AD noted that the SCR was not compliant when AD took this over but that BS and AD have been working on insuring this and will go through the SCR questions, and then POH will double check the SCR. Safeguarding network next week for POH to attend.	POH
11	<u>H&S Report:</u> Julian Routledge from WBC H&S was in school today and met with BS. AD thanked BS for all the work that she has done on H&S, ensuring that school is compliant in so many areas that weren't before. School chased Julian for progress with the new fire-doors, and the perimeter fence : Julian is to chase WBC on this. AD informed the FGB that "H&S" is now part of the staff meetings – providing evidence that this is an area of consideration for school. JT asked if governors could do anything to chase WBC with the progress of the H&S items. AD explained Julian is the most senior, appropriate H&S contact at WBC, but that Covid has lead to delays on everything.	EM
12	<u>Staff Wellbeing Survey Results (Part II confidential item):</u> Postponed to the May FGB meeting.	AD
13	<u>January Governor Visit Feedback:</u> See attached documents: • "Doc 6 Governor Observation Day Jan 2022 DB" • "Doc 7 Governor Observation Day Jan 2022 EM" • "Doc 8 Governor Observation Day Jan 2022 JH" • "Doc 9 Governor Observation Day Jan 2022 JT" JT thanked those governors who had submitted notes. Action: JT will compose a summary of those notes, to present. JT asked other governors to complete theirs; particularly ahead of an expected Ofsted visit as they provide evidence. Action: Visit reports to be submitted by those governors who have not yet done so. Action: ES to add as an agenda item for the April FGB meeting.	Chair
14	<u>OFSTED:</u>	AD

	See documents (distributed on 16 March): • “Doc 15 GOVERNOR THOUGHTS FROM OFSTED 2021” • “Doc 16 KeyDoc_-_questions_Ofsted_might_ask_governors_2019” AD informed the FGB that school had received an email from the local authority suggesting Ofsted inspection might take place sooner than expected, and was likely to be in the Summer term. Rose Carberry (School Improvement Adviser at WBC) is coming in to school next week to give information to AD and other staff. Felix Raynor will be coming to do a walk around in the first week of after the Easter holidays, to assist with feedback. AD suggested that JT, POH (as safeguarding governor) and DB (as PPG/SEN) be the primary governors on any Ofsted panel, but that other governors would also be welcome. AD asked if anybody else would be keen to attend those meetings to help prepare. AD to arrange to meet up with these governors. JT noted that governors could help prepare content and asked for volunteers. JT noted that he has recently attended a WBC training session on governance and will distribute. JT asked AD if the outstanding statutory documents are available. AD confirmed that the documents have been written and just need to be uploaded to the school website by end of term. AD informed the FGB that the SEF is half completed but that this is a substantial document. The clerk noted to governors that, although there may be named governors on the “Ofsted panel”, ALL governors need to be “Ofsted - ready” and have information, in case they are required to meet with the inspector(S) if other governors are not able to be available. Action: AD to find out whether governors might be able to “meet” with Ofsted inspectors remotely. Action: ES to add consideration of the key Ofsted questions to next agenda Action: KC to go through school website and check all statutory requirements are published. AD also noted that Barbara Hunter is able to help with Ofsted preparation for governors, but this would be chargeable.	
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	The clerk noted to governors that there are many webinars on the National College website regarding Ofsted and lots of information and updates on The Key. The clerk reminded governors that there is a whole section on “Inspections” in the Governance Handbook, page 153. Action: ES to send governors the handbook and refer to page 153 Action: All governors to read this section. [NH let meeting at 8.10pm.]	
15	<u>Focus for Governor Visit on 25 May:</u> It was agreed that this will be discussed in more detail nearer the time, ahead of the visit. JT explained that at this scheduled visit, his preference was for a more specific subject focus. AD suggested that, based on progress data, Maths would be a useful focus.	Chair /AD
16	<u>Proposal for School Forum:</u> JT felt that parent forums have provided an opportunity for parents to give feedback. The last forum was in February 2021. POH explained that the forum format is open, with no specific “theme” or agenda. There was a discussion on whether it was time for another one, even if it was held outdoors. AD suggested another parents survey be sent out with some new questions. AD felt that DOJO enabled parents to ask questions, along with the parent survey, and that staff are readily available on playground for parents. AD felt it may not be a productive use of time, as the forums have not tended to be well-attended. JT suggested that initially school would start with survey, to include contact details for JT and AD, and see what feedback was received before proceeding with the possibility of a school forum. Action: AD to issue survey with the usual school bulletin on last day of this term. AD referred to safer internet session and informed the FGB that no parents took up the offer.	Chair
16	i) <u>Confirmation of training governors have completed and training requirements:</u> -see attached documents: “Doc 10 Governor Training Record-BeenhamPrimary_7 March 2022” “Doc 11 Keydoc_gov_skills_audit_based_on_competency_framework” “Doc 12 nga-skills-audit-single-schools-20210818”	Clerk/ Chair

	“Doc 13 nga-skills-audit-guidance-20210818” Action: AD to make ES admin on National College account so that she can track and record what sessions governors have attended for their records. [At this point in the meeting, AD asked for budget approval FGB meeting to be moved to w/c 25 April, to allow more time and so that documentation can go out by 6 April. Proposed meeting date of Wednesday 27th April. Action: Es to check date with NH. ES to add meeting to Teams calendar.] The clerk noted that there are not specific statutory training requirements for governors, but that best practice is for all governors to do safeguarding and an introduction to governance course. As well as the training offered by WBC Governors’ Services (which are chargeable), the clerk reminded governors about courses on the National College, The Key and governorsforschools.co.uk Action: ES to check which governors still need to complete induction training and safeguarding training and ascertain the costs involved in getting this training completed. Action: ES to send suitable course details to those specific governors up so that all governors are up to date with training in at least those 2 key areas. The clerk referred to competency framework and a governors’ skills audit JT felt that for now a skills audit should wait as we ensure all governors ensure have safeguarding training, and be made aware of Ofsted preparation training. ii) <u>Teams Channel for Training:</u> JT asked if governors felt a Teams channel dedicated to training would be more useful to governors to enable governors to search and keep track of training available. DB suggested specific training for specific link governors could be listed in the channel.	
17	<u>Policies for review:</u> i. Accessibility Plan Postponed to the May FGB meeting. ii. E-safety Policy For approval at the next FGB meeting. POH informed the FGB of some changes: • It will be a requirement for all governors to read the policy. • Parents will need to read and sign the agreement regarding school ICT. It was felt that electronic permission would be ok. • Ensure every child has read and signed. • Staff and governors will be required to receive training on cyber-bullying. POH noted that therefore this policy would then require safeguarding training for governors (where	AD POH

	currently safeguarding training is recommended but not required of all governors). • The reviewed policy will include procedures to do with allowing children to bring devices into school – AD noted that currently mobile phones can be in school for those children who walk home and there is a procedure set for this, whereby phones must be handed in to the school office. • POH noted that the model policy included reference to digital storage facilities (eg usb sticks) and suggested the FGB work out if this does, realistically, work for school. • Review of this policy would be annually and should include a risk assessment. Action: POH to send a list of policy changes to AD, and a revised version is to be drafted for approval at the next FGB meeting. JT asked if antivirus is installed on the school laptops. AD said that WBC are coming into school this week to switch internet provider over but that, as yet, WBC IT have not been to sort laptops. All new laptops need to be firewalled. JT asked if WBC could do this: BS confirmed that this would be chargeable. Action: BS to ask the WBC IT team about this tomorrow. JT asked at what age the children are allowed to use computers and laptops without supervision (this is with reference to asking children to sign the e-safety policy), as the policy refers to “adequate supervision”. Action: AD to consider this point on the policy. AD noted some sites are blocked at school (eg Youtube) Action: AD to create a risk assessment for the children’s use of computers and laptops. - iii. <u>Staff Discipline, Conduct and Grievance (Procedures for Addressing):</u> This is a statutory policy. The clerk is not sure when it might be up for review as she currently has no visibility of this policy. Action: ES to email BS about this policy to check review date.	
18	<u>Round Table on Governor Recruitment Planning:</u> JT wanted the FGB to consider how to recruit new governors, given that there seemed to be little interest from parents. JT felt that copy in the Parishes’ Magazine may not be valuable. JT asked FGB for any other ideas; eg some companies have volunteer schemes which might be accessed to provide governors	All

	The clerk informed the FGB that she has registered Beenham with “Governors for Schools” which can sometimes help fit potential governors with schools. JT asked if schools are using social media. AD confirmed school use it daily. Action: AD to put something about governor recruitment on there. Action: All governors to consider how to recruit more governors and to bring ideas to next FGB meeting.	
19	<u>Chair’s notices:</u> None.	Chair
20	<u>Clerk’s notices:</u> i) H&S/ Wellbeing link governor -See attached document “Doc 14 Keydoc_link_gov_for_health&safety_role_description” ii) EYFS link governor The clerk reminded the FGB of these link governor role vacancies. JT suggested these be considered in the governor recruitment plans.	ES
21	<u>DONM:</u> • Wed 27th April, 7pm (final budget approval) • Wed 25th May 2022, 9am-12pm – governor walk-around at 9am, - FGB meeting to start at 10am - governors welcome to stay for lunch Future meetings: • Wed 6th July 2022, 7pm	

Meeting ended at 8.55pm

List of Actions From the Meeting:

Item No:	Action:	To be Actioned By:
7i	ES to tidy up the SFVS document and forward to BS.	ES
7ii	BS to send finance notes to ES.	BS
7ii	BS to send budget docs out to all governors by Wed 30th March.	BS
13	Visit reports to be submitted by those governors who have not yet done so.	All
13	ES to add January Governors Visit Feedback as agenda item for the April FGB meeting.	ES
14	AD to find out whether governors might be able to “meet” with Ofsted inspectors remotely.	AD
14	ES to add consideration of the key Ofsted questions to next agenda	ES
14	KC to go through school website and check all statutory requirements are published.	KC

14	ES to send governors the Governance Handbook and refer to page 153 regarding Ofsted inspections	ES
14	All governors to read the section of the Governance Handbook regarding inspections.	
15	AD to issue parent survey with the usual school bulletin on last day of this term.	AD
16i	AD to make ES admin on National College account	AD
16i	ES to check change of FGB meeting date with NH and add meeting to Teams calendar.	ES
16i	ES to check which governors still need to complete induction training and safeguarding training and ascertain the costs involved in getting this training completed.	ES
16i	ES to check which governors still need to complete induction training and safeguarding training and ascertain the costs involved in getting this training completed.	ES
17ii	POH to send a list of e-safety policy changes to AD / revised version to be drafted for approval at the next FGB meeting.	POH
17ii	BS to ask the WBC IT team about firewall/ antivirus installation on school laptops	BS
17ii	AD to consider this inclusion of child's signature on the e-safety policy.	AD
17ii	AD to create a risk assessment for the children's use of computers and laptops.	AD
17iii	ES to email BS about the Staff Discipline.. policy to check review date.	ES
18	All governors to consider how to recruit more governors and to bring ideas to next FGB meeting.	All