

+ Beenham Primary School, Full Governing Body meeting

Tuesday 19 March 2024 , 7pm

Held Remotely via Teams

Minutes

Present	- James Tobin (JT) - Chair of Governors, Finance governor, IT link governor - Zoe Voisey (ZV) – Headteacher - Vicky Thirkell (VT) – Vice Chair of Governors, SEND governor, well-being governor - Padraig O’Hannelly (POH) – Safeguarding governor - Sophie McBean (SM) - Stephen Wallace (SW) - Jon Hewitt (JH) - Art & Design governor
Apologies	Graham Carr (GC)
Absent	None
In Attendance	- Emma Smith (ES) -Clerk - Bev Sharp (BS) -School Business Manager

The meeting started at 7.00pm

Item no		
1	<u>Apologies for Absence</u> Graham Carr (GC) – work commitments	Chair
2	<u>Declaration of Any Other Business</u> <u>Staff governor election -</u> <u>SEND Information Report</u> See “Doc 21 sen information report for April 2024” – distributed to governors on 19/3/24 Governors agreed that they had not had enough time to consider this document and will review it for the next meeting. Governors thanked Holly for submitting this piece of work.	
3	<u>Declaration of Interests</u> None	Chair
4	i) <u>To approve the minutes of the meeting held on 20 February 2024</u> - see “Doc 1_FGB meeting 20 February 2024 Minutes_Draft” Apologies were from JH, not JT. The clerk to amend. (Subject to the amendment above), the minutes of the meeting held on 20 February 2024 were approved at this meeting. ii) <u>To approve the minutes of the extraordinary meeting held on 11 March 2024</u> The clerk had not yet completed the draft minutes; this item will be postponed to the next meeting.	Clerk/Chair

5	<u>Matters Arising from the last meeting held on 20 February 2024 and 11 March 2024</u> Only matters from 20 February have been considered, as no minutes ready for review from 11 March 2024. All other matters arising are either considered in the agenda for this meeting, or have been completed. 5) GC to complete new governor and safeguarding training – outstanding. Action 5) All subject link governors to present an overview of subjects to the FGB by the end of the academic year – ongoing Action 5) JT to arrange informal meeting of governors for SDP consideration/ governor planning - ongoing -Action 5) ES to check if the pay committee needs to exist minus those on the HTPM. ES has emailed WBC Governors Services - will update at next meeting. Action 5) ZV to update the Safeguarding Policy - outstanding – to be done by end of term. Action 5) SM will send out another staff survey for the end of this term and report back to FGB in April - In progress – SM hopes to send out to staff tomorrow. Action 8) VT has contacted Harriet Saunders, HR at WBC, regarding what needs to happen for staff with the structure changes. 8) KP has met with school to design a potential plan structure. 8) BS to supply a 3-class structure budget – ongoing Action 10) VT has completed section D15 of SFVS and distributed document to governors for feedback. No feedback received. 17) The Behaviour Policy has been adjusted to state that when children are moved to another room they are moved to another room to do their work. 17) Wellbeing Policy - Teachers taking responsibility for themselves has been added to the policy.	Chair
6	<u>HT Report (verbal)</u> ZV gave governors detail of attendance, exclusions, safeguarding/ My Concern incidents, behaviour, interventions and staff training. <u>See Part II (confidential) minutes</u>	ZV
7	<u>Safeguarding Report</u> <u>See Part II (confidential) minutes</u> Action: POH to arrange a brief meeting with ZV for a debrief before she leaves.	Safeguarding governor
8	<u>Finance Update</u> At the meeting, the order of items discussed did not directly follow the agenda. i. <u>Preliminary budget discussion</u> BS informed the FGB that Period 11 monitoring has just been sent off to School Accountancy	ZV/SBM

	Fund 01 - Deficit of £15,700 Fund 08 - Carryforward of £4,606 Fund 13 - Carryforward of £686 Fund 76 - Carryforward of £10,148 Fund 99 - Deficit of £1,289 - to be offset against Fund 01 so will be £0. BS explained that the deficit is less than expected. BS explained that she has used these figures for “brought forward” when setting the new figures. Governors discussed the expected new intake of pupils for September 2024 compared to the PAN, and the impact on school funding vs costs. Governors discussed whether this was a new pattern and whether the PAN should be reduced in the future. Action: Discussion of Reduction of PAN on next agenda BS shared a SBS budgets screen to show the frequent changes. BS showed possible class structure scenarios. BS informed the FGB that Schools Accountancy have made some suggestions, and stressed that the plan needs to be robust. BS suggested more meetings with the LA. BS stressed deficit budgets is a recognised issue across West Berks. Governors asked questions about other viable options. Action: Further discussions on class structure / budgets - for the next meeting. BS stressed the need for more definitive decisions for next year’s budget. See Part II (confidential) minutes ii. <u>Foundation Stage Area</u> See • “Doc 5 QUOTATION - 360 Commercial Environments” • “Doc 6 QUOTATION - ROK Construction” • “Doc 7 QUOTATION - B&M Clark” <u>Foundation stage - external roof hang</u> BS noted that this would be paid for from the capital budget. All quotes have come from recommended list of suppliers from LA. Governors asked questions about preference and timeframes. First choice would be Simon at ROK if matches quote and can complete by June. If not, governors agreed with back up choice. 1) ROK, 2) 360 , 3) B&M	
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	All suppliers/quotes were approved by the FGB at this meeting, but preference as ordered above. iii. <u>Lighting quotes</u> See • “Doc 2 Earlsmann lighting quote” • “Doc 3 Quotation - 240222SR01 - Beenham Primary School” • “Doc 4 Beenham Primary School Electrical quote” <u>Lighting</u> BS noted that this would be paid for from the capital budget. BS gave reasons for her preference. FGB agreed to supplier if they can find the additional lights. FGB approved to this potential extra cost FGB approved all quotes but TWK Electrical was the preferred supplier if he can match the cost. If not, FGB selected LEDEco Lightss. iv) <u>Bespoke SLA Brochure</u> See “Doc 8 SLA online Beenham” BS explained that this is information for governors about the school buy-backs, but BS noted that some WBC suppliers require 3 months’ notice if changed. BS will be discussing with ZV and SM about the teaching and learning needs and intervention provision. BS noted that some of the buy-back prices for next year haven’t yet been confirmed. JT suggested these can be discussed at an informal budgeting meeting. VT noted that some are non-negotiable that have to be bought. Action: BS will include the SLA cost information in her upcoming budget presentation.	
9	<u>School ICT</u> See • “Beenham Primary School ICT Support - Tech Response” • “Doc 9 Trailblaze IT - Beenham Primary School - Fresh Start Proposal” • “Doc 10 Trailblaze IT - Beenham Primary School - Unlimited - IT Support Proposal (1)” • “Doc 11 Trailblaze IT - Quote QU2606 Impero Content Keeper for Beenham Primary School” • “Doc 13 Trailblaze IT - Quote QU2608 Cyber Security Baseline Configuration - one off cost for Beenham Primary School” • “Doc 14 TRI quote” ZV confirmed that IT improvements in the school office has had a significant beneficial impact on office time. School will be moving over to Tucassi/Scopay which will benefit office team.	ZV/ BS

	ZV gave info about IT providers. JT asked if this was in the budget. ZV confirmed it was not in the budget. JT asked when this needs to be started. ZV felt this might be cheaper if supplied directly by Tech Response. JT asked if school is tied-in with WBC. It was confirmed that the WAN finishes in 1 year's time. Action: JT to chat through proposal with Tech Response and to discuss what infrastructure/ hardware might be needed to be purchased. Action: JT to report back at next meeting	
10	<u>Staffing Structure for September 2024 – for approval</u> (see minutes of FGB Meeting 20 Feb 2024) For the next meeting.	ZV/SM
11	<u>Communications Plan Update</u> See “Doc 20 Beenham Structure Letter March 2024” – submitted 18/3/24 There was discussion about the content of the letter and best timing for the circulation of the letter to parents. JH felt that, following receipt of the communication, parents might want an opportunity for dialogue on the matter. SW felt it would be suitable for SM to be open to receive any communication on the matter. Governors discussed the concerns and questions parents might have following this communication and the importance of transparency. BS suggested including an informal coffee/chat for parents after school drop off/pick up opportunity to talk about the plan. Governors agreed this would be valuable but noted more support may be needed in case of any negative concerns. Action: SM to update the letter accordingly, recirculated to governors, and distributed to parents on Friday 22 March. JT thanked SW and SM for their work on this.	SM/SW
	[VT left the meeting at 9pm VT gave her approval of the policies attached.]	
12	<u>Class 3/4 teacher update</u> SM informed governors that school is looking at possible options . BS is also discussing availability with supply agencies.	SM
13	<u>SFVS approval</u> See “Doc 15 DRAFT SFVS BEENHAM 2023-24” This document was approved by the FGB at this meeting.	VT/SBM
14	<u>Policies for review/approval:</u> i) Health & Safety Policy See “Doc 16 WBC Model HS Policy (Schools Jan 2024) v9.dox”	HT

	With reference to bullying, JT asked about CRESST – ZV explained that this is like RIDDOR. H&S audit had advised that this policy needed to be in place asap. JT noted the frustration that the model policy considers fire safety yet the installation of Beenham School's new fire-doors have been delayed by WBC. Beenham School's specific details to be added to the policy, but the basic model policy was approved by the FGB at this meeting ii) <u>Wellbeing Policy</u> See • "Doc 17 Wellbeing Policy review feb 24 3" • "Doc 18 the Education staff Welbeing Charter (1)" This policy was approved by the FGB at this meeting.	
15	<u>Health & Safety Governor Appointment</u> The clerk reminded governors that the latest H&S audit had stressed that a H&S governor is needed by WBC. No volunteers for the role came forward at this meeting. The item will be added to the next meeting. Action	
16	<u>Chair's notices</u> PC donated £2000 for IT and devices. JT thanked the PC for this donation and encouraged governors to go to PC meetings. Action: For discussions – how best to spend remainder of the amount. JH asked if the PC were aware of the current budget difficulty faced by school . ZV confirmed the PC has been informed by ZV and are aware. JH asked if the feeling was that the PC might help if asked. JT referred to some donations that have recently been made but encouraged school/governors to keep approaching the PC for support.	Chair
17	<u>Clerk's notices</u> i. <u>"Maintained Schools Governance Guide" replacing Governors Handbook 2019</u> The Clerk referred to her recent email sent to all governors which informed governors that the DfE have new "governance guides" (one for maintained schools, one for academies) which replace the Governance Handbook. There are currently no new requirements in the guides. ii. <u>Confirmation of recent governor training</u> See "Doc 19 Gov Training-BeenhamPrimary March 2024" The clerk confirmed that SW and VT have recently completed various training. iii. <u>Upcoming governor training</u> The clerk noted that GC is yet to complete safeguarding and online new governor training. The clerk asked POH, as Safeguarding Governor, to request GC complete the safeguarding training asap.	ES

18	<u>AOB</u> i. <u>Staff governor election</u> The clerk noted that, with SM in post as interim-headteacher next term, there will be a vacancy for a staff governor. It was agreed at this meeting that this process should be actioned asap. Action: ES to confirm required statutory timeline and deadlines, to correspond with ZV, SM and JT to set dates for election process to start and dates for nominations to be received, to try to get a new staff governor in place for the next meeting. ii. <u>SEND statement for approval</u> See item 2 ii above.	
19	<u>DONM:</u> Previously scheduled date changed to Monday 29th April 7pm TEAMS Scheduled: 17th July 2024 - in school	

JT thanked governors for all their support recently, and for attending 2 meetings close together.

JT thanked ZV for her work at the school and all the extra time supporting the FGB, attending FGB meetings.

All governors agreed.

The meeting ended at 9.18pm.

Actions from the meeting:

Agenda item no	Action	Action for
5	GC to complete new governor and safeguarding training – outstanding.	GC
5	All subject link governors to present an overview of subjects to the FGB by the end of the academic year – ongoing Action	All govs
5	JT to arrange informal meeting of governors for SDP consideration/ governor planning - ongoing	JT
5	ES to check if the pay committee needs to exist minus those on the HTPM. - to update at next meeting.	ES
5	ZV to update the Safeguarding Policy - outstanding – to be done by end of term.	ZV
5	SM will send out another staff survey and report back to FGB in April	SM
5	BS to supply a 3-class structure budget	BS
7	POH to arrange a brief safeguarding meeting with ZV for a debrief before she leaves.	POH/ZV
8i	Discussion of Reduction of PAN on next agenda	clerk
8iv	BS will include the SLA cost information in her upcoming budget presentation.	BS
9	JT to chat through proposal with Tech Response and to discuss what infrastructure/ hardware might be needed to be purchased and report back at the next meeting	JT

11	SM to update the letter to parents accordingly, recirculated to governors, and distributed to parents on Friday 22 March.	SM
15	Health & Safety Governor appointment added to next agenda	clerk
16	For discussions – how best to spend remainder of the PC donation	All govs
18	ES to confirm required statutory timeline and deadlines for staff governor election process, to correspond with ZV, SM and JT to set dates for election process to start and dates for nominations to be received	clerk