

Beenham Primary School, Full Governing Body meeting

Tuesday 19 September 2023, 7pm

Held via Teams

Minutes

Present: James Tobin (JT), Zoe Voisey (ZV) (Headteacher), Padraig O'Hannelly (POH), Sophie McBean (SM), Jon Hewitt (JH), Vicky Thirkell (VT), Daniel Brooks (DB)

Apologies: None

Absent: None

In Attendance: Emma Smith (ES) (clerk), Bev Sharp (BS) (School Business Manager)

The meeting started at 7.05pm

For the initial part of the meeting, until a new Chair of Governors was in place, the clerk chaired the meeting.

Item no		
1	<u>Apologies for absence</u> None	Clerk
2	<u>New governor</u> The clerk explained that, as the new headteacher, ZV automatically becomes a governor unless she chooses not to be. ZV confirmed as governor (ex officio).	Clerk
3	<u>Election of Chair of Governors</u> The clerk explained that JT's term of office as Chair of Governors was coming to an end. No other nominations had been received. The clerk checked whether any other governor wished to nominate themselves at this meeting. No other nominations were made. James Tobin was elected as Chair of Governors by the FGB at this meeting. The clerk reminded the FGB that this term as CofG is a 2 year term but that JT's term as a governor will continue until the end of his 4 year term. [JT's term as Chair of Governors will end on the first FGB meeting following 19.9.2025]	Clerk
	[From this point of the meeting, JT chaired the meeting.]	
4	<u>Appointment for further term as co-opted governor</u> DB informed the FGB that he will be resigning as a governor imminently, once some outstanding governor work was handed over, in order to focus time on his family.	Chair

	JT thanked DB for all his work for the FGB team, and wished his family well.	
5	<u>Election of Vice Chair of Governors</u> VT was nominated as Vice Chair of Governors. No other nominations were received. The clerk checked whether any other governor wished to nominate themselves at this meeting. No other nominations were made. Vicky Thirkell was elected as Vice Chair of Governors by the FGB at this meeting. The clerk reminded the FGB that this term as Vice Chair of Governors is a 2 year term but that VT's term as a governor will continue until the end of her 4 year term. [VT's term as Vice Chair of Governors will end on the first FGB meeting following 19.9.2025]	Chair
6	<u>Declarations of Other Business</u> None	Chair
7	<u>Declaration of Interests</u> None	Chair
8	<u>To approve the minutes of the last meeting held on 7 July 2023</u> - see "Doc 1_FGB meeting 7 July 2023 Minutes_Draft" The "FGB meeting 7 July 2023 Minutes" of the meeting on 7 July 2023 were approved as a true and accurate record subject to the corrections below: • page 1, apologies = DB not DC • page 3 Edwin Roe • page 3 "exceptional" not "expectational"	Clerk/Chair
9	<u>Matters Arising from the last meeting held on 7 July 2023</u> AD has completed all her actions from the last FGB meeting. (5) – insurance for running track – AD advised it was more cost efficient to wait until any request to use the track came in as insurance was expensive. (6) AD and JT had both contacted Dominic Boeck, the local ward councillor about the delay in replacing the fire doors – JT will continue to chase. (12 ii b) KCSIE – Safeguarding training for governors is now mandatory. Action: ES to check which governors need to do renew their annual safeguarding for governors training and send them the National College training link. (12 b) POH has updated the safeguarding checklist with the updates from the last meeting	Chair

	Action: POH to check that the online policy was updated as per last meeting. (16) Action: ES to resend governor skills audit and 360' review and collate for feedback for the next meeting. (16) ZV, SM, BS were not sure that the staff survey had included questions about governors – (18) School Staff handbook is in the staff room; ZV, SM, BS were not sure if the link governors were listed in there. ZV felt it better that the governors were allocated per class – as per last meeting - and that <u>only</u> main subjects would have a link governor. There was a discussion about whether, with a small FGB, it would be suitable and practical to have governors as both class and subject links. It was agreed that class governors would be more of a visual presence in a class to build relationships. ZV felt subject link governors could provide for short reports and feedback for the FGB. SM felt that the relationship would be important to staff. VT asked whether class teachers were aware of the class teacher/gov link. Action: SM will refresh staff minds of the class link governors. ZV welcomed governors to be in school as much as they can manage; even casually, less formally. Action: All subject link governors to present an overview of subjects to the FGB by the end of year.	
10	<u>HT Report</u> See "Doc 23_ht report to governors autumn 23" i) JT asked about the weakness in some curriculum areas; ZV stressed this was due to lack of resources, and said that the Computing curriculum cannot be met by the hardware/software currently in place. JT referred to the steering group which will try to confirm school's exact computing needs and build the strategy on how to fund the needs. ZV said that Music is also poorly resourced; very few musical instruments. JT asked what ZV would wish to do about it. ZV confirmed school is looking for charities to help with both Computing and Music. ZV referred to the large amount of time Cameron is spending on managing school IT.	ZV

	BS communicating with WBC to see what help can be given. ii) JT asked why the Bushcraft/outdoor learning has reduced significantly. ZV explained that previous provider can no longer provide the sessions. JT asked for ZV's experience of how outdoor learning/ forest school might be run elsewhere and who runs those sessions. ZV explained it was the teachers would run sessions that did not require full forest school training, but just require risk management. Action: POH to investigate and clear the gate at the back of school to allow access for outdoor learning beyond the school grounds. JT asked ZV what are the top 3 priorities from the HT report: • English, • Maths, • making sure the provision allows school to follow the curriculum. • making sure everyone is up to date with Safeguarding	
11	<u>Finance Update incl Application Approval</u> See: • Doc 2_2023-24 WBC License Deficit Application Primary • Doc 3_Finance for governors - September 2023 • Doc 4_teacher pay rise impact to budget • Doc 5_BMF Bud Mon Fund 99 OoHC - Period 5 for govts • Doc 6_BMF Bud Mon Fund 76 Capital - Period 5 for govts • Doc 7_BMF Bud Mon Fund 13 Sports - Period 5 for govts • Doc 8_BMF Bud Mon Fund 08 PPG- Period 5 for govts • Doc 9_Phone System Quotes • Doc 10_BT cloud voice and broadband proposal • Doc 11_Beenham Primary School- v2 Excalibur Telephony Proposal 60 Months • Doc 12_Southern Communications quote • Doc 13_VoIP_V2 - Leverstock quote • Doc 14_VoIP_V3 - Leverstock option 2 • Doc 15_Register of Authorising Officers Template BEENHAM SEPT 23 a) i)BS meeting with Sarah Reynard has been postponed due to illness. Therefore, BS has supplied her own budget monitoring for this meeting but the greater detail needs Sarah Reynard's input. At the moment deficit predicted is £10k , which is a greater deficit than expected. See report for explanation of unexpected costs. EHCP funding is not as much as expected – see report for explanation. Sarah Reynard's is now involved and has advised that the promised funding needs to be chased as the costs to school on promised funding is significantly large. Sarah Reynard will help with the chasing.	ZV/ BS

	ZV stressed the huge cost to school when losing a child on roll who had an EHCP, because the staffing support was put in place for that plan, but then the funding would not be received. ii)POH queried the cost of the tree removal, having thought that the costs were to be covered by the neighbour. BS explained the costs of moving the stage would be covered by the neighbour (never completed anyway), but the tree removal had to be paid for by each of the appropriate parties. BS explained that WBC's Thomas Ng has confirmed that Beenham are on a list for the capital maintenance programme but that this wait may be 2 years. iii)Phone quotes for VOIP: VT asked whether the VOIP will work with the limited quality of the network provision in Beenham School;– would the network support the VOIP provision? JT said that the internet speed from current supplier Gigaclear should be fast enough for VOIP, but ZV had doubt about the reality of this. ZV reminded governors that from 2025 VOIP is a requirement. JT suggested that whichever provider is chosen, school should confirm what is their cooling off period is, in case school should need to change our mind. JT suggested school contact Gigaclear for their VOIP quote as they are the current internet provider at school. JT asked if the people who quoted have been on site to audit current school provision. BS confirmed they all had, except BT. All providers had said the current internet provision wouldn't be a problem for their VOIP system. Discussion followed on the quotes and the suppliers. JT asked if other West Berks got involved or if WBC schools ever worked together for deals. BS not for this sort of thing. BS could ask other local schools who they use for VOIP. Action : BS to get quote from Gigaclear for VOIP, and bring back to the next FGB meeting. b) <u>Deficit licence application:</u> JT explained that there had been previous email correspondence around the deficit budget licence application. ES confirmed that all relevant documentation and minutes has been forwarded to Sarah Raynard, WBC, as requested.	
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	The FGB approved the deficit licence application at this FGB meeting on 19 September 2023.	
12	<u>PPG Update</u> ZV confirmed all Pupil Premium children are being supported as usual.	ZV
13	<u>SEND Update</u> ZV explained that a couple of significant needs have emerged since coming back to school this term, but that school need additional funding to support those needs. School continue with Interventions and monitoring of those with SEN. Holly is still continuing with her SENDCO course and meeting with parents as needed. This year, the parents of SEN children will be having a separate parents' evening so that there is more time for discussion and to allow parents to respond. DB said that he is happy to speak to whichever governor might take on SEND governor role. Action: ES to add to agenda the assignment of new SEND link governor for the next FGB meeting.	ZV / SEND governor
	At this point of the meeting, BS reminded the FGB that the census will take place in October, but noted the possibility of some of the Afghan children moving, so they may not be included in this census / funding. However, they had been included in the budget.	
14	<u>Safeguarding Report</u> POH has updated the checklist and this is saved on Teams. A Safeguarding meeting will be scheduled for POH and ZV . ZV explained that the Safeguarding in school has been very significant already this term with some families and take up a significant amount of staff time and input. JT asked if ZV foresees this to continue for a length of time and might continue to take up time and staffing. ZV felt that some issues may continue to require school input/time.	Safeguarding gov'r
15	<u>Consider SDP to help frame the year's governance plans</u> See "Doc16_ SPD and Autumn Term RAP" JT asked for guidance on how the FGB can assist to make a difference with school's plans. ZV suggested a list and make way through. JT suggested a meeting to discuss a plan for prioritising governors' monitoring & assistance. VT agreed and suggested splitting the allocation of tasks, and suggested a working party to form a plan. Action: JT to arrange informal meeting of governors in the next few weeks to go through and start a plan	ZV

16	<u>Policies for review/approval:</u> i. PHSE incl RSE Policy Action: ZV to check for up-to-date version of this policy for the next meeting. ii) <u>Child Protection and Safeguarding Policy for approval</u> See "Doc 17_Draft Child Protection Policy Autumn 2023" AD had informed the clerk that WBC have informed school to put the policy onto the website with a comment saying it is awaiting governor approval, and that staff will have been given copies in the advance of returning to school. POH suggested appendix 9 needs to be replaced by Beenham's practice of logging with – "My Concern". POH noted that the WBC template policy includes links that don't work. POH has alerted WBC to this. Action: POH will list the proposed changes, to be accurate, and send to ZV for update and approval at the next meeting. In the meantime the draft policy is ok to remain on the school website as it states "to be approved by FGB"	Clerk/ HT
17	<u>Chair's notices</u> i) JT gave a brief overview of a prospective governor, explaining that, due to location, he would be mostly be a remote governor. He would come in for ID checks and visit school when possible. JT asked if other governors had any concerns about a remote governor, before inviting for appointment. A discussion followed on the pros/cons of a remote governor. Govs agreed to invite him to the next meeting. Action: JT to invite prospective governor to next meeting. ES to supply bio for governors . ii) Firedoors: JT explained that the contact dealing with this at WBC has left and so there has been no progress. WBC's expectation for new firedoors is now Summer 2024 due to tender process. JT will continue to contact WBC on the matter, but confirmed their advice that the current firedoors are sufficient for now due to the number of fire exits in school. ZV noted the recent successful, efficient fire drill practice in school. BS explained that Julian from H&S at WBC is coming in to school with a colleague to look at the firedoors too. BS will report back to JT about this meeting.	Chair
18	<u>Clerk's notices</u>	ES

	i. <u>Parent Governor Vacancy</u> It was confirmed that a note encouraging parents to become governors had been on Dojo at the end of the Summer term. ES will start the formal process of a parent governor election, and will send the first letter to parents/ carers next week for the school office to distribute. ii. <u>English & H&S & Tala Class link governor vacancy</u> All remaining vacant The allocation of the H&S governor role will wait to the next meeting. iii. <u>Governor Vacancies (incl prospective governor)</u> See item 17i above. iv. <u>Confirmation that Code of Conduct, Register of Business Interests, Disqualification Declaration have been completed by all governors</u> See • “Doc 18_ Declaration of Interests 2023 2024”, • “Doc 19_ Governor Code of Conduct 2023 2024”, • “Doc 20_ Governor No Disqualification Declaration Confirmation Form 2023 2024” The clerk reminded governors that these are statutory requirements. Action: all governors to be printed & signed returned to ES by half term. (JT offered to scan signed copies if that helps.) v. <u>Confirmation that KCSIE Part 1 has been read by all governors</u> See “Doc 21_ Keeping children safe in education 2023” POH had also sent governors a summary of the changes to KCSIE. Action: All governors to confirm to the clerk that they have read Part I by half term. vi. <u>360 Governance review</u> Action: ES to send out to governors again, for completion and consideration at the next FGB meeting. vii. <u>Standing Orders 2023/24 approval</u> See “Doc 22_ FGB_ Standing Orders 2023-24 Draft” The FGB_ Standing Orders 2023-24 Draft were approved by the FGB at this meeting.	
19	i. <u>HTPM committee –</u> For objective setting – POH and VT and external adviser were confirmed as the HTPM committee Action: ES to check and confirm who will the external adviser be. ii. <u>Date for HTPM –</u> to be confirmed.	Chair/ Clerk

	Action: POH to check when this was done last year for scheduling. iii. <u>Pay committee</u> There was discussion about whether a pay committee was required. HTPM make HT pay recommendation to the FGB. HT makes pay recommendation for other staff. For FGB to approve. Action: ES to check if the pay committee needs to exist minus those on the HTPM. SM asked about timelines for performance management review for teachers' pay review and pay recommendation. BS noted that nothing has been received from WBC about teachers and support staff pay increase. It was agreed that the December FGB meeting would be too late for any pay increase to be in place before the Christmas pay day. Therefore, a brief pay recommendation approval FGB meeting was scheduled for Wed 8 November, 7pm. (SM not to attend) Action: SM to reassure teachers that the FGB have a plan for pay approval.	
20	<u>DONM:</u> 8 November 2023, 7pm – on Teams 8 December 2023, 10am – in school Scheduled: 20 February 2024 19 March 2024 23 April 2024 17th July 2024 - in school	
	<u>AOB:</u> i. <u>Register of authorised signatories</u> See "Doc 15_Register of Authorising Officers Template BEENHAM SEPT 23" Approved by the FGB at this meeting on 19/9/23 ii. Site Issues: a) ZV raised informed the FGB of the wasps infestation. Pest control have advised that they cannot do anything, but are hoping wet weather will solve the issue. b) RAAC – letter to say the Beenham need a more intrusive survey, which has been scheduled for 27 September 2023 c) The over-hang in the Foundation garden has had issues and the area has had to close due concern of rotting beams. A structural engineer is required. WBC is involved and Mark Lewis has agreed for school to get a structural engineer in, and have said that this will be supported / funded by WBC, up to a set amount.	

	DB expressed thanks to the school, teachers, and wished ZV well. DB noted BS' input especially during Covid. DB thanked JT for the amount of work and time as Chair of Governors, and POH before him. DB was thanked by the governors for his support as a governor.	
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The meeting ended at 8.50pm

List of Actions From the Meeting:

Item No.	Action	Action for:
9	ES to check which governors need to do renew their annual safeguarding for governors training and send them the National College training link.	ES
9	POH to check that the online policy was updated as per last meeting.	POH
9	SM will refresh staff minds of the class link governors.	SM
9	All subject link governors to present an overview of subjects to the FGB by the end of year.	Subject link govs
10 ii	POH to investigate and clear the gate at the back of school to allow access for outdoor learning beyond the school grounds.	POH
11 a	BS to get quote from Gigaclear for VOIP, and bring back to the next FGB meeting.	BS
13	ES to add to agenda the assignment of new SEND link governor for the next FGB meeting.	ES
15	JT to arrange informal meeting of governors in the next few weeks for SDP consideration/ governor planning.	JT
16 i	ZV to check for up-to-date version of PHSE incl RSE policy for the next meeting.	ZV
16 ii	POH will list the proposed changes to Safeguarding Policy, to be accurate, and send to ZV for update and approval at the next meeting.	POH
17 i	JT to invite prospective governor to next meeting.	JT
17 i	ES to supply bio for governors .	ES
18 iv	All governors to print & sign forms and return to ES by half term.	All govs
18 v	All governors to confirm to the clerk that they have read Part I by half term.	All govs
19 i	ES to check and confirm who will the external adviser for HTPM will be.	ES
19 ii	POH to check when HTPM review was done last year for scheduling.	POH
19 iii	ES to check if the pay committee needs to exist minus those on the HTPM.	ES
19 iii	SM to reassure teachers that the FGB have a plan for pay approval.	SM