

Beenham Primary School, Full Governing Body meeting

Tuesday 20 February 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) • Graham Carr (GC)
Apologies	• Jon Hewitt (JH) - Art & Design governor
Absent	None
In Attendance	• Emma Smith (ES) -Clerk • Bev Sharp (BS) -School Business Manager • Kate Parietti (KP) -West Berkshire Council School Improvement Advisor

JT introduced KP to the rest of the FGB.

KP explained that, as the SIA, she might sometimes sit in a FGB meeting for support.

KP has met some governors previously at HTPM review meetings.

Various governors and the clerk introduced themselves to KP.

The meeting started at 7.05pm

JT welcomed everyone and reminded governors of the confidentiality agreement and that discussions at this meeting were confidential.

Item no		
1	<u>Apologies for Absence</u> JH had sent apologies. (No reason had been given.) Apologies were accepted.	Chair
2	<u>Declaration of Any Other Business</u> i) The clerk noted that the SBM had sent out a new model H&S policy for approval, distributed to governors on 19 February 2024. See “Doc 24 WBC Model HS Policy (Schools Jan 2024) v9.dox” See item 17. JT asked why this policy had been sent at this stage– ZV explained that there had recently been a H&S audit team into school and that it was essential that the H&S policy was reviewed /approved.	

	The format of the document distributed had not been legible, and governors had not been able to review the policy, therefore it was agreed that this policy would be for review/approval at the next meeting. Action: to be reviewed/approved at the next meeting to allow governors more time to consider the policy.	
3	<u>Declaration of Interests</u> None	Chair
4	i) <u>To approve the minutes of the meeting held on 8 December 2023</u> - see "Doc 1_FGB meeting 8 December 2023 Minutes_Draft" The minutes of the meeting held on 8 December 2023 were approved at this meeting. ii) <u>To approve the Part II (Confidential) minutes of last meeting held on 8 December 2023</u> See "Doc 2_FGB meeting 8 December 2023 Part II (CONFIDENTIAL) Minutes_draft_set1" The part II (confidential) minutes (set 1) of the meeting held on 8 December 2023 were approved at this meeting. iii) <u>To approve the Part II (Confidential) minutes of last meeting held on 8 December 2023</u> See "Doc 3_FGB meeting 8 November 2023 Part II (CONFIDENTIAL) Minutes_draft_set2_not for teaching staff" The part II (confidential) minutes (set 2-not for teaching staff) of the meeting held on 8 December 2023 were approved at this meeting.	Clerk/Chair
5	<u>Matters Arising from the last meeting held on 8 December 2023</u> i. (3) All GC's ID checks and DBS certification are complete. Training is outstanding. Action: GC to complete new governor and safeguarding training. ii. (5) Ongoing. Action: All subject link governors to present an overview of subjects to the FGB by the end of the academic year. iii. (5) ZV confirmed quotes had been received from IT infrastructure which includes VOIP iv. (5) Outstanding due to holiday period: Action: JT to arrange informal meeting of governors for SDP consideration/ governor planning v. (5) Action: ES to check if the pay committee needs to exist minus those on the HTPM. Now that there are more governors on the FGB a separate pay committee may be possible. vi. (5) Action: ZV to update the Safeguarding Policy	Chair

	vii. (6) ZV has included the “My Concern” report in the reports for this meeting. viii. (7) SM confirmed that it is not possible to add notes to survey responses to questions on Microsoft Forms, but it is possible to add a question with freetext. ix. (7) SM has shared the summary and actions from the staff survey with staff. x. (7) Action: SM will send out another staff survey for the end of this term and report back to FGB in April. xi. (7) SM has received various ideas for what staff would like to see as acknowledgement, and staff were happy with what is in place currently. SM will try to get these ideas in place. xii. (13) JT sent out a summary directly to staff following the governors’ visit in December.	
6	<u>HT Report</u> See “Doc 4 HT report to the governors february 24 3” “Doc 6 myconcern chart feb24a” ZV noted that since the report was written, another child has left school. The children that have left are the refugee children which has impacted the EAL needs in school. ZV referred to the Special Children document. (See “Doc 18 Special Children Feb 24 3”) VT asked if school needed any further support from WBC, and how the school’s SENCo was getting on. ZV referred to the funding impact of the high % of SEN. VT asked if school were hopeful for the resubmission of 2 x EHCPs VT asked if the dropping numbers in years 1-2 were linked to refugee children moving on. ZV confirmed this was mainly the case, but not completely. ZV noted the turnover of children in school is high, so Year 6 assessment data does not completely cover the same children from EYFS assessment data. ZV noted that attendance has improved but still a lot of families whose children have a significant amount of time off school. ZV referred to the strategies in place to try to improve this. ZV referred to some children who arrived at school on time but took up to an hour to get into the classroom and the impact/ effect this has on other areas of school (staff needed out of the classroom to assist).	ZV

	POH asked about the exclusion listed in the report – ZV confirmed this refers to the same exclusion in last term’s HT report. JT noted that the bullying section on the HT report has no figures to correlate with the My Concern data. ZV thought this may be the incomplete version of the HT report. “Doc 6 myconcern chart feb24a” gives a summary of all incidents. ZV noted a definite decrease in reported incidents this term, but there is still a significant number of reports of behaviour incidents. VT asked what the period “Doc 6 myconcern chart feb24a” covers. ZV confirmed this document covered from January 2024. VT asked what triggers something to be recorded in My Concern. ZV explained that it can be seemingly small (eg pushing), but it even “small” incidents should be recorded as they are needed to complete a full picture, especially if this information will go beyond Beenham Primary School. GC asked if there were criteria which constituted a “behaviour” incident. ZV explained that it can be quite subjective, teacher to teacher, and there are many criteria. ZV explained that one incident could include more than one behaviour criteria – rather than all being separate incidents. KP asked if school were seeing any patterns. ZV confirmed they were, and explained the various strategies and support that have been put in place to try to address the issues. KP asked if these strategies are having an impact. ZV felt it was improving but that there was continued cause for concern and has an impact on the rest of the school. SEF: ZV highlighted there needs to be a big push on teaching and learning and academic progress. JT asked about previous use of Doodle learning apps and whether this should be pushed again. SM said Reading + was going to be put in place. ZV agreed Doodle + and other reward systems are intended to be back in place. KP felt the focus of quality-first teaching is needed first, scaffolded with the learning frameworks. ZV agreed. VT asked how the attainment/progress was measured against national figures. ZV explained data was compared with schools with similar level of attainment, need, funding, size. VT asked how Beenham can measure the small step progress of each child. ZV felt a focus is needed on class teaching.	
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	JT asked if there was a plan for the new teacher – ZV explained the handover work that had been done. JT asked about the why the previously expected prospective new intake numbers has not transposed into first choice applications. VT asked if there was a way of finding out why the prospective applications haven't transferred to actual applications. ZV noted that the preschool manager also didn't know why the strong preschool numbers hadn't translated into school applications. SW speculated that many families at preschool were not local or in catchment for Beenham Primary School, but would have their own catchment schools more locally. POH asked if it was felt worthwhile to ask prospective visiting parents why they hadn't applied as first choice. ZV felt going forward this might be useful, as part of the visit/application process, although she felt it was unlikely families would respond. KP felt it was important to consider how best to engage the families of the children who are currently included in the new intake for September 2024.	
7	<u>Safeguarding Report</u> See "Doc 5 safeguarding termly report to governors Feb24 1" "Doc 6 myconcern chart feb24a" [BS, joined the meeting at 7.55pm, as Designated Safeguarding Lead] POH asked about the number of persistently absent – ZV explained that this is why there has been a strong focus on attendance. But ZV also noted that some children do have ongoing medical reasons for being absent, and in a small school this can be a significant % of school absence figures overall. JT asked about the fines – ZV explained that this is in place but not shown to have an impact on absence.	Safeguarding governor
8	<u>Finance Update</u> See Doc 7 8692050 Benchmarking Report Card 2022-23 Doc 8 Benchmarking Review - 22-23data Doc 9 P9 CAPITAL budget monitoring for govts Doc 10 P9 MSB budget monitoring for govts Doc 11 P9 OoHC budget monitoring for govts Doc 12 P9 PPG budget monitoring for govts Doc 13 P9 SPORTS budget monitoring for govts Doc 14 Finance for governors - February 2024 BS noted that the deficit in main school budget is greater than expected and explained that the EHCP funding expected has not been	ZV/SBM/JT

	received due to child moving setting, with the required alternative provision paid for but the child is no longer at school. BS referred to the benchmarking – and that school’s energy costs are particularly high. Therefore, BS has arranged for some quotes to change lighting to LED for savings. Action: LED lighting quotes to be presented at the next FGB meeting. VT questioned the e-learning resources overspend. ZV explained that this was the e-learning account/membership for the supply teacher which runs until the end of July, but there is now a teacher in that class. VT asked if therefore school can still make use of this supply provision – ZV said yes, the computing teaching is being used well. PPG - BS noted there has been a saving as school no longer needs the same number of hours from the support in place for the EAL pupils as many of those children have now moved on. Sport – BS explained why some new sport equipment\ activities were purchased. New fire doors – ongoing – BS thanked JT for chasing with WBC. BS explained how much the new office computers have improved efficiency hugely. BS met with Sarah Reynard (WBC Schools Accountancy) today – BS explained that even if school moves to 3 classes, this will not bring school out of deficit, and that at the start of the next financial year, there is already expected £18k deficit. GC asked if the interventions (3 classes) will repair the deficit over time. BS said no, and that the budget was mostly dependent on pupil numbers. BS explained the various scenarios she and Sarah Reynard had considered. BS referred to the upcoming change in leadership over the budget preparation and budget approval period, and the difficulty this presents in budget planning. BS expressed that any staff structuring changes need to be notified to the staff, and then parents, as soon as possible. VT felt that a timeline should be planned, to include required procedural times. It was agreed that HR needed to be involved as well. Action: VT to contact Harriet Saunders, HR at WBC, regarding what needs to happen for staff with these structure changes. Action: VT will help build the plan of moving from 4 to 3 classes and reduction of TAs.	
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	JT noted that any staffing structure for 3 classes going forwards, would need to be agreed by the FGB before budget can be approved. Governors agreed at this FGB meeting that a 3-class staffing structure was necessary, (even if not ideal). Action: KP to meet with school to design a potential plan/scenario/structure. BS noted that she is not including potential EHCP funding in case, as in the past, the funding is denied. Action: BS to supply a 3-class structure budget BS stressed that she would need to have decisions made on the other budget areas before any change to TA structure can be costed. Action: staffing structure to be added to the agenda for approval at the next FGB meeting, 19 March. Designated Safeguarding Lead – BS noted that she will be the sole DSL when ZV leaves Beenham at the end of this term, but that the next WBC DSL training course isn't until May. Sally-Ann Looker, from Education Safeguarding at WBC, has told BS that it will be fine for BS to be DSL lead and SM to be deputy DSL until SM can do the DSL training in May as these circumstances were out of their hands.	
9	<u>Self Assessment to Include Efficiency and Progress</u> See " Doc 15 Efficiency-metric" and "Doc 16 Self-assessment-dashboard" See notes above in HT report, item 6.	
10	<u>SFVS Preparation</u> See "Doc 17 DRAFT SFVS BEENHAM 2023-24" Some sections are still to be completed. BS explained to the new governors what the SFVS is for. BS asked about the HTPM pay decision process (see section D15) given that there has been a new HT. Action: i) VT to complete section D15 of SFVS with the FGB's current plan. Action: ii) VT to consider the document and distribute to other governors for input where appropriate.	
11	<u>SEND Update</u> See "Doc 18 Special Children Feb 24 3" See notes above in HT report, item 6.	
12	<u>PPG Update</u> See notes above in HT report, item 6.	

	ZV explained that many PPG children have moved on but those in place are receiving support when they need it. BS explained that the funding for PPG comes from figures collated at the time of the school census, which, for Beenham School this year, happens to have been beneficial funding-wise.	
	[BS left the meeting at 8.40pm]	
13	<u>Governors' Visit Reports</u> Nothing to report.	All
14	<u>Subject Link Governors to present overview of subjects (see minutes from 8 Dec 2023)</u> See item 5 ii) - All subject link governors to present an overview of subjects to the FGB by the end of the academic year.	Link governors
15	<u>School Resilience</u> (combined with item 16 below)	Chair
16	<u>Succession Planning</u> JT noted that as Beenham is such a small school, it is important to consider what would happen if school lost a member of staff all of a sudden. JT felt that this would have a significant impact on such a small school; particularly, for example, with regards to Safeguarding and DSL cover. JT asked KP for her experience. KP explained that sometimes WBC would go into a school to support. VT noted that any changes to the current staffing structure will impact the succession and cover. KP suggested it would be good idea to have a third DSL trained. JT asked if there are any other roles that need back-up or succession-planning, should any member of staff be away suddenly, so that there is always someone to pick up that role. Eg school might ensure there is centralised access to lesson planning. ZV felt this was not possible for all situations, but assured that staff fill the gaps when needed. JT asked if, other than just budget planning, there is a plan for handover for ZV to SM. Is there a checklist to ensure all matters have been considered? JT asked KP if there was a tool/checklist schools can use. KP felt that, as SM knows the school well, SM will be asking ZV what she needs to learn. SM explained she has a list of things she needs to ask ZV about as well as checking whether there are other statutory requirements which she may not be aware of yet.	Chair
17	i) <u>Behaviour policy including model letters</u> See "Doc 19 Behaviour Policy 2023 (3)zv 4" And "Doc 20 behaviour model letters beenham zv (1) 2"	Clerk/ HT

	JT asked for policies all to be on consistent template. JT asked if children waiting in the hallway when removed from the classroom has stopped. ZV noted that there is staff monitoring in the hallway now. But ZV also felt that the model letters explain the consequences of particular behaviour clearly. Action: JT asked that it be stated in the policy that when children are moved to another room they will be “staffed”. JT noted that the reference to “assistant head” will not be applicable from April and policy will need amending at that point. Governors agreed that the model letters were good. ZV explained that sometimes children are out of the class for special need reasons (eg in library) – and it is just the unfortunate layout of the school which means this might be visible from elsewhere. Action: “Appendix 1” – reference to be removed JT asked if training will be given to staff on this updated policy – ZV said that teachers and TAs have already been made aware of these changes. Parents are yet to be informed. Appendix 2 – VT questioned if this is relevant in the policy itself. Subject to the amendments listed above, this policy was approved by the FGB at this meeting on 20 February 2024. ii) <u>Wellbeing policy</u> See “Doc 21 Wellbeing Policy review feb 24 3” And “Doc 22 the Education staff Wellbeing Charter (1)” VT asked about teachers taking well-being time, and asked that teachers taking responsibility for themselves could be added to the policy. Action: teachers taking responsibility for themselves could be added to the policy. ZV noted that currently there are 48 paid well-being days (on top of absence for other reasons) and voiced concern about the impact these days have on the children and on the running of the school and staff coverage, whilst agreeing that staff wellbeing is important to the school too. GC asked if ZV felt that, if the wellbeing days weren’t paid, staff might not take those days. ZV said that she did not necessarily think this would be the case.	
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	JT suggested these paid wellbeing days may be a motivating factor for working in the school. There was discussion about the benefit/ disadvantages of the paid wellbeing days. Action: To be discussed and followed up at the next meeting – for approval at the next meeting.	
18	<u>INSET days – dates to be agreed:</u> See “Doc 23 INSET Days 3” ZV explained that next academic year’s dates have been planned. SM voiced concern that 20 December may not be suitable as it was the day after the end of term, and also so close to Christmas. As these dates were recommended by WBC, these were approved by the FGB at this meeting (unless a strong reason comes up to change any). KP noted that, so long as parents and teachers are given enough notice, changes can be made. JT felt any changes should be made before the end of the Summer term.	
19	<u>Chair’s notices</u> None	Chair
20	<u>Clerk’s notices</u> i. <u>Confirmation that KCSIE Part 1 has been read by all governors:</u> The clerk confirmed all governors have given confirmation that they have read KCSIE part 1. ii. <u>Upcoming governor training</u> SW is due to attend part 1 of WBC’s New Governor training WBC tomorrow, 21 Feb (Part 2 scheduled for March) JT noted that he is scheduled to attend WBC’s Finance training online. Action: JT to give ES more details about this course for the records.	ES
21	<u>AOB</u> i) VT reminded the FGB that they are still without a nominated Health & Safety governor, and that the policy refers to one. Action: H&S link governor to be appointed at the next meeting.	
22	DONM: 19 March 2024, 7pm (remote) Scheduled: 23 April 2024, 17th July 2024 - in school	

JT thanked governors and KP for attending the meeting.

Meeting ended at 21.20pm.

List of actions from the meeting:

Item	Action	Action For
2 i)	H & S Policy to be added to the next meeting – to be reviewed/approved	ES
5	GC to complete new governor and safeguarding training.	GC
5	All subject link governors to present an overview of subjects to the FGB by the end of the academic year.	All link govs
5	JT to arrange informal meeting of governors for SDP consideration/ governor planning	JT
5	ES to check if the pay committee needs to exist minus those on the HTPM.	ES
5	ZV to update the Safeguarding Policy	ZV
5	SM will send out another staff survey for the end of this term and report back to FGB in April.	SM
8	LED lighting quotes to be presented at the next FGB meeting.	BS
8	VT to contact Harriet Saunders, HR at WBC, regarding what needs to happen for staff with these structure changes.	VT
8	VT will help build the plan of moving from 4 to 3 classes and reduction of TAs.	VT
8	KP to meet with school to design a potential plan/scenario/structure.	KP
8	BS to supply a 3-class structure budget	BS
8	Staffing structure to be added to the agenda for approval at the next FGB meeting	ES
10	i) VT to complete section D15 of SFVS with the FGB's current plan.	VT
10	ii) VT to consider the document and distribute to other governors for input where appropriate.	VT
17	To be stated in the Behaviour Policy that when children are moved to another room they will be "staffed".	ZV
17	Teachers taking responsibility for themselves could be added to the Wellbeing Policy.	ZV
17	Wellbeing Policy – for approval at the next meeting.	ES
20	JT to give ES details about Finance course	
21	H&S link governor to be appointed at the next meeting.	ES