

Minutes of Beenham Primary School, Full Governing Body Meeting

Friday 21 January 2022, 10am

Held Beenham Primary School

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), Liz Mylum (EM), Jon Hewitt (JH)

Apologies: None

Absent: None

In Attendance: Emma Smith (ES) (Clerk)

[The governors had been invited by the school for an on-site visit to observe classroom teaching, and to also have some time meeting the pupils to obtain their thoughts and feedback on the school.]

The meeting started at 10.17am (following a governors' visit from 9am).

JT welcomed all governors to the meeting. He thanked governors for attending this morning's governor visit and thanked school for making governors feel welcome.

Item no		
1	<u>Apologies for absence</u> None. All governors were present.	
2	<u>Declarations of Other Business</u> i. None	Clerk/ Chair
3	<u>Declaration of Interests:</u> JT checked with governors whether all governors were able to access the documents for this meeting via Teams. Action: DB to show NH how to access Teams' documents when not using links.	Clerk
4	i) To approve the minutes of the meeting held on 10 November 2021 a. see attached document "Doc 1 Minutes FGB meeting 10 November 2021 _Draft" The minutes of the FGB meeting held on 10 November 2021 were approved at this meeting. ii) To approve the Part II (confidential) minutes of the meeting held on 10 November 2021 a. See "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" – both distributed confidentially	Chair

	The Part II (Confidential) minutes (set 1 and set 2) of the FGB meeting held on 10 November 2021 were approved at this meeting. ES to ensure a hard copy is filed securely in school. iii) To approve the minutes of the last meeting held on 13 December 2021 a. See attached document "Doc 4 Minutes FGB meeting 13 Dec 2021_DRAFT" The minutes of the last FGB meeting held on 13 December 2021 were approved at this meeting. iv) To approve the Part II (confidential) minutes of the last meeting held on 13 December 2021 -see "Doc 5 Part II (confidential) Minutes FGB meeting 13 Dec 2021_DRAFT" - distributed confidentially The Part II (Confidential) minutes of the last FGB meeting held on 13 December 2021 were approved at this meeting. ES to ensure a hard copy is filed securely in school. JH asked how he can learn to understand the more in- depth data presented better. Action: ES to direct JH on appropriate training regarding understand school data.	
5	<u>Matters Arising from the meetings held on 10 November and 13 December 2021</u> i) JT to complete the school policy app. JT asked governors to check through the actions against them from previous meetings and send updates to ES. Action: ES to collate all assigned actions ahead of next meeting and distribute to governors to help ensure outstanding actions aren't overlooked.	Chair
6	<u>HT Report including End of Term Data.</u> -see "Doc 6 HT Report 2021-22 PRIMARY Model draft (1)" With regards to pupil numbers since September 2021, NH asked about the reasons why the children who moved to other local schools. AD explained. AD drew the FGB's attention to the fact that the arrival of the children from Afghanistan has had an impact: the EAL number is now above the local authority's average and that the FSM figure is above the national average. NH asked what are the most important items AD would want the FGB to pay most attention to: AD felt i) teaching and learning, and ii) safeguarding AD noted that from the safeguarding referrals to the safeguarding lead, only 1 met with involvement from external support, which showed school staff are able to address and manage these.	AD

	DB asked why the safeguarding referrals figure for last year is shown as "N/A":– AD explained she had been left no historical data. JT felt the level of safeguarding referrals reflects the seriousness that Beenham holds safeguarding and knows the procedures to follow when any concern is raised. [Refer to item 12; Safeguarding Report.] With regards to pupil data and outcomes, AD reminded governors that this data is from last term, and we are now 4 more weeks further ahead. AD noted that assessments show pupils to be above national average in phonics. AD explained that school were able to put therapeutic plans in place where behaviour required, and she noted the support from WBC on this area. AD noted that the office is working hard on attendance and ensuring children are in school and contacting parents of persistent non-attendees. AD noted that the last 3 weeks of last term had been difficult with the impact of staff shortages. A wellbeing survey has been sent out to staff and responses are being analysed now. Action: AD to present data at the next FGB meeting. JH asked what assistance school gets to help with staff wellbeing: AD felt there was assistance from WBC and she would direct those staff needing assistance there. AD currently training on a leadership and wellbeing course and this has had a positive impact; eg the surveys she asks distributes to school staff are more comprehensive. DB asked whether AD had enough time for her NPQH: AD confirmed that she had been granted an extension till May 2022 to complete the coursework portfolio for this. Early Years provision is considered good. School are awaiting numbers for Sept 2022 intake. In summary: AD felt school was heading in right direction, with curriculum being the main area for improvement. The list of CPD was considered to be comprehensive. Beenham have joined the local Maths hub, as Maths had been cited as an area for improvement in the last Ofsted inspection. As part of this, a Maths hub leader will visit school and observe, and Beenham teachers will visit other schools to observe best practice Maths teaching.	
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	AD noted that the student teacher from Oxford was excellent and that another student will be joining school next week. The Covid risk assessment still in place. Trees cut back and all safe in that area now. AD noted that the hearing dog who had been planned to come to school for the Spring Term will not now be happening as school have become aware of one pupil's severe allergy. <u>End of term data:</u> Governors had had difficulty opening the document, therefore AD gave summary: Low cohort numbers has enabled school to focus on areas which were assessed as below expectations. EYFS: All new intake children are expected to reach end of year expectations. Yr 1: The data has been impacted by staff shortage. Yr 2: Expected and on track to meet national expectations. AD highlighted to governors that children leaving in such a small school can impact cohort results significantly. Governors discussed the children who had left and whether school had addressed the concerns of those parents. Yr 2 AD noted that in March 2021 the data showed 14% were on track to meet age-group expectations for Phonics, and highlighted that now the data suggests 83% are on track. AD explained this was due to the impact of the phonics programme. Yr 3: AD explained that there are too few children in this year group not to identify children. Yr 4: NB this data does not include the 2 new arrivals. The data shows this year group to be below target in Phonics. Support has been put in place. Maths is on track. Yr 5: AD explained that there are too few children in this year group not to identify children.	
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	Yr 6: Pixl has really benefitted these children in their education journey. The 65% benchmark is expected to be met and will be in line in Reading, Maths and SPAG. AD credited the improvement to the teaching in Yr 6. AD noted that the assessment schedule is useful to gauge improvement. AD explained that times-tables will be the next big learning focus. POH asked about the premises improvement – access to Awberry Farm. AD informed that she is still awaiting WBC to get back to her. NH confirmed that he has also been chasing. Action: AD to send omitted wording from the “Overall effectiveness” section of the Head’s Report (page 5)	
7	<u>SDP Review</u> -see “Doc 7 Beenham Primary - Autumn Raising Attainment Plan” Governors had considered this document in advance and AD asked if governors had any questions. DB voiced that he had witnessed the focus on the school’s “Core Values” during the governors’ walkaround earlier this morning. JT asked how AD’s recent Ofsted training went. AD confirmed that went well. AD informed governors that staff meetings have been used to meet with individual teachers to direct additional support and to focus on that teacher’s specific children to set appropriate training direction.	
8	<u>Finance Update</u> See attached docs: “Doc 11 Main School Budget Fund 01 - Period 9 for governors” “Doc 12 Pupil Premium Fund 08 - Period 9 for governors” “Doc 13 Sports Premium Fund 13 - Period 9 for governors” “Doc 14 Capital Funding Fund 76 - Period 9 for governors” “Doc 15 After School Club Fund 99 - Period 9 for governors” “Doc 16 Finance for governors - January 2022” The clerk reminded all governors that they must observe complete confidentiality when matters are deemed confidential. [The school Finance Officer, Bev Sharp, joined the meeting at for this item, and therefore the minutes reflect the slight change of order from the agenda.] i) <u>Budget Preparation / Finance Update/ Overview:</u>	

	BS noted that with regards to the main school budget, and following a finance meeting, there has been a significant change in funding since the documents had been distributed to the FGB. See “Doc 16 Finance for governors - January 2022” a) Sports funding – The tree works had been able to be paid from the sports funding, as the trees had impacted sports activities and removing them allowed sports activities to continue safely. b) Pupil Premium Budget – see list c) Work is still waiting to be done to the fire doors (and swipe access) – possibly to take place during Easter holidays. d) <u>Grant Funding</u> BS has applied for grants to improve school’s ICT infrastructure as it improves teaching and learning. BS felt that the school office is definitely impacted by the limited ICT and that improvements to internet connectivity will definitely save time. JH asked about the internet provision in the village: JT explained that Gigaclear is currently being installed in the village, and that school has a “slot”. JT asked BS if the Gigaclear budget will be in this year’s budget or next – BS confirmed next year’s budget. JH asked if this will be ethernet, or form of internet – BS explained this will be determined by WBC, but JT offered his involvement in technical advice. e) <u>ASC</u> See document BS explained that Beenham needs to provide the ASC to ensure children can attend school and prospective parents would choose Beenham. Therefore, school budget would make an allowance for the ASC cost to ensure it can be kept running. JT asked if there was anything that could be done to reduce the deficit for ASC: AD felt it might worthwhile to consult all parents to see what might be needed to make ASC more accessible (Eg change of hours of provision). ii) <u>Discussion on Main School Budget Part II Confidential Item.</u> See Part II (Confidential) minutes BS is to attend a training webinar next week on staff absence. NH asked for information about the school fund – BS explained this was the school’s private account; (for school trips, uniform, etc) and that it was not funded in budgeting from WBC.	
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	The clerk noted that due to fluid financial situation, the 2022/23 school budget may not be finalised for approval in time for the next scheduled FGB meeting, and may need a brief, extraordinary meeting to ensure the budget is approved by the deadline for its submission. [BS left the meeting.] iii) <u>SFVS consideration, for approval at March FGB meeting</u> NH explained that he will arrange a meeting with BS to consult about the SFVS document and that he will circulate the document to all governors, inviting comments and feedback, so that a final version can be supplied in time to be approved at the next FGB meeting in March, in time for the submission deadline of 31 March. DB suggested the initial SFVS document be a “live” document to allow for greater ease to track all feedback / comments.	
9	<u>Staffing Structure</u> -see “Doc 8 Staffing Structure 2022” Full staffing structure will be submitted to be approved when the budget has been finalised – based on new funding. See Part II (Confidential) Minutes.	AD
10	<u>PPG Update</u> See “Doc 12 Pupil Premium Fund 08 - Period 9 for governors” AD will consider the allocation of the next PP funding and consider what training needs are required.	AD
11	<u>SEND Update</u> Action: DB and AD to arrange a meeting. AD has updated the SAP plans. AD will meet the parents of each SEN child in order to work out how best to support them. AD has written to each parent.	AD / SEND gover nor
12	<u>Safeguarding Report</u> -see “Doc 9 Safeguarding Monitoring Checklist as at 140122” AD and POH met in November. POH confirmed safeguarding systems were in place and that staff were aware of the priority of safeguarding. POH will follow up with AD on a few action items and POH over this term. There were no concerns from POH – AD agreed. AD informed the FGB that she is part of a group of headteachers who are looking to audit each other’s “safer recruitment” practices.	Safeg uardin g gover nor

	Action: E-safety policy to be approved at the next meeting. Action: POH to give an update of the document at the next meeting.	
13	<u>H&S Report</u> AD is waiting for the final version of the recent WBC H&S audit which was completed in the Autumn. AD confirmed that the draft version has been approved by school.	
14	<u>Feedback Governors' School Visit Jan 2022</u> -see "Doc 10 Governors Day plan and templates to support" Governors gave initial feedback: All governors agreed that the impression had been positive, with the children engaged, articulate and friendly. Governors were impressed with the displays around school and withing classes. Some children had said that they found music and art calming. Other children had said that Jungle Maths was challenging but allowed children to see their own progression. Some children had noted frustration due to Covid bubbles. Governors thanked school for letting them visit school.	
15	<u>Policies for review:</u> i) Accessibility Plan – AD noted this was a sizeable piece of work to update and hopes to present it to the FGB at the March FGB meeting.	Clerk/ HT
16	<u>Chair's notices</u> JT thanked the clerk for collating documents for meetings on Teams and asked all governors to remember to check school their school governor emails regularly for updates.	Chair
17	<u>Clerk's notices</u> Clerk's notices: i) Update on Governors' Google Drive and storage of minutes and associated documents The clerk informed governors that governance documents that had previously been stored on a "Beenham Governors" Google drive were being moved to Teams/Sharepoint. ii) Confirmation of what training governors have completed and training requirements: POH and NH confirmed that had attended AD's safeguarding training in school on 4 January 2022. POH noted that whilst there was no requirement, all governors were recommended to complete safeguarding training. He reminded governors that there are online courses are available. DB informed the clerk that he is up to date with safeguarding training, due to his work.	ES

	Action: ES to send out link to the National College course for safeguarding. Action: AD to set up JH with access to National College access. iii) <u>Co-opted Governor Vacancies</u> The clerk highlighted to the FGB that there are currently vacancies for 3 co-opted governors and asked governors to consider ways to recruit. Action: ES to make governor recruitment planning an agenda item for March FGB meeting. Action: DB will write a piece about the role of the governor for the next issue of the Parishes' Magazine (deadline for submission is mid-Feb). Action: AD will add a note to the school bulletin.	
18	<u>AOB</u> i) <u>Confidential Item:</u> See Part II (Confidential) minutes	
19	DONM: Wed 16th March 2022, 7pm Future meetings: • Wed 25th May 2022, 9am-12pm, – governor walk-around at 9am, FGB meeting to start at 10am, governors welcome to stay for lunch • Wed 6th July 2022, 7pm	
	The meeting finished at 12.05pm	

List of Actions From the Meeting:

Item No:	Action:	To be Actioned By:
3	DB to show NH how to access Teams' documents when not using links.	DB/NH
4	ES to direct JH on appropriate training regarding understand school data.	ES
5	ES to collate all assigned actions ahead and distribute to governors.	ES
6	AD to present data from the staff well-being survey at the next FGB meeting.	AD
6	AD to send omitted wording from the "Overall effectiveness" section of the Head's Report (page 5)	AD
11	DB and AD to arrange a meeting re SEND	DB/AD

12	E-safety policy to be approved at the next meeting.	AD/POH
12	POH to give an update of the Safeguarding Monitoring Checklist at the next meeting.	POH
17ii	ES to send out link to the National College course for safeguarding.	ES
17ii	AD to set up JH with access to National College access.	AD
17iii	ES to make governor recruitment planning an agenda item for March FGB	ES
17iii	DB to write a piece about the role of the governor for the next issue of the Parishes' Magazine (deadline for submission is mid-Feb).	DB
17iii	AD will add a note to the school bulletin regarding governor recruitment	AD