

**Beenham Primary School, Full Governing Body meeting**

**Wednesday 21 September 2022, 7pm**

**Held via Teams**

**Minutes**

**Present:** James Tobin (JT) (Chair), Amy Donnelly (AD) (Headteacher), Pdraig O'Hannelly (POH), Jon Hewitt (JH), Kirsty Clarke (KC), Sophie McBean (SMB),

**Apologies:** Daniel Brooks (DB) (Vice Chair), Nigel Hopes (NH), Emma Smith (clerk)

**Absent:**

**In Attendance:** Bev Sharp (School Finance Officer and clerk for this meeting) (BS)

The meeting started at 7.04pm

| Item no |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
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| 1       | <b><u>Apologies for absence:</u></b><br>Apologies had been received and were accepted from ES, DB and NH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Chair       |
| 2       | <b><u>Declarations of Other Business:</u></b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Chair       |
| 3       | <b><u>Declaration of Interests:</u></b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chair       |
| 4       | <p>i) To approve the minutes of the last meeting held on 6 July 2022<br/>- see "Doc 1_FGB meeting 6 July 2022 Minutes_Draft"</p> <p><b>The minutes were approved as a true and accurate record.</b></p> <p>ii) To approve the Part II minutes of the last meeting held on 6 July 2022<br/>- see "Doc 2_FGB meeting 6 July 2022 Part II (confidential) Minutes_Draft"</p> <p><b>The Part II (confidential) minutes were approved as a true and accurate record.</b></p>                                                                                                                                                        | Clerk/Chair |
| 5       | <b><u>Matters Arising from the last meeting held on 6 July 2022:</u></b><br><br><p>a. AD still waiting to hear back from WBC regarding ICT.<br/><b>Action: AD to complete E-Safety policy for next meeting</b></p> <p>b. Not sure if NH has completed Prevent training that Emma sent.<br/><b>c. Action: JT to post for governors – will do next month.</b></p> <p>d. AD still waiting to hear if SATS results can be published on website.</p> <p>e. AD sent out KCSIE to all governors.</p> <p>f. Outdoor project – <b>Action: JT to investigate with WBC.</b></p> <p>g. Charging and Remissions policy – next meeting.</p> | Chair       |

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|   | <p>h. Attendance policy – <b>Action: AD to send out with fixed fine information before next meeting</b> to be approved via email by Governors so that it can go on the website asap. [post script: The clerk, ES, has since informed AD that that all policies requiring FGB approval need to be approved at a FGB meeting.]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| 6 | <p><b>HT Report:</b></p> <p>1. New term has started with OFSTED due at any moment. Will call on a Monday, Tuesday or Wednesday before 2pm to arrive the next day.</p> <p>AD said that 12 new children have started which is an increase of 25% on roll – 59 pupils currently on roll.</p> <p>AD said that this comes with challenges; there is a SEND child in the reception class that comes with no additional funding and that an unbudgeted teaching assistant has had to be employed full time to work one to one with the child. AD confirmed that the school is working ongoing with external agencies.</p> <p>AD told governors that the children had returned after the Summer break with incredibly low baselines and that improvement across the school needs to happen asap. AD commented that she had heard children read in years 3,4,5, and 6 and only two parents had heard their children read since the return to school. AD has written a post on ClassDojo alerting parents about the importance of daily reading.</p> <p>AD said that staff had attended 2 days of training. The first was a general training day including safeguarding updates and a new writing approach across the school. The second day was organised by SMB and was a wellbeing day – this was received positively by all staff.</p> <p>AD said that Rose Carberry had met with her for the annual footprint and that a Maths walkaround had been completed during her time in school. As a result of the walkaround, further CPD has been planned for teaching staff.</p> <p>AD informed governors that a member of staff had gone off sick on Tuesday with a fracture after an accident at home. They have been signed off for a week for the moment but unsure what the return to work will look like and what adjustments will need to be made. AD has had to react straight away and rearrange PPA for teachers. A claim has already been put in with the absence insurance company to (hopefully) cover any agency staff.</p> <p>AD is starting performance management meetings next week with teachers.</p> <p>AD said that the parent assembly had been well attended for the last 2 weeks.</p> | AD |

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|   | <p>JT asked if OFSTED will look at the reading with parents and take a reflection on it. AD said that they will look at reading as a whole. They will look at how the lowest 20% are being supported. They will also look at how the school promotes it. Reading is a key priority for OFSTED.</p> <p>JH asked if the school had any idea why the students have come back in such a low place. And, from a performance point of view, is it across schools or just Beenham?</p> <p>AD said that after speaking to 2 other headteachers (one in our LA and one in another LA), it seems that it is a similar picture across the board. AD said that it is not unusual for children to return low after the Summer break, but that our children were significantly low. AD said that if reading is not happening in the first 2 weeks of term, then it is likely it hasn't happened during the 6 week holiday, so essentially that is an 8 week loss of reading. AD said that she would have a better idea locally next week as she is attending the heads forum meeting.</p> <p>JT asked if we can do anything to encourage reading. AD said that she has tried that approach already with rewards and that now school will be taking responsibility by checking the reading records.</p> <p>SMB said that she would be making it a weekly check in her classroom and will issue ClassDojo points to children who are reading. SMB will also give sentence stems to the children so that they take responsibility for recording their reading.</p> <p>SMB commented that the behaviour for learning has gone down in school but realised that it takes time to embed new routines after the Summer break.</p> <p>JH thought it would be a good idea for teachers to check the reading diaries as it will make the children take more responsibility. He added that parents need to support the teachers so could AD message on ClassDojo about this. AD confirmed that there will be a reading section in this month's newsletter.</p> <p>JT requested an update at the next meeting.</p> |           |
| 7 | <p><b>Finance Update:</b><br/>See "Doc 12 Finance for governors - September 2022"</p> <p>In addition to the report AD told governors that a lunchtime controller is needed (un-budgeted for) for the child with high level needs as a health and safety issue and keeping everyone safe. AD said additional funding for this child was not guaranteed and that 6 months' worth of evidence is needed before an application can be made.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AD and BH |

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|    | AD told governors that in the current pupil premium budget, we receive funding for 7 children which is circa £9k. At present, the school has 18 children who are PPG. If this remains the case for the October census, the funding for next year will be approx. £28k. AD said that the school presently has 36% free school meals – the national average is 23%.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |
| 8  | <b><u>Outdoor Classroom Project Update:</u></b><br>No update presented. For the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NH                 |
| 9  | <b><u>Perimeter Security Work Update:</u></b><br>JT said that before the Summer break, WBC had been out to look at the security and the improvement of boundaries. After the break-in, this became more important.<br>An approach has been agreed:<br><ul style="list-style-type: none"> <li>- Higher fence between car park and school with privacy screening</li> <li>- Front gate – to be doubled in height</li> <li>- Pre-school gate – to be removed, blocked off or made taller with privacy screening</li> </ul> The parish council and pre school are happy with the plan.<br>Planning - Mark Lewis from WBC has put the required plans in to WBC.<br>The next step is to get a quote for the works to be completed. It is expected that the local authority will cover 95% of the costs and the remaining 5% costs be split between the parish council, pre-school and school – approximately £1,000.<br>JT hopes to have pricing for the next meeting. | JT                 |
| 10 | <b><u>Awberry Farm as potential wedding venue:</u></b><br>JT said that the licence application had been pulled and no other licence requests have been submitted at the moment.<br><b>Action: NH to update at next meeting.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | JT                 |
| 11 | <b><u>PPG Update:</u></b><br>Discussed during finance update – see item 7 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | AD                 |
| 12 | <b><u>SEND Update:</u></b><br>AD said that Holly Reid had started the SENDCo qualification and is already attending network meetings.<br>AD said that the autism advisory service had come into school on Friday and are coming back in November.<br>SAPS are being written next week and interventions are underway in school.<br><br>JT asked if the SENCo governor was having regular meetings with the school (as stated in policy)?<br><b>Action: AD said that she will arrange a meeting.</b><br><br>JT asked if we have enough SEN staffing for our needs? AD said that there was never enough due to funding, or lack of, but that she was meeting with someone on Friday to potentially do further intervention work in school.                                                                                                                                                                                                                         | AD / SEND governor |

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|    | JT asked how often SAPS were reviewed with parents. AD said that they were reviewed three times a year – Action plan to parents, review, meet with parents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
|    | <p><b>Safeguarding Report:</b><br/> See “Doc 11 CONFIDENTIAL Safeguarding Visit Report 140722 b”<br/> POH said that he had issued a small report to governors. POH said that he was happy that everything was in place in school. POH said he was following up the safeguarding policy with WBC as some of the links are not valid. POH has yet to hear back from WBC.<br/> POH asked if AD could check the policy in place is the latest version.</p> <p>AD said that when Rose Carberry visited school, she did a safeguarding deep dive and asked questions. POH asked if Rose was happy. AD said that Rose had asked how staff were kept updated and that AD had confirmed that staff received briefing notes weekly with updates and safeguarding reminders.</p> <p>AD confirmed that:</p> <ul style="list-style-type: none"> <li>- All staff had received updated safeguarding training.</li> <li>- All staff had signed slips for the KCSIE updates.</li> <li>- Job roles for DSL’s had been issued – additional supervision from WBC had been requested by one of the DSL’s.</li> <li>- Vulnerable children meetings are still being held regularly – one had taken place today.</li> </ul> <p>AD said that the October INSET day training would be on the National College training platform with Domestic Abuse training added. JT asked if there had been any issues since the start of term. AD confirmed that she had made one referral to children’s services and was not happy with the outcome but will continue to monitor.</p> | Safeguarding governor |
| 13 | <p><b><u>Green and White papers – discussion (see minutes of the last meeting):</u></b><br/> See <a href="https://www.gov.uk/government/publications/opportunity-for-all-strong-schools-with-great-teachers-for-your-child">https://www.gov.uk/government/publications/opportunity-for-all-strong-schools-with-great-teachers-for-your-child</a><br/> <a href="https://www.gov.uk/government/publications/send-and-ap-green-paper-responding-to-the-consultation">https://www.gov.uk/government/publications/send-and-ap-green-paper-responding-to-the-consultation</a><br/> To be discussed at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | JT                    |
| 14 | <p><b><u>Consider SDP to help frame the year’s governance plans:</u></b><br/> AD said that she had almost finished the SEF and SDP and will share with governors once finished.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AD                    |
| 15 | <p><b><u>Ofsted, including review of Governor Information 22-23:</u></b><br/> See “Doc 3_Governor Information 22-23”<br/> JT said that AD had put together a pack for governors full of information for when OFSTED come. JT encouraged all governors to read.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | JT                    |

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|    | <p>JT asked if there was a checklist plan for OFSTED? AD said that she is doing that with the SEF.</p> <p>AD said that Rose Carberry had told her that the school could potentially receive a section 5 inspection which is a full graded inspection as the phonics data for year 1 is below national. AD said that she explained to Rose the context around the results (including high staff absence in the spring term meaning phonics teaching couldn't carry on and a bereavement of a pupil) and that Rose said that AD would need to tell OFSTED this if a section 5 is requested. AD said that she has evidence to show that the scheme does work from the Autumn results.</p> <p>JT asked if AD will bring up the data if OFSTED do not ask. AD said she will.</p> <p>JT said that the school was to ask governors for any help if needed.</p> |           |
| 16 | <p>Additional Link Governors (see minutes of the last meeting):</p> <ul style="list-style-type: none"> <li>i) Science</li> <li>ii) Well-being &amp; personal development</li> </ul> <p><b>Action: AD to send word document to governors to show who is their respective counterpart is in terms of link governor roles.</b></p> <p>JT asked how often the link governor should meet with the staff member? AD said once per term – in the middle of the term.</p> <p><b>Action: Date to be set for SMB, AD and KC to meet for English and writing combined.</b></p>                                                                                                                                                                                                                                                                                     | Chair     |
| 17 | <p><b><u>Policies for review/approval:</u></b></p> <ul style="list-style-type: none"> <li>i. SEND Information Report,<br/>see "Doc 4_SEN Local Offer 2022-23_to be approved"<br/>KC asked for the subheading on page 8 to be changed – <b>AD to action.</b><br/><b>This policy was approved by the FGB at this meeting.</b></li> <li>ii. PHSE policy,<br/>see "Doc 5_PSHE-policy-template-inc-RSE_to be approved"<br/><b>This policy was approved by the FGB at this meeting.</b></li> <li>iii. Charging &amp; Remissions Policy<br/>To be postponed to the next FGB meeting.</li> <li>iv. Online Safety Policy (document to follow)<br/>To be postponed to the next FGB meeting.</li> </ul>                                                                                                                                                            | Clerk/ HT |
| 18 | <p><b><u>Chair's notices:</u></b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Chair     |
| 19 | <p><b><u>Clerk's notices:</u></b></p> <ul style="list-style-type: none"> <li>i. Reappointment of co opted governors (POH, JT)<br/>There were no objections to the reappointment of POH and JT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ES        |

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|    | <p><b>Therefore, POH was reappointed as a co-opted governor at this meeting, with a 4 year term. His term of office ends on 21 September 2026.</b></p> <p><b>Therefore, JT was reappointed as a co-opted governor at this meeting, with a 4 year term. His term of office ends on 21 September 2026.</b></p> <ul style="list-style-type: none"> <li>ii. Governor vacancies<br/>Nothing reported as ES unable to attend the meeting.</li> <li>iii. Confirmation that code of conduct and register of business interests have been completed by all governors<br/>See "Doc 6_WBC Code_of_Conduct_2021"<br/>And<br/>"Doc 7_Declaration of Business Interests - Letter to Governors Sept 2022"</li> <li>iv. Confirmation that KCSIE has been read by all governors<br/>See "Doc 8_KCSIE_2022_revised" and "Doc 9_Changes from 2021-22 KCSIE"</li> </ul> <p>JT reminded governors to sign and return code of conduct and register of business interests.</p> <p><b>Action: Governors to send by email confirmation that they have read KCSIE to Emma.</b></p> |                  |
| 20 | <ul style="list-style-type: none"> <li>i. HTPM committee – approval of members and external adviser<br/>AD confirmed that she has purchased an external advisor via SLA online. Awaiting to hear back with date for meeting. AD to chase.</li> </ul> <p>JT asked AD if she had any requests for pay committee.<br/>AD asked KC and POH – both agreed.</p> <p><b>The FGB approved the appointment of KC and POH as members of the HTPM panel.</b></p> <ul style="list-style-type: none"> <li>ii. Date for HTPM – nothing reported</li> <li>iii. Pay committee – nothing reported</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |
| 21 | <p><b><u>Standing Orders review and approval:</u></b><br/>see "Doc 10_FGB_ Standing Orders 2022-2023_draft"<br/>KC said that the standing order needs to be changed as still lists Paula as chair of governors.</p> <p><b>Action – ES to amend. To be approved at next meeting.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk to present |
| 22 | <p><b><u>DONM:</u></b><br/>Confirmed: Thurs 3<sup>rd</sup> Nov 10am (9am school visit)<br/>And 7<sup>th</sup> December 7pm.</p> <p>Further dates to be discussed at next meeting.<br/>AD said that if OFSTED have been by December, the meetings can be dropped down.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |
| 23 | <b><u>AOB:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |

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|  | JH asked if there was a RUBRIC on how governors should be assessing their specific link roles. AD said that there was not and that she would share everything that is covered. The school website also contains what is covered and the progression documents. |  |
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Meeting ended at 8.24pm

List of Actions from the Meeting:

| Item No. | Action                                                                                                                | For       |
|----------|-----------------------------------------------------------------------------------------------------------------------|-----------|
| 5a       | Action: AD to complete E-Safety policy for next meeting                                                               | AD        |
| 5c       | JT to post in magazine for governors                                                                                  | JT        |
| 5f       | JT to investigate outdoor project with WBC                                                                            |           |
| 5h       | AD to send out Attendance Policy with fixed fine information ahead of next FGB meeting                                | AD        |
| 10       | NH to update on Awberry Farm wedding venue application at next meeting.                                               | NH        |
| 12       | AD to arrange meeting between SENCO and SEN governor                                                                  | AD        |
| 16       | AD to send word document to governors to show who is their respective counterpart is in terms of link governor roles. | AD        |
| 16       | Date to be set for SMB, AD and KC to meet for English and writing combined.                                           | KD/AD/SMB |
| 17       | AD to amend subheading on p.8 SEN Report                                                                              | AD        |
| 19       | Governors to read documents and confirm to the clerk they have read KCSIE (part I)                                    | All       |
| 21       | ES to amend chairman's name in Standing Orders                                                                        | ES        |
|          |                                                                                                                       |           |