

**Minutes of the Meeting of
Beenham Primary School Full Governing Body
Held on Thursday 23 Sept 2021 at 7.00pm
Via Microsoft Teams**

Present: James Tobin (JT) (Chair), Amy Donnelly (AD) (Headteacher), Nigel Hopes (NH), Kirsty Clarke (KC), Liz Mylum (EM) , Pdraig O'Hannelly (POH), Sophie McBean (SM)

Apologies: Daniel Brooks (DB) (Vice Chair)

Absent: None

In Attendance: Emma Smith (ES) (Clerk)

The meeting started at 7.05pm after some technical difficulties for the clerk.

Item no	
1	<u>Apologies for absence:</u> DB had informed the clerk that he would be late and only able to attend briefly due to work commitments. No other apologies had been received. NH had informed the Chair that he could only attend briefly. DB attended briefly and left the meeting at 7.10pm. NH asked about automated notification to notify governors that an email had been received in their "@Beenham" emails. JT will help set this up for NH. All governors confirmed that they were happy to share their personal email addresses with the clerk, as these get checked frequently. The clerk will use these only to direct governors to an email to their @Beenham address.
2	<u>Election of Chair of Governors:</u> The only nomination received was for James Tobin. The clerk asked for any further nominations. JT was elected as Chair of Governors, with a term of office as Chair of 2 years (in accordance with the current Standing Orders). Therefore his term as Chair ends on 18 September 2023 (because his term as a governor ends on 19 September 2023). The clerk informed the FGB that at the time of JT's term as a governor ending, he could be re-appointed as a governor by the FGB at a FGB meeting, and an election held for the position of Chair. Because JT is now Chair of Governors, he will no longer also be the Safeguarding Governor. The FGB agreed for POH to be the Safeguarding Governor.
3	<u>Election of Vice Chair of Governors</u> The only nomination received was for Dan Brooks. DB was elected as Vice Chair of Governors, with a term of office as Vice Chair of two years (in accordance with the current Standing Orders) and the term of office will end on the date of the first meeting of the governing body after the second anniversary of his election; ie the first FGB meeting after 23/9/2023

Beenham Primary School Minutes of the FGB meeting 23 September 2021, Approved

Initials:

	JT thanked POH for his time as Chair over the past 2 years and noted that this had been a difficult period due to the Covid-19 pandemic. All governors agreed.
4	<u>Declarations of Other Business</u> 1) POH suggested sending a thank you card should be sent to Bev Sharp for her service as acting clerk over the past few years. All governors agreed. JT to action.
5	<u>Declaration of Interests</u> No further interested other than those business interests already declared in the Governors' Register of Business Interests were declared.
6	i) <u>To approve the minutes of the last meeting held on 15 July 2021</u> - see attached document The minutes of the last FGB meeting held on 15 July 2021 were approved. ES to have a hard copy filed in school and to ask the school office to publish on the school website. ii) <u>To approve the Part II minutes of the last meeting held on 15 July 2021</u> Due to technical difficulties, the clerk was unable to share these confidential minutes at the meeting, but has learnt that these minutes can be sent securely to governors by email. Therefore ES will distribute these Part II minutes by email - to be approved at the next meeting. ES discussed the distribution of confidential minutes – these should be sent securely In future, the clerk will send by email with [SECURE] ensuring they are encrypted and safe.
7	<u>Matters Arising from the last meeting held on 15 July 2021</u> NH noted the reference to a school deficit meeting on 3 November, and asked whether he should attend. It was agreed NH can/should attend. Meeting link to be sent to NH. AD/Bev Sharp to action. PH asked about the report with the amendments from West Berks that school had been waiting for regarding access to Awberry Farm. AD confirmed that she had sent WBC the original maps but had not heard back since. AD confirmed WBC will be looking at the original contract. [At 7.30pm NH left the meeting.]
8	<u>HT Report</u> AD noted that there would not be a full HT report as this was already sent in July. But the following has been noted: -There has been a really positive start back to school. - Some Covid restrictions are still in place, which does impact elements of the day to day running of school. - Covid: AD noted 1 x pupil case, and 1 x member of staff case (but this staff member does not work in school as such). - 5 new children have joined school in Reception year, as well as 1 x yr 3, 1 x yr 1 . - Bushcraft has started and been so successful that it has been extended to more sessions.

	- School has been working with Preschool in order to help boost numbers, and has already set school-tour dates ahead of next September's intake, one of which is already full. - All baseline assessment have been completed. - The PTFA have met and several events are coming up. - Parents evening is coming up. - One member of staff will be off for 6 weeks for medical reasons. A letter will be sent to parents tomorrow to notify them of this. A supply teacher has been arranged and will be able to liaise with this teacher during the time-off for planning. AD noted that school insurance doesn't cover this due to the length of the notification period. JT noted that the cost of this has been covered in the finance report to follow. JT asked how much was being paid for this insurance. AD noted that governors could decide on whether school were to cease this particular insurance, but noted that it has paid out twice for other issues recently. JT offered this staff member best wishes on behalf of the FGB. - West Berks Council's School Improvement team has visited and their following report was positive. AD was pleased to meet someone from the LA for the first time.
9	<u>Finance Update</u> - see attached document "Finance for governors 23.09.21" - JT asked when school will hear about the application for the capital funding for the IT maintenance. AD has been told up to 6 weeks. AD noted this is important for the teaching and learning within school and systems in school. PH asked about "High Needs Block" of the National Funding Formula. AD explained is provided by the Government for schools to support SEND provision, support inclusion and reduce exclusions. It supports children without EHCPs and the Local Authority decide how it is allocated to schools. AD confirmed that WBC have said Beenham School will get funding from the Sparsity Fund and that it will be used to fund a reception teacher. AD noted that there is no confirmation on how long this funding will last for.
10	<u>PPG Update</u> Funding has been used to cover additional hours for 2 members of staff to provide additional intervention time up to Christmas, offering 1-2-1 tuition for Read, Write Inc. to boost phonics for specific children. AD has taken assessments today across years 3-6, and identified children will be on a catch-up programme. All PPG children have been signed up to an extra curricular club. PIXEL Associates will be visiting to see how best to help year 5/6 children in attainment. AD informed the FGB that another PPG child is expected to join school, ahead of the funding census.
11	<u>SEND Update</u> AD informed governors that interventions are up and running and that there will be more to

	follow. [See Part II (confidential) minutes] AD explained that the ELSA's salary can be partly funded by PPG funding. AD felt that there is a backlog with children's mental health referrals and this may have lead to a slow-down of children on the support plans.
12	<u>Safeguarding Report</u> JT and AD had met last week. H&S audit took place last week, and Julian, head of Health & Safety, gave a "good" as feedback. AD noted the hard work Bev Sharp has done on this area. AD meets with the school's other designated safeguarding leads weekly to plan the support the children considered vulnerable. [See Part II (confidential) minutes] AD informed governors that she will be attending a "train the trainer" safeguarding course in November 2021, and that this would mean AD could offer face to face training for staff in January 2022. AD noted that all governors would be welcome to attend AD's training too. In the meantime, POH will do the college training on safeguarding. Action: POH to send link he has to AD, in order to check he is doing the appropriate training. All safeguarding issues are being recorded safely on "My Concern". Fire doors are expected to be fitted over the Easter 2022 holidays. Julian, from Health & Safety, has been chasing for the fencework and the replacement of the fencing by carpark by village hall to make the boundary more private. The clerk reminded governors that they have been sent a link to the updated Keeping Children Safe in Education document which they have been asked to read. Action: All governors to read KCSIE and notify the clerk that they have read the document so that the clerk can update governor records.
13	<u>Standing Orders Review and Approval</u> -see attached document: "FGB_Proposed Standing Orders 2021-2022 - FGB" Page 2, "Meetings of the Governing Body" Frequency of meetings: The clerk noted the change of the frequency of FGB meetings "As the FGB currently consists of no committees, the FGB intends to meet once every half a term, during term-time." The FGB approved for this to be amended in the Standing Orders. The clerk raised the issue of the decision to hold virtual meetings. Since the COVID pandemic, virtual meetings have become a necessity but also been found to work well. The clerk noted that these arrangements should be officially approved by the FGB and recorded in the Standing Orders.

	The clerk reminded governors that proxy voting is not allowed, i.e. via email or messaging app, and that governors must be able to participate fully in discussions and decisions made, whether that be on video meetings, teleconference or face to face. The FGB approved alternative arrangements for governors to participate or vote at meetings remotely and for this to be added to the Standing Orders. Page 5, "Appointment of the Clerk" The Standing Orders were updated to name Emma Smith as the clerk. The FGB approved for this to be amended in the Standing Orders. Page 7, "Membership of Committees" The Standing Orders were updated to "The FGB will not include any committees, but instead FGB meetings will be held every half of a term, with decisions made and approved by the FGB." The FGB approved for this to be amended in the Standing Orders. The updated Standing Orders were approved.
14	<u>Monitoring NQT</u> AD noted there are now no NQTs at Beenham, but after half term, additional funding comes in from WBC for those recently qualified teachers who missed out on the final part of their NQT experience due to Covid-19 restrictions. Therefore AD has allocated this funding to be able to send the recently qualified teachers to East Ilsey and Hampstead Norreys schools for 6 weeks to observe best practice in other local schools. SMc asked how much funding was available for this. AD thought it was approximately 2-3hrs a week over this term, and that a review of the funds would determine how might be available for next term. SMc noted that WBC have agreed to run more training for new teachers. AD noted that WBC are keen to support teachers through the Early Years Teaching Framework, with new teachers receiving a 2 year support period including support and training from external sources. PH asked how these teachers' absence will be covered whilst they visit the schools. AD explained that the timing of the visits has been planned to coincide when swimming lessons take place, and therefore only support staff are needed with the children. JT asked if there would be any peer review from teachers from East Ilsey and Hampstead Norreys, to cover different areas of the curriculum. AD confirmed this will happen this academic year. AD intends to arrange for Beenham's new teachers to visit a school in Reading, to observe examples of best practice ideas in a school with a different environment.
15	<u>Feedback from Parents Questionnaires</u> - see attached: "Beenham School, Year 6 Leavers Survey - July 2021(1-3) RESPONSES (Confidential)" and "Parent Survey - July 2021(1-22) RESPONSES (Confidential)" These documents had been distributed to governors at short notice before the meeting, and therefore governors had not had chance to review them. POH noted the following: - There had been 3 x Year 6 parent responses -all were positive

	- There had been 23 responses to the general questionnaires for all pupils' parents. In general these had been very positive, in particular with respect to the headteacher and the staff. - Some points regarding communication between school and parents had been raised. PH encouraged governors to read the responses in order to get a feel for general feedback. Action: Bev Sharp to form a chart from the responses. PH will distribute to governors. Action: Consideration of these responses to be an agenda item for the next FGB meeting. ES to add to agenda and charts to be distributed. Following a questionnaire response where a parent had expressed surprise at receiving an annual report from classteachers, AD noted that an annual, formal report to parents is a statutory requirement for schools. It was noted that school has taken action following the feedback about communication; meet the teacher and parent forums had been put in place (it was noted that these have not been well-attended by parents), and dates of interest are regularly updated on the calendar for parents to see. AD felt that communication was good at Beenham School. EM agreed. AD noted there is often a matter of confidentiality which often restricts the information that can be given in response to some parent concerns.
16	<u>Policies for review:</u> AD had listed the policies below as the only outstanding policies due for review and to be published on the school website. Once these policies have been reviewed, school will be compliant with all policy requirements. <u>i) Capability of Staff</u> The clerk noted that the Capability of Staff Policy is statutory and is recommended to be reviewed annually. Action: To be reviewed and approved at the next FGB meeting. AD to prepare. ES to add to the agenda. <u>ii) Pay Policy</u> – see attached “Beenham EYFS Policy Sept 2021” AD referred to information provided in the Finance Report which explains that “the final version of the School Teachers Pay & Conditions Document 2021 is expected to be laid in Parliament on 24 September 2021 to become a legal document on 15 October and be backdated with effect from 1 September 2021”. Therefore the school’s Pay Policy is expected to need review after the Government’s pay increase is confirmed. Action: To be reviewed and approved at the next FGB meeting. AD to prepare. ES to add to the agenda. <u>iii) Accessibility Plan</u> The clerk noted that the Accessibility Plan is statutory and is recommended to be reviewed every 3 years. Action: To be reviewed and approved at the next FGB meeting. AD to prepare. ES to add to the agenda.

	iv) <u>Early Years Foundation Stage Policy</u> – see attached “Beenham EYFS Policy Sept 2021” The FGB approved this policy at this meeting. Due for review September 2022. v) <u>SEND Policy</u> – see attached “Beenham SEND Policy July 2021” The clerk noted that this policy is due for review annually (not 2024 as stated in the draft policy presented). The FGB approved this policy at this meeting. Due for review September 2022. vi) <u>Health and Safety Policy</u> – see attached “FGB Health and Safety Policy May 2021” JT suggested names in the Appendix 1 table which would then associate names to roles in one place for updating at the end of the document. The FGB approved this policy at this meeting. Due for review September 2022. EM (H&S Governor) asked about coming in to regularly check H&S documents and risk assessments. Action: JT to complete the work on the school policy app . This work is 80% completed.
17	<u>Chairs notices</u> None.
18	<u>Clerk’s notices</u> 1) <u>Register of Business Interests:</u> The clerk asked governors to confirm whether or not there are any updates to the Register of Business Interests. Those governors present had no updates. Action: ES to check with NH and DB. JT asked about the access to Awberry Farm and whether that should be noted on the Register of Business Interests for NH. Action: AD to check with WBC. 2) <u>Code of Conduct:</u> The clerk referred governors to the current (Sept 2020) WBC template for the Code of Conduct for governors. All governors present verbally agreed to accept this code of conduct. Action: ES will email the Code of Conduct to each governor to sign at home, scan and send back so that we have a copy on record in school for each governor. 3) <u>Governor vacancies:</u> The clerk reminded governors that there are currently vacancies for 3 co-opted governors and 1 parent governor. Governors agreed that the election for another parent governor could be completed before Christmas 2021. Action: Parent Governor election voting process approval and timescales to be agreed at the next meeting. ES to add to the agenda.

19	<u>AOB</u> i) <u>Headteachers Performance Management Training:</u> ii) AD asked if anyone would like to attend this performance management training which takes place via Zoom, at 6pm on 4 November 2021. AD noted this was good governor training. Action: JT, KC, EM will attend. iii) <u>Safety at school drop-off / pick up times:</u> JT raised concern about parents queuing in the road and waiting in the road waiting for gates to open. AD explained that school staff had been outside asking parents to stay off the road, but that this only seems to work temporarily. AD also noted that there had recently been an incident where some children on bikes were nearly hit by cars. JT noted that alternative drop-off/ pick-up options have been considered. KC asked if parents could queue inside the gates right up to the office. EM suggested signage. Governors have noted that the best option to keep children safe is parent compliance, and that parents have been asked often, but will keep reminding parents. Action: AD to send note to parents, reminding them that gates don't open till 8.35am and that until that time children are the parents' responsibility. iv) <u>Meetings with Ian Pearson:</u> AD noted to governors that the main school budget was not a deficit budget and that no deficit is forecast for this year either. The deficit budget was from the After School Club which was then added to the main school budget. Wages had to continue being paid through the furlough scheme but the club was not running or making any money at this point. Furlough payments had just pushed back into deficit. School Finance meetings with Ian Pearson and Sarah Raynard are held in order to keep monitoring budget due to previous deficit.
20	<u>DONM:</u> Meetings will be continue to be held remotely, via Teams at least until the end of 2021. This will be reconsidered thereafter but below is the current expected schedule: AD noted that she would really like to have governors in school for monitoring visits. • Wed 10th November 2021, 7pm via Teams • Wed 19th January 2022, 9am-12pm – governor walk-around at 9am, FGB meeting to start at 10am, governors welcome to stay for lunch • Wed 16th March 2022, 7pm • 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

JT asked if any lead governors needed to be on site before the next meeting:

AD suggested a safeguarding catch up. Action: AD/POH to arrange.

AD suggested H&S catch up with EM. Action: AD/EM to arrange.

Action: JT and AD to meet.

The meeting ended 8.45pm

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Initials:

Item Number	Action	Assigned To:
4.	JT to arrange thank-you card for Bev Sharp	JT
7.	Deficit meeting link to be sent to NH	AD/Bev Sharp
12.	PH to send link he has to AD, in order to check he is doing the appropriate safeguarding training.	POH/AD
12.	Read KCSIE and notify the clerk	All
15.	Bev Sharp to form a chart from the responses. PH will distribute to governors.	Bev Sharp
15.	ES to add to consideration of parent questionnaire responses agenda and charts to be distributed.	ES
16. i	Capability of Staff Policy. AD to prepare. ES to add to the agenda.	AD ES
16. ii	Pay Policy. AD to prepare. ES to add to the agenda.	AD ES
16. iii	Accessibility Plan. AD to prepare. ES to add to the agenda.	AD ES
16.	JT to complete the work on the school policy app.	JT
18. 1)	ES to check with NH and DB re business interests.	ES
18. 1)	AD to check with WBC about whether access to Awberry Farm should be listed on NH declared business interests.	AD
18. 3)	Parent Governor election to be added to the agenda.	ES
19. i)	JT, KC, EM to attend Teachers Performance Management Training	JT, KC, EM
19. ii)	AD to send note to parents, reminding them that gates don't open till 8.35am and that until that time children are the parents' responsibility.	AD
	Safeguarding catch up.	AD/POH
	H&S catch up with EM.	AD/EM
	JT and AD to meet.	JT/ AD