

Beenham Primary School, Full Governing Body meeting

24 May 2023, 7pm

Held at via Teams

Minutes

Present: James Tobin (JT) (Chair), Amy Donnelly (AD) (Headteacher), Padraig O'Hannelly (POH), Sophie McBean (SM), Daniel Brooks (DB) (Vice Chair), Jon Hewitt (JH), Vicky Thirkell (VT),

Apologies: Kirsty Clarke (KC)

Absent:

In Attendance: Emma Smith (ES) (clerk), Bev Sharp (BS) (School Finance Officer)

The meeting started at 7.04pm

Item no		
1	<u>Apologies for Absence</u> KC -family commitments – apologies accepted	Chair
2	<u>Declarations of Other Business</u> None	Chair
3	<u>Declaration of Interests</u> None	Chair
4	i) <u>To approve the minutes and the Part II minutes of the last meeting held on 26 April 2023</u> - see "Doc 1_FGB meeting 26 April 2023 Minutes_Draft" The "FGB meeting 26 April 2023 Minutes" of the meeting on 26 April 2023 were approved as a true and accurate record. - see "Doc 2_FGB meeting 26 April 2023 Part II (confidential) Minutes_set1_Draft" The "FGB meeting 26 April 2023 Part II (confidential) Minutes_set1" of the meeting on 26 April 2023 were approved as a true and accurate record. see "Doc 3_FGB meeting 26 April 2023 Part II (confidential) Minutes_set2_Draft" The "FGB meeting 26 April 2023 Part II (confidential) Minutes_set2201D of the meeting on 26 April 2023 were approved as a true and accurate record.	Clerk/Chair
5	<u>Matters Arising from the last meeting held on 26 April 2023</u> i)(5) Link governor reports to be postponed to July FGB meeting due to more pressing leadership item for this meeting Action: all link governors to present reports ii)(5) AD to arrange working party meeting for IT hardware planning. Action: AD to arrange ahead of the July FGB meeting	Chair

	iii)(5) Action: AD to consider SDP for governor monitoring visits and FGB agenda-setting for 2023/2024 - for July FGB meeting Other actions from the last FGB meeting have either been completed or occur later in this meeting's agenda.	
6	<u>School Leadership Item</u> i) <u>Sabbatical Request Approval</u> <u>See Part II (Confidential) Minutes "FGB meeting 24 May 2023 Part II (confidential) Minutes"</u> AD left the meeting at 7.40pm for this vote. Governors agreed to this proposal. The FGB approved AD's request for 2 year sabbatical, <u>subject to contract with HR, at this meeting on 24 May 2023.</u> AD rejoined the meeting at 7.44pm, and was informed that the sabbatical request was approved SUBJECT TO CONTRACT with HR. ii) <u>Leadership Item</u> <u>[This item was discussed in the previous item.]</u> The clerk confirmed, for the minutes of the meeting, that the School Staffing Regulations state that "The governing body must advertise any such ... unless it has good reason not to." And that any reasons for not advertising should be recorded. The clerk therefore asked governors whether they were in agreement that the FGB are not planning in this instance to advertise, because: a) this role is an interim role, and school is expecting their Headteacher back in post in two years b) the FGB has worked directly with West Berks Council to source a potential candidate who can fill this position c) the FGB want to be able to announce the news to the parents asap for transparency d) the FGB want to ensure parents have stability in the leadership of the school for September e) if the FGB were to advertise, it would not make the 31st May deadline for recruiting from teachers in existing roles, so the role would have to be advertised to start in January 2024, adding to instability f) finding an interim headteacher in the next few weeks gives the current Headteacher time to brief fully the interim Headteacher on all matters at the school as a handover, which is in full interest of the school staff and pupils. Governors agreed.	
7	<u>Finance Update – Budget Approval</u> BS presented her PowerPoint presentation, "Beenham Budget 23-24", to go alongside the budget documents:	AD and BS

	See Doc 4_ Main School Budget - Fund 01 Doc 5_ Capital Budget - Fund 76 Doc 6_ PPG Budget - Fund 08 Doc 7_ Sports Budget - Fund 13 Doc 8_ Out of Hours Club - Fund 99 Doc 9_ Signed Inventory BS compared the current staffing structure to the proposed structure, and the assumptions from 2023, including the teachers' pay increased salary points, but highlighted that there may be a higher-than-budgeted-for % increase awarded; (referring to the Union strikes regarding teachers' pay). BS explained that she has prepared two sets of predicted budget; one based on receiving funding for the Afghan children, and one without. It was agreed at the previous FGB meeting that the expectation is that the Afghan children will not have moved on before the next budget. BS referred to the "reception forecast" for future roll numbers, and has used those numbers for setting budget predictions going forward. AD then referred to the remaining 4 years' budget, after school's meeting with WBC's Sarah Raynard this morning, and reminded the FGB that this follows a previous meeting where WBC were not happy with the forecast deficit budget. AD noted that, at her meeting with Sarah Raynard, they discussed the future options. JT suggested it would be helpful to see what possible structures might look like for the forecast budget. Action: AD/ BS to present these possible scenarios as a potential forecast budget. Action: JT, as finance link governor will then help look over those figures. JT asked what the WBC feedback on the other suggested ideas AD/BS had put forward. AD explained why WBC didn't think those suggestions would work of make any financial improvement. BS referred to the Service Level Agreements: JT asked about the EHA cost of c.£2000 for 2hr a week. AD highlighted the increased needs of the children and the waiting times for usual EHA or CAMHS referral. BS noted that this package also included training for staff from EHA. JT asked if this budget item would be required in future: - the expectation was that it would be required for a while. Governors agreed it was a worthwhile cost. BS gave explanation of PPG allocation and the increase in PPG funding from previous years. BS explained that the reduction in the PPG budget was based on the expectation that the Afghan children are no longer at Beenham school.	
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	DB asked whether the PPG budget can be carried forward. BS confirmed it was carried forward. JT asked what the costs of Bushcraft were for when Bushcraft is a registered charity. DB asked whether teachers/TAs were required to attend Bushcraft. JH asked whether the possibility of renting out the grounds and the running track would incur any insurance costs. This is to be checked but AD didn't think so. Action: AD to check if renting out grounds and running track will incur insurance costs BS highlighted that the Breakfast and ASC runs at a loss, but that the provision of wraparound care also likely increases pupil numbers and therefore is worth the cost. Governors agreed with this. Re. Capital Budget: BS asked if governors agreed that lighting improvement would be good use of the £9k on energy efficiency. JT asked about the ICT upgrade budget and, depending on what was expected to be paid out of that, BS to look further into whether the energy efficiency budget could be used to help with ICT requirements, which were considered to be high priority. DB asked for clarification over the pension scheme for support staff and teachers. BS was thanked by governors for the PowerPoint and its detail, which helped governors understand the budget presented. The 2023/24 budget as presented at this meeting was approved at this meeting by the FGB.	
8	<u>Inventory update</u> See See "Doc 9_Signed Inventory" "Doc 10_Query Items - Disposal Items" "Doc 11_IT Inventory" "Doc 12_HP Laptops" "Doc 13_Disposal List" "Doc 14_Missing Items" "Doc 15_Webcams" "Doc 16_Inventory 2022-23" "Doc 18_INVENTORY 2022-23_final submission for this meeting" JT highlighted the high number of missing items. BS noted that some laptops have now been located. AD has still to go through the missing list. The procedures when issuing teachers with school laptops have now changed; now teachers sign an agreement when issued with a new laptop, so that they can be confirmed as returned when they leave the school. POH mentioned the use of "find my" technology and asked whether this might help track devices in the future. AD felt it would be too late for old items, but would be useful for the future. JT felt privacy implications may be breached with this, as well as log-ins	JT

	BS felt the laptop list needs checking more often; eg termly.	
9	<u>Safeguarding Update</u> See "Doc 10_KeyDoc_safeguarding monitoring checklist as at 070323" POH (safeguarding governor) informed the FGB that all processes and procedures were as they should be; staff training, SCR, etc In light of the monitoring checklist (which refers to governors deciding the frequency of some safeguarding checks), VT suggested that governors consider how often some checks are made. Action: governors to consider how often some safeguarding checks are made – For July FGB See Page 8 of the checklist, re. "Safer Recruitment". As mentioned in item 6 above, the clerk advised that best practice is for at least one governor to have completed safer recruiting training. JT confirmed he completed this training in September 2020, and it was believed to be valid until September 2023. VT offered to complete this training. Action: AD to send NSPCC link to VT. The clerk referred to the National College Safer Recruitment online training but AD said that WBC did not recognise the National College course. Page 3 - JT asked about the options in staff training for LAC, and whether there is a gap in training. AD confirmed that someone else will need to do this training to replace AD, especially now that we have a LAC in school. Action: AD to amend the new Online Policy for the July FGB meeting following her recent meeting with POH.	Safeguarding governor
10	<u>Chair's Notices</u> None	Chair
11	<u>Clerk's Notices</u> <u>Part II (confidential) item</u> <u>See Part II (Confidential) Minutes</u> "FGB meeting 24 May 2023 Part II (confidential) Minutes" <u>Plans for FGB 360' review/self assessment</u> The clerk informed governors that it is considered best practice for the FGB to complete a 360' feedback/self-evaluation annually. Action: The clerk will send out some self-evaluation template for governors to complete, and the clerk will collate responses for the FGB to consider ahead of the next academic year. - ES	ES
12	<u>AOB</u> AD made FGB aware that solicitors representing school's neighbours have been in touch with school claiming that trees in school grounds are causing subsidence in their property and asking for the removal of the trees. School must give acknowledgement of the letter within 14 days of receipt.	Chair

	BS has contacted WBC's Legal Department and insurance for advice. JT asked if there is any help with funding for this sort of situation or how these costs would be covered. BS showed the letter to governors. Action: BS to send survey document and correspondence to FGB for their information/ input and to help decide the best response. AD expressed concern that any action to remove trees might imply school is responsible for any damage to the neighbours' building.	
13	DONM: 5/6/23 – 6.30pm, brief extraordinary meeting re. "School Leadership" 7/7/23, 10am (preceded by school visit)	

Meeting ended at 9.05pm

List of Actions from the Meeting:

Item no.	Action	Assigned to
5	All link governors to present reports from governor visits for July FGB meeting	All governors
5	AD to arrange working party meeting for IT hardware planning, ahead of July FGB meeting	AD
5	AD to consider SDP for governor monitoring visits and FGB agenda-setting for 2023/2024 - for July FGB meeting	AD
6	ES to send through HT recruitment info from The Key to ensure the process is competency-based JT to compile some interview questions SM to send useful info from Twinkl to JT from Twinkl	ES JT SM
7	AD/ BS to present these possible school structure scenarios as a potential forecast budget. JT, as finance link governor will then help look over those figures.	AD/BS JT
7	AD to check if renting out grounds and running track will incur insurance costs	AD
9	Governors to consider how often some safeguarding checks are made – For July FGB agenda	ES
9	AD to send NSPCC Safer Recruitment link to VT.	AD
10	AD to amend the new Online Policy for the July FGB meeting following her recent meeting with POH.	AD
11	The clerk to send out some self-evaluation template for governors to complete, and collate responses for the FGB to consider ahead of the next academic year	ES
12 i)	BS to send survey document and correspondence to FGB for their information/ input and to help decide the best response.	BS