

Beenham Primary School, Full Governing Body Meeting

Wednesday 25 May, 10am

Held at Beenham Primary School

Minutes

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

Apologies: Daniel Brooks (DB) (Vice Chair), Jon Hewitt (JH),

Absent: None

In Attendance: Emma Smith (ES) (Clerk)

It was agreed, before the start of the meeting, that because the clerk will need to leave the meeting at 11.15am, the remainder of the meeting will be recorded by JT and the clerk will draw up the minutes from that recording. The recording will be destroyed once the minutes of the meeting have been formally approved.

Preceding the FGB meeting, there had been a governors' visit/walkaround of the school from 9-10am.

The meeting started at 10.20

Item no		
1	<u>Apologies for absence:</u> DB is injured and unable to attend. JH has given apologies and is unable to attend the meeting, but had attended the governor walkaround.	
2	<u>Declarations of Other Business:</u> None	Clerk/Chair
3	<u>Declaration of Interests:</u> None	Clerk
4	<u>To approve the minutes of the meeting held 27 April 2022:</u> -see attached document "Doc 1 FGB meeting 27 April 2022 Minutes_Draft" The minutes of the FGB meeting held on 27 April 2022 were approved at this meeting.	Chair
5	<u>Matters Arising from the minutes of the meetings held on 27 April 2022:</u> All actions from the last meeting have been completed or were items on the agenda for this meeting. Governors confirmed they have read the section of the Governance Handbook pertaining to Ofsted inspections. Action: Risk assessment for the use of school laptops to be completed – AD	Chair

6	HT Update: See "Doc 10 HT Report 2021-22 PRIMARY" AD explained that the report is limited due to staff absence, the recent death of a child and recent vandalism at the school, and noted that some data has been hard to compile and is slightly out of date and not a full reflection of current situation. NH asked about a child that came to school for just 4 days. AD explained that there has been an influx of asylum seekers into West Berks, and, as Beenham Primary School has space for those children they may initially be placed here. But as soon as asylum is granted, the families will move to where they prefer to live for the longer term. Thus, children are often not in their initial school for long. AD informed governors that 2 more refugee children are expected to join school after half term. AD noted that asylum seeking children do not come with immediate funding unless they are here in time for the school census. AD noted this is common across schools in West Berks. NH felt it was important the lack of funding and the accommodation schools make when accepting these children should be emphasised to West Berks Education Services team. There was discussion about the success of the new ducks in school and the benefits to teaching children about responsibility. It was felt the ducks may also have helped children following the recent bereavement. The new curriculum has been launched. Assessments across school have been taking place. AD noted that the focus has been getting all staff back in school and the start to the Summer Term was positive.	AD
7	<u>Staffing Update (Part II confidential item):</u> See Part II (CONFIDENTIAL) minutes	AD
8	<u>Staff Wellbeing Survey Results (Part II confidential item):</u> See Part II (CONFIDENTIAL) minutes	AD
9	<u>Finance Update:</u> BS had informed the clerk and NH that, as the budget has only recently been submitted, there is no further financial update.	NH
10	<u>PPG Update:</u> PPG funding budget was shared at the last meeting in April, but there has been no impact yet to inform on. It is expected that there will be 19 PPG children at the October census	AD/ DB

11	<u>SEND Update:</u> Holly Reed to be trained as SENCO from September	AD / SEND governor
12	<u>Safeguarding Report:</u> And Consideration of the Updated Version of WBC Safeguarding Checklist (see minutes of previous meeting) -see "West Berks safeguarding checklist 270422" There have been no updates since the last checklist at the April FGB meeting.	POH
13	<u>H&S Update:</u> The clerk reminded the FGB that they do not have a H&S governor, and that the School Finance Officer has informed the clerk that a Health and Safety walkaround should be done termly ideally. The most recent H&S school audit noted that the H&S governor will need to complete a H&S training course. KC volunteered to be the H&S governor. This was approved by the FGB at this meeting. Action: The clerk is to send KC the links for the National College "Certificate in Health & Safety in Schools" and the template for H&S walkaround, which is held in TEAMS "Health & Safety Inspection Checklist 2021"	The Clerk
14	<u>January Governor Visit Feedback (summary of reports):</u> Item postponed from the April 2022 FGB meeting. See "Doc 11 Observation Day Summary Report JT" JT referred to his summary of the governor visit in January, and noted that another summary will follow after today's governor visits. JT encouraged governors to complete the visit report forms after today's walkaround.	JT
15	<u>Parent Survey Analysis/ School Forum Possibility:</u> -see "Doc 4 Parent Survey Results Spring _Part II (CONFIDENTIAL)" Link for questions is here: https://forms.office.com/Pages/ResponsePage.aspx?id=oYKOTm96CUOcnI1OKICXUwBhl6wf5vtJnJFeYyPbGCBUMDJBTVRXUkNFTEg0VFBBSzhESkxVRjY0Qy4u AD felt overall the feedback was really positive. AD has just written about the survey results in the newsletter, acknowledging the results of the survey, referring to what was good feedback and how informing parents on how to address any issues of concern. KC noted that parents have voiced interest in the reinstitution of the Friday morning assembly which used to be open to parents. The suggestion was this needn't be weekly; perhaps termly or half-termly.	AD/Chair

	AD may consider this for next academic year. AD noted that parents will be invited in for their class assemblies before the end of this term. There will be an open afternoon for parents/carers to see the children's work. Yr 6 also have their leavers' assembly and leavers' service which parents/carers can attend. School Forum – The governors felt that, whilst this offers an opportunity for parents to meet governors, it is always the same parents who come in and that it was not particularly beneficial given that AD, as the headteacher, is always very visible to parents in the playground at drop-off/pick up times, and that and DOJO offers easy communication for parents. There will be an opportunity planned in September for parents/carers to meet new teachers.	
16	<u>Ofsted Preparation (consideration of key questions):</u> -see "Doc 7 GOVERNOR THOUGHTS FROM OFSTED 2021" And "Doc 8 KeyDoc_-_questions_Ofsted_might_ask_governors_2019" JT noted that it was important for FGB meetings to include focus on the curriculum. It was felt beneficial if some governors had a particular subject focus. AD presented hard copies for governors of curriculum information. It was felt that, although, ideally at least the Chair of Governors and the Safeguarding governor should attend an Ofsted inspection, the more governors that can attend the better. NH suggested there is a pack of material readily accessible for any governor to refer to/ AD is already planning such pack for staff and a pack for governors. JT suggested there be subject link governors in order to track subject data and progress and he invited any governors who may want to have an interest in a particular subject contact both himself and AD. KC offered to be the English link governor and to track English. JT offered to be the Maths link governor. A Science link governor was suggested. Action: The clerk will send links to information on The Key and The National College to these link governors. JT referred to the usefulness of slideshows from Ofsted that the clerk had sent through. The clerk reminded governors that the National College has resources regarding Ofsted inspections on their website.	Clerk/ Chair
17	<u>Governor Prevent Training:</u>	JT

	AD informed the FGB that there is a 30 minute online training course. Action: The clerk will send the link to all governors. Action: All governors to complete the online PREVENT training.	
18	<u>Policies for review:</u> i. <u>Accessibility Plan</u> Action: To be updated for review for the July FGB meeting - AD ii. <u>E-safety policy</u> See "Doc 7 Online Safety Policy May 2022" JT asked about the references to the "ICT manager/ support "and ICT security checks. AD confirmed this person was Thomas Ng, from WBC. JT asked when the checks were last done. Action: AD to check with Thomas Ng when these checks were last completed and when they need to be done next. JT raised concern that the policy does not include anything about password changing for staff. JT suggested Tom set up something that ensures school devices or email passwords are set up to require regular password changes. It was suggested the policy should include a requirement for all staff log out of their account if devices are having to be shared. SM and AD noted the difficulty in following this requirement operationally. It was noted that the shortage of devices means that in reality this is difficult. JT stressed the importance of security and data protection. Action: AD to speak to WBC about best practice. This policy was not approved. It is to be amended and reconsidered for approval at the July FGB meeting. Action: AD to amend the policy and submit for reconsideration /approval at the July FGB meeting. iii. <u>Staff discipline, conduct and grievance (procedures for addressing):</u> See "Doc 8 Grievance policy May 2022" and "Doc 9 Code of CONDUCT May 2022" The clerk referred to the review date in the policy and noted that the DfE recommendation (but not requirement) is that this policy is reviewed annually. It was agreed to leave the review date as 2024, unless there are any legislative changes. Grievance Policy May 2022 was approved at this meeting, for review May 2024.	AD POH AD

	Code of CONDUCT May 2022 was approved at this meeting, for review May 2024. It was agreed that, for future policy reviews, a comments box would inform readers of any version changes. The clerk informed the FGB that The Financial Management policy will be reviewed to be approved at the July FGB meeting. As part of her school website checks, KC had informed the clerk and Chair of Governors that the Charging and Remissions Policy (statutory) was due for review in April 2022. To be reviewed at the July FGB meeting.	
20	<u>Round Table on Governor Recruitment Planning (see minutes of March FGB meeting)</u> This item was moved to later in the meeting.	All
21	<u>Chair's notices:</u> None	Chair
22	<u>Clerk's notices:</u> None	ES
	[ES left the meeting at 11.20am]	
23	<u>Round Table on Governor Recruitment Planning (see minutes of March FGB meeting):</u> AD to speak to neighbour who had a previous relationship with the school. JT may contact friend who is moving into the area. SM suggested that we post something on the Volunteering West Berkshire page. Action: JT to create this post.	
24	<u>DONM:</u> Wed 6th July 2022, 7pm	

List of Actions from the Meeting:

Item No:	Action:	To be Actioned By:
5	Risk assessment for the use of school laptops to be completed	AD
13	The clerk is to send KC the links for the National College "Certificate in Health & Safety in Schools" and the template for H&S walkaround	ES
16	The clerk will send links to information on The Key and The National College to the Maths and English link governors.	ES
17	The clerk will send the link for the PREVENT training to all governors.	ES
17	All governors to complete the online PREVENT training.	All
18i	Accessibility Plan to be completed for review/ approval at the July FGB meeting	AD
18ii	AD to check when the IT security checks were last completed and when they need to be done next.	AD

18ii	AD to amend the Online Safety Policy and submit for reconsideration /approval at the July FGB meeting.	AD
18ii	AD to speak to WBC about best practice when needing to share devices between staff in school	AD
23	Create governor recruitment post in Volunteering West Berkshire	JT