

Minutes of Beenham Primary School, Extraordinary Full Governing Body Meeting

Wednesday 27 April 2022, 7pm

Held Remotely via Teams

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), Jon Hewitt (JH),

Apologies: Liz Mylum (EM),

Absent:

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

Specific Meeting Focus: Budget Approval

The meeting started at 7.06pm

1	<u>Apologies for absence:</u> Apologies had been received, and were accepted, from Liz Mylum (EM) The meeting was quorate.	
2	<u>Declarations of Other Business:</u> none	Clerk/ Chair
3	Declaration of Interests None	Clerk
4	<u>To approve the minutes of the FGB meeting held 16 March 2022:</u> -see attached document "Doc 1 FGB meeting 16 March 2022 Minutes_Draft" Page 3 - It was noted that the amount left over from the sports budget should not be "£6867k" but should be "£6867". Action: ES to correct the minutes accordingly. Subject to this amendment, the minutes of the FGB meeting held on 16 March 2022 were approved at this meeting.	Chair
5	<u>Matters Arising from the minutes of the meetings held on 16 March 2022:</u> i. (13) All governors have now submitted visit reports. ii. (14) KC is half way through website checking, and hopes to complete it over the next week. Action: KC will send queries to JT and the clerk in the first instance. iii. (14) Action: All governors are still to read the relevant section of the Governance Handbook regarding inspections iv. (15) The parents' survey has been issued. Action: AD to present analysis at the next FGB meeting v. (16i) The clerk now has "admin" permissions in the National College account.	Chair

	vi. (16i) All governors have now completed both safeguarding training and introductory training. vii. (17i) E-safety policy will be presented for approval at the next FGB meeting (see item 11 below). Action: AD to look at the changes POH has highlighted, including the inclusion of the signature of child. viii. (17ii) Action: AD to present risk assessment on children's use of laptops for the next FGB meeting. ix. (17ii) BS has spoken to Thomas NG at WBC for a quote for installing about antivirus on the school laptops. x. (17iii) Staff Discipline, Conduct and Grievance (Procedures for Addressing) was due for review in March 2021. Action: AD to review; to be approved at the next FGB meeting. xi. (18) Governor recruitment will be postponed as an item for the May FGB meeting .	
6	<u>HT Update: (Verbal)</u> There has been a positive start to the term, with a full team of staff in school. The start of the new reception teacher has released AD from teaching and enabled more time for headship work. There is a new teacher who is helping with intervention and catchup work. AD noted that it has been a particularly tough time for all in school, for staff and pupils, following the passing away of one of its pupils. The children have come back to school with resilience following the recent bereavement in school. Mental health champion workshops are coming up, which will help the children with the recent bereavement in school. JT asked when the upcoming SATS start: AD confirmed they start on 9 May ; the timetable in place; Year 6 children have been doing lots preparation; there will be a breakfast on offer in school each day of SATS to help the children feel less overwhelmed. SM expressed confidence that the children are ready to achieve their potential. This term will include the multiplication check for Year 4.	AD
7	<u>Finance Update:</u> i. Budget Approval See the attached documents: - "Doc 12 Beenham Budget 22-23" Power Point presentation, presented at the meeting - "Doc 2 Fund 01 - Main School Budget"	NH/A D/ BS

	- "Doc 3 Fund 76 - Capital Budget" - "Doc 4 Fund 08 - PPG Budget" - "Doc 5 Fund 13 - Sports Budget" - "Doc 6 Fund 99 - After School Club Budget" NH gave thanks to BS for the amount of work required to get this budget ready on time, and for the explanatory presentation. BS gave a presentation to the FGB to go alongside other budget documents distributed in advance of the meeting, with discussion and questions encouraged. The assumed staffing structure on which the budget has been based was presented. (powerpoint presentation p3) Further details of assumed staffing structure were presented (powerpoint presentation p4) BS referred to the 0% pay increase and explained that the budget model from WBC has already included the agreed pay rate increase which was approved previously. Therefore, a line has not been included for this pay increase. To budget for support staff pay increase of 2.25% was on advice of WBC. BS highlighted that the pupil numbers are based on the October 2021 census, but that, over time, the expectation is that the pupil numbers will increase, based on confirmed local birth rates. BS reminded governors that, at the last FGB meeting, it was agreed the budget would NOT include the Afghan and refugee children in future on-roll numbers, as school could not be sure how long these children would remain in Beenham School. The table shows the significant difference in funding/census with/without the Afghan / refugee children. NH stressed the prudence in budgeting without the funding for Afghan/ refugee children. (see powerpoint presentation p6) AD noted there is likely to be children joining from Ukraine too. JH asked what level of confidence school had in these predicted school numbers on roll, and, from historical experience, how close the actual numbers tend to be compared to expected numbers on roll. AD confirmed confidence in the overall on-roll figure. AD noted that school also often gain pupils "in -year". BS explained how she had estimated the figure for the warm-welcome funding. (powerpoint p.7) BS explained the split of the PPG expenditure, and that the 2022/23 budget is on the assumption that the PPG numbers remain similar. (powerpoint p.12)	
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	NH noted that the recent increase in the cost of living nationally might result in an increase in the number of PPG families. JT asked how school communicate with families to ensure parents are being made aware of the free-school meal application. AD and BS explained that school are aware of which families may be in greater need, and talk to those who might seem eligible. As well as this, there is a form in the new starter packs for new children. This form is also published on DOJO regularly. Sports budget: (powerpoint p.14) Bushcraft will be paid for with surplus and brought-forward funding. Sports CPD coaching is not included for 2022/23 as DfE has not confirmed whether or not sports funding will be issued. BS highlighted to governors how school try to promote the breakfast and after-school club provision. (powerpoint p15) NH noted that running the breakfast/after-school clubs results in a deficit, however having the wraparound care and just one more child attending school would bring in funding to cover that deficit. NH explained that the belief is that the reduction of the wraparound care reduces the numbers attending the school, and therefore provision of the breakfast/ after-school clubs is considered valuable to overall school funding. AD also noted that as more parents return to work in office (following easing of COVID restrictions), rather than working remotely, the uptake or wraparound childcare may increase. BS explained the content expected in the H&S project across the school (powerpoint p17) Some governors had asked BS questions pertaining to the budget documents distributed in advance of the meeting and these were repeated at this meeting: a) JT had asked whether the headteacher salary budget figures for the next financial year FY include a 1 point pay rise, or a 1.5 point rise; explaining that, following the HTPM and pay review, the potential for a 1.5 point rise award needed to be budgeted for should the FGB ever consider it the appropriate award in the future. BS explained that this figure has been adjusted, so that the carry forward figures of will now be £289.32. This confirms that the flexibility has been considered and allocated, but that the use of this allocation would be up to the pay review at the time of the HTPM review. b) POH had asked: Doc 2 Fund 01 - Main School Budget-1 What assumptions have been made about inflation?	
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	POH noticed observed that many expenses are not shown as increasing, and voiced concern that energy increases might be too small. BS explained that this forecast does include a 60% increase on oil and electricity for next year. NH confirmed that the increase in these costs has been included . c) Doc 3 Fund 76 - Capital Budget POH asked about the buildings and maintenance costs remaining flat beyond the first year of the budget for 2022/23. BS explained that expenditure and funding beyond 2022/23 may be allocated differently, as required. d) Doc 5 Fund 13 - Sports Budget POH questioned why there was no revenue or expenditure in the sports budget for future years. BS explained that this is because no sports funding has been confirmed to be issued for next year. Thus, she has not included any expenditure in this budget. There were further discussions on what factors impacted school on-roll figures; Ofsted report, SATS results, particularly when there are other similar small schools locally. NH noted that the budget and forecast is based on pupil numbers. There followed a discussion about any marketing strategy ahead of the next intake of applications, and how the FGB might offer support with this, assuming good SATS and Ofsted results. AD confirmed the strategies in place, but the difficulty is that there are other small schools in the immediate locality but welcomed support from the FGB. Action: A steering group will be set up to work on how to attract greater intake in order to increase funding. NH asked what the reaction from WBC will be to the deficit. BS explained that WBC will contact school for further discussion. The budget presented was approved by the FGB at this meeting. BS will be submit the budget. All governors thanked both BS and NH for their time and efforts in finalising this budget.	
8	<u>Safeguarding Report:</u> See attached documents (NB these documents were presented to governors at short notice) - "Doc 9 Safeguarding Visit Report 060422" - "Doc 10 KeyDoc_safeguarding monitoring checklist as at 270422" - "Doc 11 West Berks safeguarding checklist 270422" i) <u>Update of checklist (see minutes of previous meeting)</u> POH thanked those governors who had attended the recent safeguarding training from WBC.	POH

	POH attended a safeguarding network meeting and has passed on feedback from that to AD. That meeting included an updated version of the WBC safeguarding checklist which has been included in for this meeting. POH directed governors to take a look at it. Action: ES to include in the next meeting for governor comment.	
9	<u>January Governor Visit Feedback (summary of reports):</u> Item postponed to the May FGB meeting.	JT
10	<u>OFSTED (consideration of key questions):</u> -See attached documents: - "Doc 7 GOVERNOR THOUGHTS FROM OFSTED 2021" - "Doc 8 KeyDoc_-_questions_Ofsted_might_ask_governors_2019" AD informed governors that Rose Carberry, WBC School Improvement Advisor, will be coming into school tomorrow to train AD and school staff. AD will then meet with JT to help prepare the FGB. JT will be in contact with link governors, and encouraged all governors to look at the documents distributed which include useful questions for governors to consider as preparation for an Ofsted inspection. Further update to be included in the May FGB meeting. Governors were reminded that ideally the Chair of Governors and the Safeguarding Governor would be asked to be available for an Ofsted inspection, but this might also depend on which governors are available at the time. AD will ask Rose Carberry if governors would be able to participate in an Ofsted inspection remotely if required. JT felt that after the session from Rose later this week, a plan can be made for some sessions to prepare.	AD/ Chair
11	<u>Policies for review:</u> i. E-safety Policy for approval To be considered for the May FGB meeting (see item 5.ix above) ii. Staff Discipline, Conduct and Grievance (Procedures for Addressing) BS had sent the clerk current version of the policy, and an appendix regarding allegations of abuse against staff, which was due for review in March 2021. To be considered for the May FGB meeting.	POH tbc
12	<u>Chair's notices:</u> None	Chair
13	<u>Clerk's notices:</u> i) Update on governor training and training requirements There is no mandatory level of training, but it is considered best practice for all governors to complete both introductory training and safeguarding training. The clerk confirmed that all governors have now completed safeguarding training.	Clerk
14	<u>DONM:</u> • Wed 25th May 2022, 9am-12pm	

	- Governor walk-around at 9am, - FGB meeting to start at 10am - governors welcome to stay for lunch Future meetings: • Wed 6th July 2022, 7pm	
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JT acknowledged how the recent period of bereavement in school has been extremely difficult for the school and that AD and BS had still managed to provide a budget on time.

On behalf of the FGB, JT offered support to the school, however they needed.

The meeting ended at 8.25pm

List of Actions From the Meeting:

Item No:	Action:	To be Actioned By:
4	ES to correct the minutes from FGB meeting on 16 March accordingly.	ES
5ii	KC will send queries re website checklist to JT and the clerk in the first instance.	KC
5iii	All governors are still to read the relevant section of the Governance Handbook regarding Ofsted inspections	All
5iv	AD to present analysis of parents' survey at the next FGB meeting	AD
5vii	AD to look at the changes to safety policy that POH has highlighted, including the inclusion of the signature of child.	AD
5viii	AD to present risk assessment on children's use of laptops for the next FGB meeting.	AD
5x	AD to review Staff Discipline, Conduct and Grievance Procedures; to be approved at the next FGB meeting.	AD
8	ES to include updated version of safeguarding checklist for the next meeting, for governor comment.	ES