

Beenham Primary School, Full Governing Body meeting

29 March 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)

Apologies: Vicky Thirkell (VT), Kirsty Clarke (KC)

Absent:

In Attendance: Emma Smith (ES) (clerk)

The meeting started at 7.05pm

JT thanked everyone for attending.

Item no		
1	<u>Apologies for absence</u> VT – holiday – Apologies were accepted KC – family commitment – Apologies were 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 of the last meeting held on 10 February 2023</u> - see "Doc 1_FGB meeting 10 February 2023 Minutes_Draft" The minutes of the meeting on 10 February 2023 were approved as a true and accurate record. It was noted that DB, as the new link governor for Science, should contact Cameron who is the school's Science lead, and that best way would be to send an email via the school office. ii) <u>To approve the Part II (confidential) minutes of the last meeting held on 10 February 2023</u> - see "Doc 2_FGB meeting 10 February 2023 Part II (Confidential) Minutes_Draft" The part II minutes of the meeting on 10 feb were approved as a true and accurate record	Clerk/Chair
5	<u>Matters Arising from the last meeting held on 10 February 2023</u> (5) Online policy – AD felt it would be best for this policy to be started from scratch again, stating it is complex and that the WBC model template is not helpful. Th quote AD has been waiting for, for IT support from WBC, has not been forthcoming.	Chair

	AD has spoken to an IT company to see how much it would be for remote support and she has a meeting after Easter with them. AD expressed concern about the security of the school laptops, and she would like a specialist to check this. Therefore, AD felt school needed this in place before an Online Policy was approved, but said that she aimed to have the Online Policy in place by end of academic year. POH asked about the help from The Willink School that had been discussed previously. AD said they have been too busy to help, but that someone from The Willink did come to school to look at school sound system. Action: DB to send AD email address from IT support from Bradfield College for technical advice. JT accepted there was a challenge with the IT in school but felt that there is a need for a thorough policy which then school must endeavour to meet. Action: AD to try to draft simple Online Policy before next meeting. JT offered to help in this. Action: ES to add to agenda. (8) Inventory completed – to be considered at the next meeting (12) Update from link governor meetings reports – JH offered apologies that he has not yet had his link meetings and does not have a report to present. POH confirmed that he has had his link meeting, but has not yet written a report to present. The clerk confirmed that VT has written a report, but, as she cannot attend this meeting, she will present her report the May FGB meeting. A finance governor report is on hold due to budget scenarios needing to be considered. Action: Updates from link governors for the next meeting (15) Action: Governors to compile their notes from December's governor visit, along with this February's visit, and upload to Teams or send to ES. (21) AD confirmed that School email address etc was added to attendance policy.	
	[There were some technical issues. The meeting was temporarily stopped at 7.20pm. The meeting restarted at 7.25pm]	
6	HT Report See "Doc 3_HT Report 2022-23 PRIMARY Model - Spring 2023" Attendance letters were sent out today to all parents of children whose attendance is under 95%. AD referred to the fixed term exclusions. AD informed governors that the reported bullying and racism incidents have been dealt with.	AD

	With regards to the increase in safeguarding referrals, AD noted that this is a national picture following Covid lockdowns. DB asked why there is not data for the Autumn Term “social care”. AD said this was an oversight. The one complaint listed had been resolved with governor attendance. AD said that both the Emotional Health Worker and the Educational Psychologist had both commented on the inclusivity at Beenham School. Outcome data will be presented at the next meeting as that was accumulated today, but AD noted that progress has been seen in Year 6 outcomes. DB referred to the pupil outcomes as the only section having been branded as “requires improvement” on the report, and asked why. AD explained that the high SEN in KS1 effects the progress/outcomes. DB asked if the sense was that the progress was improving. AD felt it was and that in Reception and Year 1/2 class progress is improving, and attainment in Reception and Year 1 will be in-line with national data. Nationally, Year 3 have been found to have been impacted by the Covid lockdown. AD said that Year 4 and Year 5 have gaps but that gaps are being “plugged”. AD felt the picture was better than this time last year due to the school’s progressive curriculum. DB asked if pre-assessments are being used to change what is being taught. AD confirmed they were and informed governors that pupil progress meetings are held class by class, to consider each pupil and to decide what the focus is needed to be and what was going to be taught next term. AD noted that “pre-teaching” would be used to help pupils needing extra help to reach a planned lesson. JT asked about the challenges implementing the reading programme (see page 3 of the HT report) – AD said lack of devices means that scheduling is required, as school does not have full class sets. AD said that she hopes the change of holding school assembly to the end of the day will provide time for classes to access computer equipment. Sophie has completed NPQ School rules have been reconsidered into 3 school rules for daily practice. Behaviour policy is to be reviewed next term. AD noted that a lot of children are struggling with their mental health – and said that, from a recent headteachers’ conference, this is the case across the country. Therefore, AD has looked into the SLA with the EHA to see if it will provide in-school support for beyond ELSA.	
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	AD and SM attended Stormbreak training and look to role that out to all staff next term. AD and BS met for Safeguarding today. AD referred to the recent need to follow lockdown procedure which worked well. AD noted improvement in attitude and progress, particularly in Maths. AD noted that interventions are in place and playtimes have been adapted for those with sensory overload. AD noted 2 student teachers coming into school next term. Daisy's Dream are continuing to come in. AD informed the FGB that over £3k was raised for Daisy's Dream from the recent Edwin Roe's Walk. AD reminded governors at no further funding has yet been received for the Afghan children. AD informed governors that as part of the "new-housing" funding, school will be able to provide 12 weeks of netball. Fire Doors – the project has been put to tender by WBC. Security fencing improvement will be happening over Easter hols. JT informed governors that there will be two layers of fencing; wooden and chain. Daily Mile track – AD thanked JT for helping to organise this work. AD has thanked the Parish Council. RVCC inspection took place on 28 March –a report will come back to school if there were any concerns, but nothing has been received yet. AD noted that increase in application for September: JT asked if AD felt this might be related to recent Ofsted report. AD said she was uncertain about that. Parent survey will go out 30/3 AD informed governors of some discussion on Headteachers network where some schools will take Ofsted logos off all school notices (following the recent death of a headteacher and concerns about Ofsted inspections). AD asked what governors felt about this. There was a discussion about this with governors noting that the issue was whether this action would have an impact on children in the school. There was discussion on the useful and positive Ofsted experience Beenham had had.	
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	JT noted that the Ofsted banner needs to be taken down from the front of school as it requires planning so will be taken down. JT noted that parents do use Ofsted as an indicator of a school and felt that Beenham should be proud of their rating. JH asked about what AD felt was effective for helping Year 3 pupils' well being and how this could be monitored/assessed. SM informed governors that lots of different measures are being tried, but that staff know the children very well and they can see the improvement in their children and until all children in school are happy, they will continue to work on trying to improve it. AD noted that her staff absence is low and felt this indicated that staff wellbeing was also being looked after. AD felt that Beenham focussed more than many schools on wellbeing; eg every member of staff can take a "wellbeing day" every term. AD did ask governors to run interviews and wellbeing questions with the children when they last did governor visit. JT noted that governors do ask children wellbeing questions when they visit school.	
7	<u>Finance Update – Budget Scenarios</u> No documentation presented. AD informed the FGB that because the amount of "Warm Welcome" funding has not yet been confirmed, the budget scenarios are not ready to be considered in detail and therefore the School Finance Officer, Bev Sharp will not be attending this FGB meeting. However, AD was able to discuss some possible scenarios. AD felt that losing TA support for the afternoons would hinder children's progress, including children needing intervention. AD is to assess other scenarios and will be reviewing the impact of each scenario on the children and the school. AD informed the FGB of the likely deficit. Amount of Afghan funding will be known next week, as well as 2 EHCP assessments. However, AD noted that the EHCP funding will not completely cover the costs of the support needed for these children. DB asked whether any changes to fixed term contract staff might be surprising to staff. AD explained these staff have been on fixed term contracts, and therefore an end to those contracts would not be surprising. There was a short discussion on whether schools might need to federate at some stage in the future.	AD

	JT asked if AD knows yet whether any of the 9 new intake children would require an EHCP and potentially put strain on future budget. AD does not have that information yet, but said that one parent has said their child is having an assessment for an EHCP. JT asked whether capping numbers on intake might be required. See PAN, item 13 below. AD expressed that a potential new pupil had severe learning needs which could not be met at Beenham ; no room, no specialist staff, no equipment, no funding to meet that child's needs. AD felt Beenham would be failing that child. Governors supported this difficult decision. JH noted that if the LA overruled that decision, the ramifications on school could be serious. POH noted that Beenham is already above average on % of SEN pupils with high end needs and felt that School is already at its capacity for this level of provision.	
8	<u>Inventory update</u> See "Doc 4_Signed Inventory" and "Doc 5_Query Items - Disposal Items" And "Doc7_IT Inventory" (supplied 29/3/23). The clerk had been sent the IT Inventory (Doc 7) earlier today, but had not been able to forward that to all governors until this evening. It has been put in the shared folder but governors will not have seen it prior to this meeting. To be considered at the next FGB meeting.	JT
9	<u>PPG Update</u> See HT report – review has been published on school website.	AD
10	<u>SEND Update</u> See Ht Report	AD / SEND governor
11	<u>Safeguarding Report</u> POH apologised for no written report but confirmed that he had held a meeting with AD and was confident Safeguarding was running as it should. POH noted that the HT report refers to the increase in safeguarding concerns, but said that he is confident the systems are in place to support the concerns. POH felt the buying into the EHA programme will be helpful. Action: POH to update the Safeguarding report for the next meeting. AD noted that the NSPCC will be in school for an assembling during the Summer term.	Safeguarding governor
12	<u>Link Governor Meeting Reports (Maths, Science, English, Art/Design, Wellbeing)</u> See item 5 above.	DB, KC, JH, VT
13	<u>PAN</u> AD confirmed that there is no change to the PAN at this stage, but asked governors to bear this in mind for the future.	AD

	Action: AD to explain the implications of changing the PAN – for the May FGB meeting. DB noted his concern about increasing the PAN for the future, but also stressed his reservation about restricting numbers in the short term.	
14	<u>IT in school: How it is used in learning and the current set-up for staff</u> SM voiced that she felt it important that this topic is discussed often at FGB meetings. With regards to offering a Computing curriculum, SM said that school does have more functional laptops than previously, however they are old and slow, and school does not have any Microsoft licences, therefore children cannot learn to use those programmes. SM referred to the difficulty in providing and supporting IT learning and a computing curriculum with limited hardware. School iPads can be used to support learning(eg for access to the internet for research) but not IT learning. SM described the difficulties limited laptops presented for staff working away from the school site, or even whilst in school for PPA, as laptops were needed in classes. SM noted the security risk if staff use personal laptops. It was agreed that the challenge is securing sufficient equipment for the needs of both children AND for staff. SM has had discussions with JT, who has suggested potentially getting Chromebook tablets as additional support in the classroom, and a Chromebook has been shown to some school staff who felt this type of equipment will work. However, funding will be needed to secure a Chromebook per class. It was felt that the laptop strategy at school needs to be improved. DB suggested a 5-year strategy needs to be considered, although it was acknowledged that technology often advances significantly over 5 years and technological needs would need ongoing assessment. DB felt that improving the IT provision would be a big expenditure, and suggested a working party, made up of some governors and some staff members, be set up to look into this in greater detail. Action: AD to try to organise an initial meeting for Summer Term. JT felt IT hardware provision for staff could be progressed much sooner, and it was possible to estimate the budget required, with a suitable Chromebook costing c. £230 each; total cost c.£1200-1500. There was discussion on the improved data security this would provide, and it was agreed that the provision of IT hardware for teachers is needed now for data protection compliance, etc.	SM

	It was suggested that the funding for these devices could potentially put to school's PTFA. Action: AD to see if WBC have discount deals with any suppliers. In the meantime, AD will emphasise, in the school's Online policy, nothing should be stored directly on laptops but on the school's Teams/One Drive/Google Drive/Microsoft Office to ensure there is no data breach. <u>In summary</u> - a working party is to be formed to focus primarily on the IT requirements for the student experience. Action – for next meeting, which teachers and governors will be part of the focus group will be defined. - Teacher IT difficulties could initially be solved with c.£1500 for individual Chromebooks. Action: AD to investigate funding for this. Action: JT to share product suggestions to help ensure good product is purchased.	
15	<u>Consider SDP to help frame the year's governance plans</u> See "Doc 6_ Beenham Primary - Spring Raising Attainment Plan" JT asked how FGB should use this document to help support school. AD suggested looking at the Governors section and key performance objectives. The clerk suggested that the SDP could be used to help governors form a plan for the focus of their visits/ link governor meetings and feed back to the FGB in reports, allowing for challenge and support from governors. JT asked whether AD felt school should lead what governors look at or if she'd prefer the FGB to set the agenda for their plans themselves. Action – AD to consider this for next meeting.	AD/JT
16	<u>Daily Mile Track Update</u> See item 6 above; HT report. The supplier has been chosen and the work will start w/c 16 April.	JT
17	<u>Perimeter Security Work Update</u> See item 6 above. JT said that there will be a secondary phase to the fencing, but in the meantime security is now much improved. POH thanked JT for his time and effort to get security fencing improved. Firedoors – see item 6 above - JT noted that the WBC team had showed how high the cost was likely to be and explained that this is why the work has had to go out to tender and that this is why there is the delay on completing the work.	JT
18	<u>Policies for review/approval:</u> i. Online Policy - see item 5 above	Clerk/ HT
19	<u>Chair's notices</u>	Chair

	None	
20	<u>Clerk's notices</u> None	ES
21	<u>AOB</u> None	
22	<u>DONM:</u> 26/4/23, 7pm, via TEAMS – budget focused Action: DB asked AD to inform governors by email as soon as she is notified about the “Warm Welcome” funding for Afghan children. Next meetings: 24/5/23, 7pm – budget approval 7/7/23, 10am (preceded by school visit)	

The meeting ended at:9pm

List of Actions From the Meeting:

	DB to send AD email address from IT support at Bradfield College for technical advice.	DB
	Online Policy for review/approval at the next meeting	AD
	ES to add Online Policy to next agenda	ES
	Link governor reports for the next meeting	DB, KC, JH, VT
	Governor visit reports for the next meeting.	All govs
	AD to try to organise an initial meeting for the Summer Term with some staff and some governors, regarding IT hardware requirements for pupils.	AD
	AD to consider most beneficial focus, considering SDP, for governor monitoring visits and FGB agenda-setting - for next meeting.	AD
	AD to inform governors by email as soon as she is notified about the Afghan funding	AD
11	Action: POH to update the Safeguarding report for the next meeting.	POH