

Beenham Primary School, Full Governing Body meeting

Wednesday 8 November 2023, 7pm

Held via Teams

Minutes

Present: James Tobin (JT) (Chair), Zoe Voisey (ZV) (Headteacher), Padraig O'Hannelly (POH), Sophie McBean (SM), Jon Hewitt (JH), Vicky Thirkell (VT), Stephen Wallace (SW)

Apologies: None

Absent:

In Attendance: Emma Smith (ES) (clerk)

The meeting started at 7pm

Item no		
1	<u>Welcome to New Parent Governor</u> The clerk noted that Stephen Wallace was elected (unopposed) as a parent governor on 13 October 2023. His term as a governor runs for 4 years, and will end on 12 October 2027. The clerk reminded the FGB that parent governors are able to serve out their term of office even after their child has left the school. The clerk reminded the FGB that any governor is able to resign at any time.	
2	<u>Apologies for absence</u> Due to a conflict of interest, SM will not be attending this meeting until after the confidential item regarding the staff pay recommendation	Chair
3	<u>Declaration of Interests</u> JT informed the governors that ZV has requested an additional item for the meeting: "strategic direction of the school". None	Chair
4	<u>To approve the minutes of the last meeting held on 19 September 2023</u> As this meeting has been called specifically to consider (and approve) any teachers' pay recommendations, the minutes of the last meeting held on 19 September 2023 will be considered at the next scheduled FGB meeting. As VT is unable to attend the next FGB meeting, she confirmed that she has read those minutes and has no questions regarding them.	Clerk/Chair
6	<u>Staff Pay Recommendation – Part II (CONFIDENTIAL) item</u> See "Doc 1 (CONFIDENTIAL) pay increases nov 23zv"	

	See "Doc 3b_FGB meeting 8 November 2023 Part II (CONFIDENTIAL) Minutes_NOT For STAFF" All pay recommendations in the attached document were approved by the FGB at this meeting on 8 November 2023.	
7	i. <u>Confirmation of external advisor on HTPM</u> – Kate Parietti ii. <u>Confirmation that VT has attended WBC's HTPM training course</u> Action: VT will arrange a date to catch up and make a plan for HTPM. JT explained to SW about the HTPM panel.	
8	<u>Safeguarding Report</u> See "KeyDoc_safeguarding monitoring checklist as at 081123" [This document was uploaded on the day of the meeting] ZV and POH have had a meeting and considered the checklist and what needs to be in place: checklist has been completed. Governors were directed to the Teams folder for this meeting and the safeguarding folder. POH invited any questions to be sent to him, to be discussed at the next FGB meeting. POH reminded governor to complete their safeguarding training. The clerk noted that JT and JH need to complete annual safeguarding. SW has completed his. POH has attended WBC's Safeguarding Networking meeting this evening and from that he has some questions to be discussed with ZV.	Safeguarding governor
9	<u>SEND and PPG Link Governor</u> (see minutes from the September FGB meeting) VT has offered to fill this role; it fits well with her role as "wellbeing" governor. All governors present approved of this appointment.	
	SM joined the meeting at 7.10pm	
10	<u>Policies for review/approval:</u> i) Child Protection and Safeguarding Policy for approval See "Doc 2_child protection policy updated nov23 zv_for approval" POH considered the items that need correcting (typos) - pending those. It was felt that, even though this policy has used the WBC model policy which contains some "mistakes" and broken links, the Beenham School policy should be corrected and will accurately reflect what is correctly done in school. JT asked ZV to confirm that all staff are up to date with online safeguarding training. ZV understood that all staff have confirmed they have read Part 1 of the updated KCSIE.	Clerk/ HT

	JT asked if DBS checks are up to date. Action: Es to check which governors need to renew their DBS , following the 3 year renewal advice, as stated in the policy. JT asked if children newer to the school have been told which staff they can go to for safeguarding issues. ZV confirmed yellow lanyards indicate this to the children and that children are informed this very early on in the term. It will also be reinforced regularly. BS could be added as deputy DSL as “key person”, and POH . named as the Safeguarding governor. Action: POH to remind ZV of the final minor corrections (eg page numbering) Subject to these minor changes (typos, broken link, page numbering), this policy was approved at this meeting. ii) PSHE Policy inc RSE See “Doc 3_PSHE policy inc rse nov23_for approval” No changes to last year. ZV confirmed this policy is the standard Jigsaw PSHE policy. POH noted that the names and dates on the front page of the policy are out of date. Action: ZV to send out updated version. Subject to the updated names and dates on the front page, this policy was approved at this meeting.	
11	<u>Chair’s notices</u> None	Chair
12	<u>Clerk’s notices</u> i. English & H&S & Tala Class link governor vacancy The clerk reminded the FGB that they have no H&S governor and that there is an upcoming WBC training session for this. ii. Confirmation that Code of Conduct, Register of Business Interests, Disqualification Declaration have been completed by all governors JH confirmed his forms are signed and in school for the clerk to collect. iii. Confirmation that KCSIE Part 1 has been read JH yet to confirm. iv. Governor Training a. The clerk reminded governors of her recent email confirming which governors’ annual safeguarding training was up for renewal. b. JT and JH to renew, please. [ES emailed suitable link 27 October]. c. VT attended WBC’s HTPM training on 31 October	ES

	d. SW will need to complete new governor training and PREVENT training. Action: ES to send info/links.	
13.	<u>Additional item: Part II (confidential) item: Staffing Matter.</u> <u>See "Doc 3a_FGB meeting 8 November 2023 Part II (CONFIDENTIAL) Minutes"</u>	
15	<u>DONM: 8 December 2023 – in school, 10am</u> Scheduled: 20 February 2024 19 March 2024 23 April 2024 17 th July 2024 - in school	

The meeting closed at 20:05

List of Actions from the Meeting:

Item No	Action	Assigned To:
7 ii	VT will arrange a date to catch up and make a plan for HTPM.	VT
10 i	ES to check which governors need to renew their DBS , following the 3 year renewal advice, as stated in the policy.	ES
10 i	POH to remind ZV of the final minor corrections to Safeguarding Policy (eg page numbering)	POH
10 ii	ZV to send out updated version of PSHE Policy	ZV
12 d	ES to send info/links to SW for Prevent training and new governor training	ES