

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 5th October 2023
at 5.00pm at Bevendean Primary School and Nursery

Present: Mary Carmichael, Alice Johnson, Lydia Majic, Kendrick Tugwell, Olumide Olorunfemi, Katharine Winks, Mark Dally (Headteacher), Sarah Miller (Associate Member), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Shahima Mohammed, Danielle Sherlock, Adrian Strange.

1. Opening remarks

LM opened the meeting and welcomed those present.

2. Quoracy of meeting

The meeting was quorate.

3. Apologies/ attendance list

Apologies and attendance were noted as above.

It was reported that AS had stepped back from activity for a time due to personal circumstances.

4. Consideration of apologies

Apologies were accepted.

5. Declarations of interest

There were none.

6. Committee Membership

It was agreed that:

- SMi would move from FPP to CSW.
- OO would be appointed to both the FPP and CSW.
- More members were needed on the FPP

ACTION 1 – AT/ LM

7. Governing Body vacancies

a) Election of Governing Body Chair

Nominations had been received for LM and AS. It was **agreed** that they should continue in the roles of Co-Chairs.

b) Election of Governing Body Vice-Chair

A nomination had been received for SMO. Her election to the role was **agreed**.

c) Election of FPP Chair

A nomination had been received for KT. His election to the role was **agreed**.

d) Election of CSW Chair

A nomination had been received for KW. A further nomination was made for AJ at the meeting. It was **agreed** that they should be Co-Chairs.

e) Advertising of Co-Opted Governor vacancies (x3)

The vacancies had been advertised on the school website. It was agreed that Governors should further highlight the vacancies through their respective networks. **ACTION 2 – Govs**

f) Vacancies over the next 12 months

It was reported that SC's re-appointment as Associate Member had been timetabled for the July 2024 FGB meeting.

8. Minutes of previous meeting(s)

a) Approval of minutes of FGB meeting held on Thursday 6th July 2023

The draft minutes had been circulated in advance and were **agreed** as a true record.

b) Matters arising/ Action Points

The Action Points were reviewed as follows:

- APs 1-3 Noted as covered by the agenda.
- AP4 (DBS checks) These would be followed up. **ACTION 3 – LM**
- APs 6-7 Noted as completed.
- AP8 (third party training on Local Authority records) This would be followed up.

ACTION 4 – AT

- APs 9-11 Noted as completed.
- AP12 Noted as covered by the agenda.

- *AP13 (outstanding visit reports)* These would be followed up. **ACTION 5 – EA/ AS**

9. Committee reports

a) Curriculum, Standards and Welfare

The Committee had yet to meet in the current academic year. In the interim, there was nothing to report and there were no questions.

b) Finance, Personnel and Premises

The Committee had yet to meet in the current academic year. In the interim, there was nothing to report and there were no questions.

10. Headteacher's Report

a) Update

MD made reference to his written report and highlighted the following:

- *Staffing* There had been no major staff changes. SENDCO arrangements had been revised. There were higher levels of need generally.

The following question was asked:

- ***Why was there a higher level of SEN?*** This was not known. There were various theories. It was possibly Covid-related.

There was some further general discussion on the above, following which MD continued to report as follows:

- *Premises* KS2 toilets had been re-done; update to the meeting room had been carried out; the KS1 toilet had been re-furbished; the SENDCO office had been moved to a better location; and a pond had been installed in the grounds.
- *SEND* 24.5% of pupils were on the SEN register. A range of support and interventions was in place.
- *Attendance* This had risen to 93.5%. However, term-time holidays remained a significant problem. This had become socially acceptable within the parent community.

The following question was asked:

- ***Did the 93.5% figure include authorised absences?*** This was the total figure for all absences.

MD continued to report as follows:

- *Wraparound care* Reference was made to after-school club; funding/ income; amnd extending Breakfast Club.

The following question was asked:

- ***Was Breakfast Club currently running?*** Yes, from 7.30am or 8.00am.

MD continued to report as follows:

- *PAN* The Local Authority had now written to schools requesting a meeting about organisation. Bevedan Primary was not included in this however, and it was expected that no change would be proposed. The Local Authority would be meeting in November, following which proposals would be forthcoming in January for implementation in September.

The following question was asked:

- ***Was it therefore the case that the Local Authority were intending to make definite proposals in this area?*** Yes.

There was some further general discussion, following which MD continued to report as follows:

- *Teaching and Learning* There were a range of elements being worked on.

b) Data presentation

SMi made a presentation highlighting the following:

- 2022-23 data headlines (progress and attainment).

- Maths progress whole school.
- Maths progress disadvantaged pupils.
- Maths progress SEN.
- Reading progress whole school.
- Reading progress disadvantaged pupils.
- Reading progress SEN pupils.
- Writing progress whole school.
- Writing progress disadvantaged pupils.
- Writing progress SEN pupils.
- Maths attainment whole school.
- Maths attainment disadvantaged pupils.
- Maths attainment SEN pupils.
- Reading attainment whole school.
- Reading attainment disadvantaged pupils.
- Reading attainment SEN pupils.
- Writing attainment whole school.
- Writing attainment disadvantaged pupils.
- Writing attainment SEN pupils.
- Areas for focus in the current academic year.

MD remarked that the school was aware of, and working on closing, gaps in the SEN and disadvantaged areas.

The following questions were asked:

- ***Why had the gap persisted and was there a link to Covid?*** The pupils concerned were catching up and there was an emphasis on home learning.
- ***Was the support of parents needed?*** Yes, assistance was needed with working at home, social/ mental health needs and attendance.
- ***Was school data available to parents?*** Data was complex and there was a need to explain/ contextualise this. The school would look at producing a

version based on key headlines. Interventions were having an impact and this was a key focus. **ACTION 6 – MD/ SMi**

- ***Did maximum support/ engagement from parents lead to the best outcomes?*** [Noted/ agreed].
- ***Were student volunteers encouraged?*** Volunteers were encouraged/ welcomed.

MD reported that the school was seeking to target struggling pupils.

c) PAN/ pupil numbers – update

Covered above.

11. School Development Plan (SDP)

The following questions were asked:

- ***Was the action plan now more focussed?*** There were 6 key areas, but less under each, so it was considered more achievable.
- ***Would actions be divided into Spring/ Summer/ Autumn terms and resources deployed accordingly?*** The school year changed so much, not least in respect of data, that developing matters on an ongoing basis was the best approach.

MD stated that the aim was to make the SDP targets achievable. Things were constantly being reviewed in the light of emerging evidence.

12. Finance update

MD reported that:

- The financial position was somewhat precarious and that the school was being as cautious as possible.
- The Sports Premium had been ringfenced and was being used as effectively as possible.
- Covid recovery money had been ringfenced and was being used to purchase as many resources as possible.
- 56% of schools were currently in a budget deficit.

- Bevendean Primary was currently in surplus, but this was unlikely to be sustained into the following year.
- The effort to save money ran through everything the school did.
- Requests for flexible/ part-time working had been agreed, as this saved money, however resources were less as a result.

The following question was asked:

- ***Was re-structuring being considered?*** No, not at present. Pupil Premium funding was largely spent on staffing/ closing the gap. It was a matter of balancing competing elements.

13. Link Governors

a) Assignments

It was **agreed** that OO would be the Attendance Link Governor, with LM mentoring for the next two visits.

b) Reports

None had been submitted so far in the current academic year.

It was agreed that information concerning Governor engagement would be placed on the school website, including a Governor “blog”. **ACTION 7 – LM/ AT**

It was noted that the above would be important for Ofsted scrutiny purposes.

There was a discussion regarding Governor/ staff profile pictures on the school website. It was noted that the Governing Body had previously decided against Governor photos. It was further noted that staff had the option of using a silhouette.

c) Visit programme

Link Governors were reminded to contact staff leads to arrange visits. It was noted that a request had been issued in this regard together with information on the number of visits required.

It was noted a report was being made to the Co-Chairs regarding the number of visits undertaken over the previous year.

14. Governors’ visits

a) Thursday 9th November: Get to know the school with the SPA

Governors were invited to attend.

b) Thursday 23rd November: Scheduled visit as per programme

MD reported that the programme for the day was in development. The option of Governors shadowing pupils was being looked at. Feedback from the SPA may also be arranged.

The following questions were asked:

- ***Would there be agreed questions to ask the pupils?*** Yes, these would be produced and aimed at pupils verbalising what they were learning. **ACTION 8 – MD**
- ***Did both staff and pupils understand what the SDP was? Could this be made child-friendly and be used to engage regarding school improvement?*** This was not felt appropriate for pupils. However, Governors would be invited to address an assembly on staff visit day. **ACTION 9 – MD**

15. Policy reviews

a) *Child Protection policy and procedures*

This was based on a Local Authority model policy and was **agreed**.

b) *Early Career Teachers (ECT)*

The following question was asked:

- ***Would ECT matters be covered in the Headteacher's report as a reassurance to Governors?*** Yes, this would be done. **ACTION 10 – MD**

The policy was **agreed**.

c) *School information on website*

It was noted that there was a statutory list of items to be published on the school website, and that this was addressed on an ongoing basis.

d) *Low level safeguarding concerns (non-statutory)*

This was **agreed**.

e) *Dress code (staff code of conduct)*

This was to be added to the Staff Code of Conduct.

The following question was asked:

- ***Why was no blue denim allowed?*** This could look scruffy.

Following discussion, the Dress Code was **agreed**.

It was further agreed that feedback should be sought in the Spring Term staff voice.

ACTION 11 – MD

f) Behaviour

There had been a return to “golden time”. This was more restorative than punitive.

The policy was **agreed**.

g) Policies for review at next meeting

The policies due for review at the January FGB were noted as per the Policy Review Schedule.

16. Chair’s correspondence

There was none.

17. Clerk’s matters

a) Interests declarations

These were in hand/ being followed up.

b) Diversity forms

These were in hand/ being followed up.

c) Skills audit returns

These were in hand/ being followed up.

18. AOB

a) Items notified in advance (5 days’ notice required)

(1) Suspension pending possible permanent exclusion

It was possible that a Governors’ panel would be needed. It was noted that there were 6 eligible Governors for this.

Governors were asked to stand by for any further information. In the meantime, confidentiality would need to be maintained so questions were not appropriate.

MD would update in due course. **ACTION 12 – MD**

b) Emergency items (requiring advance discussion with the Chair)

There were none.

19. Review of Action Points

Not discussed.

20. Date of next meeting(s)

The next meeting was scheduled to take place on **Thursday 24th January 2024**.

21. Close of meeting

Thanks were expressed to those in attending.

There being no further business, the meeting was closed.

***** Please see Action Points and Decisions from this meeting on the following page**

Action points from FGB meeting held on 5th October 2023

Action	By	Person responsible
1. Address Committee membership as outlined [Item 6].	ASAP	AT/ LM
2. Advertise Co-Opted Governor vacancies through respective networks [Item 7e].	Ongoing	Govs
3. Follow up DBS checks [Item 8b].	End of Autumn Term	LM
4. Follow up the matter of third-party training on Local Authority records [Item 8b].	In due course	AT
5. Follow up outstanding visit reports [Item 8b].	End of Autumn Term	EA/ AS
6. Look at producing a “headline” data report for parents [Item 10b].	In due course	MD/ SMi
7. Add Governor blog to website [Item 13b].	End of Autumn Term	LM/ AT
8. Compile questions for Governors to ask pupils at the 23 rd November Governor Visit [Item 14b].	23 rd November	MD
9. Invite Governors to address an assembly [Item 14b].	In due course	MD
10. Cover ECT matters in Headteacher report [Item 15b].	Next meeting	MD
11. Seek feedback on Dress Code in Spring staff voice [Item 15e].	Spring 2024	MD
12. Update on suspension/ possible permanent exclusion [Item 18a].	In due course	MD

*To be timetabled for future meetings.

Decisions made at FGB meeting held on 5th October 2023

Decision	Agenda Item
1. LM and AS re-elected as GB Co-Chairs.	7a
2. SMO elected as GB Vice-Chair.	7b
3. KT elected as GB FPP Chair.	7c
4. LM and AS elected as CSW Co-Chairs.	7d
5. Minutes of the 6 th July 2023 FGB meeting signed off.	8a
6. OO to be Attendance Link Governor.	13a
7. Child Protection policy agreed.	15a
8. ECT policy agreed.	15b
9. Low-level safeguarding concerns policy agreed.	15d
10. Dress Code agreed (for addition to Staff Code of Conduct).	15e
11. Behaviour policy agreed.	15f