



Bevendean Primary School and Nursery
Full Governing Body Meeting
Thursday 03 October 2024 at 5.00pm

Name	Type of Governor	Link Governor Roles	Present	Apologies
Mark Dally	Headteacher	N/A	Yes (Items 1 – 7)	
Lydia Majic (Co-Chair)	Co-Opted	Safeguarding	No	Yes
Adrian Strange (Co-Chair)	Co-Opted	Premises & Personnel, GDPR	No	Yes
Shahima Mohammed (Vice Chair)	Co-Opted	Inclusion (Equality & Diversity)	No	Yes
Eugene Arnold	Co-Opted		No	Yes
Alice Johnson	Local Authority	Curriculum & Pupil Wellbeing	Yes	
Kate Danvers-Wright	Parent	Inclusion (SEND)	Yes	
Kendrick Tugwell	Parent	Pupil Premium	Yes	
Olumide Olorunfemi	Co-Opted		No	No
Katharine Winks	Staff	N/A	Yes	
Kenya Simpson Martin	Co-Opted	Leadership & Management/SLT/Staff Wellbeing	Yes	
Lorna Amys	Co-Opted	Attendance	No	Yes
Sarah Miller	Associate member	N/A	Yes	
Rhiannon Jones	SENCO	N/A	Yes (Item 2)	
Tom Way	Clerk	N/A	Yes	
Vacancy	Co-Opted			
Vacancy	Co-Opted			

Quorum: 6 out of 12 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.

1. Opening

A) Opening remarks

It was confirmed that both LM and AS had given their apologies for this meeting, and governors nominated and agreed for KT to be the interim chair for this meeting. KT thanked all for attending.

B) Quoracy of meeting



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Governors confirmed that the meeting is currently quorate, but MD confirmed that he had given advance apologies that he needs to leave this meeting at 6.15pm, at which point the meeting would not be quorate, and it was agreed that the agenda items requiring approval would be covered before this.

C) Consideration of apologies, attendance list

Governors confirmed that apologies had been received from AS, ShM, EA, LoA and LM.

D) Declarations of interest

TW declared that he has recently been appointed as the Senior Clerk to Governors at Hove Learning Federation.

2. SENCO (Special Educational Needs Coordinator) presentation: EHCP (Educational Health Care Plan) panels process for governors

RJ arrived.

RJ introduced herself and provided a presentation to governors on the process for EHCP panels covering the main points as follows:

- The context of this school and EHCPs was provided, where we are currently, and what EHCPs are for
- EHCP amounts and pupil figures for each year group were displayed; there are more in Years 5 and 6, unusually there is 3 in Reception currently
- We have 100 children on the SEN register which is over a third of the school's pupils and a huge proportion; there are 20 with an EHCP, and 7 are LaunchPad children in separate provision. This is a very high number to have within the mainstream of the school. There is one more assessment process underway, and more pending for later this year
- When an application for an EHCP takes place, support for this is provided from in-school assessment, and if a child is approved for an EHCP, many can continue in mainstream school. A further explanation was provided for how EHCP assessments are granted, and the school needs to show 2-3 cycles of The Graduated Approach, and to assess what a child can do currently with plans made for them
- SEN children have a provision map and these are reviewed termly
- Parents and other professionals can ask the LA for an EHCP assessment
- The timeframe for assessment is 20 weeks from start to end, and this has to not overlap with the summer holidays. The LA receive the request, then this goes to the panel, who then considers all of the information and evidence including attendance, attainment and rate of progress (volunteers can attend the panel too). The panel then makes a decision. If they say no, then within 6 weeks of the application the case officer informs the parents with reasons provided. If they say yes, then the LA



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informs the parents and provides them with further information, and the Case Worker issues a draft EHCP for stage 2 of the assessment (the EHCP could still be rejected at stage 2 but this is less likely at this point). Then the final EHCP plan is published by week 20. If the parents are unhappy at any point in the process then they can contact the Case Worker about this, and sometimes mediation is undertaken if there is a disagreement, and they can also apply to an independent tribunal

- If a child is approved for an EHCP then they are granted an additional amount of funding, and this ties in with the school's provision
- There is an annual review to track the child's progress against key stage targets, and more funding can be applied for if it is needed, and parents can also request for a change of setting

Q: In your experience, how often do children get granted EHCPs, and how often are they rejected?

RJ advised that across the Local Authority (LA) they are trying to grant less EHCPs due to funding issues and they want to reduce the number of them, however, every single EHCP that we have applied for this year has been approved. Previously there have been some that were rejected initially, but this was then overturned at appeal, and RJ provided a further explanation of this.

Q: Can you give examples of how the school uses the top-up funding and the kind of provision that this can be used for?

RJ advised that the Hive (internal school provision) is part-funded from money from the EHCPs for children who use this. RJ further advised that we could theoretically fund support staff to run intervention groups, such as literary support service. MD advised that there is sometimes an issue in that parents wrongly assume that an EHCP being approved will result in one-to-one support for their child, but it is not enough money to pay for a member of staff. It can be up to £6k annually, £9k in exceptional circumstances, but this is not enough for a staff member. It can fund small groups though, and the Hive is a good example of this, in that it is targeted provision for a small group of pupils.

RJ advised that there can sometimes be discrepancies in when the EHCP funding is received when children move between schools.

All governors and MD thanked RJ and acknowledged that it is a huge amount of work.

RJ left the meeting.

AJ expressed concern over the general wellbeing of the current SENDCO staff in regards to their workload, and KDW highlighted the crossover between teaching assistant and safeguarding staff roles, and there was a discussion around supervisions in the context of dealing with emotionally difficult cases, that there is also a lot of administrative work in this role, and the awareness that there is no extra money in the budget to help with this. MD



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suggested that there may be some capacity within the administration team to do additional tasks to help with this, and he can discuss this with RJ, but a lot of what she does in her role is specialist work that can't be delegated. In regards to wellbeing, MD advised that RJ's workload is enormous, and that she also provides cover for additional things, e.g., lunch duty, and we have tried to avoid her doing this, as she is already full time as a non-teaching member of staff and the workload is huge. We have said to her that if she needs a full day to work from home to focus on paperwork then we agree to this. There was a broader discussion around this and that all of the other SENDCOs in the city are struggling, and that SEN and the budgets of schools are the two significant topics for all schools currently. KSM advised that the Staff Wellbeing Strategy is currently being written, and that there is consideration for the limitations of resources in this area for many organisations.

3. Governing body vacancies/appointments

A) Confirmation of current vacancies

KT advised that he has posted a vacancy for governors on LinkedIn today, and that applications will come to him first and he will then forward them to TW.

TW confirmed that there are currently two vacancies for Co-opted governors.

There was a discussion around governors' attendance at meetings.

AJ advised that she would like to move from the position of LA governor to the position of Co-opted governor sooner rather than later, as she no longer works for BHCC, and TW agreed to check the process for this, and governors agreed to this in principle provided that there is no obstacle to doing this – **ACTION TW**

4. Minutes of FGB meeting held on 09.07.24

A) Approval of minutes

The GB agreed that the minutes were an accurate representation of the meeting.

B) Matters arising / Action points

The following actions have been met:

- KT has created a job advert for governors on the LinkedIn page
- Governors agreed to remove the action for KT to contact organisations regarding potential finance governors (LoA has been appointed recently)
- LM has followed up the two remaining DBS checks



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- MD and KW gave governors an overview of the Dress Code for staff, and governors agreed to remove the action to seek further feedback from staff on this
- Governors agreed to remove the action to complete link governor monitoring reports where possible before the end of the academic year, but agreed to keep this on the agenda as a standing item
- TW/AJ/KW/MD have finalised the CSW 27.06.24 minutes, and TW has circulated these to governors and added to the FGB agenda here
- TW has added link monitoring visits to committee agendas as a standing item
- Confidential actions 5.1 and 5.2 from the previous minutes have been completed
- TW has updated the link governor and committee member list and circulated to all governors
- Governors agreed to remove the action for AS to speak to LM about attending the presentation to thank staff leaving on behalf of the governing body, and for AS to provide a thank you to all staff

The following actions are ongoing:

- Review the accessibility of policies for staff – **ACTION MD/KSM**
- AS and LM to contact all governors with the attendance list, the meeting list and confirmation of committee members – **ACTION AS/LM**
- All governors to complete a new declaration of interest form for the next academic year and send it to TW before the next FGB meeting, and TW to assist with this – **ACTION Gobs/TW**

5. Link Governors, Roles and Responsibilities

A) Reports/Visits

KDW provided a summary of the SEND link monitoring visit that she conducted today, and TW agreed to send the report template to KDW - **ACTION TW**

KT confirmed that there is a calendar and record for governor monitoring visits on OneDrive, and that all monitoring roles are currently filled.

There was a discussion around monitoring visits in the context of Ofsted, and that every governor should conduct a visit before the end of the calendar year, and KT agreed to send an email to all governors confirming this – **ACTION KT**

B) Election of Vice-Chair for 2024-25

TW confirmed that ShM has nominated herself for the role of Vice Chair again, and KT seconded this.



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All governors agreed to the appointment of ShM as Vice Chair.

C) Review FGB and committees' terms of reference

All governors approved the FGB and committee's terms of reference.

D) Keeping Children Safe in Education (KCSIE) update

TW confirmed that all governors are required to read part 2 of the KCSIE 2024-25 document as soon as possible and confirm that they have done this – **ACTION Govs**

6. Policy reviews

A) Child Protection Policy & Procedures

MD advised that this is a model policy from the LA and Safeguarding team.

Q: Is the Educational Welfare Officer a new role?

MD confirmed that it is not.

Q: Do you track progress on this?

MD advised that we employ her on a fortnightly basis for supporting on attendance, and she sends letters to families and conducts meetings to support with this.

Q: Does this make an impact?

MD advised that we need to try doing everything that we can to improve attendance, and he gave a broader overview of the measures taken to help with this.

MD advised that he has already had around 5 challenging conversations with parents this term about issuing fixed penalty notices for going on holiday during term time, and that a communication from governors to enforce that as a governing body we don't condone holidays being taken during term time may be useful too. KT suggested that we make it clear that everyone is issued a fixed penalty notice if they do this, and that we explain what mitigating circumstances are considered to be acceptable, and there was a broader discussion around this. AJ proposed that we look at attendance measures again further down the line.

B) Annual declaration of interests

TW confirmed that all governors are required to complete an updated declarations of interest form for the school year 2024-25 and to send to him as soon as possible.



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C) Early Career Teachers

SMi advised that this is a new version of this policy that has been provided by The School Bus.

Q: Is there a new induction lead role and process around this?

SMi advised that it outlines how we induct and support new ECTs, and MD advised that it covers everything that we should do and the meetings, class time and extra support required etc. MD confirmed that we have everything in place for this.

D) Confirm School Information published on website

MD and SMi confirmed that they have checked through this and that everything required is on the website, and governors confirmed their agreement that governor diversity data is not to be included on the website.

Governors confirmed their approval of all of these policies.

7. Headteacher's Report/School Development Plan (SDP)

MD confirmed that these documents had been circulated to governors in advance.

A) Data, staffing, start of term etc.

MD provided a summary of the headlines within the report and commented on the following additional updates:

- The premises manager has tested a new ride-on lawnmower for the school grounds and provided positive feedback on this, and it has been agreed that the school will purchase this.
- In regards to SEND, the Hive internal intervention space has been working well.
- The school data is really positive and strong, and it has been good to get recognition for this from the LA too.

MD confirmed that attendance is covered within the report and that we have discussed this earlier [see item 6a].

MD advised that governors need to be aware of their responsibilities and conduct link monitoring visits, and that the annual School Self-Evaluation Form (SEF) will be finalised shortly and will be circulated to all governors, and this is an important document for governors in the context of an Ofsted visit. There was a discussion around collating Ofsted



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visit resources and documents for governors, and TW agreed to create a OneDrive folder specifically for this – **ACTION TW**

B) Finance update

MD advised that the school's budget is still slightly in surplus, but it is looking less likely that this will be the case again next year. We have 298 pupils now down from 320 last year, we are being careful with spending, we are conducting fundraising to help us subsidise the cost of trips and visits, and two members of staff may leave in July, and if so, they won't be replaced. There was a broader discussion around this, and SMi advised that the school has around 48% pupils eligible for Pupil Premium.

MD apologised that he has to leave the meeting at this point as agreed in advance.

MD left the meeting.

SMi gave an overview of the Ofsted visit process, and how it will work when they announce their visit and how the school will get in contact with governors. There was a broader discussion around this, and SMi advised that she and MD have covered Ofsted visits with the School Partnership Advisor (SPA) and what they will look for, and that governors will need to be as prepared for this as possible. SMi agreed that she and MD will add any key Ofsted documents for governors to the OneDrive folder – **ACTION SMi/MD**

There was a discussion around moving the governors' visit forward from March, or possibly changing the Christmas event attendance for governors to an Ofsted preparedness visit, and governors confirmed that they are happy for these to coincide and to coordinate them together, and AJ agreed to email all governors about this – **ACTION AJ**

SMi confirmed that the schools' data is very good this year, and that we have the highest scores in the city for SATs Maths.

C) SDP

SMi confirmed that the priorities within the SDP are English, Teaching & Learning, Maths, Attendance, Early Years Foundation Stage (EYFS) and SEND.

KT commented that he and LM have discussed that there may be too many areas of focus here. SMi advised that EYFS is an important focus, English and Maths have to remain as priorities, T&L has to be a focus as we have 5 new members of staff and need to ensure consistency, and that even though we have more areas of focus overall, we have less targets within these e.g., 2 targets for each area instead of 3.

Q: Should there be a link governor monitoring visit that includes a review of the nursery too?



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SMi advised that this could be included in an EYFS visit, and there was a broader discussion around the nursery and developments within this.

D) Local Authority (LA) Federation Proposals

Governors confirmed the recent updates on this, and AJ advised that the LA have backtracked on the timeline for this and extended it, and they have acknowledged that it is not appropriate, and there was a broader discussion around this. Governors agreed to keep this as a standing item on the agenda and monitor developments around this.

8. Committee reports

Governors confirmed that these had been circulated in advance.

A) Curriculum, Standards and Welfare (CSW) 27.06.24

Governors confirmed that there were no questions.

B) Finance, Personnel and Premises (FPP)

Governors confirmed that there had been no FPP committee meetings since the last FGB meeting.

9. Governors' role in upcoming Ofsted visit

[Discussed above in item 7b].

10. Brighton City Partnership for Education (BCPfe) Update

Governors confirmed that there was no update for this item as LM is not in attendance.

11. Friends at Bevendean School (FABS) Update

KT confirmed that the report for this had been circulated in advance and provided a brief overview. There has been lots done over the summer and there are more upcoming events including movie night, which is a free event, but parents can donate towards this and it is registered for gift aid. KT confirmed that some of the events are open to the broader community e.g., the summer and winter fairs, but some of them are only open to members of the school community e.g., movie nights. KT advised that these events have been going well.



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12. Chair's Correspondence

Governors confirmed that there was no update for this item as LM and AS are not in attendance.

13. Clerk's matters

TW provided feedback from a recent Clerk's forum in which there was a discussion around governor roles and training in certain areas, and he advised that it is not essential for a governor to have specific experience for a link monitoring role e.g., finance, health & safety, and it is more a case of learning about and implementing the governance of a topic rather than knowing the operational aspects.

14. A.O.B.

A) Items notified in advance

TW agreed to add an agenda item to the next FGB meeting for the formal approval of committee chair and vice chairs once they had been agreed at committee-level – **ACTION TW**

TW agreed to review governors' current website profiles and to send a reminder to those who have not yet provided all information for this, and governors to send the information required – **ACTION TW/Govs**

SMi advised that Ofsted will look at the schools' Single Central Record, and that this should be checked in safeguarding visits conducted by governors, and that LM is the safeguarding governor, but if she is not available to do this soon then please can a governor come and do this at the first chance. KT agreed to do this at his visit next week – **ACTION KT**

B) Emergency items

TW agreed to check if a Headteacher's appraisal needs to be conducted by a Chair or not and to let governors know – **ACTION TW**

15. Review of Action Points

[Listed as below]



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16. Date of Next Meetings

The next FGB meeting is scheduled to take place on Thursday 27th February at 5pm – 6.30pm.

17. Close of meeting

Thanks were expressed to those in attending.

The meeting closed at 18:42pm.

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



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Action points from FGB meeting held on 3rd October 2024

Item/Action	By	Person responsible
3.1 TW to check the process for AJ moving from the position of LA governor to the position of Co-opted governor and to update governors and the records accordingly	ASAP	TW
4.1 Review the accessibility of policies for staff – <i>ongoing</i>	October	MD/KSM
4.2 AS and LM to contact all governors with the attendance list, the meeting list and confirmation of committee members – <i>ongoing</i>	ASAP	AS/LM
4.3 All governors to complete a new declaration of interest form for the next academic year and send it to TW before the next FGB meeting, and TW to assist with this - <i>ongoing</i>	Autumn	Govs/TW
5.1 TW to send the link monitoring visit report template to KDW	ASAP	TW
5.2 KT to send an email to governors confirming that they should conduct a monitoring visit before the end of the calendar year	ASAP	KT
5.3 All governors to read part 2 of the KCSIE 2024-25 document as soon as possible and confirm to TW that they have done this	ASAP	Govs
7.1 TW to create a OneDrive folder for collating Ofsted visit resources and documents for governors	ASAP	TW
7.2 SMi and MD to add any available key Ofsted documents for governors to the OneDrive folder	ASAP	SMi/MD
7.3 AJ to contact all governors about coordinating an Ofsted preparedness visit alongside Christmas event attendance	End of Autumn term	AJ



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14.1 TW to add an agenda item to the next FGB meeting for the formal approval of committee chair and vice chairs once they have been agreed at committee-level	Next FGB	TW
14.2 TW to review governors' current website profiles and to send a reminder to those who have not yet provided all information for this, and governors to send the information required	ASAP	TW/Govs
14.3 KT to check and sign off on the schools' single central record	W/C 7 th Oct	KT
14.4 TW to check if a Headteacher's appraisal needs to be conducted by a Chair or not and to let governors know	ASAP	TW

Decisions made at FGB meeting held on 3rd October 2024

Item/Decision
4a) Governors approved the minutes of the FGB meeting held on 09.07.24
5b) Governors agreed to the appointment of ShM as Vice Chair
5c) Governors approved the FGB and committee's terms of reference
6) Governors approved the Child Protection Policy & Procedures and the Early Career Teachers policy