



Bevendean Primary School and Nursery
 Full Governing Body Meeting
 Tuesday 09 July 2024 at 5.00pm

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

Quorum: 7 out of 11 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

AS welcomed all to the meeting and advised upon the new governors in attendance, and governors introduced themselves.

B) Quoracy of meeting

Governors confirmed that the meeting was quorate.



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C) Consideration of apologies, attendance list

Governors confirmed that EA, OO, SMO and LM had given their apologies in advance of the meeting.

D) Declarations of interest

Governors confirmed that there were none.

2. Governing body vacancies/appointments

A) Confirmation of current vacancies

Governors confirmed the current vacancies on the governing body as above.

KT advised that they now have ownership of the school LinkedIn page and that governors can advertise for vacancies on there, and KT agreed to create a job advert for governors on this page – **ACTION KT**

B) Governor Application: LAm

TW advised that LAm would be presenting their application to be a governor here.

LAm summarised their background and experience and advised that they have headed resource planning in Brighton for Amex covering business lines and analytics across Europe as well as conducting pro bono and charitable work for them, and that their business methodology experience is transferable to non-profit settings, and that they have been working at Brighton university since retirement which has provided an insight into the business aspect of educational settings. LAm advised that they feel that their experience of planning and business management could be useful, and that they are very interested in the school, and their grandson is coming to the end of reception at the school, and that it is a lovely setting and the people are nice, and they would love to be involved.

AS advised that it is a really good time to join the governing body with this skillset in the current financial context of education. There was a broader discussion around this.

LAm left the room for governors to vote.

KT suggested that LAm would be a good governor for the Finance, Premises and Personnel (FPP) committee. AS suggested that LAm's skillset would be brilliant and very valuable experience for the governing body, and that it would be very good for them to work with KT on the FPP committee, and that it would also be very good to have LAm for next year in the challenging financial context of schools.



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AS asked if governors approved of the appointment of LAm as a Co-opted governor.

Governors confirmed their unanimous approval.

LAm returned to the meeting.

Governors confirmed to LAm that they are happy to appoint them to the governing body.

3. Minutes of FGB meeting held on 23.05.24

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 taken ownership of the school's LinkedIn page
- SMi has advertised for potential teaching governors through specific channels
- LM and MD to arrange another meeting with the potential governor who has been in contact [action agreed to be removed]
- MD has asked the SEND coordinators (SENDCOs) to email governors when a governor is needed for EHCP panels so that there is a greater pool to draw from and arranged for the SENDCOs to attend the Autumn term FGB to explain the process and answer any questions
- TW has checked for EHCP panels training for governors (and confirmed that none appears to be available)
- TW has confirmed that all governors have access to all OneDrive folders
- TW is specifying full titles for acronyms in their first instance within governing body meeting minutes
- TW has circulated the list of governor link roles before this FGB meeting
- TW has sent SMO the National Governors' Association (NGA) guidance to Equality & Diversity monitoring
- TW has confirmed that all governors have access to the NGA site

The following actions are ongoing:

- KT to contact organisations regarding potential finance governors – **ACTION KT**
- LM to follow up the two remaining DBS checks – **ACTION LM**
- Governors to seek feedback on the Dress Code in Spring staff voice [Agreed to be revisited in September] – **ACTION Govs**



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- Governors to complete link governor monitoring reports where possible before the end of the academic year – **ACTION Govs**
- MD and KSM to review the accessibility of policies for staff – **ACTION MD/KSM**

4. Committee reports

Governors confirmed that these had been circulated in advance.

A) Curriculum, Standards and Welfare (CSW) 27.06.24

TW advised that the minutes for this are still being finalised with the committee chairs and will be circulated as soon as available – **ACTION TW/AJ/KW/MD**

KW and AJ advised that there is nothing additional to raise in particular, but that it is useful for members to confirm whether they can attend or not in advance.

AS advised upon the committee structure to LAm. TW agreed that for committee meetings the link monitoring visits will be put on the committee agendas – **ACTION TW**

B) Finance, Personnel and Premises (FPP)

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

5. Headteacher's Update

A) Data, staffing, end of term etc.

MD advised that he completes 3 written HT reports (October, February and May FGB) and the July FGB HT report is always verbal due to the reduced time frame since the previous one.

MD summarised the following:

- We are all set for September in terms of recruitment and new teachers will be starting, and there is a transition period of 3 days for the children to spend time with their new teachers and in their new classrooms. This is designed to reduce anxiety amongst the children over the summer holidays.
- There are 3 Early Career Teachers (ECTs) who will complete their 2-year programme soon, 2 of which will be staying at the school next year and 1 leaving. We are making sure that the new teachers are all set up administratively and with the school's expectations. There is also another ECT who is 2 terms into the programme.



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- The school's new business manager Nicki is contracted for 2 days a week and this has been working well, and she is very knowledgeable and experienced, and available to call when working at Carden too.
- We set the Hive up after Easter which is a space for some of the Special Educational Needs (SEN) children. There are just under 100 SEN children at the school, almost all of which are supported in class by teachers, teaching assistants and SENDCos, however, there is a small number that this doesn't work for, so we've set the Hive up as an internal intervention space, and it has proved to be very successful.
- End of term has been busy and there have been lots of trips for different year groups. In the last 3 weeks we have had football matches, a rounders match, violin demonstrations, 4 sports days, a summer fair, and a Read-a-thon to raise money for the library.

Q: How we are doing with funding for the library?

SMi confirmed that the school has raised just over £3,000.

Q: What is the target?

SMi advised that it is £15,000, and that we are looking at grants and funding streams for this. MD advised that we are looking for all kinds of donations for this, and if anyone is aware of any possibilities to please let us know. AS asked if there is a template letter that we can use, and SMi said that they can put something together and will send this over.

- Building work is being done in the nursery toilets, as we successfully bid for this from the Local Authority (LA), and we are redesigning the building and it will all be self-contained in the nursery when it is done, also new carpets are being funded too. One caveat is that the work will take seven weeks to complete, so we need to temporarily move the children from nursery on Monday.

Q: Will this work potentially run over into September?

MD advised that it shouldn't, but that we have allowed a week's grace for this next term and we will see how it goes.

- Regarding data in the School Development Plan (SDP), at the last governor visit with SMO, KSM and AJ we set new priorities for next year with
 - English (including Oracy, developing Reading further at the school, Greater Depth (GDS) in English)
 - Teaching & Learning (including new staff, professional development, developing subject knowledge and subject leads, and we're moving into the Ofsted window soon as in late Autumn it will be 5 years since the last visit, and this is a priority for governors too)
 - Attendance, as we are looking for 95-96% and it is currently 93%, which is related to sickness, holidays, and children and parents' mental health



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- SEND
- Maths
- Early Years Foundation Stage (EYFS)

Q: Are any of these reasons for absence more prevalent than the rest?

MD advised that it is the holidays mainly, and that fines are issued but parents pay this and accept it as part of the cost, and there was a broader discussion around this. It was confirmed that Attendance will be looked at by Ofsted and they will question why it's low, and that we can't veer from addressing this.

SMi presented the statutory data, and advised that we are looking at how many children are expecting Greater Depth (GDS) and how to push this. SMi advised that the Key Stage 2 (KS2) data arrived today, and 89% achieved Age-Related Expectations (ARE), and the GDS this year is incredible with 63% achieving this for KS2 Spelling and Grammar (SPAG). SMi provided a further explanation of the statistics given and there was a broader discussion around this. Governors confirmed that the statistics are on an upward trajectory, and there was a discussion around how Covid has affected the early learning cohort and what things are being put in place to help support with this.

Q: Are the free school meals children statistics included in the data?

SMi advised that they are not sure on the exact numbers, but that they think it is quite low in reception at the moment, and that Year 1 are at about 10–15% Pupil Premium eligibility at the moment.

SMi commented that the data is looking more positive, and that GDS is really good and showing the capability of the pupils.

MD summarised the Multiplication Times Table check (MTC) and the statutory requirements in the statistics. MD advised that the KS1 data is missing and we have opted out of this due to having teaching assessments in place rather than tests.

SMi advised on why the KS2 Writing GDS statistics are only 0-3% across the last 3 years, and that it is extremely difficult to achieve this in Writing, and SMi provided an overview of what is required to achieve this in the curriculum, and that a child has to meet every single marker which is very rare, and if we get one or two children with this it is great.

MD commented that to have 89% with ARE in the Reading, Maths and SPAG statutory tests is amazing and higher than average, and the fact that the data is rising is very positive.

B) Local Authority (LA) Federation Proposals

This item was discussed and recorded in a separate set of confidential minutes.



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6. Brighton City Partnership for Education (BCPfe) Update

MD confirmed what the partnership is and the schools that are included in this.

Governors agreed to skip this item as LM is not in attendance.

7. Friends at Bevendean School (FABS) Update

KT advised that there has only been a movie night since the last meeting, and requested that if anyone is around the Summer fair is on Thursday if governors wanted to attend. There was a discussion around the fair and the things included in this.

8. Link Governors, Roles and Responsibilities

A) Reports/Visits

AJ confirmed that they had circulated their Curriculum report from February and that the report from their summer visit is pending. AS confirmed that they conducted an SLT visit in Spring, and that they will complete a Health & Safety visit before the end of summer term.

TW asked if governors can check the monitoring visits record and advise if there are any missing from the record that have been completed.

AJ provided a verbal update on their recent Curriculum visit.

B) Election of Chairs and Vice-Chair for 2024-25

TW confirmed that LM had agreed to nominate for the position of co-chair again. AS confirmed that they are happy to nominate with LM as co-chairs again.

AS left the room.

TW asked if governors were happy to vote for LM and AS to continue in the roles of co-chairs.

Governors confirmed their unanimous approval.

AS returned to the room.

There was a discussion around the position of vice-chair as SMO was not in attendance and had not confirmed a nomination in advance of the meeting, and governors agreed to defer the election of vice-chair for only one more meeting. It was agreed that if governors holding



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existing positions are not in attendance and not conveyed to the chair / clerk that they wished to be re-elected, they would not be considered / voted for re-election.

C) Review roles and responsibilities

TW confirmed that the Pupil Wellbeing link governor position is vacant, and MD advised that the Staff Wellbeing position is too.

There was a discussion around the roles and general purpose of link governor monitoring, and the possibilities of changing these roles around. Governors agreed to the following:

- KSM agreed to take on Leadership & Management/SLT with AS mentoring them on this initially
- KDW agreed to take on Inclusion (SEND) with AJ shadowing
- EA and OO's roles are removed
- LAm agreed to take on Attendance with AS shadowing
- Governors agreed that Curriculum will be changed to Curriculum and Pupil Wellbeing (AJ)
- Staff wellbeing will be added to the SLT role (KSM)
- Governors agreed to add GDPR to Premises and Personnel (AS)

Governors agreed that the newer members would join the committees as follows:

KSM – FPP
KDW – CSW
LAm - FPP

TW agreed to update the governor list and circulate to all – **ACTION TW**

AJ confirmed that they no longer work for the LA but that they are happy to remain as the LA governor for the time being and have confirmed that they are allowed to do this, and governors agreed that AJ can become a Co-opted governor once a new LA governor has been identified.

D) Attendance

There was a discussion around this and confirmation of meeting dates as well as governor visits.

AS agreed that they and LM will contact all governors with the attendance list, the meeting list and confirmation of committee members – **ACTION AS/LM**



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9. Governors' Visits feedback (25th and 27th June)

MD advised that the 25th June visit involved the School Partnership Advisor (SPA) talking about Ofsted preparation for governors, and MD confirmed that they had circulated the training video to governors, and that the SPA talked about school priorities. MD advised that the next FGB agenda will include an item regarding the governors' role in the upcoming Ofsted visit.

MD advised that 27th June was a scheduled visit for governors and included feedback from the Staff Voice survey. KSM confirmed that they had circulated a summary of this to governors, and summarised here as follows:

- Nearly 100% of staff responded that they enjoy working at the school
- Staff are not sure who the governors are and what our roles are, so we need to work on this and conducting more monitoring visits will help with this.
- SLT communication could be better, and generally a lot of change has happened
- A high percentage felt that they were respected
- Highlighting professional development opportunities would be valuable

AS suggested that we should write an action plan from this and feed it back to the staff. KSM advised that we need to acknowledge that we have spoken about this as governors and feedback to staff. AS commented that wellbeing and communication are the two bigger things to address, and that wellbeing support is available and it would be good to signpost this more clearly. SMi commented that we could also be asking how the Senior Leadership Team (SLT) could support staff wellbeing and improve communication too. KSM advised that the questionnaire will change for next year to include this and more opportunities for feedback.

KSM expressed congratulations to MD and SMi over the feedback generally being really positive. MD thanked KSM for their work on this, and there was a broader discussion. AS commented that it is very positive results.

10. Policy reviews

A) Behaviour Policy

Governors confirmed that there were no questions on this.

B) Equality Duty statement

Governors confirmed that there were no questions on this.

C) Governing Body Instrument of Governance



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Governors confirmed that there were no questions on this.

D) Register of interests (all governors 2024-25)

Governors confirmed that there were no questions on this. All governors agreed to complete a new form for the next academic year and send it to TW before the next FGB meeting, and TW to assist with this – **ACTION Govs/TW**

E) Staff Code of Conduct

Q: Regarding the updated dress code, how is this going?

MD advised that on the whole it's fine, and sometimes they have had to mention things to staff regarding this, and some take it better than others, but otherwise it is okay and generally it isn't a very strict policy.

Governors confirmed that there were no further questions on this.

F) Statement of Procedures for dealing with allegations of abuse against staff

Governors confirmed that there were no questions on this.

G) Supporting Pupils with Medical Conditions

Governors confirmed that there were no questions on this.

Governors confirmed their approval of all of these policies

11. Chair's Correspondence

AS confirmed that they have only received correspondence about the federation proposal and the chair of governors for Saltdean Primary School asking to speak to us about it.

12. Clerk's matters

N/A

13. A.O.B.

A) Items notified in advance



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N/A

B) Emergency items

MD advised that we are coming to the end of the school year, and the data is strong and the trips have been done well, and could a governor put something to staff saying well done for the year, and also acknowledging and thanking the 5 staff who are leaving who have been here a long time. There was a discussion around this and AS agreed that they will speak to LM about attending the presentation to thank them on behalf of the governing body, and AS will provide a thank you to all staff – **ACTION AS**

14. Review of Action Points

[Listed as below]

15. Date of Next Meetings

The next FGB meeting is scheduled to take place on Thursday 3rd October at 5pm – 6.30pm (Headteacher Appraisal before at 3.45 – 4.45pm)

AS expressed thanks to MD, SMi and the whole school team for this academic year and all their work.

16. Close of meeting

Thanks were expressed to those in attending.

The meeting closed at 19:16pm

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



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Action points from FGB meeting held on 9th July 2024

Item/Action	By	Person responsible
2.1 KT to create a job advert for governors on the LinkedIn page	In due course	KT
3.1 KT to contact organisations regarding potential finance governors – <i>ongoing</i>	In due course	KT
3.2 Follow up two remaining DBS checks - <i>ongoing</i>	Ongoing	LM
3.3 Seek feedback on Dress Code in Spring staff voice - <i>ongoing</i> [Revisit in September]	Sept 2024	Govs
3.4 Governors to complete link governor monitoring reports where possible before the end of the academic year - <i>ongoing</i>	End of academic year	Govs
3.5 Review the accessibility of policies for staff – <i>ongoing</i>	October	MD/KSM
4.1 TW/AJ/KW/MD to finalise the CSW 27.06.24 minutes and TW to circulate these as soon as available and add to the next FGB agenda	ASAP	TW/AJ/KW/MD
4.2 TW to add link monitoring visits to committee agendas as a standing item	In due course	TW
5.1 <i>See confidential minutes</i>		
5.2 <i>See confidential minutes</i>		
8.1 TW to update the link governor and committee member list and circulate to all	ASAP	TW
8.2 AS and LM to contact all governors with the attendance list, the meeting list and confirmation of committee members	ASAP	AS/LM
10.1 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	Next meeting	Govs/TW



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<p>13.1 AS to speak to LM about attending the presentation to thank staff leaving on behalf of the governing body, and AS to provide a thank you to all staff</p>	<p>End of year</p>	<p>AS/LM</p>
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Decisions made at FGB meeting held on 9th July 2024

<p>Item/Decision</p>
<p>2.1 Governors approved the appointment of LA as a Co-opted governor</p>
<p>3.1. Governors agreed the FGB minutes from 23.05.24</p>
<p>8.1 Governors agreed for AS and LM to continue in the roles of co-chairs</p>
<p>10.1 Governors confirmed their approval of the following policies: Behaviour policy, Equality Duty statement, Governing Body Instrument of Governance, Register of interests (all governors 24-25), Staff Code of Conduct, Statement of Procedures for dealing with allegations of abuse against staff, Supporting Pupils with Medical Conditions</p>