

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 26th January 2023
at 5.00pm at Bevendean Primary School and Nursery

Present: Stuart Cager, Mary Carmichael, Alice Johnson, Lydia Majic, Adrian Strange, Kendrick Tugwell, Katharine Winks, Mark Dally (Headteacher), Sarah Miller (Associate Member and Acting Deputy Headteacher), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Shahima Mohammed, Danielle Sherlock.

1. Opening remarks

LM opened the meeting and welcomed those present. Introductions were conducted for the benefit of new Governors.

2. Quoracy of meeting

The meeting was quorate.

3. Apologies/ attendance list

Apologies and attendance were noted as above. It was **agreed** that standing apologies from DS until September 2023 would be accepted.

4. Consideration of apologies

Apologies were accepted.

5. Declarations of interest

It was noted that MD and SM had a conflict of interest in respect of Item 7 (Headteacher recruitment).

6. Governing Body vacancies Chair

a) LA Governor appointment

Alice Johnson had been nominated as the Local Authority Governor and was welcomed to the meeting.

AJ introduced herself and gave some information on her background.

AJ's appointment was **agreed**.

b) Parent Governor appointment

Kendrick Tugwell had been elected as a Parent Governor.

KT introduced himself and gave some information on his background.

KT's formal appointment was **agreed**.

c) Advertising of Co-Opted Governor vacancies

It was noted that there were at present three Co-Opted Governor vacancies. It was remarked that it might be worthwhile to encourage applications from people with experience of Governance at other schools.

It was agreed that KT and AJ should complete skills audits in order to feed into the discussion and inform decisions on skills gaps and Committee membership. **ACTION 1 – AT/ KT/ AJ**

It was **agreed** that LM and AT would then subsequently discuss a way forward.

d) Vacancies over the next 12 months

It was reported that LM's term of office was due to expire in July 2023. LM stated that she wished to apply for re-appointment. This would be scheduled for the May FGB meeting.

ACTION 2 – AT

It was reported that SC's term of office was due to expire in July 2023. SC stated that he was currently undecided in relation to an application for re-appointment. This would in any case be scheduled for the July FGB meeting. **ACTION 3 – AT**

7. Headteacher recruitment

MD and SM were asked to leave the meeting for this item [see item 5 above].

It was reported that four candidates had initially been invited for assessment, reducing to two being asked back for a second day. Various activities/ interviews had been included in the assessment process.

The panel was recommending that Mark Dally be appointed to the role, and the endorsement of the Governing Body was sought.

Following discussion, MD's appointment as Headteacher was **agreed**.

A formal offer would be made to MD and a letter to parents had been prepared for issue the next day.

It was noted that MD's proposed appointment had been well received by staff.

MD and SM were invited to return to the meeting.

MD was notified of the Governing Body's decision and congratulated. MD expressed reciprocal thanks to the Governing Body.

8. Minutes of previous meeting(s)

a) *Approval of MAIN minutes and PINK minute of FGB meeting held on Thursday 6th October 2022*

The draft minutes had been circulated in advance and were **agreed** as a true record subject to amending the answer to the second question under item 8 to read: *“This was 3 points.”*

b) *Matters arising/ Action Points*

The Action Points were reviewed as follows:

- *AP1 (H&S visit: policy folder and HS2&3 forms)* This would be followed up by the next FGB meeting. **ACTION 4 – AS**
- *AP2 (Governor website profiles)* These had been updated. KT and AJ would also now provide profile statements for upload. **ACTION 5 – KT/ AJ**
- *AP3 (complaints panel membership)* MC had indicated that she did not wish to be a member of the Complaints Panel. Following discussion, it was agreed that KT would sit on the panel. **ACTION 6 – AT/ KT**
- *APs 4-6* Noted as completed.
- *APs 7&8* Covered by the agenda.
- *APs 9&10 [recorded in PINK minute]* Noted as completed.

9. Committee reports

a) *Curriculum, Standards and Welfare*

The last meeting had been held on 24th November. LM had taken the minutes due to AT's pre-existing commitment at another school. She undertook to provide draft minutes within two weeks. **ACTION 7 – LM**

It was noted that an agenda planning meeting was scheduled for 2nd February.

b) *Finance, Personnel and Premises*

The last meeting had been held on 19th January, the draft minutes of which would follow. The draft minutes of the previous meeting on 20th October had been circulated and were noted.

10. Headteacher's Report

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

- Pupil numbers
- Staffing changes
- Industrial action – 4 strike dates had been announced and full or partial closure of the school was subject to confirmation.
- Data

LM emphasised that, going forward, Governors should read reports in advance and prepare questions. Reports were issued in advance of meetings for this purpose.

The remainder of the report would therefore be noted.

The following questions were asked:

- ***How many pupils were included in the data on suspensions?*** This involved one pupil only who had been suspended on four occasions.
- ***Could data be discussed outside meetings?*** Yes – Governors were invited to make contact with the school for this purpose.

It was noted that Governor Visits/ Days took place to examine data and specific issues. It was agreed that the next one would focus on data and Safeguarding. **ACTION 8 – MD**

The following question was asked:

- ***Could data sets be labelled in the report for reference?*** This was **agreed**.

It was noted that Local Authority training for new Governors, and on specific topics, was available.

It was agreed that KT and AJ would come in to school to meet with AT on 9th February.

ACTION 9 – AT/ KT/ AJ

The following question was asked:

- ***Could Fixed Penalty Notice (FPN) attendance data be included in the Headteacher's report?*** This was agreed. **ACTION 10 – MD**

Self-Evaluation Form (SEF)

MD made reference to the SEF, which had been circulated in advance. This was based on Ofsted themes and was an exercise whereby the school rated itself. This showed the extent to which the SLT knew the school.

"Know Your School" visit

MD made reference to a report of the most recent visit, which had taken place in November. Visits were undertaken regularly and were focussed on evaluating how well the SLT knew the school.

An assessment had been undertaken and was now with the SPA. A positive meeting had taken place.

The school had assessed itself as “Good” and the SPA had considered personal development to be “Outstanding”. The report had been positive.

11. BCPfE update

It was reported that the Brighton City Partnership for Education (BCPfE) currently had seventeen schools as members.

The following question was asked:

- ***Did this include Academies?*** No.

The Partnership promoted shared working and Governor collaboration. The school was becoming more involved.

The Partnership was viewed as an alternative to Academisation. The relationship was less formal e.g. energy contracts and SENDCO collaboration.

A “watching brief” was currently in place.

12. Link Governors

a) Assignments

- Pupil Premium

It was noted that a Link Governor needed to be assigned to this area.

- Curriculum

It was noted that a Link Governor needed to be assigned to this area.

Role descriptions for the above two areas would be issued to the Governing Body and volunteers sought. **ACTION 11 – AT**

The general role of Link Governors was explained for the benefit of new Governors. There was some further discussion on specific roles.

The following question was asked:

- ***What percentage of pupils were Pupil Premium?*** This was just over 50%.

b) Reports

- Attendance: LM had undertaken a visit. A report would be produced by the next meeting or earlier. **ACTION 12 – LM**

- *Safeguarding*: LM had undertaken a visit. A report would be produced by the next meeting or earlier. **ACTION 13 – LM**

- *Q2 monitoring*: Reference was made to the report issued by former Governor Michael Stroud.

The following question was asked:

- ***What were “Quarters” in this context?*** These related to the financial year.

It was noted that a meeting on the SFVS had been arranged. The document would be circulated to the Governing Body for agreement in due course.

The budget and budget monitoring would also be addressed at the above meeting. There had been some significant overspends which had had a negative impact on the budget. Further work was being done on this. All schools were similarly affected.

There was some further discussion. It was noted that the question of marketing the school/ attracting pupils was being looked at.

The following question was asked:

- ***Had any pupils moved from Moulescoomb Academy to Bevendean Primary?*** Only a few had done so.

There was some further discussion.

- *Wellbeing*: MC's report was noted. This was MC's first visit/ report and thanks were expressed to her.

MC reported that she had been very impressed with the level of detail in relation to this area of work. The positive role of the Emotional and Literacy Support Assistants (ELSAs) was noted.

LM remarked this had been a difficult/ busy time for the school, but a “new start” had now been made.

13. Committee membership/ FPP Chair

It was noted that the role of FPP Chair had become vacant following the resignation of former Governor Michael Stroud. It was **agreed** that AS would be appointed to the role.

It was noted that both Committee Chair roles would be subject to election at the July FGB “business” meeting.

14. Governors' visit – Thursday 2nd March

MD stated that the scheduled date was a strike day and therefore proposed that the visit should be moved to 9th March. This was **agreed**.

15. Policy reviews

a) *Behaviours statement*

Reference was made to LM's draft document, which had been circulated in advance. This was **agreed**.

b) *Model teachers' pay policy*

The following question was asked:

- ***Had Governors been trained in relation to pay appeals panels?*** Some had.

The availability of pay panel training would be ascertained. **ACTION 14 – AT**

The following amendments to the policy document were agreed:

- Section 6: Amend the second sentence to read *"They will receive...."*.
- Section 8a "Stage 2": *"...consider whether the pay scale set starts....."*.
- Section 10d: Remove references to RRA as this was not used by the school.
- Appendix 1 "Monitoring and review": Amend to read - *"The Governing Body is responsible for reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives."*

ACTION 15 – MD

Subject to the above four amendments, the policy was **agreed**.

c) *Disciplinary policy and procedures*

The proposed policy was based on the Local Authority model.

The following question was asked:

- ***How were policies published to staff?*** An electronic folder was in place for staff.

The policy was **agreed**.

The following question was asked:

- ***Would final policy documents be in PDF format?*** Yes.

Reference was made to the general policy review schedule process. It was noted that MD and AT had arranged to meet to finalise arrangements. AT would then manage things going forward.

d) Grievance policy

The proposed policy was based on the Local Authority model.

The policy was **agreed**.

e) Whistleblowing policy

The proposed policy was based on the Local Authority model.

The policy was **agreed**.

The following question was asked:

- ***What level of training/ familiarisation did staff receive in relation to the discipline, grievance and whistleblowing policies?*** Arrangements would be made to explain to/ familiarise staff with the policies at the “Staff twilight” event on 9th March. **ACTION 16 – MD**

It was agreed that Governors would be invited to the above event. **ACTION 17 – MD**

Policy processes would be embedded with staff and revisited in due course.

16. Chair’s correspondence

Nothing to report

17. Clerk’s matters

Those present were reminded to sign out of the meeting for H&S reasons.

18. AOB

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

(I) Staff voice

SC would write a report of a recent event. **ACTION 18 – SC**

It was agreed that a process based around events and surveys should be formalised. The Governing Body and Headteacher would collaborate on this. **ACTION 19 – MD/ LM/ AS**

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

There were none.

19. Review of Action Points

The Action Points were reviewed and **agreed** for inclusion in the minutes.
It was **agreed** that a “Decisions” table would be added to the minutes in addition to the existing “Actions” table.

20. Date of next meeting(s)

The next meeting was scheduled to take place on 11th May 2023.

21. Close of meeting

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 26th January 2023

Action	By	Person responsible
1. KT and AJ to complete skills audits [Item 6c].	ASAP	AT/ KT/ AJ
2. Schedule LM's re-appointment as Co-Opted Governor for the May FGB meeting [Item 6d].	*May FGB	AT
3. Schedule SC's re-appointment as Co-Opted Governor for the July FGB meeting [Item 6d].	*July FGB	AT
4. H&S visit - policy folder and HS2&3 forms to be followed up [Item 8b].	May FGB	AS
5. Provide profile statements for website [Item 8b].	ASAP	KT/ AJ
6. KT to become a member of the Complaints Panel [Item 8b].	Immediate	AT/ KT
7. Produce draft minutes of the Curriculum Committee meeting held on 24 th November [Item 9a].	9 th February	LM
8. Next Governor Visit/ Day to focus on data and Safeguarding [Item 10].	9 th March	MD
9. KT and AJ to come into school to meet with AT on 9 th February [Item 10].	9 th February	AT/ KT/ AJ
10. Include FPN data in Headteacher's reports [Item 10].	From next FGB	MD
11. Issue Pupil Premium and Curriculum Link Governor role descriptions and seek volunteers [Item 12a].	Next meeting	AT
12. Produce Attendance Link Governor visit report [Item 12b].	Next meeting	LM
13. Produce Safeguarding Link Governor visit	Next meeting	LM

report [Item 12b].		
14. Ascertain availability of pay panel training for Governors [Item 15b].	Next meeting	AT
15. Make four amendments to the pay policy as detailed in the minutes [Item 15b].	Next meeting	MD
16. Explain to/ familiarise staff with the discipline, grievance and whistleblowing policies at the “Staff twilight” event on 9 th March [Item 15e].	9 th March	MD
17. Invite Governors to the “Staff twilight” event on 9 th March [Item 15e].	9 th March	MD
18. Write report of staff voice event [Item 18a].	Next meeting	SC
19. Formalise a staff voice process based around events and surveys [Item 18a].	In due course	MD/ LM/ AS

*To be timetabled for future meetings.

Decisions made at FGB meeting held on 26th January 2023

Decision	Agenda Item
1. Standing apologies from DS until Sep 2023 accepted.	3
2. AJ appointed as Local Authority Governor.	6a
3. KT formally appointed as Parent Governor.	6b
4. LM and AT to discuss Co-Opted vacancies following skills audits from KT and AJ.	6c
5. Mark Dally appointed as Headteacher.	7
6. Minutes of 6 th October meeting agreed.	8a
7. Data sets to be labelled in Headteacher’s reports for reference.	10
8. AS appointed as FPP Chair.	13
9. Governors’ visit moved to 9 th March.	14
10. Behaviours statement to be implemented.	15a
11. Implement pay policy, subject to agreed amendments.	15b

12. Discipline policy and procedures to be implemented.	15c
13. Grievance policy to be implemented.	15d
14. Whistleblowing policy to be implemented.	15e
15. Include agreed Action Points in the draft minutes.	19
16. Add "Decisions" table to minutes going forward.	19