

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 6th October 2022

at 5.00pm at Bevendean Primary School and Nursery

Present: Stuart Cager, Lydia Majic, Adrian Strange, Michael Stroud, Katharine Winks, Mark Dally (Acting Headteacher) [to Item 20], Andy Thomas (Clerk).

Apologies: Eugene Arnold, Mary Carmichael, Rachal Daniels, Sarah Miller (Associate Member and Acting Deputy Headteacher), Shahima Mohammed, Danielle Sherlock.

Absent: Emily Winslade.

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.

4. Consideration of apologies

Apologies were accepted.

5. Declarations of interest

It was noted that MD had a conflict of interest in respect of Item 21 (Headteacher recruitment) and that he would be asked to leave before this was discussed.

6. Minutes of previous meeting(s)

a) **Approval of minutes of FGB meeting held on Thursday 7th July 2022**

The draft minutes had been circulated in advance and were **agreed** as a true record subject to correcting to "Child Protection Online Monitoring System" in one of the Q&As in section 10b.

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. **ACTION 1 - AS**
- AP2 (Governor website pages) A reminder to submit profile statements would be issued. **ACTION 2 - LM**
- APs 3-6; 8, 10, 11 and 14 Noted as completed [7, 9, 12, 13 and 15 unused].
- AP16 (Complaints Panel membership) MC' s possible membership would be followed up. **ACTION 3 - LM/ MC**

- APs 17, 25, 26 Noted as completed [18-24 and 27 unused].
- AP28 (*future Governing Body vacancies*) Future vacancies would be anticipated in advance on a rolling programme. **ACTION 4 - AT**
- APs 29-32 Noted as completed.

7. Committee reports

a) *Curriculum, Standards and Welfare*

The minutes of the meeting held on 14th July 2022 were noted. There were no questions.

b) *Finance, Personnel and Premises*

The minutes of the meeting held on 19th May 2022 were noted. There were no questions. It was reported that the SFVS had been progressed.

8. Headteacher's Report

MD made reference to his written report and invited questions.

The following questions were asked:

- ***What was the "data spectrum chart"?*** This was a new system which was tracking progress coming in to Year 5. The normal ARE of 4.3 was down to 4.2. The table was updated on an ongoing basis. The process was aimed at moving pupils up to where they needed to be.
- ***What was the average progress per year?*** This was 3 points.
- ***Was this a new way of measuring?*** It was a new way of recording/ displaying.
- ***Could this be a focus for a future Governors' visit?*** Yes, subject to the requirement to anonymise data.
- ***Did the score of "3" represent where pupils should be?*** This should ideally be "4". The school was a little below this but would focus on "closing the gap".
- ***Was it the case that one third of pupils had achieved ARE?*** Progress could not be deduced from the data table concerned. This showed attainment. However, progress across the year could be tracked.
- ***Would pupils stay where they were or drop back?*** They should stay where they were unless there was a long-term absence.
- ***Noting that there had been no permanent exclusions, had there been any fixed-term?*** Yes. These would be shown separately in future reports.
- ***The number of pupils on roll had fallen – was the school producing a publicity leaflet?*** This was almost completed and quotes had been obtained for production and delivery. It should be available within the next few weeks. The cost was £10k.
- ***How many had been ordered?*** Around four thousand.

- **Had a “leaflet drop” area been established?** Yes, this had been plotted based on wards.
- **Were other initiatives planned?** The school was looking at a Facebook page for engagement purposes.
- **Were there plans to hold a children’s parade?** This had been considered. However this was a big commitment. The school was focussing on other issues/ priorities.
- **Was there potential for the school’s reputation to be damaged if there was a deficit budget and this was reported by the media?** This was noted. The matter would be approached as appropriate when the budget position became clear.
- **What was the most common reason for pupil attendance issues?** This was believed to be sickness.

MD additionally reported that a new family had started. One child was very challenging and resource intensive.

The following question was asked:

- **Had this been expected?** No.

Finally, MD reported that After School Club had started that week. There were a range of activities and the school was promoting these.

The following question was asked:

- **How much was being charged?** The cost was £6.50 for the first hour and £5.50 per hour thereafter.

9. School Development Plan

MD made reference to the document and invited questions.

The following questions were asked:

- **Were all staff aware of the SDP and had “ownership” been established?** Staff were aware. Their level of involvement depended on which elements applied to them. The SDP fed into all aspects of the school’s operation.
- **Would the profile of the SDP be raised with staff by linking it to appraisal?** The school was planning to establish an appraisal target for teachers linked to the SDP. The approach with support staff would be considered in due course.
- **Would a wider group be consulted about the SDP in the following year e.g. staff, wider SLT, parents and or pupils?** Wider SLT consultation was planned. However the process could be opened out further and this would be borne in mind. Views could be sought on targeted areas.
- **Was data the strongest element?** Matters were data-led.

It was remarked that the SDP was a good document and MD was thanked for his work on this.

10. Finance update

MD reported that a settlement had been reached and implemented, with back pay, in relation to a low pay award for support staff. The Local authority had indicated that the school's budget for this would be £15k, but this had risen to £29k. All support staff would need new contracts and this was an enormous amount of work for Business managers across the City.

The following questions were asked:

- ***Had this been led by the Local Authority and had the Unions been consulted?*** It had been agreed with the Unions.
- ***Was there a support network for Business Managers?*** The school's Business Manager was able to access support.

MD also reported that:

- A cash award for support staff had been proposed. This would cost £25k.
- The teachers' pay award would cost £54k.

In total, pay awards would take £89k from the budget in the current financial year. A similar impact would be experienced by every school in the City. BP&N would have a carry-forward so there should still be an overall surplus. However, years 2 and 3 of the 3-year budget period would be difficult.

The following questions were asked:

- ***Could a deficit of up to £200k be approved by the Local Authority?*** Yes. It was hoped that the Local Authority would be able to assist schools.
- ***Was the situation limited to BHCC?*** The low pay award was a Local Authority initiative. However, the bigger cost arose from national arrangements.

It was noted that the situation would be addressed further by the FPP.

11. Link Governors

a) Assignments

EW had indicated her intention to resign from the Governing Body (see below), which would give rise to a vacancy for the Pupil Premium Link Governor. LM would undertake this role for the time being, and pending the appointment of further Governors.

b) Reports

- *Attendance (LM June 2022):* This was noted. There were no questions. It was reported that a new start time of 8.55am would be needed to comply with a statutory increase in school hours. The school was currently 10m minutes "short".

- *H&S (AS July 2022):* This was noted. There were no questions. The school was working on AS' recommendations.

- *Q1 monitoring (MS July 2022):* This was noted. There were no questions.

- *Safeguarding (LM July 2022)*: A meeting had been held and a follow-up, focussing on policies, was scheduled for November.

12. Committee membership

The assignments document was noted. It was **agreed** that references to MD would be checked for consistency.

It was agreed that the Curriculum Committee quorum would be amended to 3 in both the assignments document and Terms of Reference. **ACTION 5 - AT/ EA**

13. Governors' visit – Thursday 20th October

MD outlined the proposed schedule for the day. Following discussion, it was agreed that staff voice should be included and that Governors should be available in the playground to leaflet parents about the Parent Governor vacancy.

A further reminder would be issued to Governors.

14. Governing Body vacancies

a) LA Governor

It was noted that there was a potential applicant for this role, with whom a meeting had been scheduled for 14th October.

b) Parent Governor

Work was in progress to advertise the current Parent Governor vacancy and call for nominations from parents and carers.

c) Emily Winslade

It was reported that EW had tendered her resignation from the Governing Body. This was noted and accepted. **ACTION 6 - AT**

It was noted that Parent Governor candidates could be considered as a potential replacement Co-Opted Governor.

d) Vacancies over the next 12 months

It was **agreed** that forthcoming vacancies would be anticipated at each FGB meeting on a 12-month rolling programme. Incumbents would be contacted regarding their wish to be re-appointed and/ or re-apply.

15. Policy reviews

a) Review process

This was a work in progress. MD would finalise in due course.

b) Behaviours statement

This would be addressed and referred to the January FGB. **ACTION 7 - LM**

c) Model pay policy

It was confirmed that a model policy had not yet been issued by the Local Authority the matter would therefore be deferred to the January FGB. **ACTION 8 - MD**

d) Child Protection policy

Reference was made to the policy document.

The following question was asked:

- ***Given the large size of the document, how could this be translated into something meaningful?*** KCSIE Part 1 was crucial. This was 11 pages. Staff training was also undertaken. Reference would subsequently be made to the policy.

It was noted that communications had been issued to the Governing Body and deadlines set, regarding Safeguarding training and confirming the reading of the KCSIE document.

The policy was **agreed**.

16. Chair's correspondence

a) Health & Safety assurance checklist

This had been issued by the Local Authority with a deadline of 22nd July for completion. The Local Authority's H&S Team had subsequently notified the school of recommendations and actions.

There had been one "red" section with actions to be addressed. The checklist had subsequently been re-submitted on 30th September.

Everything was now in hand and the Local Authority was reviewing the school's latest submission.

b) Fire risk report

This had been completed in August. A thorough assessment had been undertaken. The target for the number of action points arising had been 10, whereas the school's was 17. It was therefore a priority and the school was currently working on it.

The following questions were asked:

- ***Were the issues physical in nature?*** Yes. They were small items.
- ***Were there any significant costs?*** There were a couple of items, including boxing-in pipework.
- ***Would this be funded from the H&S budget?*** It would be funded from the Premises budget.

17. Clerk's matters

Nothing to report.

18. AOB

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

There were none.

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.

20. Date of next meeting(s)

The next meeting was scheduled to take place on 26th January 2023.

At this point, MD left the meeting.

21. Headteacher recruitment

THIS SECTION IS RECORDED IN A CONFIDENTIAL "PINK" MINUTE.

22. Close of meeting

There being no further business, the meeting was closed.

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

Action points from FGB meeting held on 6th October 2022

Action	By	Person responsible
1. H&S visit - policy folder and HS2&3 forms to be followed up [Item 6b].	ASAP	AS
2. Issue reminder to submit Governor website profiles [Item 6b].	ASAP	LM
3. MC to consider Complaints Panel membership [Item 6b].	In due course	LM/ MC
4. Anticipate future Governing vacancies on a rolling programme [Item 6b].	*Ongoing	AT
5. Amend Curriculum quorum to 3 [Item 12].	ASAP	AT/ EA
6. Process EW's resignation from the Governing Body [Item 14c].	Immediate	AT
7. Address Behaviours statement and refer to January FGB [Item 15b].	*Jan FGB	LM
8. Defer Pay policy to January FGB [Item 15c].	*Jan FGB	MD
9. RECORDED IN A CONFIDENTIAL "PINK" MINUTE		
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*To be timetabled for future meetings.