

# Bevendean Primary School and Nursery

Heath Hill Avenue

## Full Governing Body Meeting

Minutes of the meeting on Thursday 26<sup>th</sup> May 2022

at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

**Present:** Stuart Cager, Mary Carmichael, Lydia Majic, Shahima Mohammed [from Item 6], Michael Stroud, Katharine Winks, Emily Winslade, Mark Dally (Associate Member) [to Item 16], Sarah Miller (Associate Member) [to Item 16], Mary Crowley (DSL) [Item 14a only], Andy Thomas (Clerk).

**Apologies:** Eugene Arnold, Rachal Daniels, Martyn Giddens (Headteacher), Danielle Sherlock, Adrian Strange.

**Absent:** Sophie Brett.

### 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 confirmed that SB was the newly elected Parent Governor [see below].

### 4. Consideration of apologies

Apologies were duly accepted.

### 5. Declarations of interest

It was **agreed** that consideration of the minutes of the EFGB meeting held on 10<sup>th</sup> May [held to discuss Headteacher recruitment] would be deferred to the end of the meeting, and that MD and SM would be asked to leave beforehand due to conflict of interest.

### 6. Minutes of previous meeting(s)

#### **a) Minutes of FGB meeting held on Thursday 20th January 2022 and EFGB meeting held on Tuesday 10<sup>th</sup> May**

The draft minutes had been circulated in advance.

#### **b) Approval of minutes**

The draft minutes of the 20<sup>th</sup> January FGB were **agreed** as a true record. The draft minutes of the EFGB on 10<sup>th</sup> May were deferred to AOB [as per Item 5].

#### **c) Matters arising/ Action Points**

The Action Points from the 20<sup>th</sup> January meeting were reviewed. It was noted that the majority had been completed and that those relating to policy reviews would be addressed by a Policy Schedule Working Group. This would be a standing item on FGB agendas.

### **ACTION 1 – LM/ AT**

The following two Action Points were outstanding:

- AP11 (H&S visit: policy folder and HS2&3 forms) To be followed up. **ACTION 2 - AS**

- AP18 (Link Governor visit programme) To be followed up. **ACTION 3 - AS/ LM/ MG**

At this point SMO joined the meeting.

## **7. Committee reports – urgent issues and meetings**

It was noted that neither Committee Chair was in attendance. It was agreed that Safeguarding and Health & Safety would be highlighted going forward. **ACTION 4 – AS/ EA/ AT**

### **a) Curriculum, Standards and Welfare**

See above.

### **b) Finance, Personnel and Premises**

See above.

## **8. Headteacher's report**

The written report from MG was noted. MD remarked that it was positive that a sense of normality was returning to the school following the Covid crisis. MD spoke about how lovely it was to be able to hold the school picnic on the field to welcome parents as this had not been possible due to the Covid situation.

## **9. Budget approval**

It was noted that the FPP Committee had met the previous week. A detailed discussion on the budget had taken place.

Following the FPP, MS had raised a number of written questions. An associated Q&A had been included in the papers for this FGB meeting.

The anticipated deficit in year 3 of the budget period was noted.

No further written questions on the budget had been received in response to a request issued prior to the meeting.

The following question was asked:

- **What was LED tutoring?** This was school led tutoring associated with catch-up funding. £8k remained for the rest of the current academic year.

The budget was **approved**.

## **10. Diversity and Equality**

LM stated that there was a need to take in to account diversity and equality in all aspects of work following training both LM and EA had attended in the previous month. It was suggested that an associated Link Governor was a possibility. The matter could also be a standing item on FGB and/ or Committee agendas. This was an important issue. There was a need to ensure that policies were inclusive.

Reference was made to the DfE Equality Act guidance which had been made available in advance of the meeting.

Certain information needed to be on the website. Further work could be done on the matter.

It was agreed that SMO would become the Diversity & Equality Link Governor. **ACTION 5 – SMO/ AT**

The following question was asked:

- ***How could the Governing Body address this matter other than reflecting in policies?*** All aspects relating to staff and pupils needed to be addressed e.g. a diverse workforce reflecting the community; and advocating for minority groups within the school. D&E should be embedded in all decision-making processes. The Governing Board could find out what more it could do.

It was noted that there was a need to comply with the Equality Act.

## **11. Link Governors/ Committee membership**

### ***a) Assignments***

In addition to the above, the following were agreed:

- DS as Teaching & Learning Link (with Core Curriculum merged into this).
- MC as wellbeing Link.
- MS as budget/ SFVS Link with EW.
- SC as H&S Link with AS.

## **ACTION 6 – DS/ MC/ MS/ SC/ AT**

### ***b) Reports***

There were no reports.

### ***c) Programme of visits***

To be confirmed.

## **12. Governors' Visit – Thursday 9<sup>th</sup> June**

MD reported that a number of Governors had confirmed attendance. He gave a brief outline of the day, which would focus on the school development plan and interventions.

## **13. Governing Body issues**

### ***a) LA Governor vacancy***

No candidates had yet been identified. LM was following this up. The former LA Governor had indicated possible interest in the future if the vacancy remained.

### ***b) Parent Governor vacancy***

SB had been elected unopposed. She had been expected to attend the meeting but was absent.

SB's appointment as Parent Governor was confirmed. LM would liaise with her regarding the role and mentoring/ support etc.

It was agreed that a further call for nominations would be issued in the event that SB tendered her resignation.

#### **ACTION 7 – LM/ AT**

##### **c) *Website profiles***

Governors were asked to submit profiles for publication on the school website. **ACTION 8 – Govs**

##### **d) *Safeguarding training***

Any Governors who had not completed this training were asked to do so. **ACTION 9 – Govs**

Personal liability in respect of Safeguarding and Health & Safety was noted.

## **14. Policy reviews**

### **a) *SEN***

At this point MCr joined the meeting. She made reference to the SEN policy and information report which had been made available in advance.

MCr stated that there had been no major content changes. More information on the EHCP process had however been added.

The following question was asked:

- ***Could a reference be added to where the policy could be found?*** There was an indication in the "Aims" section that the policy was available on the school website. However a reference would also be added to the top of the title page. **ACTION 10 – MCr**

LM made reference to EHCP plans. The school had been approached to take on additional cases and she had met with the school to discuss this.

The following question was asked:

- ***Could it be made clear that EHCP panels were made up of the Staff Governor, SEN Link Governor and one other Governor?*** This was possible, but there was a tight 15 day timetable involved so availability might be an issue. These assignments would be made subject to replacements being deployed as necessary. **ACTION 11 – MD/ MCr**
- ***When was the next policy review due?*** This was in one year's time.

The policy was **approved**.

This was noted as a helpful process and mutual thanks were expressed by and to LM and MCr.

**b) Review process**

Covered under Item 6c.

**15. Chair's correspondence**

**a) Primary school PANs**

LM made reference to the letter from Deb Austin, BHCC Executive Director for Families, Children and Learning, regarding Primary school PANs.

The following questions were asked:

- ***In respect of Reception allocation for September 2022, why had there been a decline in 1<sup>st</sup> choice preferences for the school?*** This was a general trend – birth rates were going down.
- ***Was the school considered to be defined as “larger”?*** No, the school had two-form entry. Others had three or four.
- ***Would the PAN issue be revisited in the Autumn?*** There would be no changes until 2024.

It was reported that a meeting between Governing Body Chairs and Heads and the Local Authority was scheduled for 21<sup>st</sup> June. LM and AS were due to attend, with SC to attend if one of these dropped out. LM and AS would keep SC informed. **ACTION 12 – LM/ AS**

It was noted that MD proposed to attend instead of MG.

**b) Federations**

It was reported that there was a Government White Paper which included a proposal for all schools to be part of Academies by 2030. LM would send out a link to a video of an associated meeting. **ACTION 13 – LM**

**16. Clerk's matters**

Nothing to report.

**17. A.O.B:**

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

There were none.

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

Reference was made to the minutes of the EFGB meeting on 10<sup>th</sup> May. At this point MD and SM left the meeting [see Item 5].

The minutes were **agreed** as a true record. It was noted that the Action Points had all been completed.

It was reported that a number of volunteers had come forward to be Headteacher recruitment panel members. Other Governors were asked to confirm/ refute interest.

**ACTION 14 – Govs**

The following question was asked:

- ***Could staff be included as stakeholders in the recruitment process?***

This would be looked at by LM and AS. **ACTION 15 – LM/ AS**

It was confirmed that advice would be sought from the Local Authority on the relative responsibilities of the Governing Body and recruitment panel; and the interface between these. **ACTION 16 – LM/ AS**

It was agreed that HT recruitment would be a standing item on FGB agendas. **ACTION 17 – LM/ AS/ AT**

It was confirmed that panel members would need to undertake the following training:

- Headteacher/ senior leader recruitment
- Safeguarding
- Safer recruitment

The following question was asked:

- ***What information was going out to parents?*** Both a letter from the Governing Body and information in the school newsletter were in hand.

The Governing Body would appoint a panel in due course. **ACTION 18 – LM/ AS**

## **18. Review of Action Points**

It was **agreed** that the Action Point(s) would be reviewed by the Chair and Clerk following the meeting and noted for recording in the minutes.

## **19. Date of Next Meeting**

The next scheduled meeting was at **5pm on Thursday 7<sup>th</sup> July**. This meeting would include consideration of the timing and format of FGB and Committee meetings going forward.

It was noted that the Curriculum Committee was due to meet at 3.30pm on Thursday 23<sup>rd</sup> June. SMO would attend as an observer. **ACTION 19 – SMO/ AT**

## **20. 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 26<sup>th</sup> May 2022

Action	By	Person responsible
1. Take forward policy schedule working group and establish as a standing item on FGB agendas [Item 6c].	*As required	<b>LM/ AT</b>
2. Take forward AP11 ( <i>H&amp;S visit: policy folder and HS2&amp;3 forms</i> ) from the 20 <sup>th</sup> Jan FGB [Item 6c].	As required	<b>AS</b>
3. Take forward AP 18 ( <i>Link Governor visit programme</i> ) from the 20 <sup>th</sup> Jan FGB [Item 6c].	As required	<b>AS/ LM/ MG</b>
4. Highlight Safeguarding and Health & Safety through Committees going forward [Item 7].	*Future Committee meetings	<b>AS/ EA/ AT</b>
5. Establish SMO as D&E Link Governor [Item 10].	ASAP	<b>SMo/ AT</b>
6. Establish new Link Governors as outlined [Item 11a].	ASAP	<b>DS/ MC/ MS/ SC/ AT</b>
7. Establish SB as Parent Governor [Item 13b].	ASAP	<b>LM/ AT</b>
8. Submit profiles for publication on the school website [Item 13c].	ASAP	<b>Govs</b>
9. Governors to complete Safeguarding training [Item 13d].	ASAP	<b>Govs</b>
10. Add reference on title page of SEN policy to the availability of the policy on the school website [Item 14a].	In due course	<b>MCr</b>
11. EHCP panels to be made up of the Staff Governor, SEN Link Governor and one other Governor subject to replacements as required [Item 14a].	Ongoing	<b>MD/ MCr</b>
12. Keep SC informed about attendance at 21 <sup>st</sup> June PAN meeting [Item 15a].	21 <sup>st</sup> June	<b>LM/ AS</b>
13. Send out link to meeting video re: Government White Paper on schools [Item 15b].	In due course	<b>LM</b>

14. Confirm/ refute membership of Headteacher recruitment panel [Item 17b].	ASAP	<b>Govs</b>
15. Look at involving staff as stakeholders in the Headteacher recruitment process [Item 17b].	In due course	<b>LM/ AS</b>
16. Seek advice from BHCC re: respective responsibilities of the GB and HT recruitment panel [Item 17b].	ASAP	<b>LM/ AS</b>
17. Make HT recruitment an FGB standing Agenda item [Item 17b].	*Next FGB/ ongoing	<b>LM/ AS/ AT</b>
18. Governing Body to appoint HT recruitment panel members [Item 17b].	In due course	<b>LM/ AS</b>
19. SMO to attend 23 <sup>rd</sup> June Curriculum Committee as an observer [Item 19].	23 <sup>rd</sup> June	<b>SMo/ AT</b>

\*To be timetabled for future meetings.