

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 11th May 2023
at 5.00pm at Bevendean Primary School and Nursery

Present: Mary Carmichael, Alice Johnson, Lydia Majic, Adrian Strange, Kendrick Tugwell, Mark Dally (Headteacher), Sarah Miller (Associate Member), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Stuart Cager, Shahima Mohammed, Danielle Sherlock, Katharine Winks.

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 **agreed** that attendance at FGB meetings should continue to be in person only.

LM and AS indicated that they would be meeting with Governors individually to talk about attendance, training and other matters.

4. Consideration of apologies

Apologies were accepted.

5. Declarations of interest

There were none.

6. Governing Body vacancies

a) Co-Opted Governor re-appointment – Lydia Majic

LM's re-appointment [from 18th July 2023] was **agreed**.

b) Co-Opted Governor application - Olimunde Olorunfemi

Reference was made to the application circulated in advance of the meeting. This was a strong application, but an advance meeting with the applicant was now being planned.

It was **agreed** that, going forward, an initial meeting with all potential new Governors (including Parent and Staff Governor nominees) would be held. Follow-up action would be taken as required following these meetings.

The above approach would be trialled in relation to OO's application. **ACTION 1 – LM/ AS/ MD**

c) Advertising of Co-Opted Governor vacancies

It was noted that there were at present three Co-Opted Governor vacancies. These would be advertised "far and wide", with previous Governor experience and/ or finance expertise and/ or educational knowledge cited as desirable.

MD would draft something for the website, following which AT would further promulgate.

ACTION 2 – MD/ AT

d) Vacancies over the next 12 months

It was reported that SC's term of office as Co-Opted Governor was due to expire in September 2023. Re-appointment had been timetabled for the July FGB meeting.

7. Minutes of previous meeting(s)

a) Approval of minutes of FGB meeting held on Thursday 26th January 2023

The draft minutes had been circulated in advance and were **agreed** as a true record subject to amending "nay" to read "any" at Item 6d.

b) Matters arising/ Action Points

The Action Points were reviewed as follows:

- APs 1-4 Noted as completed.
- AP5 (Governor website profiles) KW's profile statement was being followed up.
- APs 6-15 Noted as completed.
- AP16 (staff policy familiarisation) Information had been sent out to staff.

The following question was asked:

- **Had enough been done on this?** This would be followed up in September.
- APs 17 & 18 Noted as completed.
- AP19 (staff voice) A proper process would be put in place and repeated on an annual basis. Parent Voice would also be addressed. Governors would be invited to collaborate on associated material.

8. Committee reports

a) Curriculum, Standards and Welfare

The minutes of the 24th November 2022 and 23rd February 2023 meetings were noted.

b) Finance, Personnel and Premises

The minutes of the 19th January 2023 and 16th March 2023 meetings were noted.

9. Headteacher's Report

MD made reference to his written report and highlighted the pupil data table on page 1, which covered a number of matters including FPNs and EHCPs.

Questions and comments were invited. Governors remarked on the high quality of the report and expressed thanks to MD accordingly.

The following questions were asked:

- ***Why was Year 1 maths progress data lower?*** The transition from Reception required adjustment and a time lag was involved. There were other factors which might “skew” the data. If the position remained the same by the Summer this would need to be addressed.
- ***Could the data reported in the chart three times per year be converted into a comparative chart to show trends over time?*** This would be done.

ACTION 3 - MD

10. Budget approval

AS reported that the FPP meeting earlier that day had considered the budget in detail. Despite an in-year deficit of £96,094 for 2023-24 there was a total cumulative carry-forward of £31,089, so a credit position had been achieved.

The FPP was recommending that the budget be agreed.

There were no questions.

The budget was **agreed**.

11. Link Governors

a) Assignments

It was noted that AJ had been assigned as Link Governor for Curriculum.

It was **agreed** that KT would be assigned to the Pupil Premium Link Governor role.

b) Reports

- *Pupil Premium*: Noted.

- *Safeguarding*: Noted.

- *Health & Safety*: Noted.

- *Staff voice*: Noted.

It was noted that:

- An SLT visit was to be conducted by AS.
- An attendance visit was to be conducted by LM.
- A pupil/ staff wellbeing and staff exit interview visit was to be conducted by MC.
- A Pupil Premium visit had been arranged (KT supported by LM).
- A curriculum visit was to be arranged (AJ supported by LM).
- An SEN visit had been conducted by EA and the report was awaited.
- A GDPR visit may have been conducted by EA, in respect of which the report was awaited.

12. Committee membership

It was **agreed** that KT would join the FPP.

It was **agreed** that AJ would join the Curriculum Committee.

13. Governors' visit – Thursday 8th June

MD would plan the day and issue a reminder. **ACTION 4 - MD**

14. Policy reviews

a) Children with health needs who cannot attend school

There were no questions and the policy was **agreed**.

b) Data protection

The following questions were asked:

- ***Who was the Data Protection Officer (DPO)?*** Within the school this was the Business Manager. There was also a Local Authority DPO.
- ***How was data held in the "Cloud" secured and how were hacks identified?*** Password protection was in place. Further discussions could take place with the Local Authority about processes and information.

In order to facilitate the above, KT would provide further detail to MD. **ACTION 5 – KT**

A written question had been submitted in advance and this was answered as follows:

- ***Was this a model policy? What changes had been made?*** A copy of the model policy had also been circulated in advance. Few changes had been made.

The policy was **agreed**.

c) Health & Safety

A written question had been submitted in advance and this was answered as follows:

- ***Should a provision be added that classroom teachers should complete a classroom checklist at the start of each term?*** It was **agreed** that this should be included.

Subject to the above change, the policy was **agreed**.

d) School complaints

It was noted that MD needed to make a report to the July FGB about complaints received. This would include resolved complaints.

The policy was **agreed**.

e) Exclusion

Points of clarification regarding the role of the panel Clerk and lunchtime suspensions were discussed and resolved.

There was some further discussion regarding exclusions arising from behaviour outside the school. The possibility of amending the policy to emphasise Headteacher discretion was proposed but rejected on the basis that the current wording was sufficient.

The policy was **agreed**.

f) SEND information report

There were no questions.

The policy was **agreed**.

g) Supporting pupils with medical conditions

Deferred to the July FGB meeting. **ACTION 6 – MD/ AT**

h) Policies for review at next meeting

The policies due for review at the July FGB were noted as per the Policy Review Schedule. In addition, the supporting pupils with medical conditions policy would be added to the agenda [as per Item 14g above].

15. Chair's correspondence

The following were raised:

- a) The letter from the Local Authority re: school PANs had been circulated. AS, LM and MD would attend the relevant LA Committee meeting and also invite local Councillors into the school.
- b) Governors were welcome to attend the "Parkwood Picnic", which was the Year 5 residential event due to be held in June.
- c) Governors were welcome to attend the school picnic on 26th May. A letter was due to go out to Parents on this.
- d) Local Authority H&S training was due to take place the following Monday.

16. Clerk's matters

Not discussed.

17. AOB

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

(I) Skills audit

A new skills audit process would be conducted. **ACTION 7 - AT**

It was also **agreed** that Governors should be asked to complete a skills audit form on renewal of their term.

(II) Governor access codes

A new process was being put in place to facilitate ongoing access to the school premises by Governors. Accordingly, Governors would be asked to sign associated paperwork [which was handed out at the meeting].

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

There were none.

18. Review of Action Points

Not discussed.

19. Date of next meeting(s)

The next meeting was scheduled to take place on **Thursday 6th July 2023**.

20. Close of meeting

Thanks were expressed to those in attending.

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 11th May 2023

| Action | By | Person responsible |
|--|----------------------|---------------------------|
| 1. Hold an initial meeting with Co-Opted Governor applicant Olimunde Olorunfemi [Item 6b]. | *Next FGB | LM/ AS/ MD |
| 2. Advertise Co-Opted Governor vacancies via website/ other [Item 6c]. | Next FGB | MD/ AT |
| 3. Produce comparative data chart for Headteacher reports [Item 9]. | Next FGB | MD |
| 4. Plan 8 th June Governor Visit and issue a reminder [Item 13]. | 8 th June | MD |
| 5. Provide further detail regarding IT Cloud protection to facilitate LA discussions [Item 14b]. | In due course | KT |
| 6. Defer supporting pupils with medical conditions policy to July FGB meeting [Item 14g]. | *Next FGB | MD/ AT |
| 7. Conduct skills audit [Item 17a]. | In due course | AT |

*To be timetabled for future meetings.

Decisions made at FGB meeting held on 11th May 2023

| Decision | Agenda Item |
|---|--------------------|
| 1. Attendance at FGB meetings to remain in person only. | 3 |
| 2. LM re-appointed as Co-Opted Governor. | 6a |
| 3. Hold an initial meeting with all potential new Governors. | 6b |
| 4. Minutes of the 26 th January 2023 FGB meeting signed off. | 7a |
| 5. Budget approved. | 10 |
| 6. KT assigned as PP Link Governor. | 11a |
| 7. KT made FPP member. | 12 |
| 8. AJ made Curriculum Committee member. | 12 |

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|---|-----|
| 9. Children with health needs who cannot attend school policy agreed. | 14a |
| 10. Data protection policy agreed. | 14b |
| 11. Classroom checklist to be added to H&S policy. | 14c |
| 12. Subject to the above amendment, H&S policy agreed. | 14c |
| 13. School complaints policy agreed. | 14d |
| 14. Exclusion policy agreed. | 14e |
| 15. The SEND information report policy was agreed. | 14f |
| 16. Governors to complete skills audit on renewal of term. | 17a |