

BEAM COUNTY PRIMARY SCHOOL

FULL GOVERNING BODY

20 October 2025
at 5pm via Teams
MINUTES

Governors:

Simon Cole	Co-opted Governor	31.08.26	Present
Lando DuPlooy	Co-opted Governor	17.10.27	Present
Sara Jabar	Parent Governor	19.10.29	Present
Amandeep Kaur	Parent Governor	08.10.27	Present
Melanie Kryeziu	Staff Governor	24.09.27	Present
Cllr. Donna Lumsden	Co-opted Governor	31.08.26	Present
J Nicolls (aka R Nix)	Co-opted Governor	10.10.26	Apologies accepted
Martin Russell	Co-opted Governor	20.07.29	Present
Cllr. Philip Waker	LA Governor	31.10.27	Present
Sharon White	Co-opted Governor	30.09.29	Present
Tracey Whittington	Headteacher	<i>Ex-officio</i>	Present
Abbie Willis	Parent Governor	30.04.29	Present

Also in attendance:

Dawn Buchanan	School Business Manager (SBM)
Taiwo Judah-Ajayi	HR Manager
Deon McKenzie	AHT
Mr Rusirevi	AHT

Sherron Alexander-Bedingfield Clerk

1. WELCOME AND APOLOGIES

- 1.1 All parties were welcomed to the meeting. Apologies for absence were received and accepted from Rashid Nix who was unable to attend due to a family issue that requires his attention. The meeting was quorate.

2. DECLARATION OF INTERESTS

- 2.1 There were no new declarations from governors of any interest in any agenda item.
- 2.2 Governors were reminded to complete the annual declaration of business and pecuniary interests. Annual forms were sent to governors on 19th September and the 4th October. **ACTION: Governors were reminded to complete their annual forms.**
- 2.3 There were no declarations of the receipt of any gifts or hospitality since the last meeting.

3. NOTICE OF ANY OTHER BUSINESS/REQUEST TO CHANGE THE ORDER

- 3.1 None. Governors agreed that going forward there would not be an AOB item on the agenda. If governors had any new business or requests they should be sent to the Chair and Headteacher in advance of the meeting.
- 3.2 It was agreed that agenda item 9, the Financial Report would be discussed earlier in the meeting so that staff could leave after their presentation.

3.3 **ACTION: Financial report and supporting financial documents to be circulated to all governors.**

4. CONFIRM THE TERM OF OFFICE FOR THE CHAIR AND VICE CHAIR, ELECTION OF CHAIR AND VICE CHAIR FOR THE ACADEMIC YEAR 2025-26

4.1 Governors agreed that the post of Chair and Vice Chair would be for one academic year. Elections of the posts to take place annually in the autumn term.

4.2 One nomination was received for the post of Chair of Governors from Lando DuPlooy. Mr DuPlooy left the room whilst governors discussed his nomination. Governors agreed unanimously to the appointment based on his experience, proactive nature and that he had supported the school during the successful Ofsted inspection. Mr DuPlooy returned to the meeting and was informed of the governor's decision. He thanked the board for the vote of confidence and stated that he will continue to work with the Headteacher for the benefit of the school.

4.3 Donna Lumsden was also voted as Vice Chair, no other nominations were received

5. CONFIRM THE INSTRUMENT OF GOVERNMENT

5.1 Governors reviewed the Instrument of Government dated 21 March 2024 which provides for 13 governors in total. The composition of the board is defined as:

- 3 parent governors
- 1 LA governor
- 1 staff governor
- 1 Headteacher
- 7 co-opted governors

It was agreed that the composition was suitable and no change necessary.

5.2 There was no change proposed to the existing standing orders or terms of reference.

6. MEMBERSHIP OF THE GOVERNING BOARD

6.1 The membership of the governing board is as set out at the start of the minutes. There are no governors whose term of office is due to expire until the summer 2026 term.

6.2 The appointment of parent governor Sarah Jabar was noted, subject to satisfactory DBS check. The appointment will begin on 20 October 2025 and expire on 19 October 2029.

6.3 The DBS and s.128 checks on Martin Russell and Sara Jabar are in hand.

6.4 Two additional governors are required to join the Finance Committee as Simon Cole and Cllr. Donna Lumsden will step down from their roles within that committee. Following discussion, it was agreed that governors Sharon White, Cllr. Philip Waker and Martin Russell would join the Finance Committee. The governors bring their own expertise in finance matters which will be of assistance as there will be discussions around staff pay, performance and potentially restructuring.

[Agenda items were considered in the following order]

8. MINUTES OF THE PREVIOUS MEETING HELD ON 21 JULY 2025 AND MATTERS ARISING

8.1 Governors approved the minutes of the 21 July 2025 subject to the following corrections:

- Page 3 paragraph 2 – should read Beam uses the EEF information wheel.

8.2 The Chair asked governors to read the papers in advance of the meeting and have at least 2/3 questions to for the Headteacher and SLT. This will demonstrate governors' effectiveness. The school takes the time to prepare extensive and comprehensive reports questions will promote strategic support/challenge and appreciation of the work done by the school.

9. FINANCIAL REPORT

9.1 The School Business Manager, Dawn Buchanan, shared her screen and presented to governors the Financial Report.

- The projection for the full year is an expenditure of £5.2 million and expenditure of £5.1 million. The income is slightly increased due to additional income from catering. Some of the catering income was from last year but received in this year's accounts.
- Staffing costs are expected to exceed the amount budgeted for. The reasons for this include changing to the incremental staff costs and changes to contracts. Some staff, in past years, did not receive incremental staff cost increases. As a result, the school has had to change projected scale points for the remainder of the year considerably higher than what was originally budgeted. The estimated cost is a £300,000 adverse variance. This is a significant concern as the school had anticipated making savings on staffing costs.
- The school has a high number of SEN pupils and the funding received which is based on the national funding formula remains inadequate.
- ARBOR will be used to manage staff sickness and absences. The processes will become automated and save on time taken to manually input the data.
- New catering contract with Chefs for Schools. They negotiated better deals with 30% less paid on food purchases.
- Outstanding income for Havering for High Needs Funding has been received with an assurance of more regular payments.
- Other funding is received irregularly and there are falling pupil numbers.
- The school hopes to secure two additional lettings for football clubs. The funds generated will be unrestricted and enable the school to spend it however the school needs.
- The deficit recovery plan remains in place. Some measures agreed have yet to be implemented.
- **Question: Does the school have projections of pupil numbers for this year group? Answer: The projections for the next three years are a drop, not significant enough to affect the income. Thereafter the numbers plateau and may even increase.**
- Information was shared with governors on the falling roll and assistance provided by the government and the effect on teaching staff from reducing pupil numbers. The school has received some funding to address the issue. The Headteacher referred governors to the section within the Governors Portal that analysed the schools in the area and their numbers on roll.

- **Question: Is Beam going to benefit from the capital funding that has been awarded from central government? Answer: The school will normally benefit from such awards; not certain when it will come through and how much will be received.**
- **Question: Is the value of the catering contract within the Headteacher's financial limit? Response: The contract came to £2500, which is below the Headteacher's limit.**
- **Question: What is the percentage of staffing costs to school expenses? Answer: It is close to 90%.**
- Governors discussed staffing pressures and requested **assurance** from the Headteacher about the staffing plan and risk mitigation. Governors noted that staffing decisions remain an operational responsibility of the Headteacher
Governors were reminded that staff are already stretched and would need to support students who joined the school with special educational needs.

9.2 Governors agreed they would welcome a future strategic update on staffing capacity and financial risk as part of the Headteacher's report.

The school will make staff savings and there are concerns regarding the new Pay Policy, therefore a fuller discussion around those decisions/issues would be needed. Governors voted using the chat function in Teams for an exceptional meeting to discuss staffing matters.

9.3 A governor questioned whether there were any safety concerns deriving from a recruitment freeze. Those staff members present confirmed that there were no concerns around the safety of children. Governors sought **assurance** that the SEND provision is regularly reviewed for sufficiency and value for money. The Headteacher confirmed this review is underway with Martin Nichols and Joy Barter and outcomes will be shared strategically.

The school noted that a similar exercise is being done by Martin Nichols and Joy Barter. **ACTION: The school to present to governors a costing on SEND**

9.4 Question: Is maternity cover included in the insurance package? Answer: Not the full amount, the amount received is negligible and does not cover the maternity shortfall. Governors requested assurance that the Headteacher will review the value-for-money position regarding insurance and staff absence patterns, and report headline outcomes at the next meeting or Governors requested a high-level summary of staff attendance trends to support understanding of budgetary impact
ACTION School to provide staff absence analysis

9.5 The school needs to be risk adverse; whilst accepting that you do not always get the return on paid insurance premiums.

10. HEADTEACHER'S REPORT

10.1 The Headteacher's report shared with governors is more strategic to support governors in their role. The latest Ofsted report was outstanding in all areas except quality of education. To support the newer members of staff, more robust measures are in place. There is collaborative planning for all year groups with a maths focus.

10.2 The Headteacher invited questions from governors.

- 10.3 The report reiterates the school vision, values and how they all align. The change for this academic year is the new National Curriculum. Within lessons staff will autonomy on their pedagogical approach. Currently, we are still using the curriculum endpoints, and there is a current focus on collaborative planning so that adaptations are made to meet the needs of children.
- 10.4 Interventions are taking place in Y3 and Y4 with the school considering the lowest 10% and how they can improve.
- 10.5 A key headline for the school is computing and how AI can assist the school with bespoke learning. Cybersecurity is also a focus with cross curricular work being done throughout the school. Examples of this include podcasting for teaching, digital work for photography and art. The school is seeking to equip the children with the tools that they will need moving forward whilst being sustainable.
- 10.6 Details of the school staffing structure and staff profiles is available on the school website.

[Agenda items were considered in the following order]

7. APPOINTMENT OF POSTS OF RESPONSIBILITY

- 7.1 The Chair proposed aligning governance roles with the school’s operational plan to ensure alignment with the school’s **strategic priorities** to ensure appropriate oversight.

The Chair and Headteacher will liaise and allocate roles and responsibilities to governors that are aligned with the school’s operating plan. Governors to notify the school of their preferences to a role. The roles and responsibilities include:

- quality of education
- inclusion
- safeguarding
- behaviour, attitudes and attendance
- personal development and wellbeing
- cost effectiveness
- sustainability
- climate change

- 7.2 The appointment of Chair and Vice Chair of the Finance Committee to take place at the next Finance Committee meeting, date to be confirmed.

11. SAFEGUARDING REPORT

- 11.1 The breakdown of safeguarding cases in school is as follows:

Child Protection Plans	5 pupils 2 (families)
CIN	8 pupils 4 (families)

Early Help/Open to assessments	9 pupils 8 (families)
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- 11.2 There are several families experiencing homelessness and spending time in hostels. The children are raised by SLT in their weekly meetings and the school is closely monitoring those children.
- 11.3 All SLTs are training to become Deputy Designated Safeguarding Leads. This will ensure that succession planning is in place. All staff will be notified of changes to the DDSLs.
- 11.4 Cyber security training was completed by staff, together with relevant training on the updated Keeping Children Safe in Education 2025. The training has also ensured that staff are up to date with AI policies and potential breaches.
- 12. DIRECTOR OF CHILDREN SERVICES REPORT**
- 12.1 A copy of the Directors report was emailed to all governors on 7 October 2025. Governors were encouraged to read the document and send into school any questions they may have arisen therein.
- 13. TERMLY POLICY AND INFORMATION REVIEW SCHEDULE**
- 13.1 Governors approved the Pay Policy and Code of Conduct.
- 14. HEALTH & SAFETY GOVERNORS ANNUAL REPORT**
- 14.1 Agenda item carried forward to the next FGB meeting.
- 15. TRAINING AND LIAISON GOVERNORS REPORT**
- 15.1 Agenda item carried forward to the next FGB meeting.
- 16. GOVERNOR MONITORING VISIT REPORTS**
- 16.1 Agenda item carried forward to the next FGB meeting.
- 17. CHAIR’S REPORT**
- 18. ANY OTHER BUSINESS**
- 18.1 Agenda item to be removed from future meetings.
- 19. DATES OF THE NEXT FGB MEETINGS**
- 19.1 **ACTION: School to circulate future meeting dates.**
- 19.2 Governors agreed that it would be beneficial to have a Governor Away Day (a face-to-face meeting) this academic year.
- 20. CONFIDENTIAL ITEMS**
- 20.1 None.

The meeting ended at 6.15pm

Signed (signed)
..... (print name)

Date:

**BEAM COUNTY PRIMARY SCHOOL
ACTION LOG 2025-26**

Actions from FGB1 meeting held on 20 October 2025:

Minute Reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.2	Annual governance forms to complete and returned	School All governors	ASAP
9.1	SBM to confirm to governors the value of the catering contract and the Headteacher's financial limit	SBM	Completed
9.3	Costing on SEND	SBM	Next meeting
9.4	Staff absence and sickness analysis	SBM	Next meeting
14	Health & Safety Governors Annual Report to be listed as an agenda item	Clerk	Next meeting
15	Training and Liaison Governors Report to be listed as an agenda item	Clerk	Next meeting
16	Governor monitoring visit report to be listed as an agenda item	Clerk	Next meeting
19.1	Future meeting dates to be circulated to all governors	School	ASAP