

BEAM COUNTY PRIMARY SCHOOL

FULL GOVERNING BODY

22 July 2024
at 4pm via Teams
MINUTES

Governors in attendance:

Angela Allen	Parent Governor	20.06.25
Simon Cole	Co-opted Governor	31.08.26
Sevim Ekmekci	Co-opted Governor	20.02.26
Pearl Kowlessar	Co-opted Governor	19.06.25
Melanie Kryeziu	Staff	24.09.27
Tracey Whittington	Headteacher	<i>Ex-officio</i>

Also in attendance:

Dawn Buchanan	School Business Manager (SBM)
Gerard Logan	Music Lead
Sherron Alexander-Bedingfield	Clerk

Summary of actions:

Minute Reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.5	Chair to share the outcome of the election with all parents and invite Mrs Kaur to the next meeting, subject to DBS and safeguarding checks.	Chair	ASAP
8.1	Lando Du Plooy to arrange Ofsted preparation training with governors early in the Autumn 2024 term.	Lando Du Plooy	Autumn 2024 term
9.1	Boxing presentation to be shown to governors	Headteacher	Next FGB meeting
10.1	Contact details of the new parent governor to be shared with Jackie Day at BDSIP so that the register is updated. School to also amend GIAS with details.	Headteacher	ASAP

The meeting started at 4.20pm due to the Working Party and Committee meetings over running.

1. WELCOME AND APOLOGIES

- 1.1 All parties were welcomed to the meeting. Apologies for absence were received and accepted from Phil Waker, Rashid Nix, Lando Du Plooy and Farharna Rahman. The meeting was quorate.

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

- 2.1 None.

3. DECLARATION OF INTERESTS

- 3.1 There were no new declarations from governors of any interest in any agenda item, other than those already declared in their completed Declaration of Pecuniary Interest form.
- 3.2 There were no declarations of receipt of any gifts or hospitality since the last meeting.

4. FINANCIAL REPORT TO THE FGB

- 4.1 The School Business Manager, Dawn Buchanan, reported that the year to date spend was less than expected due to the timings of payments. This is likely to even out in future months. Governors identified as a key risk the teaching and agency staff budgets. Staffing costs remain a concern; there are a number of senior staff leaving who will be replaced by junior staff. This will positively impact the budget. Agency staff costs have increased due to the number of children with complex needs who require additional support.
- 4.2 The Finance Committee also reviewed the lettings policy. It was noted that the school was charging less in lettings compared to other local schools.
- 4.3 The SBM advised governors that the current financial plan would need to be adjusted because it may not be sustainable due to the staffing costs, in particular agency costs. The Finance Committee will look to prepare a response for the Local Authority on the long/medium term plans for the school to have a strong carry forward.
- 4.4 Governors were reminded that the concern around SEND is shared by many schools, locally and nationally. What the school receives in SEND income does not match the needs of the school. The school has children from outer borough attending the school.
- 4.5 The retention of staffing experience and expertise is at a cost of a deficit budget. Staff retention is at a cost of higher salaries whilst appointing newly qualified staff is at a cost of training and additional support time for the newly qualified staff.
- 4.6 Question: What is the plan to address the deficit? What is the time frame?
Answer: Increasing staff savings
 Increasing catering income – making the menu more attractive
 Reducing overtime
 More efficient use of staff time
 Tighter control of the budget
 Lettings – increasing the rates and more commercial use

There is a three-year recovery plan for the school to be in surplus.

- 4.7 The Headteacher highlighted the staff are working hard to support the school. Currently the HR officer role is being administered by teaching staff, as a suitable candidate cannot be found. Staff training from within includes a staff member on an apprenticeship. Three support staff are training to become teachers. Governors need to continue to support staff well-being. On an operational basis the school is

doing all that it can. The school is on track to an outstanding Ofsted grade, and if staff took on more, any change will put this at risk.

4.8 No further questions from governors.

[4.41pm Dawn Buchanan leaves]

5. HEADTEACHER'S VERBAL REPORT

5.1 All governance papers were available for governors to access from the Governors portal area on the school website. The Headteacher highlighted the key documents that governors are to familiarise themselves with.

- Governors' Strategic Two-Year Plan (2023-25)
- Overview of SDP 2022-2025 – Updated March 2024
- Beam Operating Plan 2023-24
- SEF On a Page 2023-24
- End of Year Target Projections 2023-24

5.2 Discussion follows on the working parties, meeting dates and agendas for future meetings 2024-25.

5.3 Music was identified as an area in need of improvement in the previous Ofsted. Governors asked what initiatives have been put in place since that time to improve music and have they provided value for money and had an impact? Gerard Logan shared information with governors on the progression of learners, their increase in subject knowledge and recap of the children's learning objectives. Children have been given more opportunities to compose and perform their own music compilation. The school has been keen to support those pupils with an interest in music. Parent Governors confirmed their support for the music department, noting the impact on the children and the improvement in their music vocabulary.

[5.07pm Gerard Logan leaves]

5.4 There is an increasing number of children joining the school with SEND. This does affect the school data.

5.5 The Chair of Governors shared details of the outcome of the parental governor elections. Mrs Amandeep Kaur received the most votes. Her self-nomination declaration was read out to the FGB. **ACTION: Chair to share the outcome of the election with all parents and invite Mrs Kaur to the next meeting, subject to DBS and safeguarding checks.**

5.6 KS2 SATs results
Governors commended the staff and children for the 2024 SAT results. The results show an increase from the previous year, in all areas except reading which had a 1% fall. The school will be submitting appeals against some results.

5.7 Phonics and Maths multiplication results were also shared with governors. 90.47% of pupils passed Y1 Phonics and 89.02% passed Y2. The supporting narrative explained the individual pupil stories (anonymised) to explain those pupils who did

not take part in the tests. They included pupils who were non-verbal and in Atlantis class as well as those with EAL.

5.8 Multiplication Tests

91.5% of pupils scored between 22-25. 74.3 pupils achieved full marks.

5.9 Pupils join Beam with low levels of literacy. Children benefit from initiatives such as Little Wandle and Beam Breakfast Blenders.

5.10 Governors noted and **agreed** the Admission Arrangements 2024-25 were administered by Barking and Dagenham.

5.11 Governors **approved** the Beam County Reception Cohort Statement.

5.12 The SEND information will be updated in September 2024 when the new Reception class arrive and their needs are assessed.

5.13 Governors noted the strong survey reports from the staff wellbeing survey. They were supportive of the humane and empathetic workload management attitude towards staff wellbeing. In September 2024, the School Improvement Plan will include a people strategy for support staff, looking at CPD for LSAs.

6. SAFEGUARDING

6.1 Governors received and noted the Annual Child Protection and Safeguarding Report 2023-24. They noted the diligence of staff in reporting safeguarding incidents and the report filed therein.

7. DIRECTOR OF CHILDREN'S SERVICES REPORT

7.1 The Director of Children's Services Report from LBBD was shared with governors on 13 May 2024 and during the meeting. Aspects of the report were discussed earlier in the meeting. A fuller discussion will take place at the next meeting when Philip Waker is in attendance.

8. GOVERNOR TRAINING

8.1 **ACTION: Lando Du Plooy to arrange Ofsted preparation training with governors early in the Autumn 2024 term.**

9. GOVERNOR REPORTS

9.1 Simon Cole gave a verbal report to governors on a boxing presentation held at school. This boxing program supports those pupils in need of support with their behaviour management and self-regulation. The benefit of the scheme is that it provides direction in a different way for those pupils in need. The presentation has been shared with parents and the Headteacher will show a segment of the presentation at the next FGB meeting. **ACTION**

10. MEMBERSHIP OF THE GOVERNING BODY

10.1 As discussed earlier in the meeting, a new parent governor has been elected, Mrs Kaur. There were no governors whose term of office is due to expire in the Autumn 2024 term. **ACTION: Contact details of the new parent governor to be shared with Jackie Day at BDSIP so that the register is updated. School to also amend GIAS with details.**

11. PREVIOUS MINUTES

- 11.1 Governors approved the minutes from the FGB meeting held on 4 June 2024.
- 11.2 The actions or matters arising from the FGB meeting held on 4 June 2024 were either completed or listed as agenda items within these minutes.

12. CHAIR'S ACTION

- 12.1 None.

13. POLICIES

- 13.1 Governors approved the following policies:
- Allegation Policy
 - Access to Minutes and Papers of the Governing Body
 - Accessibility Plan 2024
 - Behaviour and Positive Handling Policy
 - Behaviour Principles Written Statement
 - Children with health needs who cannot attend school
 - Governance Conduct Policy
 - Health & Safety Policy
 - Health & Safety Policy: Appendix A
 - Homework Policy
 - Premises Management Policy
 - Risk Assessment Policy
 - Special Educational Needs and Disability SEND Policy

14. DATES OF FUTURE MEETINGS

- 14.1 The meeting schedule for 2024-25 was agreed as follows:

Autumn Term

Wednesday 9 th October	Working Parties	15:30
	Finance Business & Pay Committee	DB
	Premises and H&S Committee	GA, DB
	Pupil Experience Committee	DM
	FGB	16:30 - 18:00

Autumn 2 Date tba	Working Parties	15:30
Wednesday 13 th November	Pupil Data Focus Group	
	H&S Committee	DB
	FGB	16:30 - 18:00

Date tba	Headteacher's Pay Committee	tba
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Spring Term - January

Thursday 23 rd January	Working Parties	15:30	TEAMS
	Pay Committee		
	H&S Committee		
	Finance & Pay Committee		
	FGB	16:30 - 18:00	TEAMS

Spring 2	Working Parties	15:30
Wednesday 19 th March	Pay Committee	
	H&S Committee	
	Finance & Pay Committee	
	FGB	16:30 - 18:00

Summer Term (May)

Summer 1 Date

Thursday 22nd May

Working Parties

Pay Committee
H&S Committee
Finance & Pay Committee
FGB

15:30 **TEAMS**

16:30 - 18:00 **TEAMS**

Summer 2 Date tba

Wednesday 25th June

Working Parties

Pay Committee (*Forecast & Budget Focus Group*)
H&S Committee
Finance & Pay Committee
FGB

15:30

16:30 - 18:00

All meetings will be held at school with the exception of the two FGB meetings which will be conducted via Teams.

15. ANY OTHER BUSINESS

15.1 None.

16. REFLECTION ON GOVERNOR IMPACT / MEETING REFLECTIONS

16.1 Governor impact to be linked to the key areas of the governance plan.

16.2 The budget information shared was noted and ensured that governors continue to closely monitor the school's finances.

16.3 Governors thanked the Headteacher and staff for all their work in preparing the documents within the Governors Portal. It was useful to have all the required information in a central place. Governors can easily locate and familiarise themselves with essential governance information. Going forward governors will have all the documents at hand to pre-read in advance of meetings.

17. CONFIDENTIAL ITEMS

17.1 None.

The meeting ended at 6.15pm

Chair: (signed)

..... (print name)

Date: