

# BEAM COUNTY PRIMARY SCHOOL

## Minutes of the Full Governing Body meeting Held on Wednesday, 9<sup>th</sup> October 2024 at 4.30pm via Teams

<b><u>Governors:</u></b>	
Angela Allen Simon Cole Sevim Ekmekci Amandeep Kaur Pearl Kowlessar Melanie Kyrezui Donna Lumsden Rashid Nix Lando du Plooy Farharna Rahman Philip Waker Tracey Whittington	Parent Co-opted Co-opted Parent Co-opted Staff Co-opted Co-opted Co-opted Parent LA Head Teacher
<b><u>In attendance:</u></b>	
Dawn Buchanan Karen Gregory Taiwo Judah-Ajayi Deon McKenzie Marian Hawkins	School Business Manager Finance Manager HR Manager Assistant Headteacher – Personal Development lead Governance Professional, Juniper Education

Please note that some items were not discussed in the order stated in the agenda.

		<b>ACTION</b>
<b>1</b>	<b>Apology for absence</b> Apologies were received and accepted from Donna Lumsden.	
<b>2</b>	<b>Welcome</b> Amandeep Kaur introduced herself as a new Parent Governor. SE agreed to contact Rashid to check why he is not attending meetings. It was noted that Martin Stanley has resigned as a Governor, for reasons which were explained. Three people who have expressed interest in joining the Governing Board were nominated as follows: <ul style="list-style-type: none"> <li>Mrs Clare Cattle – Head Teacher of All Saints’ Catholic School as an Associate Governor.</li> <li>Paul Willis – SENCo at All Saints’ Catholic School who will be the expert on SEND on the Governing Board.</li> </ul>	<b>SE</b>

	<ul style="list-style-type: none"> <li>Sharon White – Head of Inclusion   Education Team   People and Resilience for Barking &amp; Dagenham. She also works with underprivileged pupils. Director of Educating Horizons</li> </ul> <p>Paul Willis was <b>agreed</b> as a Co-opted Governor.  Mrs Cantle was <b>agreed</b> as an Associate Governor.  If there are two vacancies on the Governing Board, Sharon White will be a Co-opted Governor, as Pearl Kowlessar would like to step down and become an Associate Governor  Governors discussed the number of Co-opted Governors and a potential change in the Instrument of Governance.</p>	
<b>3</b>	<b>Election of Governing Board Chair</b> It was unanimously <b>agreed</b> that Sevim Ekmekci will be the Chair of the Governing Board for the academic year 2024-2025.	
<b>4</b>	<b>Election of Governing Board Vice Chair</b> Election of the Vice Chair was carried forward to the next meeting.	<b>c/f</b>
<b>5</b>	<b>Notification of any other business</b> The HT requested a change to the Whistleblowing Policy. It was agreed that there will be an addendum which is specific to the school. Policy <b>agreed</b> .	
<b>6</b>	<b>Declaration of Business Interests/Conflicts of Interest</b> No changes in business interests or conflicts of interest were declared, not had any gifts or hospitality been received since the last meeting. Governors were reminded to complete and return the Annual Declaration of Business Interests.	<b>Governors</b>
<b>7</b>	<b>Minutes of previous meeting</b> The minutes of the meeting held on the 22 <sup>nd</sup> July 2024, were agreed as an accurate record of that meeting. They were signed by the Chair.	
<b>8</b>	<b>Matters arising from the minutes</b> Carried forward to the next meeting.	<b>c/f</b>
<b>9</b>	<b>Financial Report</b> Carried forward to the next meeting.	<b>c/f</b>
<b>10</b>	<b>Membership/Governance Matters of the Governing Body</b> <ol style="list-style-type: none"> <li>Governors were reminded to complete the form confirming that they have read KCSIE - Keeping Children Safe in Education.</li> </ol>	<b>Governors</b>

	<p>2. Governors <b>agreed</b> the following committee terms of reference:  Staff Disciplinary/Dismissal  Pay  Pay Appeals  Appeals  Pupil Disciplinary</p> <p>3. The Governing Board Standing Orders were reviewed and <b>agreed</b>.</p> <p>4. The Scheme of Delegation was approved</p> <p>5. The panel for the HT's PMR has already been appointed</p> <p>6. Following discussion it was agreed to complete a self-evaluation of the Governing Board. Five of the 20 questions will be discussed at each meeting for ten minutes.</p> <p>7. Governors were requested to send their Skills Audit to FR and she will analyse it.</p> <p>8. Governors' training and development needs will be discussed following the results of the skills audit. Governors were reminded that the school pays the National College for Governors' training. Mrs Gregory will ensure that Governors have access. The HT will also send links for suggested training. FR was asked to report back.</p> <p>9. Personal Development was dealt with by the working group. Inspiring, innovating and transforming were discussed. Agenda item 11 refers.</p>	<p><b>C/f</b></p> <p><b>Governors</b></p> <p><b>KG/HT</b></p>
<b>11</b>	<p><b>Working Group Reports</b></p> <p><u>Pupil Experience Committee:</u>  The working group reviewed personal development documents. Beam's ethos is based on Spiritual, Moral, Social and Cultural values. Governors agreed this is a strength of the school. There was a discussion about ensuring pupils' transition to secondary school is positive. Also, how the school co-operates with local police and other schools.  The Arts Award shows personal development beyond Year 6 with links to universities.  In reply to question about support from Governors, staff talked about the need to be supportive, understand the school, provide scrutiny and good feedback. Beam is in the process of getting accreditation as a rights respecting school, making every pupil within the school a global citizen.  LR and CE were working with Years 3 and 4. The curriculum has been designed to ensure that sufficient time was given to complete components.  There was praise for the excellent results from the staff wellbeing survey.  The HT commented that in Year 3 there is a high proportion of children with SEND. She explained that the teacher working in</p>	

	<p>the class also assists in Year 4 with planning. This will develop next year when we look at pupils with SEND and what we can do in terms of provision.</p> <p><u>Finance Committee:</u></p> <p>SC explained that there was very little time to go through the Budget in detail. There are a few problems due to additional resources required for SEND.</p> <p>The committee reviewed the SBM's report looking at different subject areas.</p> <p>The SBM showed the budget figures on screen.</p> <p>There was a predicted Budget surplus of £111,000 but there is now a deficit of £354,000. Some income has not yet been received.</p> <p>Expenditure was expected to be £2.9m but just under £2.5m has already been spent due to agency costs and having more pupils with complex needs.</p> <p>Not all vacancies have been filled and some staff who have stayed are employed by agencies.</p> <p>Some pupils are waiting for EHCP (Education, Health &amp; Care Plan) funding.</p> <p>Another report which shows expenditure by department will be shared with FR and SC.</p> <p>The HT commented that it is important to talk about finance. It has been decided to discuss this at every meeting due to deficit recovery. Everyone has worked hard to align the curriculum and personnel with finance.</p> <p>Governors were asked to send the HT any views they may have on catering which can be used to give context to that account. We are trying to implement changes with the catering team and the HT wants to look at the strategic view to see how that fits with the operational plan.</p> <p>Referring to the high costs of SEND, most of it is due to support. The school has recruited six SEND MDAs (mid-day assistants) from the community. They have all required six hours of training for Team Teach which we have to pay, considering they only work one hour per day.</p> <p>Other reasons for paying for supply staff were explained. For example, pupils who may need 1:1 support even if they have not yet received an EHCP and some pupils requiring 1:2, or 1:3 support.</p> <p>There are no issues with HR as our sickness and absence processes are robust, but circumstances explain why our supply costs are so high.</p>	<p><b>Governors</b></p>
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	<p>We have appealed four pupils with SEND but the LA admissions team has confirmed that we have to take them even although we do not have the resources currently, due to lack of SEND staff personnel. The HT is writing to the Secretary of State setting out our objections.</p> <p>Other costs include the fact that we have three SENCOs in school to keep abreast of the administrative burden, one of whom only writes submissions for EHCPs.</p> <p><i>Question:</i>  <i>What is causing the backlog for EHCPs?</i></p> <p>This is explained in the SEND report. The HT and SENDCO has met with the <b>Education, Health and Care (EHC) Team Manager, Special Educational &amp; Disability (SEND) Service, Education Commissioning Officer</b> and has been told to be patient.</p> <p>The SBM explained the five areas and reasons for the deficit, as shown on the screen. The deficit should decrease by 2025 and disappear by 2026.</p> <p>The 5.5% increase in teachers' pay has been taken into account. The school is chasing funding, looking at catering and any savings which can be made. The SLT (Senior Leadership Team) is covering classes which affects their work. One is taking a class to save costs.</p> <p>The HT explained that PMRs (Performance Management Reviews) are no longer linked to performance related pay. As part of their objectives, staff appraisals and accountability has been linked to improving teaching and learning outcomes; implementation of the 'we do' phase by engaging with the coaching model.</p> <p>LSAs will support learning through CPD (continuing professional development) and our restorative behaviour policy and through a scaffolding framework for LSA – pupil interactions.</p> <p>Some LSAs are completing apprenticeships and training to become qualified teachers.</p> <p>A Governor queried why the average teaching salary for teachers at Beam is high compared to national?</p> <p>It was explained that many staff have been at the school for a long time and are at the top of the scale.</p> <p>Beam is a three-form entry school, there is excellent staff retention and staff wellbeing is good, but all this comes at a cost.</p>	
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	<p><i>Question:</i>  <i>Last year we were told there was a deficit and a three-year plan. We do not have all the information on income and expenditure. Is the deficit decreasing or increasing further? It is difficult to judge whether we are in a gradually improving situation or not.</i></p> <p>The SBM replied that as long as it decreases over time it will be acceptable.</p> <p>Figures on the screen show that from 2019-2022 it was gradually worsening. At the end of 2023-2024 there is a deficit but the plan shows how it will improve over time. Currently the situation is worse as we use agency staff for SEND, which is out of the school's control.</p> <p>The HT commented that the situation is complex. Legally we have to use supply staff as these children have complex needs, but Governors have a duty for the wellbeing of staff. Funding does not match the needs of many children and our own staff are being trained where possible. The school has a good reputation for SEND and parents from as far away as Kent want their children to come to Beam.</p> <p>This is a nationwide issue.</p> <p>The SBM explained that we have had also had to provide resources for a building which came at a cost such as fencing, which will not be spent again.</p> <p><u>Health &amp; Safety Committee:</u>  PW has a background in health and safety which will be useful when reviewing the policy in November. The risk assessment will be checked and any asbestos in school to ensure that it has not been disturbed. Some staff are receiving further training, but there is a question about agency staff and health and safety issues. It is being considered to train staff in terms of bodily fluids, chemicals and working at height. This will be reviewed in November.</p> <p>First aid training and use of the defibrillator has been scheduled as part of our CPD plan. The catering team will also be trained in manual handling.</p> <p>There are two volunteers in school who are ex pupils and taking a gap year, and another specialist in the Art Room. The school has also put out a message to our parental community seeking volunteers for the catering team, as we recognise that we need to prepare for succession planning.</p> <p><i>LduP left the meeting at 17.53</i></p>	
12	<p><b>Reports.</b>  Governors received the following reports.</p>	

	<p><u>Safeguarding:</u> Mr Anderson, DSL (designated safeguarding lead), read through his Safeguarding Update. There are small changes to KCSIE which indicate important updates such as defining abuse, neglect and exploitation. Attendance can also be a safeguarding issue. At Beam attendance is higher than national. Beam's figures for persistent absentees are much better than national and the Borough average. This is an ongoing whole school priority and our solutions are effective.</p> <p><i>Question:</i> <i>It has been identified that the Safeguarding lead has not reviewed the Central Safeguarding Register.</i> Due to extenuating circumstances the Safeguarding lead has been unable to attend. Therefore, the school will ask Claire Cantle to review the DBS information, now that she has been ratified.</p> <p><u>Operating Plan:</u> The HT asked Governors to look at the school's Operating Plan as part of the SIP (School Improvement Plan) 2024-205.</p> <p>Governors discussed Geography, which is a planned area of improvement for the school. It is being addressed by further teacher training led by Mr Wilson and the HT who are working with the Geography Association, as the planned person is unable to proceed due to personal circumstances.</p> <p>RE was in the phase of exploration last academic year, and as planned is in the 'prepare' stage. Last year we were given resources by the London Borough of Redbridge who also delivered training to staff, this was before the SoW (scheme of work) was delivered to other schools in Barking and Dagenham.</p> <p>SLTs : There is a monitoring cycle where we have scheduled mini deep dives with 'in the moment' feedback. We track, audit and look at teachers' work and complete Pupil Voice. Mr Wilson and most of the SLT monitor in accordance with the schedule. All subject leads constantly undertake external reviews and research, and they are also on self-development programmes and studying. In regard to succession, most of the SLT are studying for their NPQH (National Professional Qualification for Headship).</p>	<p><b>HT</b></p> <p><b>Governors</b></p>
<b>13</b>	<p><b>Health &amp; Safety</b> Agenda item 11 refers.</p>	
<b>14</b>	<p><b>Governor Training</b> Agenda item 10 refers.</p>	

<b>15</b>	<b>Monitoring Reports</b> Linked to areas of improvement. AA has attended to monitor OPAL (outdoor play and learning). With the update to the structure of the new Working committees the HT has put together a programme of mini deep dives which will be linked to areas on which Governors are working.	
<b>16</b>	<b>Chair's Actions</b> No actions had been taken since the last meeting.	
<b>17</b>	<b>Any other business</b> Governors discussed holding meetings via Teams. It was agreed to hold meetings via Teams in future, but at least one meeting a year on site.	
<b>18</b>	<b>Confidential Matters</b> There was nothing to report.	
<b>19</b>	<b>Meeting dates 2024-2025</b>  <b>Wednesday 13<sup>th</sup> November 2024:</b> <i>Working Parties – 15.30</i> <i>Pupil Data Focus Group</i> <i>Health &amp; Safety Committee</i> <i>Full Governing Board – 16.30 – 18.00</i>  <b>Thursday, 23<sup>rd</sup> January 2025:</b> <i>Working Parties – 15.30 via Teams</i> <i>Pay Committee</i> <i>Health Safety Committee</i> <i>Finance &amp; Pay Committee</i> <i>FGB – 16.30 – 18.00 via Teams</i>  <b>Wednesday, 19<sup>th</sup> March 2025:</b> <i>Working Parties – 15.30</i> <i>Pay Committee</i> <i>Health &amp; Safety Committee</i> <i>Finance &amp; Pay Committee</i> <i>FGB – 16.30 – 18.00</i>  <b>Thursday, 22<sup>nd</sup> May 2025:</b> <i>Working Parties – 15.30 via Teams</i> <i>Pay Committee</i> <i>Health &amp; Safety Committee</i> <i>Finance &amp; Pay Committee</i> <i>FGB – 16.30 – 18.00 via Teams</i>	



	<b>Wednesday, 25<sup>th</sup> June 2025:</b> <i>Working Parties 15.30</i> <i>Pay Committee (Forecast &amp; Budget Focus Group)</i> <i>Health &amp; Safety Committee</i> <i>Finance &amp; Pay Committee</i> <i>FGB – 16.30 – 18.00</i>	
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Minutes agreed and signed by the Chair on the 13<sup>th</sup> November 2024    Chair.....

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