

Beaminster School
Minutes of the Full Governing Body meeting held on
Wednesday 1st March 2023, 4.00pm

Governors (13):	R Amswych (RA), D Baldwin (DB), N Chalkley (NC), P Fleming (PF), K Hales (KH) Headteacher , H Harding (HH), A Monks (AM), G Montague (GM), S A Palmer (SAP) Vice-Chair , K Patten (KP), C Shead-Jones (CSJ), E Smith (ES,) D Solly (DS).
In Attendance:	D Withers (DW) Associate member , T Harley (TH) Clerk , R Tanner (RT) Co-opted Governor nominee , Richard Howes (RH) DC Education & Challenge Lead .

Item	Detail	Actions
53.1.	Welcome & Apologies: AM and RT were welcomed to the meeting and introductions were made all round. Apologies: B Millwood (BM) Chair , R Barnes (RB) Associate member , all accepted. Absent: None The meeting was quorate.	
53.2.	Declaration of Beneficial Interest: SAP mother of student requesting support from B&NGSF – agenda item 53.12.	
53.3.	Minutes of the meeting held on 25th January 2023 (non-confidential minutes, previously circulated): <ul style="list-style-type: none"> The governors APPROVED the non-confidential minutes, as a true and accurate record, agreed for them to be published on the school website signed by SAP. 	TH/NC – publish minutes
53.4.	Matters arising and action list update from the minutes: The governors reviewed the minutes and actions NOTING: <ul style="list-style-type: none"> 52.6: Safeguarding Training –two governors had yet to complete the training due to logging in issues. TH agreed to help investigate and re-send the training certificates and log to DW for evidence. DW had not yet established if the training is sufficient or if governors also need to attend the DC module. 52.7: Judith Brazier would be attending the next FGB meeting to update on the CC/FTT. 52.10: DB confirmed he would re-contact the candidate for the Foundation Governor vacancy All other actions were either completed, in hand or on the agenda and there were no other matters arising. 	TH update action list
53.5.	Finance & Resources: Forecast Outturn Report (previously circulated): KPo presented the Outturn NOTING: <ul style="list-style-type: none"> There was a forecast variance overspend of £76,000 on staffing at year end due to the pay increases and awards agreed in year. The overspend on Premises of £64,000 was due to energy price increases. Savings of £88,000 had been made in “Supplies and Services” expenditure headings, to offset the overspends, including £44,000 on the Joint Yeovil College scheme as no students had attended this year (predicted 12) and a rebate had been received from the Exam Boards on the 2021 season resulting in a £36,000 saving. Income was also £30,000 higher than budgeted . Additional Higher Level Need top up funding and surplus School Led Tutoring Grant being the most significant factors contributing to this. The predicted c/f now totalled £121,910, leaving the school in a strong position for next year’s budget. 	

	<ul style="list-style-type: none"> • GQ: Does the funding now cover the costs of the support Higher-Level Need students require? The SENCo has worked to secure additional funding but this does not offset all of the costs. • GQ: Is the c/f good, compared with other schools? Yes, not all schools were going forwards with a surplus. • GQ: Are these our complete retained funds or is there another pot for capital projects? This is everything, we are advised to set aside a pot by DC each year, but we were not able to last year and will need to consider the same again this year. We do buy into a BMIS scheme with the LA, but the viability of these schemes is in question. Maintained schools do not have the flexibility to invest funds as Academies can do. • GQ: Are energy costs under control and is there government support? No, support has finished, and we are on a very high rate fixed deal until September 2023. We will then look at what deals are available and consider returning to the Lazer LA contract option. • GQ: Will the current industrial action have budgetary implications? I am hoping that any pay award will be funded, the government recognises that school budgets cannot cover pay rises without support. • GQ: Is 6th form funding based on numbers at the start of the year and what numbers do we need to be viable? Funding for the 6th form is lagged by one year, so this years low numbers (25) will be felt next year. 40 is the preferred number of students and the Yeovil College link has helped keep numbers higher but did not work this year due to timetabling issues. • With no further questions the governors, with a show of hands, unanimously approved the outturn to the LA. <p>Value for Money review (Checklist and report on high value purchases, previously circulated): KPo introduced the report, explaining all was as standard and asked for any questions NOTING:</p> <ul style="list-style-type: none"> • GQ: How do we secure the best possible outcome for students? By ensuring money is well spent and used efficiently, by scrutinising the budget and data on purchases and by ensuring processes are being carried out correctly. KPo is very happy to provide further paperwork and information. • GQ: Who decides on the travel company used for specific trips? This is down to the trip leader, using several factors to determine the provider. KPo ensured the trip costing form was completed and all costs were covered. • GQ: Why is Beaminster School on the list? This was cash advances requested from the LA to our local bank to cover utility bills. Cash advances are not usually needed. <p>Benchmarking (DfE benchmarking tool data, previously circulated): KPo introduced the report NOTING:</p> <ul style="list-style-type: none"> • Top two areas for investigation – Educational Supplies and Teaching costs; after further analysis KPo confirmed there were no real concerns. The high costs over median for supplies was due to coding differences and a one-off exam fees anomaly. Teaching staff costs have historically been high due to small SRP class sizes and long-standing upper pay scale teaching staff. A high ratio of p/t staff has also contributed with hidden costs, which will need to be considered when budget setting. • Highlighted overspend had contributed to underspends and increasing the staff development budget may need to be considered next week. <p>Service Level Agreements (Purchase checklist, previously circulated): KPo introduced the checklist NOTING:</p>	<p>Outturn approved for submission to LA</p>
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	<ul style="list-style-type: none"> All orders matched those purchased last year and felt to be good value for money. GQ: Do we make good use of all these services and has there been a decline since schools have moved over to academies? There has been a movement away from the LA following academisations, but all the services remaining served us well and were efficient. With no further questions the governors, with a show of hands, unanimously approved the purchases detailed. <p>Schools Financial Value Standard (completed checklist 2023, previously circulated): RA introduced the SFVS which he had completed on behalf of the GB and shared with KH and KPo for comment NOTING:</p> <ul style="list-style-type: none"> Suggested remedial actions to include, looking for financial knowledge when recruiting new governors and recommending re-verting to committee structure for review and analyse of financial matters. Governors had no further questions, agreed to the actions and with a show of hands unanimously approved for the checklist to be submitted to the LA. <p><i>KPo left and ES entered the meeting at 4.50pm.</i></p> <p>Staffing Structure annual review: KH introduced the review NOTING:</p> <ul style="list-style-type: none"> There were no changes to the current structure except the Head of Pastoral Care was retiring and a change to the role was being researched. Two p/t History teachers were retiring and an advert for a f/t teacher had resulted in, at least, three candidates. A f/t science teacher had requested a 1-year sabbatical which KH was keen to support. With the introduction of another language at KS4, a p/t language teacher post is likely to be advertised. These changes and a new structure would be brought to governors for full review at the next FGB meeting. 	<p>SLA purchases approved</p> <p>Update SFVS with actions; approved for submission to LA</p> <p>Review staffing structure changes – next FGB</p>
53.6.	<p>DC Education & Challenge Lead Briefing: RH introduced himself and led a PPT. presentation on the role of the GB and preparing for Ofsted, taking questions and NOTING:</p> <ul style="list-style-type: none"> Governors were encouraged to attend the inspection days, the governor meeting was carried out by the lead HMI and was a group conversation to find out how governors fulfil their core functions, how well they know their school and the key features of effective governance. The clerk was usually asked to attend the final feedback meeting to take notes. A governor training log helped show the impact and strength of the GB and the LA was happy to support and set up self-audit and review. Governors were asked to consider what they felt they needed to examine further to prepare for Ofsted. GQ: The curriculum. How do we know if it is ambitious, what are we looking for? Is it being delivered to every child, for Ofsted it is the EBACC, is the breadth of curriculum and needs of all the students being met? Are pupils engaged and moving on and do teachers know where they are? These questions can be asked at link meetings, discussions with middle leaders, through review of the SIP, curriculum and the annual governor’s review. Consider the three I’s; Intent, Implementation and Impact. GQ: Would this encapsulate our mission and vision and is our values and ethos statement on the school website? Yes our statement is on the school website and all pupils know our values of Ambition, Service and Kindness. There are no limits on what children should achieve. GQ: We do challenge, but we are reliant on SLT information given to us and as lay-people are we qualified to make valued judgements? Look at 	

	<p>external data, speak to other staff, talk to students, attend link meetings, learning walks and school events, recruit governors across a wide spectrum to cover appreciation of curriculum, data and financial performance.</p> <ul style="list-style-type: none"> • GQ: How do we engage with parental views? The Kirkland Rowell parent and students surveys are usually completed every two years and one is now due. A recent Y7 parent survey has just been completed and KH would share the results with the GB. There was a link governor for the School Council and governors were present at parent and Open evenings. • GQ: I feel there is a missing link between the Strategic Vision and Aims, we would benefit from a clearer statement on where we would like to be in 5 – 10 years? To be discussed and reviewed; on year planner for FGB 10, July 2023. • RH agreed to support governors further with the Ofsted governor meeting questions and KH agreed to circulate an updated data crib sheet and provide a data drop for discussion at the next FGB meeting. <p><i>RT left the meeting at 5.45pm.</i></p>	<p>Share Y7 survey with GB</p> <p>Review Vision and Aims – FGB 10</p> <p>Circulate data crib sheet, arrange LA support</p>
53.7.	<p>Headteachers Report (School Improvement Partner Report & Monitoring Logs, School Improvement Plan & Update Report, previously circulated): KH introduced the reports NOTING: School Improvement Partner Report:</p> <ul style="list-style-type: none"> • RH had conducted the Y7 – Y10 Pupil Voice interviews; all students had been biddable and there was a real culture of compliant behaviour. RH had seen no disruption or poor behaviour around the school. • Students liked the school and lessons and were happy to be here. They had trusted adults, and no one felt unsafe. • The challenge was how to encourage them to want more for themselves. • RH concluded that he was happy to support governors with preparations for Ofsted. <p><i>RH left the meeting at 5.55pm</i> School Improvement Plan:</p> <ul style="list-style-type: none"> • The SIP had been colour-coded and a one-page summary on highlighted points circulated. • GQ: Is there evidence to show progress of highlighted points 1.1, 1.5, 4.1 & 4.2? Yes, RH report evidenced through student voice interviews and the mock exam reviews highlights the disadvantaged gap. • KH agreed to share Y7 report on pp/nonPP and provide data at the next meeting. • GQ: Do you have clear strategies to support staff workload? Yes, we ensure the number and timing of meetings are spread out and use other initiatives to support time management. • Governors felt the SIP review paper was very helpful but asked that further scrutiny be deferred to the next meeting, as there was not time to discuss it fully today. KH asked governors to forward any particular queries prior to the meeting. <p>KS3, 4 & 5 Options;</p> <ul style="list-style-type: none"> • The KS4 and 6th Form Options booklets had been shared prior to the meeting and governors had no further questions at this time. 	<p>Send SIP questions to KH, further review next FGB</p>
53.8.	<p>Safeguarding: DW updated governors on current issues NOTING:</p> <ul style="list-style-type: none"> • The LA had not yet responded to the submitted audit, so DW was presuming they had no concerns. • RH and DW had met and discussed Ofsted preparations and a report of the meeting would be shared with governors when ready. 	

	<ul style="list-style-type: none"> DW was secure we were a safe school and recording was good. GQ: How good was GB oversight? BM was the lead governor, she was keen to work with DW but time constraints were sometimes an issue. GQ: Will we be judged on having an open site? Ofsted will ask how we manage the site and risk assessments but will not judge on what is in place. GQ: Will current recording of 6th form attendance be an issue? Yes, this has been tightened to ensure we know where students are at all times. 	Share Safeguarding /Ofsted report
53.9.	SEND: KH updated governors NOTING: <ul style="list-style-type: none"> The number of students with ECHP's continued to rise, with 9 expected for new 2023 Y7 intake (number on roll 100). 	
53.10.	Policy Review (Updated policies for review, previously circulated): <ul style="list-style-type: none"> SEND policy – a DC standard model, reviewed by S Dinsmore (SENCo). Governors had no questions and unanimously approved the policy, next review March 2024 Acceptable Use of ICT policy – standard LA format reviewed by RB. Governors had no questions and unanimously approved the policy, next review March 2026. Blended (digital) Learning policy – a policy designed to support learning during the pandemic but now for use in other circumstances, reviewed by RB. With no further questions the policy was unanimously approved, next review March 2024. 	Publish approved policies and update files
53.11.	Chair's report: deferred.	
53.12.	B&NGSF (award applications, previously circulated): RA had circulated the applications and asked for feedback on awards prior to the meeting NOTING: <ul style="list-style-type: none"> Music dept. transport costs request – recommended contribution £500.00. With a show of hands governors unanimously approved the recommendation. Ex-student request to support charity trip to Uganda – recommended award contribution £200.00. With a show of hands governors unanimously approved the recommendation in full. (SAP abstained). RA had prepared a paper on investment options for the funds, which would be circulated for discussion at the next FGB meeting. 	Action approved awards Circulate paper for next FGB
53.13.	Clerk's Report (previously circulated): accepted.	
53.14.	Governor Recruitment (Co-opted governor nominations and parent governor application form, previously circulated):. <ul style="list-style-type: none"> TH confirmed the parent governor election closed on Friday 24th February with one nomination received. AM was declared elected unopposed for a 4 year term ending 26th February 2027. R Tanner and T Harris had met with SAP and KH and completed nomination forms for the Co-opted governor vacancies. With a show of hands the governors unanimously approved both nominations. Terms 4 years ending 1st March 2027. One Co-opted governor vacancy remained. DB would approach the suggested new Foundation Governor nominee, which would need to be approved by the PCC and Diocese. Re-appointment of Associate member D Withers; the governors with a show of hands unanimously approved the re-appointment, term 4 years ending 7th March 2027 	Update appointments /election outcome, start inductions
53.15.	Any other business: SAP asked governors if they had any other business to discuss: <ul style="list-style-type: none"> Governors were asked to attend the Y9 Options evening on Wednesday 8th March at 6.30pm. 	Attend Options Evening &

	<ul style="list-style-type: none"> The next Departmental meetings were on 24th April, not 6th March as previously stated. A governor commended the school play and gave congratulations to all involved. 	Departmental meetings
53.16.	2022/23 Meetings The next FGB meeting dates were NOTED : <ul style="list-style-type: none"> FGB 7 29th March 2023, 9.15am 	
	With no further business the meeting ended at 8.45pm	

Chair.....Dated.....

Item	Action	Owner	By when /report
53.3	Publish minutes	TH/NC	Completed
52.6	Forward Governor S/G and Safer Recruitment certs to DW Confirm Nat. College S/G training sufficient level 2 DB & CSJ complete NC training	TH DW DB & CSJ	completed ASAP ASAP
53.5	Submit Outturn to LA Submit SLA purchase order Submit SFVS to LA with actions included Review changes to staffing structure	KPo KPo TH KH	Now Now Completed 29/3/23
53.6	Forward Y7 survey data to GB Review School Vision & Aims Circulate data crib sheet Arrange further LA support and discussion at next FGB	KH KH KH KH	Now 12/7/23 ASAP 29/3/23
53.7	Send SIP questions to KH for review Review SIP in detail	All gavs KH	Now 29/3/23
53.8	Share Safeguarding/Ofsted report with GB	DW	ASAP
53.10	Publish approved policies	NC/TH	completed
53.12	Action approved awards Circulate paper on investment options for review	RA RA	Now 29/3/23
53.14	Update new governor appointments with agencies, start inductions	TH	Now
53.15	Attend Options Evening Attend Departmental meeting	All Gavs All Link Gavs	8/3/23 24/4/23