

**Beaminster School**  
**Minutes of the Full Governing Body meeting held on**  
**Wednesday 12<sup>th</sup> October 2022, 7.30pm**

Governors (13):	R Amswych (RA), D Baldwin (DB), N Chalkley (NC), P Fleming (PF), K Hales (KH) <b>Headteacher</b> , H Harding (HH), G Montague (GM) <i>by telephone conference only</i> , S A Palmer (SAP) <b>Vice-Chair</b> , K Patten (KP), C Shead-Jones (CSJ), E Smith (ES) D Solly (DS),
In Attendance:	R Barnes (RB) <b>Associate member</b> , S Dinsmore (SD) <b>SENCo</b> from 4.10 – 4.40pm <i>only</i> , T Harley (TH) <b>Clerk</b> , K Poole (KPo) <b>Finance Officer</b> from 3.45 – 4.13pm <i>only</i> .

Item	Detail	Actions
49.1.	<b>Welcome &amp; Apologies:</b> <b>Apologies:</b> B Millwood (BM) <b>Chair</b> , D Withers (DW) <b>Associate member</b> , all accepted. <b>Absent:</b> S Williams (SW). <b>The meeting was quorate.</b>	
49.2.	<b>Declaration of Beneficial Interest:</b> None declared.	
49.3.	<b>Minutes of the meeting held on 14<sup>th</sup> September 2022</b> (previously circulated): <ul style="list-style-type: none"> <li>The governors <b>APPROVED</b> the non-confidential minutes, as a true and accurate record, agreed for them to be published on the school website and they were signed by SAP</li> </ul>	TH/NC – publish minutes
49.4.	<b>Matters arising and action list update from the minutes:</b> The governors reviewed the minutes and actions <b>NOTING:</b> <ul style="list-style-type: none"> <li>48.4: BM had not yet spoken with SW, action to remain.</li> <li>48.7: Safeguarding Training – RB confirmed all governors would receive an email from the National College with a link to access the training for governors. It was requested that all governors, including staff complete the training and forward certificates to TH for evidence.</li> <li>All other actions were either completed, in hand or on the agenda and there were no other matters arising.</li> </ul>	BM contact SW  All govs – complete S/G training
49.5.	<b>Financial Performance</b> (Detailed Budget monitoring report Set 22, with October Outturn and Budget Dashboard report, previously circulated): KPo introduced and discussed the reports with governors <b>NOTING:</b> <ul style="list-style-type: none"> <li><b>Staff related costs</b> - Due to movements in staffing there was a forecast variance underspend of £33,408.00</li> <li><b>Premises</b> – Following the government cap rate for this financial year the Energy costs overspend would be limited to £55,646.00. All other premises related costs were forecast to balance.</li> <li><b>Transport</b> – The budget was forecast to balance, but it was becoming increasingly difficult to maintain the minibus and a replacement was becoming more urgent.</li> <li><b>Supplies &amp; Services</b> – Supplies Capitation was forecast to have an overspend of £13,337.00.</li> <li><b>Catering Budget</b> – the school was under pressure to increase FSM payments from £2.25 to £2.35 per student per day. This would translate to an annual cost increase of £2,000, and KPo would not be surprised if the contractors asked for a further rise in the coming months.</li> <li><b>Income</b> - £19,300 more had been received than anticipated from TA top up funding and the Supplementary Grant.</li> <li>Following these changes, the anticipated c/f of £109,849 had reduced by £16,000 to £93,664. KPo felt this left the school in a relatively good position but asked governor to note that the staffing budget forecasts were based on Teaching staff pay increases of 3% and starting salaries of</li> </ul>	

	<p>£30,000 and Support staff increases of 2%. The Pay deals had still not been agreed but could see increases of 5% for teaching staff and an equivalent of 4.4 – 10.5% for Support staff, increasing the spend on those budgets by £28,000 and £45,000 respectively.</p> <ul style="list-style-type: none"> <li>• The 5yr plan forecast balances continued with a surplus c/f for 22 -23 and 23-24 and this year’s October census would be strong with the large Y7 intake. The Sixth Form intake had been very disappointing with only 24 on role rather than the predicted 45, but due to the lag in sixth form funding the reduced numbers would not affect funding for 2 years, although this will a real concern if numbers remain low.</li> <li>• <b>GQ: Is there an assumption that the government will support the fuel cost increases beyond this year and what will happen if the support stops?</b> If the cap was removed energy costs would increase by £235,000 next year, with this in mind the government would have to intervene with a cap or changes to the funding formula. KPo stated that the energy market was outside our control and the only power we had was to review our consumption and reduce use where we can. KPo would continue to work on and receive advise on energy saving initiatives.</li> <li>• <b>Budget Dashboard</b> – The income and expenditure levels this year were very close but by 2024-25, the gap would widen due to the lag in Sixth Form funding and the closure of the SRP base. The staff would remain, and the school was not looking at redundancies.</li> <li>• <b>GQ: What will your (KPo) position be in the MAT?</b> KPo stated she did not know but thought there would be a role for financial management within the school. KH confirmed the role would not be dissimilar from what KPo did now but with more discussion on the ‘what and why’ of spending on certain projects.</li> <li>• <b>GQ: Does the MAT get all the money for all the schools within the Trust, and can we see the overall Aspirations budget dashboard?</b> KH agreed to ask the MAT for a copy of the dashboard and confirmed that yes the trust received all income and then shared it out across the schools as needed.</li> <li>• <b>GQ: What is the FSM funding and do all eligible students claim it?</b> We are funded £2.25 per pupil per day but many schools are moving to paying up to £2.65 per day as contractors cannot cover the costs at £2.25. If we insist on only paying £2.25 the contractors would probably move to a different model which would be more costly to us in the long run. The funds are received whether students spend the £2.25 each day or not and the surplus has been reinvested into the canteen in the past. Currently we have 110 FSM pupils and previously 20 -30 would not make use of their allocation but now this was down to 8 -10 per day. The school had sent a ParentMail encouraging eligible families to apply, and 6 new students were now receiving FSM.</li> </ul> <p><i>SD entered the meeting at 4.10 and KPo left the meeting at 4.13pm</i></p>	<p>Request sight of Aspirations overall budget dashboard</p>
49.6.	<p><b>SEND</b> (PowerPoint presentation, attached): SD introduced and took governors through the presentation <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• There were 185 pupils on the SEND Register, 30 with EHCP (4 in SRP, 26 in mainstream) and 155 needing additional SEN support.</li> <li>• The slideshow detailed the different SEN needs, the departments staffing, the different support interventions given through the Learning Hub and via specialist teachers and TA’s within the classroom, the number of students, percentages and split between year groups, attendance figures, consultation practice and the challenges and issues now and looking forwards.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>GQ: The numbers of student in mainstream with EHCP's had risen over recent years?</b> Students who would normally be taught in SRP's had now moved to mainstream and there was no special support for students in this area anymore and an Inclusion Hub was needed to support students with high needs.</li> <li>• <b>GQ: Was it possible to train more ELSA's?</b> Not at present, all LA training sessions were full, but SD was looking at alternative providers and similar short courses. There were currently 20 students on a waiting list to receive support from the 2 trained ELSA's with only 8 hours a fortnight available.</li> <li>• <b>GQ: Will Aspirations bring more support and funding?</b> It was hoped the Trust would support the SEND needs and department better, as the LA provision was becoming less and less. Extra IT support had been indicated and would be useful.</li> </ul> <p><i>SD left the meeting at 4.40pm</i></p>	
49.7.	<p><b>Headteachers Report</b> (Self-Evaluation Summary Report, Pupil Premium Strategy Report, previously circulated): KH introduced the reports <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• <b>PP Strategy</b> – This was now updated in January each year and KH asked if governors had any questions on the report published in December 2021.</li> <li>• The SSGC Manager was meeting the Town Council to see what can be done as a community to support families in need.</li> <li>• <b>SEF</b> – KH thanked the governors that had responded to the draft SEF and suggested changes had been incorporated into the updated version circulated.</li> <li>• <b>GQ: Where is the proof, data and quantitative information to support the comments in the SEF?</b> Only minimal data should be put into the SEF and each section directed inspectors to other files and data for evidence, when needed.</li> <li>• <b>GQ: There is very little reference to Gifted &amp; Talented and what was provided for these students?</b> KH agreed to look at including some information but explained that reference was now made about barriers to learning for all students and the SEF was used to show the whole school approach rather than list one off events. <b>Is there a G&amp;T co-ordinator?</b> No, it was part of the curriculum.</li> <li>• <b>A-level ALPS data</b> – this had still not been received, along with the GCSE data. School appeals had been very high this year and therefore was delaying the publication of the full data. Beaminster had made 9 GCSE appeals, with five rising by one grade. A full review of the Art GCSE grades had been requested as all had been marked down by one whole grade. One A-level Physics appeal had been made and this had risen from an A to A*.</li> <li>• <b>GQ: Do we know where the Y12 students we have lost this year have gone?</b> Exeter College is popular, especially for students out of catchment and transport is less expensive. There are very few higher-level apprenticeships in this area and opportunities beyond A-level are limited.</li> <li>• Review of the GCSE and A-level data to remain on the agenda for review when published.</li> </ul>	Exam data review – next meeting
49.8.	<p><b>Academy Status Update</b> (draft solicitors' letter, statement of fees and proposed FTT composition paper, <i>previously circulated</i>) KH updated governors <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• KH and David Herbert had spoken with the DfE and all was ready for the decision meeting on 18<sup>th</sup> October.</li> </ul>	

	<ul style="list-style-type: none"> <li>• If approved there would be a second stage of due diligence, which usually took 3 months and conversion was expected by February 2023.</li> <li>• RA explained that he and BM had met with Judith Brazier, a solicitor and former BS governor, and they had shared all documents relating to the land ownership and the B&amp;NGSF Trust.</li> <li>• RA asked governors to review the draft letter to Aspirations and proposed engaging Ian Brazier Solicitors to act on behalf of the Trust, on the fee basis advised (£200 per hour, expected total approx. £2,000) and to approve the letter for publication; <b>approved by a show of hands (11/13).</b></li> <li>• KH agreed to ask if Aspirations would consider covering the legal costs for the Trust.</li> </ul>	<p>Solicitors engaged by FTT</p> <p>Ask MAT to cover legal costs</p>
49.9.	<p><b>Frances Tucker Trust</b> (Notes of WG meeting 28<sup>th</sup> September and award application letter, previously circulated):</p> <p>SAP introduced the notes and application <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• The WG had discussed the legal issues and agreements needed between the Trust and the MAT, as discussed above, the Trusts future format and its relationship with the BSPTA going forwards.</li> <li>• Governors were asked to consider this and take any concerns to RA and SAP, before final review and decisions to be approved at the FGB meeting in November.</li> <li>• KH explained that Aspirations insisted on a parental body and suggested the FTT could join this group and ensure the ethos and history of the school is maintained and represented.</li> <li>• Award application– SAP proposed awarding £240.00, being 20% of the full costs of the trip; <b>Unanimously approved.</b></li> <li>• The WG had discussed recommending a maximum contribution of 20% of the full cost for this ‘type’ of trip, but through discussion it was agreed that all award applications should be agreed on a case-by-case individual basis but that to continue with the agreed recommendation that only income/interest earned each year be used for awards in that year.</li> </ul> <p><i>DB left the meeting at 5.30pm.</i></p>	<p>Consider new constitution of FTT</p> <p>Action award</p>
49.10.	<p><b>Safeguarding:</b></p> <p>Item and governor question on managing and monitoring student access to the digital world deferred until the next meeting as DW not present.</p>	Next agenda
49.11.	<p><b>Chair’s report:</b></p> <p>SAP gave a verbal report <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• BM and other governors that had attended the Presentation Evening had been very impressed with both students and staff and one governor suggested engaging a keynote speaker and inviting the press to attend future evenings.</li> <li>• NC told governors that details of the event would be published in this week’s Bridport News.</li> </ul>	
49.12.	<p><b>Clerk’s Report</b> (previously circulated):</p> <p>The governors received the Clerks report for information <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• Three co-opted governors’ term of office ended on 31<sup>st</sup> December 2022 and re-appointment would need to be approved at the December FGB meeting, for those governors to remain in office.</li> </ul>	Co-opted gov appointments – Dec FGB
49.13.	<p><b>Link Scheme</b> (no reports received):</p> <ul style="list-style-type: none"> <li>• The Exam Review meetings would take place after half-term and RB would circulate dates to link governors.</li> <li>• All governors had confirmed their links with TH and CSJ agreed to link with the D&amp;T dept.</li> </ul>	Circulate exam review meeting dates to link governors

	<ul style="list-style-type: none"> <li>Link meeting questions – governors were encouraged to ask their links about Aspirations and moving over to Academy Status.</li> </ul>	Update links
49.14.	<p><b>Any other business:</b> SAP asked governors if they had any other business to discuss:</p> <ul style="list-style-type: none"> <li>A governor asked that the Head Boy and Head Girl be invited to the next meeting; KH agreed to set this up, along with meeting the deputies.</li> </ul>	
49.15.	<p><b>2022/23 Meetings</b> The next FGB meeting dates were <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>FGB 3 16<sup>th</sup> November 2022, 9.15am</li> <li>FGB 4 14<sup>th</sup> December 2022, 5.30pm</li> <li>FGB 5 25<sup>th</sup> January 2023, 6.30pm</li> </ul>	
	With no further business the meeting ended at 5.45pm	

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

Item	Action	Owner	By when /report
49.3	Publish minutes	TH/NC	Completed
49.4	Contact SW and ask if he wishes to remain at school governor. Complete Safeguarding training	BM All Govs	Next FGB Next FGB
49.5	Request sight of Aspirations overall budget dashboard	KH	Next FGB
49.7	Review FFT & ALPS data once published	KH	Next FGB
49.8	Engage solicitors to act on FTT behalf Ask Aspirations to cover legal costs	RA KH	Now Next FGB
49.9	Consider legal matters and new FTT constitution Pay award	All Govs RA	Next FGB Now
49.10	Safeguarding - Agenda item deferred	DW	Next FGB
49.12	Co-Opted governor appointments – agenda item	TH	Dec FGB
49.13	Circulate exam review dates to link govts Update links	RB TH	Asap Now