

**Beaminster School**  
**Minutes of the Full Governing Body meeting held on**  
**Wednesday 27<sup>th</sup> November 2024, 6.30pm**

Governors (17):	N Chalkley (NC), D Ennals (DE), K Hales (KH) <b>Headteacher</b> , H Harding (HH), B Millwood (BM) <b>Chair</b> , A Monks (AM), G Montague (GM), S A Palmer (SAP), P Richardson (PR), C Shead-Jones (CSJ), R Tanner (RT) <b>Vice-Chair</b> .
In Attendance:	R Barnes (RB) <b>Associate member</b> , T Harley (TJH) <b>Clerk</b> , D Withers (DW) <b>Associate member</b> .

Item	Detail	Actions
65.1.	<p><b>Welcome &amp; Apologies:</b></p> <p><b>Apologies:</b> D Baldwin (DB), P Fleming (PF), K Patten (KP), M Sims (SM), T Harris (TH), A Taylor (AT), all accepted.</p> <p><b>Absent:</b> None.</p> <p><b>The meeting was quorate.</b></p>	
65.2.	<b>Declaration of Beneficial Interest:</b> None declared.	
65.3.	<p><b>Minutes of the meeting held on 25<sup>th</sup> September 2024</b> (non-confidential minutes, previously circulated):</p> <ul style="list-style-type: none"> <li>The governors <b>APPROVED</b> the non-confidential minutes, as a true and accurate record and agreed for them to be published on the school website. They were signed by BM.</li> </ul>	TJH /NC – publish non-confidential minutes
65.4.	<p><b>Matters arising and action list update from the minutes:</b></p> <p>The governors reviewed the minutes and actions <b>NOTING:</b></p> <ul style="list-style-type: none"> <li><b>64.4 MAT WG;</b> the WG had not yet met with Initio and KH agreed to set a meeting for early Spring term, preferably for after 5pm. PR asked to be excused from the WG and GM offered to replace.</li> <li><b>64.6 transgender guidance;</b> DW confirmed he had included comments about the uniqueness of every individual and agreed to share the updated document with the GB to review.</li> <li>All actions were either complete, in hand or on the agenda and there were no other matters arising.</li> </ul>	<p>MAT WG; KH arrange meeting with Initio</p> <p>DW – share document with GB</p>
65.5.	<p><b>Headteachers Report:</b> (website review paper, Governor/exam review summaries, Kirkland Rowell parent &amp; student summary, previously circulated): KH introduced the reports <b>NOTING:</b></p> <ul style="list-style-type: none"> <li><b>Website review:</b> Richard Howes had performed a website review and KH and NC were updating the content as advised and looking into how to make key information more accessible.</li> <li>All governors were encouraged to use the framework to review the website and feedback comments and suggestions on the layout/format to KH and NC.</li> <li>Governors noted the website was not easy to navigate on a mobile phone and that some information was only found in the Parent Handbook. A governor suggested a list of all staff on a page of the website itself would be very helpful, as would a list of important dates and key information for parents be made more prominent.</li> <li>Previously, taking on an IT apprentice to work on the website had been discussed as a marketing strategy, although a big overhead.</li> <li><b>Governor exam reviews:</b> KH had collated overviews for each departments meeting (Maths &amp; RS not yet completed) with two actions per department for follow up as part of the link governor meetings. A governor expressed the usefulness of the report in understanding the needs of the different departments.</li> <li><b>GQ: In several subject’s staff expressed the need for extra support for students with additional needs?</b> Funding had been allocated more to</li> </ul>	<p>Review website and feedback comments/ suggestions to KH/NC</p>

	<p>specialist teachers, due to the increased level of need, rather than having them with TA's within the classroom. However, supporting teachers in the classroom and developing responsive teaching was a key strategy, with two new TA's employed this term to further support.</p> <ul style="list-style-type: none"> <li>• <b>GQ: During the English review it was noted there had been IT issues for the exams?</b> These were exam board issues with on-line scripts and capacity issues within IT which were currently being reviewed. Exam boards were looking to see if exams could be run on-line within the next 5-10 years, but this would require a huge shift in teaching, lessons, resources and experience. A Computer Science exam would be on-line this year as an element covered programming.</li> <li>• <b>GQ: Did governors feel there was a theme across all departments for the link scheme agenda foci?</b> SEND was a real issue and questions suggested were 'How are you coping with your SEND students and their level of need? What can be done to support you more and is there a specific need that may be able to be funded? Is there anything that particularly works well? What do you feel is the impact on your non-SEND students?'</li> <li>• <b>GQ: How was Forest School going?</b> Eight students with significant needs were being taught by the Magdalen Farm project for ½ a day per week. It was proving very successful, and the students were finding coping with the larger outdoor environment was helping them in the classroom.</li> <li>• <b>Targets;</b> KH explained these are clearly detailed on page 3 of the SIP. Data from the Y11 trial exams will be populated and reviewed in the next few weeks for discussion at the next FGB meeting.</li> <li>• <b>Kirkland Rowell survey reports:</b> KH asked that the full reports along with the parents comments be circulated to all governors to allow for a full discussion at the next FGB meeting and review at curriculum committee for subjects.</li> <li>• The summary report highlighted the headline figures; all good and parental recommendation for the school as outstanding. Subject areas showed we had a good grasp of what was wanted but some areas to investigate. All Non-academic areas all rated good or better and had improved since the last survey. Students felt levels of homework were too high, although they were lower than national, and expectations were not where they needed to be. Parental engagement and providing enough opportunities for parents to help their children was a theme and DW had brought in a speaker for KS3, 'How to understand the teenage brain', which had been well received.</li> <li>• Previously the GB had asked for mini student surveys to drill down answers further and this could be used again if governors had any specific questions.</li> <li>• <b>GQ: Overall the impression was good and parental responses positive but there were some negatives which needed investigation.</b> The governor suggested further actions and this would be followed up at the next FGB after Governors had completed a review of the pupil and parent reviews and parental comments.</li> </ul>	<p>Use Link scheme agenda focus questions</p> <p>Targets – next FGB agenda item</p> <p>Circulate reports to all gobs for review and discussion at Standards &amp; next FGB</p>
65.6.	<p><b>Safeguarding Update</b> DW updated governors on current issues <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• Two students were on Child protection Plans and the Escalation Policy had been used for one student with Social Care involved and a Child protection conference.</li> <li>• The LA audit had been circulated and was being completed. This would be shared with the Safeguarding Governor and once complete brought to the FGB for approval.</li> </ul>	
65.7.	<b>SEND update</b> (SEND Governor report, previously circulated):	

	<p>PR introduced her report <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>PR had a first meeting with the SENCo (Siobhan Dinsmore (SD)) in October. There was a real determination to do the right thing for all SEND students in the school, which had a higher than national number of students with EHCP's. Funding was a very worrying concern, needing local and government agreement for the future.</li> <li>A transition TA supporting Y6 students had been very successful. This had been a funded trial and the school was working with DC to secure a further years funding.</li> <li><b>GQ: The SENCO was not part of the SLT. What was being done to support her and follow up her ideas?</b> SD met with RB for T&amp;L and KH for funding to support and give influence. SD did not have a teaching role, which was rare for a SENCo and the SLT was keen to get her in the classroom more, to support teaching and respond to student need.</li> <li><b>GQ: Why is there not an Inclusion Hub in West Dorset?</b> There was funding to provide one hub in the area and the school, along with Colfox and Woodroffe were in talks with DC with the idea of having three smaller hubs; one in each school. The SENCo was aware.</li> </ul>	
65.8.	<p><b>Standards Committee:</b> (draft minutes of the meeting held on 9<sup>th</sup> October 2024., previously circulated):</p> <ul style="list-style-type: none"> <li>The minutes were circulated for information and accepted with no further comments.</li> </ul>	
65.9.	<p><b>Resources Committee</b> (draft minutes of the meeting held on 4<sup>th</sup> November 2024 and updated draft committee Terms of Reference, previously circulated):</p> <ul style="list-style-type: none"> <li>The minutes were circulated for information and accepted with no further comments.</li> <li>The TOR had been updated in include 'to establish and keep under review a Risk Register'.</li> <li><b>GQ: Will this be a resource only risk register with other risks reviewed elsewhere?</b> KH agreed to forward the government advised risk register template being populated to assure all areas were being covered and would sit well under the Resources committee.</li> <li><b>With no further questions the governors approved the update to the TOR.</b></li> </ul>	<p>Share risk register template with RT, for review</p> <p>Update approved TOR</p>
65.10.	<p><b>Chairs Report</b> (previously circulated):</p> <p>BM introduced her report for information <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>Governors were encouraged to attend school events, with dates circulated and more to follow.</li> </ul>	
65.11.	<p><b>Governance Committee:</b></p> <p>BM updated governors <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>The staff and GB strategy workshop on the PD day led by AT had gone well with mixed feedback from staff.</li> <li>The GB development was coming together, and all governors were invited to attend the Governance committee meeting on 9<sup>th</sup> December at 5pm for further information on the strategy and development plan work.</li> </ul>	
65.12.	<p><b>Link Scheme:</b></p> <p>BM spoke to governors <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>Agenda questions arising from the KR survey would be discussed at the next FGB meeting.</li> <li>No link meeting reports had been submitted since the last meeting.</li> </ul>	<p>Update agenda questions following KR review</p>
65.13.	<p><b>Clerk's Report</b> (Clerks Report, previously circulated):</p> <p>TJH introduced the report for information <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>Diversity data; four governors had yet to complete the data and once received the information would be updated onto the school website.</li> </ul>	

	<ul style="list-style-type: none"> <li>All governors were encouraged to attend DC and other training sessions, as listed.</li> </ul>	
65.14.	<p><b>Any other business:</b> BM asked governors if they had any other business to discuss:</p> <ul style="list-style-type: none"> <li>DW, after 30 years at BS had decided to retire at the end of the academic year, the governors reminisced with DW, wished him well and said he would be greatly missed.</li> </ul>	
65.15.	<p><b>2024/25 Meetings,</b></p> <ul style="list-style-type: none"> <li>Next meeting dates <b>NOTED:</b> <ul style="list-style-type: none"> <li>Governance 9<sup>th</sup> December, 5.00pm</li> <li>Standards 22<sup>nd</sup> January, 5.30pm</li> <li><b>FGB 5<sup>th</sup> February, 9.15am</b></li> <li>Resources 24<sup>th</sup> February, 3.45pm</li> </ul> </li> </ul>	
	With no further business the meeting ended at 8.10pm.	

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

Item	Action	Owner	By when /report
65.3	Publish minutes.	TJH/NC	Completed
65.4	Arrange meeting with Initio for MAT WG Circulate document with transgender info to GB	KH DW	Asap Asap
65.5	Review website and feedback comments/suggestions to KH/NC Use link scheme agenda questions on SEND at link meetings Targets & performance data following Y11 trail exams review Circulate KR reports to all Goves for full review	All Goves Link goves KH TJH/ ALL	Now Ongoing Next FGB Standards/ next FGB
65.9	Share Risk register template with RT for review Update TOR and publish	KH TJH	Asap Completed
65.12	Canvas for link scheme agenda questions from review of KR survey	ALL	Next FGB