

Beaminster School
Minutes of the virtual Microsoft Teams meeting of the Full Governing Body held on
Wednesday 28th April 2021, 9.15am

Governors (13):	R Amswych (RA), D Baldwin (DB), M Carter (MC) Chair , N Chalkley (NC), K Hales (KH) Headteacher , H Harding (HH), E Hotchkiss (EH), B Millwood (BM) Vice-Chair , G Montague (GM), S A Palmer (SP), E Smith (ES), D Solly (DS), P Strong (PS).
In Attendance:	R Barnes (RB) Associate member , S Dinsmore (SD) SENCo , from 10.00 to 10.25am only, T Harley (TH) Clerk , M Lees (ML) West Dorset Locality Education & Challenge Lead , D Withers (DW) Associate member

Item	Detail	Actions
36.1.	<p>Welcome & Apologies: MC welcomed HH, as the new Staff Governor, to the GB and KH introduced ML, who had been invited to attend the next few GB meetings in order to help and support the GB with its role in challenging the SLT. ML spoke briefly about his history in supporting leadership and governance and that he would also help the GB on training in reading and understanding data. MC introduced the governors in turn to ML.</p> <p>Apologies: None.</p> <p>Absent: None</p> <p>The meeting was quorate.</p> <p>MC informed governors that Lynne Humphries had resigned with immediate effect due to work commitments, and that he would write a letter of thanks to LH on behalf of the Governing Body.</p>	
36.2.	<p>Declaration of Beneficial Interest:</p> <p>None.</p>	
36.3.	<p>Minutes of the meeting held on 21st February 2021 (previously circulated):</p> <p>The FGB APPROVED the minutes as a true and accurate record and for them to be published on the school website</p>	TH/NC publish minutes
36.5.	<p>Student Voice: <i>HB, DHB & DHG attended the meeting from 9.20-9.35am only</i></p> <p>The new Head Boy, Deputy Head Boy and Deputy Head Girl were introduced, and asked for their thoughts on the Covid restrictions, on-line learning, assessments rather than examinations and their future plans.</p> <ul style="list-style-type: none"> • All three students spoke of their personal experiences and answered further questions from governors, including how well supported they felt from the on-line learning and spread of current assessments. • The students felt that careers advice and support was good and due to changes in course workload their academic progress matched what it would have, had there been no Covid restrictions. • The students were thanked, and MC said he would speak with them about an idea to celebrate their roles. 	
36.4.	<p>Matters arising and action list update from the minutes:</p> <p>The following matters were NOTED:</p> <ul style="list-style-type: none"> • 35.4; Governors would be able to meet Y7 students after 17th May. The focus would be transition, on-line learning, and experience of lockdown. • 33.8; The KCSiE was a key document, referenced throughout the Safeguarding policy and a reading Part 1 & 2 was a responsibility of all staff and governors. A small number of governors had yet to confirm with TH that they had read the document updates as requested. A Governor asked “Where does KCSiE sit in the child protection policy?” DH explained that is formed the backbone for all aspects of child safeguarding. • 33.16; Governors thanked for their Link meeting reports and urged to continue with this important aspect of their work; it was requested this remain an action. • 35.7; KH explained this year’s SIP was complete and a first draft on next year’s SIP cycle would be shared at the next FGB meeting. There would 	TH – update Action List

	<p>be a reduced number of actions, with more focussed targets and clearer outcomes.</p> <ul style="list-style-type: none"> • 35.12; Governors were encouraged to read information on Co-chairing for the next FGB meeting, as this may be a model for future years. • Several governors had shared ideas for the 60th anniversary and MC confirmed a WG would be formed after May half term. • All other actions completed, reviewed at Committee or on the agenda. 	
36.6.	<p>Headteachers Report: The Governors RECEIVED an update from KH, asked questions and NOTED:</p> <ul style="list-style-type: none"> • All students were tested in the first two weeks of the term, from 8th March, and all students were now back in the classroom. • Over 2500 tests were done, with no positive results and KH thanked everyone involved in making it a very successful return to school. • All Covid social distancing rules continued including the one-way system and facemasks worn by all students. • KH was concerned by the staff workload, especially for Y11 and Y13 assessments, which was changing and evolving continuously. • The school had decided not to have exams but to run smaller assessments during class time. • Non-exam arrangements and coursework continued as usual. • Staff had attended training and meetings on internal standardisation and moderation. • All students would have a separate portfolio of evidence taken from over the past 18 months. This was a huge organisational task, pulling together all processes, assessment records, with narrative on evidence and grades. • All evidence had to be entered onto the exam system by June 18th, and Ofqual would require five samples from two GCSE subjects and one A-Level on selected students within 48 hours. • Exam boards had given good feedback and guidance. KH would have preferred a holistic overview with centre assessed grades rather than the term 'teacher assessed'. The JCQ centre assessment policy had been adopted, with a few additions and changes, and personal interests declared from all members of staff. • Governors spoke of their impressiveness and admiration for the work being done, especially as all year groups continued to be taught. • The new Head of Y10 had identified 16 students of most concern and these students will start the on-line Maths, English or Science support programmes next week. • There were two challenging questions asked about how transparent the grading process is in terms of student and family involvement, and what is the school doing to challenge low attendance in Years 11 & 13? • Students had been provided with all assessment dates and parents were being kept informed, given information on the appeals process, and asked for any mitigating circumstances that may affect grades. • A small number of students with poor attendance were being supported with a range of initiatives from lunchtime clubs to assessments being posted to their homes. It was felt lack of parental support was the main obstacle for the few students that were not engaging. • Colleges had been contacted and students offered careers support and an extended induction to the 6th form after May half-term to help bridge the gap to post-16. 	
36.7.	<p>SEND: SD entered the meeting at 10am The governors RECEIVED the SENCo report, asked questions and NOTED:</p> <ul style="list-style-type: none"> • SD directed governors to section B3 of the SIP (previously circulated) and updated governors on Quality First teaching, deployment and training of TA's and the learning programmes in the Hub. 	

	<ul style="list-style-type: none"> • The SEN provision focusses this term were English and Maths, although the autumn term focus on transition continued, as need was identified. • There had not been much opportunity for training, but the focus had been on speech & language, autism, and dyslexia. • QFT in the classroom had improved, helped by the new provision maps software purchased, allowing teachers to have better access to learning plans, interventions, and a fuller picture of the students. • Detentions had reduced for SEN students and good progress had been made with providing homework opportunities within school time. • As restrictions relax better liaison with the pastoral team would help with seeing what students were finding difficult and what support they need. • “How challenging has it been to deploy the teaching assistants?” • “Are there things that you have done because you have had to that you now keep as a sense of normality slowly returns?” • Following government guidelines TA’s have been attached to year and small directed groups (learning hub), rather than departments. TA intervention was now timetabled and more focussed and whether to return to departmental TA’s going forwards would be reviewed. • There were 21 children with EHCP’s, all needing extra support, and this had been a good year for TA’s developing knowledge and skills in supporting students in the Learning Hub. • 3 TA’s were supporting 1:1 independent learning skills, alongside targeted LA support and all Learning Hub students were getting the bespoke provision they needed. Some students were working at levels as low as KS1 level, and some at KS2. • Transition in the Hub had been successful with Y7 attendance at 89% (6 students). Some EHCP plans had to be rewritten and provision adapted. Discussions were being held with the LA to try and secure more funding. • The focus now was to ensure students in the mainstream were receiving the support they needed. • There was a new Maths intervention and the Link Governor asked to attend a review meeting with the SENCo, to evidence its success • The SENCo concluded she was looking forwards to working with the SEN link governor, ES, who was also an experienced Primary SENCo. <p><i>SD left the meeting at 10.25am</i></p>	<p>Maths link governor attend intervention meeting with SENCo</p>
36.8.	<p>Safeguarding (Briefing Report, attendance data, updated Safeguarding policy and Anti-bullying policy, previously circulated): DW introduced the reports and policies to the governors, took questions and governors NOTED:</p> <ul style="list-style-type: none"> • The FFT tracker compared attendance data against national data and showed attendance was above average before and after the national lockdowns but still 1-2% below the aspirational 95%. • Unauthorised absences were below national and persistent absence was down from 9% to 3% compared to the previous year; a significant reduction. • Changes had been made in how data was presented, reflecting in more accurate data and figures now closer to national averages. • A governor asked for evidence that interventions were working, especially for the six Y10 students of concern. DW stated the impact would be known soon with outcomes, as those students were now in Y11. • 34 attendance letters had been sent out, with high level action taken on 7 and governors asked what the outcome had been for the other 27 students. DW stated the school were now tracking these students weekly, with first day calls home to support the small number of students involved. The LA did not have the capacity to address all issues as it was 	

	<p>still working under Covid-19 restrictions which had limited issuing fines.</p> <ul style="list-style-type: none"> • Safeguarding briefing highlights further noted and discussed included Working Together and Dorset’s role in Operation Encompass, the updated KCSiE further onus on schools, elective home-education, staff training and briefings attended and the new S/G board on display in the staff room. • Governors asked if there had been any significant changes to students mental and physical health during lockdown and the subsequent easing. DW discussed concerns and stated that low level mental health issues were being exposed since the return to school but only becoming significant for a small number of students. • Safeguarding Policy: this was a model DC policy, overseen by their legal team and updated to include appendices on Covid and the changes to KCSiE. With a show of hands, the Governors unanimously approved the policy; annual review cycle. • Anti-bullying policy: A governor said they were not getting the answers they had requested on bullying incidences, which were said to be very low and they were concerned the policy was reactive rather than proactive. It was agreed that GM and DW would work with the School Council to produce questionnaires for students and parents and to look at inserting proactive reference into the policy. With a show of hands, a majority of the governors approved the policy for publication; review following GM and DW review work. 	<p>Update and publish policies</p> <p>GM & DW – School Council questionnaires and include proactive references into Anti-bullying policy.</p>
36.9.	<p>Standards Committee (minutes and updated SMSC policy, previously circulated):</p> <ul style="list-style-type: none"> • Draft Minutes of the meeting held on 24th February; the draft minutes were NOTED, and BM commended all governors to read them and the associated papers. • A governor asked if the Teacher Learning group had met yet and RB confirmed they were planning to meet after the May half term. • SMSC policy; a governor felt there was not enough time to challenge, question and monitor the policy and the governors agreed to review and approve the policy at committee level. 	<p>SMSC policy review – deferred to committee</p>
36.10.	<p>Resources Committee (minutes and Budget papers, previously circulated):</p> <ul style="list-style-type: none"> • Draft Minutes of the meetings held on 29th March 2021; The draft minutes were NOTED, with no further comment. • Budget 2021-2025 for approval; RA introduced the budget papers explaining that the details had been discussed at length at the resources meeting and the greatest challenge going forwards was the potential declining pupil numbers. Governors were told to note that the budgets for 2022 onwards allowed for inflation in expenditure but not in income. <p><i>DW left the meeting at 11.15am</i></p> <ul style="list-style-type: none"> • RA recommended the budget, which showed a surplus in year 1, for approval and submission to the LA; some governors asked for reassurance on the financial forecasts and it was agreed that a meeting would be arranged for any governors not at the committee to discuss the figures further with KH and RA. With no further questions the governors unanimously approved the budget as circulated. • Invoke a “not safe for students to travel overseas until 01 September 2021” clause for insurance purposes; MC explained the need to invoke a not safe to travel overseas policy clause for all school trips due to the Covid-19 pandemic. Governors had no questions or objections and unanimously approved the clause. 	<p>Submit approved budget to LA</p> <p>No overseas travel for student’s clause invoked</p>
36.11.	<p>Governance Committee (minutes, previously circulated):</p> <ul style="list-style-type: none"> • Draft Minutes of the meetings held 13th January 2021; The draft minutes were NOTED, with the following comments. • SP had written to 3 businesses in Beaminster for recruitment purposes. 	<p>ML to meet</p>

	<ul style="list-style-type: none"> ML confirmed he would meet with KH and MC and discuss his findings, following observation of the meeting and present feedback to the FGB at the next FGB meeting. Co-opted Governor appointments: MC proposed SP, who had agreed to the change in designation, as her children no longer attended BS. With a show of hands, the governors unanimously approved the appointment with immediate effect. MC proposed Katherine Patten, the runner up in the staff elections, as a new co-opted governor. With a show of hands, the governors unanimously approved the appointment, compliant with rules on staff not exceeding one third of the total membership of the board. MC agreed to contact KP with the outcome and TH to start inductions. <p><i>DW returned to the meeting at 11.25am</i></p>	<p>with KH & MC and present findings to FGB</p> <p>TH update GB memberships, start inductions & advertise Parent vacancy</p>
36.12.	<p>Chair's report The Governors RECEIVED the Chairs report NOTING:</p> <ul style="list-style-type: none"> On a national level the effect of Long Covid on children was a growing concern, as reported in the national press. MC had produced a Governor Information Booklet summarising data, values, orders, core functions and responsibilities. MC felt the strategic responsibilities and ensuring robust risk management procedures were in place needed further work. MC would consult with the SLT and bring his findings for FGB review to the next meeting. Bruce Tasker, 2014 Winter Olympic winner had been secured as an inspirational speaker and would address an assembly sometime after 17th May 2021 and attend a cookery class and talk about his experience on MasterChef and the challenges of cooking for athletes on high calorie diets. The first big event to mark the 60th anniversary for BS, would be the school play in February 2022, to be announced shortly. Governors would be invited to join a 60th Anniversary WG at the next FGB meeting. 	<p>MC update information booklet in consultation with SLT – share with FGB</p> <p>60th anniversary WG – FGB agenda</p>
36.13.	<p>Clerk's Report (previously circulated): The Governors RECEIVED the Clerk's report, with no further comment NOTED.</p>	
36.14.	<p>Link Scheme (Schools Forum, Pupil Premium and Science reports, previously circulated): The Governors RECEIVED the link reports, with the following comments and discussion NOTED.</p> <ul style="list-style-type: none"> Currently the Equalities policy did not note a designated governor and RA agreed to take on the role. Following governor resignations link vacancies were available in MFL (French) and Art, Media and Photography. SP agreed to link with MFL and MC Art, Media and Photography. DB confirmed he had recently met with RB for RS and would forward the report to TH. 	<p>TH update link governors RA – Equalities SP – MFL MC - Art</p>
36.15.	<p>Any other business Further business NOTED:</p> <ul style="list-style-type: none"> BM was thanked for facilitating the Teams meeting which enabled a dial-in option. Teaching and admin staff were thanked for their hard work and support. A governor had heard good feedback from parents on BS response to the Covid restrictions and felt this should be used to support marketing initiatives. Y11 officially ends on 28th May, with pastoral care and 6th form induction to continue after half term to maintain regular contact. A governor felt there was not enough time in the meetings to robustly question the SLT and that the meetings should be structured differently to allow for this. Governors should also read all papers and prepare 	

	questions prior to the meetings. MC, KH and ML agreed to look at facilitating this as part of the support being offered by ML.	
36.16.	2020/21 Meetings The next meeting dates were NOTED : <ul style="list-style-type: none"> ○ Standards 4 12th May 2021 5.30pm ○ FGB 5 9th June 2021 6.30pm ○ Resources 5 28th June 2021 3.45pm 	
	With no further business the meeting closed at 11.35am	

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

Item	Action	Owner	By when /report
36.3	Publish approved minutes	TH/NC	completed
36.4 (33.6)	Arrange Y7 student/governor meetings	MC	Summer Term
(33.8)	Read updated Part 1 – 2 of KCSiE, review sections 3 – 5 and confirm once completed to TH	TH	Asap
(33.16)	Attend link meetings	Link Govs	ongoing
(35.7)	Provide measurable outcomes in new SIP	KH	09/06/21
(35.12)	Read Co-Chair NGA article	All govts	14/07/21
	Arrange 60 th Anniversary WG	MC	09/06/21
35.5	Investigate Aspirations MAT and report findings to FGB	SLT	Sept 21
36.7	Maths link governor attend intervention meeting with SENCo	SD & GM	Asap
36.8	Update and publish Safeguarding & Anti-bullying policies	TH	Asap
	DW & GM work with SC and produce questionnaires on bullying	DW/GM	Asap
	Include proactive references in the Anti-bullying policy	DW/GM	Asap
36.9	SMSC policy – review at standards committee	TH	12/05/21
36.10	Submit approved budget to LA	TH/RA/KP	asap
	No overseas travel for student's clause invoked	KH	completed
36.11	ML feedback findings to KH & MC and share with FGB	ML	09/06/21
	Update GB membership, start inductions, advertise Parent vacancy	TH	Asap
36.12	Update information booklet in consultation with SLT and share with FGB	MC	09/06/21
	60 th Anniversary WG – agenda item at FGB	MC	09/06/21
36.14	Update link governors	TH	asap