

**Beaminster School**  
**Minutes of the Full Governing Body meeting held on**  
**Wednesday 25<sup>th</sup> January 2023, 7.00pm**

Governors (13):	R Amswych (RA), N Chalkley (NC), P Fleming (PF), K Hales (KH) <b>Headteacher</b> , H Harding (HH), B Millwood (BM) <b>Chair</b> , G Montague (GM), S A Palmer (SAP) <b>Vice-Chair</b> , K Patten (KP), E Smith (ES).
In Attendance:	D Withers (DW) <b>Associate member</b> , T Harley (TH) <b>Clerk</b> .

Item	Detail	Actions
52.1.	<p><b>Welcome &amp; Apologies:</b>  <b>Apologies:</b> D Baldwin (DB), C Shead-Jones (CSJ), D Solly (DS), R Barnes (RB) <b>Associate member</b>, all accepted.  <b>Absent:</b> None  <b>The meeting was quorate.</b></p>	
52.2.	<p><b>Declaration of Beneficial Interest:</b>  None declared.</p>	
52.3.	<p><b>Minutes of the meeting held on 14<sup>th</sup> December 2022</b> (Confidential Part 2 and 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, agreed for them to be published on the school website and they were signed by BM.</li> <li>The governors <b>APPROVED</b> the confidential minutes, as a true and accurate record and they were signed by BM.</li> </ul>	TH/NC – publish minutes
52.4.	<p><b>Matters arising and action list update from the minutes:</b>  The governors reviewed the minutes and actions <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>51.4: BM had contacted Simon Williams, and he resigned his position as school governor with immediate effect.</li> <li>51.4: Safeguarding Training – three governors had yet to complete the training and TH held the certificates for all governors that had completed the National College training module.</li> <li>51.7: BM had written to the parent regarding the CCTV concerns as agreed.</li> <li>All other actions were either completed, in hand or on the agenda and there were no other matters arising.</li> </ul>	
52.5.	<p><b>Headteachers Report</b> (Pupil Premium Strategy Report, Y11 Progress Report, Ofsted Preparation Summary Report, previously circulated):  KH introduced the reports <b>NOTING:</b>  <b>Pupil Premium Strategy 2022 23:</b></p> <ul style="list-style-type: none"> <li>The report used was a government pro-forma for reporting and publishing the information and data required.</li> <li>The intended outcomes for 2022-23 had been Red/Amber/Green highlighted to where they currently stood, as part of a three-year plan.</li> <li>BS had 120 PP students; 20% of the whole school population.</li> <li>Nationally progress and achievement were well below average for PP students.</li> <li>Strategies used aimed to raise the profile of the whole school and the close the gap between PP and non-PP students.</li> <li>This was a very important focus for BS as the gap exceeded the national average.</li> <li><b>GQ: Can we see the case studies as detailed in Challenge 1,3,6?</b> KH agreed to anonymise the evidence for the four students and circulate to all governors. All the students had now moved onto Post16 education.</li> </ul>	Circulate anonymised case studies



	<ul style="list-style-type: none"> <li>• <b>The Governors agreed to arrange a WG meeting to discuss preparations after the half term break.</b></li> </ul>	Arrange WG meeting
52.6.	<p><b>Safeguarding</b> (Safeguarding Audit Report, previously circulated): DW introduced the audit report and updated governors on current issues</p> <p><b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• The audit, designed to address all potential safeguarding issues and to make sure everything was covered had now been submitted to the LA, following technical issues.</li> <li>• Previously audits were graded, although no longer the case BS would score good to outstanding on all data, backed up by strong evidence for all areas.</li> <li>• Updating and expanding training was the focus this year, with Level 3 refresher training for the DSL, all Deputies and the Safeguarding Governor and Managing Allegations refreshers scheduled. Safer recruitment would be expanded to allow a wider field of cover for interview panels.</li> <li>• TH agreed to forward governor certificates to DW for evidence on Safer recruitment and Safeguarding training.</li> <li>• The LA would feedback any concerns.</li> <li>• <b>GQ: Is the National College training to the level 2 standard required for governors?</b> DW agreed to check with the standards team and confirm.</li> </ul> <p>With no further questions the governors accepted the audit, as submitted.</p>	Forward S/G training certs to DW Confirm NC S/G training sufficient
52.7.	<p><b>B&amp;NGSF</b> (Current Financial Statement and Deed of Rectification and Variation, previously circulated): RA introduced the papers <b>NOTING:</b></p> <p><b>Current Financial Statement</b></p> <ul style="list-style-type: none"> <li>• Total funds as at 18<sup>th</sup> January 2023 £117,514.26</li> <li>• One application had been received for the Awards from a former student and RA would circulate the letter to all governors for formal review and approval at the next FGB meeting.</li> <li>• The CAF Bond fund invested in was to be closed and RA would research alternatives.</li> <li>• RA agreed to circulate the application and CAF Bond letter and to arrange a WG meeting to discuss matters and agree recommendations prior to the next FGB meeting.</li> </ul> <p><b>Charity Commission</b></p> <ul style="list-style-type: none"> <li>• RA had met with the solicitor and was now in dialogue with the Charity Commission. The feeling was that the Trustees should continue to change the structure of the B&amp;NGSF and separate the Trustees from the GB of the school. The CC was fully engaged to allow this to happen, and the next step was to decide how trustees will be appointed.</li> </ul> <p><b>Deed of Rectification and Variation</b></p> <ul style="list-style-type: none"> <li>• The Land Registry document showed how the GB of the school became the landowners of the school footprint.</li> <li>• Originally the LA transferred the land to individually named governors and the rectification was made so that the Deed was held by the Governing Body.</li> <li>• The lawyer's view was that the title deeds have nothing to do with the B&amp;NGSF but were entirely the decision of the GB.</li> <li>• <b>GQ: Should BS become an academy, and the GB no longer existed, what would happen once the 125 year lease expired and would there be any advantage in transferring the deeds to the Trust?</b> RA agreed to ask these specific questions and report back to the FGB.</li> </ul>	<p>Circulate application and CAF bond letter, arrange WG meeting</p> <p>Ask lawyer specific questions on lease.</p>

	<ul style="list-style-type: none"> <li>• <b>GQ: Was it common place for GB to own the land?</b> Usually, the land was owned by the LA or the Diocese in the case of church schools.</li> </ul>	
52.8.	<p><b>Chair's report</b> (report, tabled): BM introduced her report and spoke to governors on national and local news</p> <p><b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• The Teachers Strike on 1<sup>st</sup> February would impact the school. Plans were in place with a focus on vulnerable students and Years 7-10 accessing remote learning (vulnerable students invited in).</li> <li>• The National School Governors Awareness Day on 28<sup>th</sup> February focus was on the Cost of Living and the NGA was hosting on-line events.</li> <li>• Students had done well in the recent hockey fixtures and cross-country running events.</li> <li>• BM had been reassured with the formal PHSE lessons and informal strategies used to support pupils make sense of the world around them and gave thanks to DW as lead.</li> <li>• Ofsted inspection; BM asked governors to read the summary circulated and research information on the National College and NGA websites to help prepare for inspection.</li> <li>• BM encouraged governors to attend the school play on 2<sup>nd</sup> and 3<sup>rd</sup> February to support staff and students and to raise the profile of the GB</li> </ul>	
52.9.	<p><b>Clerk's Report</b> (previously circulated): TH introduced the report <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• <b>H&amp;S link governor vacancy</b> – TH asked governors to consider the vacancy and volunteer to support the school lead; DW.</li> <li>• <b>Updated Year Planner:</b> TH confirmed the planner had been shared with KH, BM and Kellie Poole to ensure all statutory reviews and business was covered. Governors agreed to keep to monthly FGB meeting for this academic year and to review whether to revert to the committee and 5-6 FGB meetings structure from September 2023, in the Summer term.</li> </ul>	<p>Volunteer for H&amp;S link</p> <p>Review meeting structure</p>
52.10.	<p><b>Governor Recruitment:</b> There were currently 3 Co-opted, 1 Parent and 1 Foundation governor vacancy.</p> <ul style="list-style-type: none"> <li>• BM suggested governors ask friends and acquaintances to consider joining the GB.</li> <li>• KH suggested governors attend the Y9 Options evening and meet prospective parent governors.</li> <li>• A governor indicated a possible Co-opted candidate and agreed to contact them.</li> </ul> <p><i>BM left the meeting at 8.15pm</i></p> <ul style="list-style-type: none"> <li>• TH agreed to run a Parent Election before the ½ term break.</li> <li>• SAP agreed to speak with DB about the Foundation Governor vacancy.</li> </ul>	<p>Contact and recruit possible new governors.</p> <p>Run parent election.</p> <p>Contact DB/ Diocese</p>
52.11.	<p><b>SEND:</b> KH updated governors on current issues <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• There were currently 29 students with ECHP's.</li> <li>• The SEN Admin assistant post had had to be re-advertised, as the new postholder had resigned, due to external personal issues.</li> </ul> <p>There were no other issues and governors had no questions.</p>	
52.12.	<p><b>Policy Review</b> (Updated Teaching &amp; Learning, School Behaviour and Careers policies, previously circulated):</p> <ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning policy</b> – a standard model based on Teaching Standards, reviewed by RB. <b>GQ: How is the Aim to ensure that all lessons promote our Christian Values reflected?</b> Through discussion it was agreed to change 'promote' to 'reflect' and to include what a good to great lesson looks like in the appendix. A governor asked that the further</li> </ul>	<p>Update policies and publish</p>

	<p>info and guidance be checked, to ensure it was correct and with these changes the policy was unanimously approved with a 2 year review cycle.</p> <ul style="list-style-type: none"> <li>• <b>School Behaviour policy</b> – standard LA format reviewed by DW. Governors had no questions and unanimously approved the policy, next review October 2024.</li> <li>• <b>Careers policy</b> – this was a standard LA model updated with minor changes January 2023 and reviewed by RA, as Careers Link Governor. A governor asked that an explicit focus on 6<sup>th</sup> form support be included, and with no further questions the policy was unanimously approved. Review cycle 2 years.</li> </ul>	
52.13.	<p><b>Voluntary Funds</b> (Audit report, previously circulated): TH introduced the report <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• TH had completed a review and reconciliation of the accounts and investigated a number of transactions. TH was confident they were accurate and true and signed them off with no concerns raised.</li> <li>• <b>GQ: What are voluntary funds?</b> Voluntary funds are separate from the schools’ delegated funds and are essentially holding accounts for trips and visits, fundraising and locker deposits etc. The school must not make a profit from these funds which are for the benefit of the students.</li> </ul>	
52.14.	<p><b>Link Scheme:</b></p> <ul style="list-style-type: none"> <li>• Link governors were asked to contact their links and arrange a meeting this term.</li> <li>• The expectation was to meet once per term.</li> <li>• Current themes included disadvantaged students, staff workload and the strikes.</li> <li>• The next departmental meetings were scheduled for 6<sup>th</sup> March at 4.45pm; KH suggested governors contact their dept and ask if the HoD would like them to attend.</li> </ul>	<p>Arrange link meetings</p> <p>Attend dept. meeting</p>
52.15.	<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>• The next FGB meeting set for 22<sup>nd</sup> February clashed with the Y10 parents evening and it was agreed to move the next FGB meeting to Wednesday 1<sup>st</sup> March.</li> <li>• A governor commended the Y9 Art exhibition, held in Symondsbury, and being of very high quality.</li> </ul>	<p>Update next FGB date</p>
52.16.	<p><b>2022/23 Meetings</b> The next FGB meeting dates were <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>○ FGB 6 1<sup>st</sup> March 2023, 4.00pm – NEW DATE</li> <li>○ FGB 7 29<sup>th</sup> March 2023, 9.15am</li> </ul>	
	With no further business the meeting ended at 8.45pm	

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

Item	Action	Owner	By when /report
52.3	Publish minutes	TH/NC	Completed
52.5	Circulate anonymised PP case study data Check PP report correct final version and publish Share Ofsted Inspection Aide Memoir Prepare for an Ofsted inspection, arrange WG meeting	KH KH All Govs	Asap
52.6	Forward Governor S/G and Safer Recruitment certs to DW Confirm Nat. College S/G training sufficient level 2	TH DW	Now ASAP

52.7	Circulate application and CAF bond letter, arrange WG meeting. Ask lawyer specific lease questions	RA	Before 1/3/23
52.9	Consider volunteering for H&S Link role Review meeting structure for next academic year	All govts TH	Asap FGB 9
52.10	Contact and recruit possible new governors Run parent election Ask DB /Diocese about Foundation vacancy	All govts TH SAP	Now
52.12	T&L policy – update Aims, appendix and check guidance; finalise and publish. School Behaviour – finalise and publish. Careers – update 6 <sup>th</sup> form focus, finalise and publish.	RB/KH/TH  DW/NC/TH KH/NC/TH	Now
52.14	Arrange link meetings, attend dept. meeting if appropriate	All link govts	This term