Beaminster School

Minutes of the Full Governing Body meeting held on Wednesday 25th January 2023, 7.00pm

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

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

- **GQ: Please explain the two tables on pages 7&8?** KH the data details the gap between PP and non-PP students for the previous 3 years and also shows the shift in the data, especially in terms of Attainment when the Base student data is removed.
- GQ: What strategies had not worked and had been removed from the 2022-23 statement? 6th form mentoring had been taken out as it had not worked for our students.
- KH agreed to check the 2 tables and ensure governors were reviewing the final version before publishing the report on the school website.
- A key point of assurance was that all strategies had been tested either by the government or the Education Endowment Foundation.

Y11 Progress Update:

- Profile: 119 students (5 SRP Base, 5 with EHCP, 2 at Learning Centres, 29 SEN and 17 PP).
- Attendance: 91.2% term 1 (+1.8% above nat.) 1 severe attendance issue at ≤ 50%.
- Progress: 59.4% making expected progress, based on Y11 Reports and Mock Exams data. Actions were in place for Food, History and Combined Science (below 50%)
- 38 students were working with tutors and HoY, as they were not making expected progress in over 5-0% of their subjects.
- Students not making progress in only 1 or 2 subjects were being supported through the individual subjects.
- 13 PP students were accessing MyTutor online tutoring (10 1hr sessions).
- December Mock Exam data: P8 of -0.68, target +0.26. A8 of 39.24, target 48.4. 4+ EN&MA 51% and 5+EN&MA 26%. The current Y11 profile is lower than last years.
- GQ: Were the actions in place monitored? Reports were the first monitoring, followed by clear targets set on Academic Monitoring Day, with final monitoring after the March mock exams. All teachers know students targets, with additional support, specific classroom focus and individual subject strategies supported by WS actions and CPD.

Ofsted Inspection Preparation: *DW entered the meeting at 7.30pm*

- An inspection within the next 6 months was expected and preparations within the school were ongoing.
- The report highlighted what Ofsted would be looking at during an inspection and KH asked governors if they had any questions to support an inspection.
- BM encouraged governors to access information and resources on the NGA and National College websites.
- KH was compiling an aide memoir and would share this with staff and governors.
- Governors will need to be prepared and some would be asked to attend and be interviewed by inspectors.
- GQ: Will it be a graded or ungraded inspection? KH we do not know, it
 is a new system and could go either way but in terms of the inspection
 itself they are very similar.
- GQ: What preliminary information do they ask for? They will look at the school website, have a 90 minute telephone conversation with KH and ask to see the SIP, SEF and Deep Dive information. During the inspection they will see information on attendance, suspensions, trips and visits, the enrichment programme, departmental folders and engage with staff and pupil focus groups.

Check PP strategy report correct and publish

Share aide memoir

Prepare for inspection

	The Governors agreed to arrange a WG meeting to discuss preparations	Arrange WG meeting	
	after the half term break.		
52.6.	Safeguarding (Safeguarding Audit Report, previously circulated):		
	DW introduced the audit report and updated governors on current issues		
	NOTING:		
	 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.		
	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.		
	 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.		
	 TH agreed to forward governor certificates to DW for evidence on Safer 	Forward S/G	
	recruitment and Safeguarding training.	training certs	
	The LA would feedback any concerns.	to DW	
	GQ: Is the National College training to the level 2 standard required for	Confirm NC	
	governors? DW agreed to check with the standards team and confirm.	S/G training	
	With no further questions the governors accepted the audit, as submitted.	sufficient	
52.7.	B&NGSF (Current Financial Statement and Deed of Rectification and Variation,		
	previously circulated):		
	RA introduced the papers NOTING :		
	Current Financial Statement		
	 Total funds as at 18th January 2023 £117,514.26 	Circulate	
	 One application had been received for the Awards from a former student 	application	
	and RA would circulate the letter to all governors for formal review and	and CAF bond	
	approval at the next FGB meeting.	letter,	
	The CAF Bond fund invested in was to be closed and RA would research	arrange WG	
	alternatives.	meeting	
	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.		
	Charity Commission		
	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&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.		
	Deed of Rectification and Variation		
	The Land Registry document showed how the GB of the school became the Land Registry document showed how the GB of the school became		
	the landowners of the school footprint.		
	Originally the LA transferred the land to individually named governors and the contilination was good as that the Dead was held by the		
	and the rectification was made so that the Deed was held by the	Ask lawyer	
	Governing Body.	specific	
	The lawyer's view was that the title deeds have nothing to do with the P&NGSE but were entirely the decision of the GR	questions on	
	B&NGSF but were entirely the decision of the GB.	lease.	
	 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? RA agreed to		
	ask these specific questions and report back to the FGB.		
	מא נוופשב אףפנוווג קעפאנוטווא מווע ופייטון שמנא נט נוופ דשם.		

	GQ: Was it common place for GB to own the land? Usually, the land was		
	owned by the LA or the Diocese in the case of church schools.		
52.8.	Chair's report (report, tabled):		
	BM introduced her report and spoke to governors on national and local news		
	NOTING:		
	The Teachers Strike on 1 st 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).		
	The National School Governors Awareness Day on 28 th February focus		
	was on the Cost of Living and the NGA was hosting on-line events.		
	Students had done well in the recent hockey fixtures and cross-country		
	running events.		
	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.		
	Ofsted inspection; BM asked governors to read the summary circulated And the second life and the National College and NCA weeksites to		
	and research information on the National College and NGA websites to		
	help prepare for inspection.		
	BM encouraged governors to attend the school play on 2 nd and 3 rd Solvential to the CP The course of		
	February to support staff and students and to raise the profile of the GB		
52.9.	Clerk's Report (previously circulated):		
	TH introduced the report NOTING :		
	H&S link governor vacancy – TH asked governors to consider the vacancy		
	and volunteer to support the school lead; DW.	Volunteer for	
	Updated Year Planner: TH confirmed the planner had been shared with	H&S link	
	KH, BM and Kellie Poole to ensure all statutory reviews and business was		
	covered. Governors agreed to keep to monthly FGB meeting for this	Review	
	academic year and to review whether to revert to the committee and 5-6	meeting structure	
	FGB meetings structure from September 2023, in the Summer term.		
52.10.	Governor Recruitment:		
	There were currently 3 Co-opted, 1 Parent and 1 Foundation governor vacancy.	Contact and	
	BM suggested governors ask friends and acquaintances to consider	recruit	
	joining the GB.	possible new	
	 KH suggested governors attend the Y9 Options evening and meet 	governors.	
	prospective parent governors.		
	 A governor indicated a possible Co-opted candidate and agreed to 	Run parent	
	contact them.	election.	
	BM left the meeting at 8.15pm		
	 TH agreed to run a Parent Election before the ½ term break. 	Contact DB/	
	 SAP agreed to speak with DB about the Foundation Governor vacancy. 	Diocese	
52.11.	SEND:		
	KH updated governors on current issues NOTING :		
	 There were currently 29 students with ECHP's. 		
	 The SEN Admin assistant post had had to be re-advertised, as the new 		
	postholder had resigned, due to external personal issues.		
	There were no other issues and governors had no questions.		
52.12.	Policy Review (Updated Teaching & Learning, School Behaviour and Careers		
	policies, previously circulated):		
	Teaching & Learning policy – a standard model based on Teaching		
	Standards, reviewed by RB. GQ: How is the Aim to ensure that all lessons		
	promote our Christian Values reflected? Through discussion it was		
	agreed to change 'promote' to 'reflect' and to include what a good to	policies and publish	
	great lesson looks like in the appendix. A governor asked that the further		
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	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.	
	School Behaviour policy – standard LA format reviewed by DW.	
	Governors had no questions and unanimously approved the policy, next	
	review October 2024.	
	Careers policy – 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 th form support be included,	
	and with no further questions the policy was unanimously approved.	
	Review cycle 2 years.	
52.13.	Voluntary Funds (Audit report, previously circulated):	
	TH introduced the report NOTING :	
	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.	
	GQ: What are voluntary funds? 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.	
52.14.	Link Scheme:	
	 Link governors were asked to contact their links and arrange a meeting 	
	this term.	Arrange link
	The expectation was to meet once per term.	meetings
	Current themes included disadvantaged students, staff workload and the	
	strikes.	
	The next departmental meetings were scheduled for 6 th March at	Attend dept.
	4.45pm; KH suggested governors contact their dept and ask if the HoD	meeting
	would like them to attend.	
52.15.	Any other business:	
	SAP asked governors if they had any other business to discuss:	
	 The next FGB meeting set for 22nd February clashed with the Y10 parents 	
	evening and it was agreed to move the next FGB meeting to Wednesday	Update next
	1 st March.	FGB date
	 A governor commended the Y9 Art exhibition, held in Symondsbury, and 	
	being of very high quality.	
52.16.	2022/23 Meetings	
	The next FGB meeting dates were NOTED :	
	o FGB 6 1 st March 2023, 4.00pm – NEW DATE	
	o FGB 7 29 th March 2023, 9.15am	
	With no further business the meeting ended at 8.45pm	

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

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