

Beaminster School
Minutes of the meeting of the Full Governing Body
Wednesday 15th July 2020, 9.15am

Governors (14):	R Amswych (RA), D Baldwin (DB), J Brazier (JB), M Carter (MC) Chair , N Chalkley (NC), J Forster (JF), K Hales (KH) Headteacher , L Humphries (LH), B Millwood (BM) Vice-Chair , G Montague (GM), S A Palmer (SP), D Solly (DS), <i>E Smith (ES), P Strong (PS)</i> .
In Attendance:	R Barnes (RB) Associate member , T Harley (TH) Clerk , D Withers (DW) Associate member

Item	Detail	Actions
32.1.	Welcome & Apologies: Apologies: Mrs E Smith (ES), Mrs P Strong (PS). Absent: None The meeting was quorate.	
32.2.	Declaration of Beneficial Interest: None.	
32.3.	Minutes of the meeting held on 20th May 2020: The FGB APPROVED the minutes as a true and accurate record and for website publication.	TH publish minutes
32.4.	Matters arising and action list update from the minutes: The following matters were NOTED : <ul style="list-style-type: none"> • Action 28.11d; TH confirmed the policy had been updated and would be shared at the next Resources meeting for GB approval. • All other actions completed, reviewed at Committee or on agenda. 	TH – update Action List
32.5.	Headteacher’s Report The governors RECEIVED the Headteachers report on the September return to school preparations, DC locality model, and transition, and through discussion the following points were NOTED : <ul style="list-style-type: none"> • A document on the return to school had been prepared for parents, to be sent out on 17th July and KH agreed to forward a copy to governors. • The SLT had reviewed the school plans, worked closely with Woodroffe and SJC School and decided all students would be educated as usual. • Students would move to lessons as usual and staff would keep their classrooms to allow for minimal contact. • One-way systems with students in year group bubbles and maintaining social distancing as much as possible, especially when travelling inside corridors, would be put in place. • If infections arise bubbles would be isolated. • DC Transport had today informed that all buses would have to run as normal, with bubbles mixing. Students would be advised to wear masks, but it was not mandatory on school bus services. • Parents who drive their children to school would be requested not to enter the bus park between 8.30 – 8.45am and 3.30-4.35pm, due to H&S issues. • Students would be reminded to maintain social distancing and of regular hand washing, to minimise risk. • Students and staff may wear masks in school, but it will not be made mandatory. • Staff will be advised to stand side to side with pupils where 1 metre plus distancing is not possible. • Handheld temperature gauges were not considered to be feasible due to the numbers and need for consistency. • If a pupil becomes unwell, they would be sent home, told to isolate and follow government guidance on testing. 	Return to School document – share with GB

	<ul style="list-style-type: none"> • Transition – KH hoped all governors had looked at the pages on the school website. • All primaries had been visited or been met through ‘Zoom’ meetings. • Tutors had written to all new students and the School Handbook would be ready for September. • Good feedback had been received and a governor congratulated the staff on preparing an excellent transition, allowing students to feel valued. • Locality Model – DC changes had split education and social care away from the whole council model to a locality model and BS was part of the West Dorset locality, along with Woodroffe and SJC schools. It was hoped the schools would have an ability to help shape and progress the support received from the council. • School Handbook – the new handbook should be ready and on the school website before the end of July. 	
32.6.	<p>School Improvement Plan (July 2020 update, previously circulated): The governors RECEIVED the SIP, discussed specific areas for improvement and asked various questions NOTING:</p> <ul style="list-style-type: none"> • The current plan was moving onto its second year and would be updated in September 2020. • The focus departments would remain unchanged from this year as there would be no examination outcomes to warrant changes. • A3 - The autumn term CPD would focus on on-line learning following feedback and reflections from parents and students, with sessions on PowerPoint and use of MS Teams and Class Notes. • B1 - Clarification on ‘vast majority’ and ‘most’ was requested and KH stated generally these equated to 90% and 75% + respectively but it was difficult to quantify and evidence. • Successful subjects and inspirational teachers shared good practice through the Responsive Teaching CPD programme and what made a subject do well needed to be examined. • Personality did impact on the survey results, but there was a broad range and many excellent teachers. The survey question was directed to progress and not enjoyment. • Kirkland Rowell standard questions could not be changed for benchmarking comparisons. • KS3 curriculum planning showed successful departments were clear on student expectations with solid good practice. • B2a - The Ready to Learn programme used a fairly prescriptive template for all lessons/teachers, with positive interactions and starter tasks, so lesson time was not wasted. • D2 – KH agreed to speak with the Head of sixth form on numbers of sixth form participants • D4 – A governor felt the school should be looking at eliminating and not just reducing bullying and KH confirmed Bullying was a focus for the Standards Committee. • D5 – a governor asked for a figure on increased attendance in Maths and English. • E1 – To meet future budget challenges natural staffing reductions were being sought over the next 3 – 5 years to avoid redundancy situations. • Collective Values – Service; focus on self, needed to be encouraged and KH agreed to look at the wording to help emphasise. • Careers provision – there were no targets in the SIP and KH agreed to include use of a new on-line programme that met the GATSBY benchmarks had been purchased. 	<p>KH – update SIP to include examination of what made a subject do well, numbers for D2, D5, clarity on Service wording and targets for Careers provision.</p>

	<ul style="list-style-type: none"> • A2 Citizenship – the school had received a request from an ex-student regarding the teaching of black history and systemic racism in response to the topical Black Lives Matter recent events. The SLT had reviewed the content in History, Geography, PRS and assemblies and were encouraged but would also be looking at raising the profile and teaching facts on the themes of prejudice and stereotype. • B3 Deployment of TA's – during lockdown TA's had volunteered and worked in school supporting students. In September the SLT were looking to keep TA's in bubbles to ensure safety. • Y11 results – the centre assessed results were looking good but until the national formula had been applied with historical data, the school was not able to make any predictions. • E5 5yr IT replacement plan – the funding had been allocated to cover servers, laptops, desktops, projectors etc, fully reviewed by the IT department linked with a robust recovery programme. • E6 New mini-bus – the SLT were keen to train further drivers, although expensive but priorities had changed from purchase of a new mini-bus to revamping the gym changing rooms. • Sixth form – BS, SJC and the Yeovil College link students would all form one bubble and would be asked to remain in classrooms to avoid bubbles crossing. • A-level art – next year there would be 2 groups with shared teaching, units would be taught at individual sites with a maximum of 2 teachers per group to mitigate issues. • GCSE Fine Art had dropped from 3 groups to 2, with Media Studies expanding to 2 groups next year; KH was not concerned and assured a broad and balance curriculum was being maintained. 	
32.7.	<p>Safeguarding The governors RECEIVED an update on safeguarding from DW. Through discussion it was NOTED:</p> <ul style="list-style-type: none"> • The school continued to keep in contact with all vulnerable students, with key support given where needed. • The level of care given, coordinated though the SENCo, Heads of Year, Tutors and TA's, was high. • Twenty+ computers had been distributed to support children in need. • All return to school risk assessments had been updated and would be sent to DC for approval. • The KCSiE September update would be shared with governors at the September FGB meeting and formed part of the Safeguarding briefings on the September PD days for all staff. 	KCSiE update – Sept FG agenda
32.8.	<p>SEND: The governors RECEIVED an update on SEND from DW. Through discussion it was NOTED:</p> <ul style="list-style-type: none"> • All vulnerable students were being well looked after by key staff in school, as noted above in 32.7. • MC had shared the SEND Self-evaluation report from 2019 to ES (SEND Link Governor), to form meeting content for next year. 	
32.9.	<p>Standards Committee Draft Minutes of the meeting held on 29th April 2020 The draft minutes were NOTED, with no further comments.</p>	
32.10.	<p>Resources Committee Draft minutes of the meeting held 11th May 2020 The draft minutes were NOTED, with the following further comments:</p>	

	<ul style="list-style-type: none"> Kellie Poole's (Finance Manager) input and support of the Resources Committee was excellent. <p>Draft FTT minutes of the meeting held on 15th June 2020 The draft minutes were NOTED with no further comment.</p>	
32.11.	<p>Governance Committee Draft minutes of the meeting held 10th June 2020 The draft minutes were NOTED, with no further comments,</p>	
32.12.	<p>GB Standing Orders (previously circulated): The GB RECEIVED the updated Standing Orders, based on the 2019 model, tailored for BS.</p> <ul style="list-style-type: none"> Governors felt the orders were concise and clear and with no questions unanimously ADOPTED the orders, with an annual review cycle. 	TH - Update policy file
32.13.	<p>GB Self-review (Summary report, attendance data and questionnaire results, previously circulated) The GB CONSIDERED the attendance data and questionnaire results NOTING:</p> <ul style="list-style-type: none"> On-line meetings afforded higher attendance rates. Governors needed to raise awareness of strategy, which had a role to play in the SIP. Training in reading data, tailored to BS, would support holding the SLT to account. TH to ask GS about a bespoke training session. Budgetary control – expertise in finance was an important requirement and had been diluted recently by governor resignations. RA agreed to approach local accountancy firm for recruitment. Communication – the standard of information received about the views of parents, staff and pupils scored very low in the self-review, despite Governors receiving the recent KR report and a range of other sources of information, including (but not limited to) the School newspaper, staff surveys, school council minutes, parents' evenings, staff briefings etc. It was felt that all Governors need to be more aware of the wide range of such sources of information available to them which would radically raise the score. Governors were asked to forward details any specific areas of information they felt they did not already have to the SLT, and were encouraged to organise sessions to speak directly with students and staff. A calendar of staff meetings and briefing dates was requested to be circulated to governors. The local Member of Parliament, Chris Loder, would be attending school on 17th July. Governors were encouraged to collect hard copies of the new Beaminster Times and distribute in their local community. Impact of school and pupil progress – this was very difficult to measure or evidence except the procedures were in place to set strategy, hold the SLT to account, control the budget and insure safeguarding. 	<p>TH – request bespoke Data training from GS</p> <p>RA – contact local accountancy firms for GB recruitment</p> <p>GB – forward ideas and requests for information not currently available to raise communication expectations</p> <p>Collect & distribute copies of Beaminster Times</p>
32.14.	<p>Chair's report The GB RECEIVED the Chairs report NOTING:</p> <ul style="list-style-type: none"> The HTPM objectives had all been affected by the Covid-19 lockdown and one new objective had been added to cover on-line CPD. National news reports highlighted that 2,500 children had been admitted to hospital this year with malnutrition, and 3 in 10 young people have been cut off from their pre-pandemic mental health support. The Wall of Fame was coming together, and inspiration speakers were being organised for the next academic year. MC would be happy to be Chair of Governors for one more year, but the GB did need to consider succession planning for future years. 	

32.15.	<p>Clerk's Report (report, draft year planner, meeting dates, GS letter, NGA training flyer, previously circulated)</p> <p>The GB RECEIVED the Clerk's report and NOTED:</p> <ul style="list-style-type: none"> Meeting dates and year planner APPROVED. Meetings to be held after school day if held in school. DB offered the church as a safe space to hold meetings. Decision on a virtual meeting or otherwise to be decided by 26th August 2020 for the 16th September FGB meeting. Election of Chair and Vice-Chair APPROVED; term of office 1 year, nominations to be received by 4th September, self-nomination allowed, with short reports from all nominees to be circulated to all governors. Secret ballot voting to be received by the clerk prior to the FGB meeting on 16th September, where the outcome will be announced. No changes were made to the current committee memberships. 	<p>TH – publish meeting dates & planner</p> <p>Organise election of Chair & Vice-chair</p>
32.16.	<p>Link Scheme (four reports, previously circulated):</p> <p>The GB RECEIVED the link reports Maths, Art, Drama and Photography and NOTED:</p> <ul style="list-style-type: none"> No changes were made to the current links. 	
32.17.	<p>Any other business</p> <p>Further business NOTED included:</p> <ul style="list-style-type: none"> Governors were invited to attend farewell drinks at 3.45pm on 16th July for members of staff leaving. The GB asked that their thanks for the past year be passed on to all staff. 	
32.18.	<p>2020/21 Meetings</p> <p>The next meeting dates were NOTED:</p> <ul style="list-style-type: none"> FGB 1 16th September 2020 6.30pm Resources 1 28th September 2020 3.45pm Standards 1 14th October 2020 4.00pm Governance 1 4th November 2020 5.30pm FTT Awards 1 18th November 2020 8.30am FGB 2 18th November 2020 9.15am 	
	With no further business the meeting closed at 11.15am.	

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

Item	Action	Owner	By when /report
32.3	Publish approved minutes	TH/NC	completed
28.11d	review policy on off-site accidents	Resources	28/9/20
32.5	Share Return to School document with GB	KH	Completed
32.6	Update SIP with requests	KH	16/9/20
32.7	KCSiE update report	DW	16/9/20
32.12	SO- update policy and file	TH	Completed
32.13	Request bespoke Data training from GS	TH	Asap
	Contact local accountancy firms for GB recruitment	RA	September 2020
	Forward ideas and requests for information not currently available to raise communication expectations to SLT	GB	Asap
	Collect & distribute copies of Beaminster Times	GB	Asap
32.15	publish meeting dates & planner	TH	completed
	Organise election of Chair & Vice-chair	TH	26/8/20