

**Beaminster School**  
**Minutes of the meeting of the Full Governing Body held on**  
**Wednesday 9<sup>th</sup> June 2021, 6.30pm**

Governors (12):	R Amswych (RA), D Baldwin (DB), M Carter (MC) <b>Chair</b> , N Chalkley (NC), K Hales (KH) <b>Headteacher</b> , H Harding (HH), B Millwood (BM) <b>Vice-Chair</b> , G Montague (GM), S A Palmer (SP), K Patten (KP), E Smith (ES).
In Attendance:	R Barnes (RB) <b>Associate member</b> , T Harley (TH) <b>Clerk</b> , M Lees (ML) <b>West Dorset Locality Education &amp; Challenge Lead from 6.30 – 6.45pm only</b> , D Withers (DW) <b>Associate member</b>

Item	Detail	Actions
37.1.	<p><b>Welcome &amp; Apologies:</b> The Chair advised that E Hotchkiss had resigned as a parent Governor, due to personal issues with immediate effect.</p> <p><b>Apologies:</b> D Solly (DS).</p> <p><b>Absent:</b> P Strong (PS).</p> <p><b>The meeting was quorate.</b></p>	
37.2.	<p><b>Declaration of Beneficial Interest:</b></p> <p>None.</p>	
37.3.	<p><b>Mark Lees West Dorset Locality Education &amp; Challenge Lead</b></p> <p>ML thanked the GB for giving him the opportunity to work with them on challenge, which had been identified as a possible concern by Ian Hylan.</p> <ul style="list-style-type: none"> <li>• ML had attended the last FGB meeting and a Standards Committee meeting and met with the Chair and Vice-Chair, and held subsequent discussions with KH.</li> <li>• ML had seen lots of challenge and excellent questions from the GB and was assured lack of challenge was not a reality. However, there were missed opportunities to challenge, seek evidence, to ask questions and supplementary questions. An example was when after being asked questions by the FGB Chair, the GB were asked if they had any questions for the Head Boy and Head Girl, which was met with silence. ML noted though that more challenges were raised as the meeting went on, but asking for evidence and further questioning was missing.</li> <li>• The minutes did not emphasise challenge enough and were not representative of the challenge in the way they were recorded. Highlighting questions and recording answers was an exemplar needed going forwards.</li> <li>• The Standards meeting also had lots of challenge, but also missed opportunities for digging deeper and asking for evidence.</li> <li>• To sharpen the process ML suggested changing the process for approving policies, so that the rigorous review process was conducted outside of the meeting, which is used only for signing-off purposes. Governors should note that the writer of the policy had the professional right over the policy, it was not for governors to re-write policies.</li> <li>• Typographical errors in minutes should be dealt with prior to the meeting and their approval.</li> <li>• To sharpen challenge the GB needed to be more strategic in their thinking and questioning and ML gave examples from the meetings he had attended and suggested follow up questions, evidence and how to feed this into link meetings and visit reports.</li> <li>• ML had written two reports highlighting the needs and MC confirmed these would be shared with all governors.</li> <li>• Governors were invited to attend a session ML was leading on the new Ofsted framework with Team Leaders on 28<sup>th</sup> June 2021.</li> <li>• ML asked if governors had any further questions and MC thanked ML on behalf of the GB for his input and support. <i>ML left the meeting at 6.45pm</i></li> </ul>	<p>MC – share ML reports with FGB</p> <p>GB – attend Ofsted session on 28/6/21</p>

37.4.	<p><b>Minutes of the meeting held on 28<sup>th</sup> April 2021</b> (previously circulated): The governors <b>APPROVED</b> the minutes as a true and accurate record and for them to be published on the school website</p>	TH/NC publish minutes
37.5.	<p><b>Matters arising and action list update from the minutes:</b> The governors reviewed the minutes and the following matters were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• 35.4; MC confirmed a date for governors to meet Y7 students and discuss transition, on-line learning, and experience of lockdown would be set for this term.</li> <li>• 35.5; KH confirm members of the admin and SLT were visiting Budmouth Academy and Atlantic Academy this term and would feedback initial findings at the next FGB meeting.</li> <li>• 36.7 RA was the Maths link governor, not GM, as indicated in the minutes and RA confirmed he would be meeting the SENCo and Head of Maths this term.</li> <li>• 36.8; the School Council questionnaire results had been produced and GM and DW would meet to discuss their findings.</li> <li>• 36.11; MC confirmed he would write a summary of the reports from ML and share these with the FGB.</li> <li>• 36.11 (2); TH confirmed that the Parent Governor election was to be sent out to all parents on 10<sup>th</sup> June. <b>GQ: A governor asked if the governor soundbites recently requested would be sent out to encourage applicants.</b> TH confirmed these had been collated and agreed to forward them to NC for inclusion.</li> <li>• 36.12; MC confirmed the Governor Information Booklet would be ready over the next few weeks.</li> <li>• All other actions completed, reviewed at Committee or on the agenda.</li> </ul>	TH – update Action List
37.6.	<p><b>Headteachers Report:</b> The Governors <b>RECEIVED</b> an update from KH, asked questions and <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• Teacher assessment grades had been a very busy, time consuming and stressful process. Staff had taken on the Exam Boards role and had had to decide on final grades using the evidence they had. All staff had been consistent and followed the evidence, which had been a difficult process at times.</li> <li>• KP and HH, as staff governors, were asked how the process had been for them. HH confirmed that it had been stressful with the additional strain of working with SJC Academy, on the joint sixth form, who had slightly different procedures.</li> <li>• Governors agreed it was a very difficult role put onto teachers, but much better and more rigorous than an algorithm.</li> <li>• KH confirmed the A-level grading had finished and a joint meeting with SJC was scheduled for 10<sup>th</sup> June to check targets and evidence and to ensure there were no discrepancies. GCSE grades, PP and SEND student scores would be reviewed using 4matrix and FFT data.</li> <li>• KH was confident robust evidence and contextual information was complete for submission to the Exam Boards, who would be sampling minimal material.</li> <li>• The 46-page appeals process had been published and KH felt few appeals would be successful.</li> <li>• <b>GQ: How many appeals did you have last year?</b> KH confirmed only a few, as parents needed a reason to challenge the grades. The process had changed this year and priority appeals (i.e. those that impact on future plans) must be dealt with within 7 days; KH anticipated 2 – 3 appeals a day could be seen. <b>GQ: Had any of the appeals successful?</b> No, none were successful, but the process was different this year.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>GQ: Could the school be taken to court if a grade was challenged and was the school prepared?</b> It would actually be the exam board that would be taken to court and KH was confident with the evidence provided, which had also been accepted by the students as correct. Parents were also aware, and it was not felt any appeals would go very far.</li> <li>• <b>Covid -19;</b> rules stated that staff must continue to wear face coverings in communal areas and as students must also wear face protection on buses they were also being directed to wear them in corridors and mixing areas. Hand washing and ventilation protocols remained.</li> <li>• <b>GQ: what are your plans going forwards?</b> Until a clear steer is given by the government the school will continue as it is now.</li> </ul>	
37.7.	<p><b>School Annual Review</b> (SIP 2019-2022 May 2021 review report, previously circulated):</p> <p>KH introduced the report, took questions and governors <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• Next year was the final year of the current plan and KH would share a draft of the new plan in July.</li> <li>• <b>Section A – Establish a broad and balanced curriculum which is ambitious for all students;</b> RB had worked hard with all departments and all schemes of work had been re-written. KH had highlighted focus points to carry though to the new SIP and ask governors if they had any other aspects to include.</li> <li>• <b>GQ: Was is possible to expand the range of A-levels?</b> KH explained that the A-level curriculum was very expensive and had to be costed. If a course did not attract enough interest it could not run. Y11 students were asked in the autumn term what courses they wanted, to see what could be run the following year. <b>GQ: Could Y10 be canvassed, as students were considering choices earlier and research may be useful to encourage them to stay?</b> Be a 6<sup>th</sup> former for a day was offered to Y10 in the Summer term and Computer Science was introduced last year following this. <b>GQ: To what extent do we lose students due to subjects not offered?</b> KH felt loses were minimal, with Law and Sociology being possible draws away.</li> <li>• <b>GQ: Were BTec’s being phased out and was there a vocational replacement?</b> KH confirmed T Levels were replacing some higher BTecs but details were not known. The Yeovil College link was proving more successful, but many students were still going straight to college rather than following the joint path.</li> <li>• <b>GQ: How was this discussion helping to drive improvement?</b> The May review highlighted focus points for the new SIP, which would be re-drafted following this meetings emphasis and outcomes.</li> <li>• <b>GQ: How is the staff appraisal system run and do we get to see the results?</b> Staff usually have three targets set and these would normally be reviewed mid-year with an anonymised overview report on CPD and Departmental targets reported to the FGB annually. This year Union advice has been not to undertake mid-year reviews. All CPD and staff targets were aligned with the SIP.</li> <li>• A2: Eighty new 2021 Y7’s had signed up for the Summer camp as part of the development to raise ambitious opportunities.</li> <li>• A3: A Careers Advisor and a Mental Health Advisor had been employed to support students, using the Covid-19 catch up funding, and the SLT were looking at ways to engage with more parents.</li> <li>• <b>GQ: What evidence do you have that ClassCharts is doing very well?</b> KH explained that ClassCharts analytics reports which parents and pupils are using it and when they access ClassCharts. The school was then able to</li> </ul>	

	<p>contact parents and support them to engage with their children’s learning. One governor felt checking on individuals through analytics was wrong, but KH assured it was only used as a tool to support learning and a starting point for conversations. Parents were made aware that they could be monitored when using ClassCharts and they did not have to engage in the app. if they did not wish to.</p> <ul style="list-style-type: none"> <li>• Data breaches were a concern, schools were easy targets but KH was confident of the extra layers of protection set up by the IT department.</li> <li>• <b>B. Improve the impact of teaching on student progress:</b> Due to Covid-19 it had not been possible to see the impact of Responsive Teaching or national statistics for comparison and Responsive teaching and Ready to Learn would remain focuses. PP and SEND would also remain a resolute focus as outcomes in 2018-19 were below national.</li> <li>• <b>GQ: What did the government compare PP students against?</b> PP and SEND students were compared against non-PP students nationally and the gap had widened over the last 2 years.</li> <li>• <b>C. Challenge under-achievement by improving the delivery and impact of timely interventions:</b> Twenty-five Y10 students had been identified, with sixteen selected for the My Tutor intervention.</li> <li>• <b>GQ: What is the split for boys/girls?</b> More boys were on My Tutor, but the 25 split was fairly equal. <b>GQ: Was there any middle learner interventions?</b> Students selected for My Tutor had a range of abilities and were not just on the under-achievers list, although in previous years too many students stayed on the under-achievers list for too long.</li> <li>• <b>GQ: Attendance has been below national over the past 2 years, how does it compare now?</b> The school was using the Fisher Family Trust live tracking data, which showed attendance compared better this year.</li> <li>• <b>D. Financial management Plan:</b> The science building roof was being replaced with funds from Dorset Councils Asset Plan at a cost of approximately £100K.</li> <li>• <b>GQ: A governor stated that student numbers, especially Y7 and Y12 were key and asked what the expected numbers for September 2021 were.</b> Y7 for Sept. was good at 117. Many Y11 students had not yet made their decisions, but 34 seemed fairly sure they would stay, with 15 going elsewhere and 10 un-decided. 3 new Y12 students were also moving into the area. Y12 going into Y13 should remain at 37 students, so a total of 74 6<sup>th</sup> form students. <b>GQ: What was the critical number for the sixth form to be viable?</b> KH confirmed discussions were needed with SJC, as they were also losing students. 90 students was the preferred number, it was very difficult to balance out, loses were made, but under 65 would be critical. <b>GQ: Would a reward/bonus for joining the sixth form help?</b> The school had looked at providing laptops, but these would need to be of a quality specification, or bus passes, worth £300+ may be something to be considered, along with highlighting the school grants available to parents earlier and more robustly.</li> <li>• <b>KH asked governors to contact him if they thought of any other points of emphasis needed for the new SIP.</b></li> </ul>	<p>Contact KH with any new points for SIP</p>
37.8.	<p><b>Safeguarding:</b> DW updated governors on current issues and it was <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• An updated KCSiE policy was due to be published in September 2021, with revisions to guidance on sexual violence and harassment.</li> <li>• Response had been good to the school’s new mental health and support focus with targeted youth worker 1:1 and group intervention. The Prout Bridge project was being used more and Dorset Councils outreach was</li> </ul>	

	working better. Governors had no further safeguarding questions.	
37.9.	<b>SEND:</b> KH updated governors on current issues and it was <b>NOTED:</b> <ul style="list-style-type: none"> <li>Dorset Council were offering far less support and the WD Collaboration had written jointly to complain on the lack of support and funding, which was a significant problem for the SENCo.</li> </ul>	
37.10.	<b>Standards Committee</b> (12 <sup>th</sup> May 2021 minutes, KR WG notes, SMSC draft policy, Anti-bullying draft policy previously circulated): BM introduced the papers and governors <b>NOTED:</b> <ul style="list-style-type: none"> <li><b>Draft Minutes of the meeting held on 12<sup>th</sup> May 2021;</b> the draft minutes were <b>NOTED</b>, the new format highlighting governor questions and challenge would be used going forwards for all GB minutes and was commended as good practice.</li> <li><b>Kirkland Rowell WG notes of the meeting held on 28<sup>th</sup> May 2021;</b> BM confirmed these meetings would continue to allow further discussion and monitoring, with the current foci being aspirations, bullying and teaching and ensuring all is tied in with the SIP. The next meeting would be held in the early autumn and all governors would be invited to attend.</li> <li><b>The Chair encouraged governors to ask more questions related to the SIP at link meetings.</b></li> <li><b>SMSC and Antibullying policies for ratification;</b> Governors were assured the policies had been fully scrutinised at committee level and with no further questions the policies were unanimously approved.</li> </ul>	BM set KR WG meeting and invite all gobs  Policies approved
37.11.	<b>Resources Committee:</b> RA told governors that there had been no meeting since the last FGB meeting or any major developments to report. <ul style="list-style-type: none"> <li><b>RA asked for governors to consider sitting on the resources committee, as membership was depleted.</b></li> </ul>	
37.12.	<b>Governance Committee</b> (GB self-review questionnaire, previously circulated): SP told governors there had been no meeting since the last FGB meeting, introduced the questionnaire and governors <b>NOTED:</b> <ul style="list-style-type: none"> <li>All governors were asked to complete the questionnaire and return it to TH by 30<sup>th</sup> June for collation. With the results to be circulated and discussed at the July FGB meeting. <b>A governor questioned the relevance of several of the questions</b> and was told they had been circulated for comment previously and agreed. The same questions had been used last year and would also be compared with those as part of the review.</li> <li><b>The governor asked KH if the GB was making a difference</b> and KH answered that the question was for the governors to consider of themselves and gave two examples where improvements had been made.</li> <li>ML had given a model self-review questionnaire for consideration and MC agreed to share this with the Governance committee for consideration at the next review. ML had offered to support governors further with Data Training and this would be taken up.</li> <li>No response had been received from the 3 Beaminster businesses SP had written to for recruitment purposes. There were now 5 vacancies and the governors agreed they all needed to actively support recruitment, with two potential candidates having already been identified. SP stated she was happy to sell the cause to new parents and a campaign targeting Y6 parents was suggested.</li> </ul>	Complete Self-review Questionnaire  Share DC model questionnaire with Governance Comm.  Actively support Governor recruitment
37.13.	<b>Chair's report</b> The Governors <b>RECEIVED</b> the Chairs report <b>NOTING:</b>	

	<ul style="list-style-type: none"> <li>On a national level the effect of Long Covid on children was a growing concern, as reported in the national press.</li> <li>Sir Kevan Collins, the Education Recovery Commissioner had resigned following the 'derisory' catch up grant offered by the government being only 9.3% of what he had suggested, which was spread over 3 years, and far lower than some other countries.</li> <li>On a local level MC had attended the Minerva Learning Trust AGM. They were financially secure but were looking for other ways to expand as an academy.</li> <li>The interim HTPM review meeting had taken place and all objectives were either on track or completed, with some likely to be carried forward to next year. MC thanked KH for his diligence.</li> <li>Bruce Tasker, 2014 Winter Olympic medal winner, would be addressing an assembly and attending a cookery class talking about his experiences on MasterChef and the challenges of cooking for athletes on high calorie diets in the next few weeks. MC asked that the Head Boy and Head Girl and Newshounds be invited to meet and have photos taken with Bruce Tasker.</li> <li><b>BS 60<sup>th</sup> anniversary:</b> MC had a few suggestions for the celebrations including a Marilyn Monroe impersonator who had agreed to preform for free and a summer concert with music from the past 60 years. Contacting and working in collaboration with the BSPTA was suggested, along with Beaminster Museum and the Beaminster Society. MC confirmed that contact had already been made with the BSPTA.</li> <li><b>HH, SP, KP, MC and RA agreed to form a WG;</b> meeting date to be confirmed.</li> <li><b>MC confirmed he was happy to continue as Chair of the GB but encouraged others to consider taking on the role or Co-Chairing with him or another governor.</b></li> </ul>	<p>60<sup>th</sup> anniversary WG – set meeting date</p> <p>Consider chair role</p>
37.14.	<p><b>Clerk's Report</b> (previously circulated): The Governors <b>RECEIVED</b> the Clerk's report and <b>NOTED</b> the following extra business:</p> <ul style="list-style-type: none"> <li>Following E Hotchkiss' resignation TH asked for new members for the FTT Committee, as a new Chair and signatories for the accounts was needed. BM, RA, NC, MC and SP agreed to be members, with a meeting to be set for this term.</li> </ul>	<p>FTT Committee – set meeting date</p>
37.15.	<p><b>Link Scheme</b> (Careers and Psychology reports and Link Governor questions proforma, previously circulated): The Governors <b>RECEIVED</b> the link reports, with the following comments and <b>NOTED</b>.</p> <ul style="list-style-type: none"> <li>Psychology was now vacant, due to EH resignation; MC agreed to cover the link until September 2021.</li> <li>MC asked governors to use the new questions paper as a guide when attending link meetings</li> </ul>	<p>TH update link governors MC - Psychology</p> <p>Use questions</p>
37.16.	<p><b>Any other business</b> Further business <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>A governor suggested erecting noticeboards in the school grounds stating the school was not responsible for any injuries the public may sustain. It was noted the LA would be liable and that if signs were put up, liability was being admitted. <b>KH agreed to contact the school's insurers for advice.</b></li> <li>A governor asked if everyone was aware of Easy Fundraising, where donations were made by a variety of companies when you purchased from them on-line. The BSPTA had received £900 through the scheme so</li> </ul>	<p>Contact insurers for advice on signage and liability</p>

	<p>far. NC confirmed parents were made aware of the scheme through ParentMail communications.</p> <ul style="list-style-type: none"> <li>Governors were reminded they were invited to attend the A-level Art and photography show on 22<sup>nd</sup> June at 6pm in the Bridport Arts Centre.</li> </ul>	Attend event
37.17.	<p><b>2020/21 Meetings</b></p> <p>The next meeting dates were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>Standards 5 23<sup>rd</sup> June 2021 4.00pm</li> <li>Resources 5 28<sup>th</sup> June 2021 3.45pm</li> <li>FGB 6 14<sup>th</sup> July 2021 9.15am</li> </ul>	
	With no further business the meeting closed at 8.30pm	

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

Item	Action	Owner	By when /report
37.3	Circulate ML reports to all governors	MC	completed
37.3 (2)	Attend team Leaders New Ofsted framework training session	All Govs	28/6/21
37.4	Publish approved minutes	TH/NC	completed
37.5 (35.4)	Arrange Y7 student/governor meetings	MC	Summer Term
37.5 (35.5)	Investigate MATs and report findings to FGB	SLT	Sept 21
37.5 (36.7)	Maths link governor attend intervention meeting with SENCo	SD & RA	Asap
37.5 (36.8)	Discuss SC questionnaire findings	GM & DW	Asap
37.5 (36.11)	TH forward collated Governor quotes for NC to share with parents	TH/NC	Completed
37.5 (36.12)	Update information booklet in consultation with SLT and share with FGB	MC	09/06/21
37.7	Contact KH with any new points for the SIP	All govts	Asap
37.10	Set KR WG meeting and invite all governors	BM	Autumn term
37.10 (2)	Update policy file and publish approved policies	TH	Asap
37.12	Complete self-review questionnaire and forward to TH	All Govs	30/6/21
37.12(2)	Share model questionnaire with committee for consideration in future reviews	MC	14/7/21
37.12 (3)	Actively support governor recruitment	All Govs	Now
37.13	60th anniversary WG – set meeting date (HH, SP, KP, MC, RA)	MC	Asap
37.13 (2)	Consider Chairs role for election	All Govs	14/7/21
37.14	FTT Committee – set meeting date (BM,RA,NC,MC,SP)	TH	Asap
37.15	Update Link Govs	TH	Asap
37.15 (2)	Use questions when attending link meetings	All Govs	Now
37.16	Contact insurers for advice on signage and liability	KH	asap
37.16 (2)	Attend A-level art show	All Govs	22/6/21