

Beaminster School
Minutes of the Full Governing Body meeting held on
Wednesday 10th May 2023, 5.30pm

Governors (16):	R Amswych (RA), D Baldwin (DB), N Chalkley (NC), P Fleming (PF), K Hales (KH) Headteacher , H Harding (HH), T Harris (TH), B Millwood (BM) Chair , G Montague (GM), S A Palmer (SAP) Vice-Chair , E Smith (ES) D Solly (DS).
In Attendance:	D Withers (DW) Associate member , R Barnes (RB) Associate member . S Dinsmore (SMD) Guest .

Item	Detail	Actions
55.1	<p>Welcome & Apologies:</p> <p>Apologies: T Harley (THa) Clerk, A Monks (AM), K Patten (KP), C Shead-Jones (CSJ), all accepted.</p> <p>Absent: R Tanner (RT).</p> <p>The meeting was quorate.</p>	
55.2	Declaration of Beneficial Interest: None.	
55.3	<p>SEND Update from Siobhan Dinsmore (SENDCo)</p> <p>SMD presented the SEN update and asked for questions NOTING:</p> <ul style="list-style-type: none"> • Literacy interventions are now reviewed after 6 weeks with students tested again to assess their progress and moved on where appropriate, allowing time to also support the bottom 20% of readers who may not be SEN students. • 157 SEN students are on the register plus 36 EHCP students. • An outline of SEN staffing was presented: 2x specialist SEN teachers, 1x access arrangements teacher, 1x Supervisory TA, 1x Wellbeing TA, 6x 1:1 TAs (linked to students, LA funded), 3x permanent TAs. • Year 10 and 11 are offered Work Related Learning options, a Prince's Trust Qualification is also offered to Year 9 into 10 students. • 121 students have SEND support, no places are available in specialist schools for students who are struggling. School refusers are difficult to teach and for the school to manage. • The SRP closing at the end of this term will result in a significant drop in funding as SRP students are funded at a higher rate. • In addition to the usual meetings and reviews, a new, termly SEN coffee morning has been started to give SEN parents/carers a chance to come in to school and chat with staff. Prout Bridge and Social Prescribing were also present and able to reassure parents of the high quality of support Beaminster SEN students receive. Parents raised a lack of communication and not knowing what is going on as an issue to be addressed as those present felt they are not currently fully aware of the level of support that students are receiving. • A new SEN Newsletter is being sent out to all families to raise awareness of SEN and a copy will be sent out to Governors with the meeting minutes. • SEN staffing issues continue to be a challenge; the number of EHCP students has increased from 3 to 36 in 3 years with 6x very high need Year 7 students. The exam season is about to start and the need for TAs to be readers/scribes means they are not available to support students in class. 1:1 TA support is temporary, linked to specific students and must be directed to those students as a priority. SEN support students don't always get TA support as a result. This creates staffing challenges and parental expectations are very high. • Currently have 2 ELSAs (Emotional Literacy Support Assistants) with 10 students on the list – social prescribing has helped to bring 	TH – circulate SEN Newsletter with minutes

	<p>numbers on the waiting list down. Social anxiety has increased generally. Many students join us from very small primaries so the move to secondary school is huge. Current Year 7s missed out on most of their KS2 as a result of Covid and had little opportunity to mix with others and develop their social skills. The LA has now recognised that this is a priority to address and created an enhanced Year 5 project. Anxiety is also high due to pandemic-related issues. Better bonds with primary schools will help to build good relationships.</p> <ul style="list-style-type: none"> • Emotional-based school refusal has increased with the associated need for staff to provide appropriate, accessible work for these students, which creates additional work for staff. • EP (Educational Psychologist) planning meetings have reduced from 3 to 2 annually. • Beaminster is part of a DfE-funded assistive technology test and learn project aimed at increasing access for SEN students. • Emotion coaching training has enhanced the good relationships students have with staff. • Autism in School project will be starting in September helping us become an autism friendly school – very clear, very structured, very boundaried (we have around 80 students). • GQ: How is the school addressing the lost opportunities during Covid for students to mix with others and be “leaders”? A Year 7 residential may be re-introduced (has previously been too soon after end of Year 6 residential); team-building activities could be run on-site to build bonds in the first couple of weeks; a project is being considered that starts in primary school and is completed in secondary school; a “transition TA” could be based for half the year in primary schools (some funding is available to support this). • GQ: What are the challenges in relation to SEN staffing? Recruiting staff as the funding we receive never covers the full cost of a TA - £4K AWPU plus we are required to spend at least £6K per student before any other funding is considered, then get £10K “top-up” funding. Contracts are temporary or fixed term, and funding for them is often agreed very late or retrospectively. • GQ: How does Beaminster compare with other schools and why is there such a “bulge” in needs in Years 7 and 8? We are similar to Colfox, Woodroffe has fewer SEN students, possibly due to them not being identified or because many go to Axe Valley. The “bulge” could be due to the SRP closing and previously high need students would have gone into the Learning Base; the huge speech and language needs linked to missed language experiences (Covid); better identification of needs and improved awareness of SEN issues. Having more students with EHCPs creates additional challenges and the need to find more money to support them appropriately which is hard to source. <p>With no further questions Governors thanked Mrs Dinsmore for her input. <i>SMD left the meeting at 6pm</i></p>	
55.4	<p>Minutes of the meeting held on 29th March 2023 (non-confidential minutes, previously circulated):</p> <ul style="list-style-type: none"> • The governors APPROVED the non-confidential minutes, as a true and accurate record and for them to be published on the school website. They were signed by BM. 	TH/NC – publish minutes
55.5	<p>Matters arising and action list update from the minutes: The governors reviewed the minutes and actions NOTING:</p> <ul style="list-style-type: none"> • 54.4: Safeguarding Training – DB to forward copies of appropriate safeguarding training certificates completed for the diocese to Clerk 	TH update action list

	<ul style="list-style-type: none"> • 54.5: Local MP has responded to the letter written by staff about budget concerns and has agreed to come in after half term, date TBC • 54.6: Meeting with Richard Howells and BM, SAP, RA will be after half term, date TBC • All other actions were either completed, in hand or on the agenda and there were no other matters arising. 	
55.6	<p>Headteachers Report (quality of teaching, staff performance and PMR annual report; staff attendance): KH introduced the reports and asked for questions NOTING: Summary of lesson observations:</p> <ul style="list-style-type: none"> • Greater consistency across all staff across the school is required. Clear use of the behaviour system. • GQ: What is the behaviour system that is used in the classroom? The student's name is put on the board initially, then if there is any repeat of poor behaviour a consequence/sanction is imposed – detention, sent out of the lesson, to the Head of Year or over to the SSGC to write up their behaviour, reflect on it, then go back into class. Clear, concise, and everyone knows how the system works; when asked, students reported that sometimes staff may be seen as being too lenient – students prefer staff to adhere strictly to the process with no additional warnings. • Staff appraisal is done annually with a line manager, head of department or member of SLT. Teachers with no additional responsibility have 1 teaching and learning focus. Heads of Year, Heads of Departments, SENDCo etc (i.e. staff with TLRs), have a second target. Those on the Upper Pay Scale (UPS) are the most experienced and should be prepared to take on additional whole school responsibilities. Targets are agreed with line managers. Currently have 37 staff on UPS who are highly experienced but expensive. Most targets are linked in to CPD and ensuring that things are being done properly. • GQ: Looking at the CPD booklet, do staff have the opportunity to work collaboratively? This is a long term CPD process rather than a one-off; staff work together, both within and across departments, and get feedback from each other. This is not a performance management process but a collaborative way to improve teaching and good practice. CPD was front-loaded in the Autumn term, and as exams begin and the teaching is done, so time becomes available to pick the CPD up again. Once the booklet is complete it will provide information for HoDs to use for September appraisals. The aim is to get staff into each others' classrooms as it is essential to see others teaching; this may need to be scheduled in to ensure it happens and get things moving again. The process is seen as positive and supportive by staff. • GQ: Is the Teaching and Learning Group still running? The group had to meet outside of lessons when they had allocated time. The new CPD programme has replaced the T&L group and offers more flexibility for staff. • GQ: How are any difficulties with individual staff managed? SLT would get involved to speak to the member of staff if required. Staff choose something that they are personally interested in from a range of options and given time to do it. It is a case of looking at things differently and sharing good practice rather than teaching "new tricks". All staff can learn something new e.g. the use of visualisers, technology is always changing and evolving. 	

- Staff sickness absence statistics and return to work forms were shared with Governors. RTW forms provide a simple mechanism for a quick, face to face welfare check with staff when returning from all sickness absences, giving them an opportunity to raise any concerns or share information, and for SLT to ensure that staff are OK. There are some long term and ongoing sickness absences and Covid is still having an impact. Absence analysis identifies staff taking personal time, trips and visits time etc and allows us to balance personal and school absences.
- **GQ: Is there a national comparison?** The south west had a later bout of Covid than the rest of the country otherwise we are broadly similar.

Preparing for Ofsted:

- The Year 11 spring data is from just before Easter, all departments looked at the data to see where students would be in the summer. Struggling students can boost their grades in subjects with coursework, plus there is PE moderation, French orals, English Functional Skills, iMedia etc going on. Music, PE, Food and DT all have coursework that students can really focus on to get their grades as high as possible.
- Progress 8 is currently just into the negative (missing the SRP data and one or two other students), and is expected to settle around 0.
- **GQ: Are there any further potential areas of weakness?** Areas have been identified and are being addressed and worked on. Exam boards are returning to 2019 marking schemes this year so it will be difficult to know where the grade boundaries will be.

Governors' Summary Paper:

- Considered and discussed at the last meeting, no further comments. This will be shared with our ECL to get his objective view and suggested priorities.
- **GQ: Is there anything further that Governors should know or be aware of for Ofsted and could some example type questions be provided?** The meeting with Richard Howells will be done online, all Governors are welcome to join the meeting and then Governors to meet with Ofsted will be identified.

Academy Status:

- Lots of movement around us currently and the DfE have produced a document stating that West Dorset is an area where more work needs to be done to work together as academies. KAH is in contact with other Heads in the area: Thomas Hardye and Aspirations are not active at the moment; Minerva has now linked with the Wimborne Trust to create Initio (Colfox and QE are the secondaries involved), North Dorset schools are looking to join SAST.
- **GQ: Is there any requirement/need for us to stay with Aspirations?** No.
- **GQ: Although previously unsure about Minerva and how joining them might benefit Beaminster, is Initio, as part of a wider group of schools, including another secondary, now a more attractive option for Beaminster to join?** Possibly, but there is no need for us to do anything at the moment, a "watching brief" is being maintained to see how things develop. Initio is hoping to set up 2 "hubs", one either side of Dorchester. Other groups are aware that we are here, not many Dorset schools left that are now not part of a MAT.
- **GQ: Is it up to the Regional Schools' Commissioner to initiate a review of our current situation on "pause", or the school?** She was

KAH – arrange 1hr online meeting with Govs and Richard Howells, 6-7pm

	waiting for either Budmouth to have an Ofsted inspection, or for the 2023 GCSE results before she would reconsider the position.	
55.7	<p>Safeguarding: DW updated governors on current issues NOTING:</p> <ul style="list-style-type: none"> • DSL and all deputies have now received updated training and are fully compliant; Managing allegations course has also been booked. • Currently working on our Prevent action plan and risk assessments. • Donna Berry (Senior Deputy DSL) is involved in all Child Protection meetings with external agencies, and this significantly reduces the amount of time she now spends in the SSGC. Need to address this. • The outcome of the recent audit was Good and our ECL has also reviewed it, training issues have been addressed - NC and KAH are booked on Safer Recruitment training in June. • The 6th Form attendance system failed a test session on Tuesday; meeting with the company again next week to discuss what happens next as this is an area that needs to be addressed. 	
55.8	<p>Resources Committee: RA updated governors NOTING:</p> <ul style="list-style-type: none"> • The Terms of Reference previously circulated were recommended for approval <p>With a show of hands, governors unanimously approved the TOR for the Resources Committee</p> <ul style="list-style-type: none"> • A Resources Committee meeting is planned for Monday 15th May at 3.45pm – all Governors are welcome to attend, still looking for more members to join the committee. 	
55.9	<p>Chair's report: BM tabled her report (attached) NOTING:</p> <ul style="list-style-type: none"> • An exciting day was spent in school on Friday interviewing for the new Directors of Learning and Achievement. 5 Candidates, all internal, applied for the 3 posts so none of their expertise and ideas will be lost. Char Jones was appointed to KS3, James See to KS4 and Sarah Walters to KS5. Their roles will be refined and fine-tuned in the coming months ready to start in September. It also presents an opportunity to refresh SLT as all 3 will be new permanent members. The value of admin and non-teaching support was recognised by the candidates. • Does Ofsted need an Ofsted? It looks likely that the Ofsted model for school inspections may be reviewed and possibly changed at some point in the future. • The last day for Year 11s in school is Friday 12th May, with a celebration lunch and yearbooks issued. • The main exams season starts on Monday 15th May. • The quality of the A Level artwork produced by students for their exam pieces this week was impressive, a huge range of talent was on show and students and staff should be congratulated, with the students were very happy to talk about their work. The A Level Art and Photography exhibition is at Bridport Arts Centre with the private view on Tuesday 20th June, 6.30-8pm. • Some Link Governors attended Departmental meetings last month and found them really interesting, good meetings to attend. The next meetings will be on Monday 22nd May from 3.45pm – do contact your link if you'd like to attend. • Exclusions training recently completed through the National College and would recommend other Governors complete it if possible in case a panel is required: https://nationalcollege.com/webinars/managing-exclusions 	<p>All Link Govs – contact school link if you wish to attend the next Departmental meeting</p> <p>Govs to consider completing online Exclusions training</p>

	<ul style="list-style-type: none"> Forthcoming dates are always available on the weekly School News Sheet sent out to all Governors every week with the Update from the Head. Daily information for the following week is shown together with advance details of meetings and activities shown at the bottom. Calendar information can also be found on the Home page of the school website. All Governors are warmly invited to attend any school events. 	All Gobs – check the weekly School News Sheet for forthcoming meetings and school events, all welcome
55.1	<p>B&NGSF (Investment Options paper, previously circulated and approve move): RA had circulated the paper NOTING:</p> <ul style="list-style-type: none"> No award applications have been received since the last meeting. A decision about the money in the CAF bond must be made by the end of June when it will close. 3 different funds are available with differing levels of risk, but all meet the ESG ethical requirements (Environmental, Social, Government). Another organisation is CCLA, set up by the CofE with a focus on charity investments, who have a cash fund available. <p>It was proposed that 50% should go into the income and growth fund and 50% into a cash fund. With no further questions, Governors unanimously approved the proposal with a show of hands.</p>	RA – arrange for the transfer of money from the CAF bond
55.1	<p>Policy Review.</p> <ul style="list-style-type: none"> Policies/procedures reviewed and ready for approval: <ul style="list-style-type: none"> Single Central Record School Exclusions & Suspensions Education Trips and Visits Governor Allowances Early Career Teachers Disciplinary (Teachers) Appraisal & Capability (Teachers) <p>All policies above were reviewed by the responsible staff member and a Governor, and approved by the FGB</p> <ul style="list-style-type: none"> Policies under review: <ul style="list-style-type: none"> Intimate Care (DW) 1st Aid in School (DW) Children with health needs that cannot attend school (DW) Protection of Biometric Information of children – Not required FOI Scheme – Complete, Certificate obtained Policies due for review: <ul style="list-style-type: none"> Home – School agreement (ES) – no longer statutory School Handbook (TH) School Website (SAP) GDPR & Data Protection (KAH) HR - Statutory; Allegations of abuse against staff, Conduct & Grievance, and DC non-statutory models (GM) 	THa - Liaise with governors to review and recommend policies for approval
55.1	<p>Clerk's Report (previously circulated): TO NOTE:</p> <ul style="list-style-type: none"> School Council link is vacant (SAP is happy to pick up if none of the new Governors wish to). <p>Link Reports</p> <ul style="list-style-type: none"> Life Studies, Art and Drama reports received. 	THa - Update Link governors
55.1	<p>Any other business:</p> <p>BM asked governors if they had any other business to discuss:</p> <ul style="list-style-type: none"> A Governor requested an updated list of acronyms be made available. 	THa - Circulate updated list of acronyms

	<ul style="list-style-type: none"> • A Governor requested advance invitations to school events that Governors might enjoy attending (dates are available on the school website and are also sent out weekly to all Governors). • A Governor reported that there is a new Director of Education at the Diocese – Katie Fitzsimmons – from Truro. Joy Tubbs will remain in post until the end of the academic year. • DW confirmed that new Head Boy and Head Girl appointments have been made: Frank Harding (Head Boy), Eva Murless (Head Girl), Joey Dunlop (Deputy Head Boy), Florence Leather (Deputy Head Girl). • A Governor asked if there is a time limit on when Ofsted can come into school – they can come in at any time. • KAH reported that exam boards are requesting that, in addition to the Exams Manager, 2 members of staff be available on call to contact throughout the summer holidays should any issues arise. 	<p>THa – Highlight key school dates to Govs</p> <p>DW/THa – Invite Head boy and girl to attend next FGB</p>
55.1	<p>2022/23 Meetings</p> <ul style="list-style-type: none"> • To Note the next meeting date: <ul style="list-style-type: none"> ○ Resources 15th May 2023, 3.45pm ○ FGB 14th June 2023, 4.00pm 	
	With no further business the meeting ended at 7.15pm	

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

Item	Action	Owner	By when /report
54.4	Review School Vision & Aims	KH	12/7/23
55.3	Circulate SEN Newsletter with draft meeting minutes	THa	Completed
55.4	Publish minutes	THa/NC	Completed
55.6	Arrange 1hr (6-7pm) online meeting with Governors and Richard Howells	KH	After ½ term
55.9	Link Governors to contact their link if they wish to attend the next Departmental meetings on Monday 22 nd May (from 3.45pm) Consider completing online Exclusions training in case a panel is required: https://nationalcollege.com/webinars/managing-exclusions All Governors to check the weekly School News Sheet/website for forthcoming meetings and school events All Governors are warmly invited to attend any school events	Link Govs All Govs All Govs	By 22/5/23 ASAP Ongoing
55.10	B&NGSF - arrange for the transfer of money from the CAF bond	RA	ASAP
55.11	Liaise with Governors to review and recommend policies for approval	THa/Govs	14/06/23
55.12	Confirm School Council link Governor and update link governors	THa	Completed
55.13	Updated list of school acronyms to be made available to Govs Highlight key school dates to Govs Invite Head boy and Head girl to attend next FGB	THa THa THa/DW	Completed Ongoing 14/06/23