

Beaminster School
Minutes of the meeting of the Full Governing Body
Wednesday 1st April 2020, 4.15pm

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), E Smith (ES), <i>P Strong (PS)</i> .
In Attendance:	R Barnes (RB) Associate member , T Harley (TH) Clerk , D Withers (DW) Associate member

Item	Detail	Actions
30.1.	Welcome & Apologies: Apologies: None. Absent: Mrs P Strong (PS). The meeting was quorate. BM Chaired the meeting.	
30.2.	Declaration of Beneficial Interest: None.	
30.2a	Protocol for virtual GB meetings with remote participants (draft paper, previously circulated): The FGB APPROVED the protocol on the proviso that it could be modified after the meeting if necessary.	
30.3.	Minutes of the meeting held on 12th February 2020 The FGB APPROVED the minutes as a true and accurate record, and APPROVED the non-confidential minutes for website publication, after clarification that this was the policy.	TH publish minutes
30.4.	Matters arising and action list update from the minutes The following matters were NOTED : <ul style="list-style-type: none"> • SP, RA & JB had had a positive discussion with the Prout Bridge Project and had agreed to incorporate Prout Bridge policies into relevant school policies. The discussions were ongoing, and parents would be informed in September. The Prout Bridge project was currently closed. KH confirmed he was content with the governor’s input. • Action 28.11d and 29.11b ii to remain on Action List. • All other actions completed, reviewed at Committee or on agenda. 	TH – update Action List
30.5.	Sixth Form Report The FGB Received the Head of 6 th form report on Y12 and though discussion NOTED : <ul style="list-style-type: none"> • The EPQ success rates had been fairly low in past years and the Head of Sixth Form was keen to increase numbers. KH agreed to follow up numbers and success rates for this year. • Study periods were supervised. • Give back time and any added value students gave to the school was logged. • Approximately 60% of 6th form students went on to university. • Any student wishing to repeat Y13 would be able to as long as they were suitably motivated. Universities had not yet responded to the predicted grade results that would be used this year. • The school receives reduced funding for sixth form students in their third year. 	KH – EPQ numbers & success 2020
30.6.	Headteacher’s Report KH verbally updated the FGB and the following points were NOTED : <ul style="list-style-type: none"> • Following the government announcement on school closures, all staff able (1/4 self-isolating) had attended school on 23rd March, but with only 7-8 students. No students had attended from 24th March and all staff were now able to work from home. 	

	<ul style="list-style-type: none"> • A ParentMail sent on 26th March asking if any students needed to attend school the week commencing 30th March had had no responses. • The school was open to staff as required. • The Finance Manager had secured food vouchers for all FSM pupils until the end of June, prior to the national roll out. • Cleaning staff were on full pay. • The Finance Manager was looking to possibly top up furloughed catering staff pay (the 20% not covered by the government scheme). • Early indication on Y12 numbers for September 2020; 25-30 A-level students, 10 Yeovil College link students. • Y7 September 2020 transition processes would be put in place in June. • KH had been in contact with the primaries, some were working together but no concerns had been highlighted. • The SENCo had contacted all EHCP, LAC and Children in Need students and tutors were being asked to contact all students regularly to ensure safety and any support needed. 	
30.7.	<i>School Improvement Plan (March 2020 update, previously circulated)</i> <i>This item was deferred.</i>	
30.8.	<p>Student Voice</p> <p>DW verbally read messages of thanks from the Head Boy and Head Girl to the Governors and though discussion it was NOTED:</p> <ul style="list-style-type: none"> • The Chair of Governors would write to the Head Boy and Head Girl and thank them. • Student Council activities – DW and MC had been unable to attend the last Student Council meeting but previous meeting minutes were available on the Governors SharePoint for scrutiny. Projects this year included school transport and the schools ‘green’ environment. • Under-engaged students were encouraged to participate through feedback forms given to all pupils by Student Council tutor representatives, through various activities in subject areas and the bi-annual Kirkland Rowell survey. 	MC write to Head Boy & Head Girl
30.9.	<i>Stakeholder Review</i> <i>This item was deferred, all pupils and 50% of parents had completed the surveys. The data would be ready for review and analysis by the next FGB meeting.</i>	
30.10.	<p>Safeguarding</p> <p>DW verbally updated governors on the current Safeguarding issues and asked governors to CONSIDER the remote learning annex to the Child Protection policy for approval.</p> <ul style="list-style-type: none"> • The annex was a live document subject to regular updating as circumstances change. Currently there were no students on site and learning Hubs was being considered for key worker and vulnerable students. • Procedures to reduce risks and guidance for parents would be sent out through ParentMail shortly. • Guidance had been sent to all staff with advice that live learning should not be conducted from home. • Key staff were contacting vulnerable students and lists were updated regularly. Staff were advised not to visit pupils’ homes and social care was notified of all students on the register not attending school. <p>A majority of governors confirmed they had read the document and with no further comments APPROVED the remote learning annex to the Safeguarding policy.</p>	TH/DW – update policy & publish
30.11.	<p>SEND</p> <p>KH verbally told governors there was nothing more to update on SEND issues, over what was explained at item 30.6. Governors had no further questions</p>	
30.12.	Standards Committee	

	<p>Draft Minutes of the meeting held on 11th March 2020 The draft minutes were NOTED, with no further comment.</p> <p>Standards Committee Terms of Reference The Chair of the committee recommended reducing quoracy from a minimum of five governors to four for all committee meetings. The change was Approved, with no further comment.</p>	TH – update TOR
30.13.	<p>Resources Committee Draft minutes of the meeting held 16th March 2020 The draft minutes were NOTED, with the following further comments:</p> <ul style="list-style-type: none"> The Chair of the Committee asked governors to consider joining the committee, which had seen a reduction in size following recent resignations; LH AGREED to join the committee. <p>Beaminster & Netherbury Grammar School Foundation The committee requested approval of the dispersal of funds for the Music Suite, recommending a 50/50 split for the funds to be drawn from the Savings Bond and the Current account. The governors APPROVED the withdrawal as recommended and through discussion it was also noted:</p> <ul style="list-style-type: none"> £8,000 was a good working balance for the current account. Transfer of the funds would be made as decided by the Chair of the Committee, the Chair of the B&NGSF and the Finance Manager. <p>Resources Committee Terms of Reference The Chair of the Committee recommended reducing quoracy from a minimum of five governors to four for all committee meetings. The change was Approved, with no further comment.</p> <p>Catering Contract The Chair of Governors verbally asked governors to delegate review and approval of the Catering Contract tender to a working group as it was NOTED:</p> <ul style="list-style-type: none"> Only one tender had been received and it was unlikely any others would be forthcoming in the current climate. The current contract with Taylor Shaw could be extended by one year, with a full re-tender in 2021. <p>The FGB AGREED to delegate APPROVAL to the Resources Committee.</p>	<p>TH – update Committee membership</p> <p>LH – arrange transfer of funds as directed</p> <p>TH – update TOR</p> <p>TH – set meeting to approve contract</p>
30.14.	<p>3-year budget Plan and deficit application The chair of Governors verbally told governors that the budget plan and deficit application was not ready for review and approval as the finance officer had not yet received all the relevant information. Through discussion it was noted:</p> <ul style="list-style-type: none"> The school was able to submit a deficit budget this year and was looking to present a 5-year claw back plan, rather than the DC recommended 3 years. The approved plan needed to be submitted to DC by 30th April 2020. <p>The governors APPROVED review and approval of the budget plan 2020 - 2023 and deficit application, be delegated to the Chair of Governors, The Chair of Resources, the Vice-Chair and the Headteacher, with support from the Finance Manager.</p>	TH – set meeting to approve budget plan
30.15.	<p>Chair’s report The Chair spoke to the governors, and the following points were NOTED:</p> <ul style="list-style-type: none"> The Chair thanked all staff on facing the challenges of the shutdown. The HTPM review meeting scheduled for 1st April would be re-scheduled. Cyber security was a major concern and governors were asked not to use private or work emails for school business, and if anyone was hacked to let the school know immediately. GS and NGA webinars were useful tools for governors to keep informed. The Chair was developing ideas for a celebration once students returned to school and asked governors to forward their ideas to him. 	Forward celebration ideas to Mc
30.16.	<p>Clerk’s Report The Clerk’s report was NOTED, with the following additional point:</p>	

	<ul style="list-style-type: none"> the new governor candidate who had visited the school recently would be contacted again, to see if they were still interested. the parent governor elections would be deferred until students returned to school and the other co-opted governor vacancies would not be advertised for the time being. <p>Updated GB year planner 19/20 The clerk explained that scrutiny of all sections of the SIP had been included in the planner. With no further comments the FGB APPROVED the updated planner.</p>	TH – contact candidate
30.17.	<p>Governors Code of Conduct The updated Code of Conduct was CONSIDERED and APPROVED by the FGB.</p>	TH – update policy file
30.18.	<p>Link Scheme The link reports for Computer Science, Careers, History and Science were NOTED, with the following points:</p> <ul style="list-style-type: none"> The Headteacher reassured that Computer Science had been able to spend all required on photocopying and related resources. All link governors were encouraged to make contact and have remote meetings with their link departments. <p>Link meeting proforma question sheet The governors reviewed the link meeting proforma sheet and though discussion NOTED:</p> <ul style="list-style-type: none"> Not all questions were relevant, but it was a good starting point. GM asked to develop the sheet for review and discussion at the next meeting; AGREED. <p>Link Governor vacancies (Drama, Maths, Support Staff & TA's) and confirmation of appointments (E Smith; SEND) The clerk asked governors to consider the vacancies and through discussion AGREED the following appointments/changes:</p> <ul style="list-style-type: none"> GM – Drama and School Council MC – Support Staff & TA's RA – Maths DS – History ES - SEND 	<p>FGB – make contact with link dept.</p> <p>GM – develop proforma question sheet for FGB review</p> <p>TH – update links</p>
30.19.	<p>Any other business Further business NOTED included:</p> <ul style="list-style-type: none"> The Governor Services annual SLA had been extended by one month and the Clerk assured that the agreement for 2020 21 had been approved by the Resources Committee. The number of views and viewers noted on SharePoint for FGB papers was quite low, especially as governors were expected to come to meetings prepared. BM agreed to investigate this technical point on SharePoint, as a number of governors downloaded the papers rather than read them through the SharePoint because internet connection was not always possible. 	BM – investigate technical point
30.20.	<p>2019/20 Meetings The next meeting dates were NOTED, with the following points:</p> <ul style="list-style-type: none"> All meetings would run remotely through Microsoft Teams until the school reopened. Timings may be changed following liaison with Chairs. <ul style="list-style-type: none"> Standards 29th April 2020 5.30pm Resources 11th May 2020 3.45pm FGB 20th May 2020 6.30pm 	
	The Chair of the meeting asked the Headteacher to pass the thanks of the FGB onto staff.	
	With no further business the meeting closed at 5.50pm.	

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

Item	Action	Owner	By when /report
30.3	Publish approved minutes	TH/NC	Asap
28.11d	Share policy on off-site accidents with GB	DW	asap
29.11b ii	Succession planning review	Governance	10/06/20
30.5	Provide EPQ numbers and success information for 2020	KH	20/5/20
30.8	Write to head Boy and Head Girl	MC	now
30.10	Update CP policy with remote learning annex and publish	TH/DW	asap
30.12	Update Standards Comm. TOR	TH	now
30.13i	Update committee membership	TH	now
30.13ii	Update Resources Comm. TOR	TH	now
30.13iii	Arrange transfer of funds for Music Suite	LH	As requested
30.14	Set meeting date to approve budget plan and deficit application (KH, RA, MC, BM)	TH/KH/KP	When requested
30.15	Forward celebration ideas to Chair	FGB	asap
30.16	Contact governor candidate	TH	now
30.17	Update policy file and publish GB Code of conduct	TH	now
30.18i	Link governors contact link departments and arrange meetings	Link Govs.	asap
30.18ii	Develop link meeting proforma question sheet for FGB review	GM	20/05/20
30.18iii	Update links	TH	now
30.20	Investigate SharePoint technical point	BM	20/05/20