**Beechwood Primary School**

 **MEETING OF THE GOVERNING BOARD OF BEECHWOOD PRIMARY SCHOOL** **HELD ON** **5th DECEMBER 2022 AT 4.30PM**

**PART ONE MINUTES**

***Present:***  Mr J Cargill (JDC)

Mrs S Harper (SH) Headteacher

Mrs J Cargill (JCa)

 Mrs J Chadwick (JC)

 Mr G Chadwick (GC)

 Miss S Hart (SHa)

 Mrs L Ogden (LO)

Mrs D Reed (DR)

Mrs K Shackleton (KS)

Mrs K Bostock (KB)

 Mrs J Stubbs (JS)

***In Attendance***: Mrs H Cummings (CLERK) Clerk

 Mrs H Sarson (HS) School Business Manager

 Mrs L McDonough (LM) Assistant Head

 Mrs R Geary (RG) Assistant Head

1. **APOLOGIES AND AOB ITEMS**

There were no apologies for absence as all governors were present.

There were two Part 1 items of other business to consider:

* IDSR (Inspection Data Summary Report)
* Community Project
1. **CONFLICT OF INTEREST**

Governors were asked to declare any conflict of interest in connection with the business to be discussed during the meeting.

The following were declared:

* Mrs Reed is Chair of governors at Westminster Nursery in Crewe.
* Mr Cargill is a governor at Sandbach School
* Mrs Sarson is related to the auditor of the school fund account.
1. **ELECTION OF CHAIR**

Mr John Cargill was re-elected as Chair for a term of 1 year.

Governors noted the need for succession planning to maintain the strength of the board, and agreed to discuss further at the summer term FGB.

**ACTION: Clerk to add Succession Planning to summer FGB agenda.**

1. **ELECTION OF VICE CHAIR**

Mrs J Stubbs and Mr G Chadwick were re-elected as Vice Chairs for a period of 1 year.

1. **MEMBERSHIP**

There were no changes to the membership of the governing board, and no vacancies.

It was noted that the term of office of JDC was due to expire on 24th March 2023. JDC confirmed his willingness to continue for a further term of 4 years, and governors approved the appointment for a further term on expiry of the current term.

**ACTION: Clerk to note re-appointment on GovernorHub.**

Governors heard that DBS and section 128 checks for KB were in progress.

1. **PART ONE MINUTES AND MATTERS ARISING**

The part one minutes of the meeting held on 11th July 2022 were confirmed as a true record, signed by the Chair and retained by the school.

Matters arising from the minutes

* The school was not able to sign up for the DBS update service on behalf of staff, but if individual staff wished to sign up and pay for the service, they were free to do so.
* Therapy dog – in addition to the initial cost of the dog, the school would need to pay for residential training, at a cost of approximately £2K. Whilst still of interest, the plan had not been progressed further as the member of staff who might take ownership of the dog was not able to do so currently, due to having their own, elderly dog.
* Governors had been reminded to complete the board self-review on Survey Monkey and SH would bring the results to the next meeting. **Action c/f**

All other actions had been completed.

1. **CHAIR’S ACTION**

JDC updated governors on the situation around Best4Business, and the school’s desire to change payroll provider. This was not currently possible, due to the requirement for a bank account and a HMRC reference, but JDC would continue to discuss possible solutions with a potential provider.

It was noted that the problems being experienced by schools were gaining greater press attention, and acknowledgement by Cheshire East, particularly since the resignation of the SBM at Rode Heath.

All correspondence on the matter was available to governors on GovernorHub.

1. **COMMITTEES AND NOMINATED GOVERNORS**
	* 1. Committee membership was agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Engagement & Wellbeing** | **Learning & Outcomes** | **Leadership & Management** |
| Graham Chadwick (Chair) | Julia Cargill (Chair) | Jo Stubbs (Chair) |
| Sara Harper | Sara Harper | Sara Harper |
| Julia Cargill | Donna Reed | Donna Reed |
| Sam Hart | Jo Stubbs | John Cargill |
| Kate Shackleton | Lesley Ogden | Jill Chadwick |
| Katie Bostock | John Cargill | Graham Chadwick |

**Finance:** John Cargill, Jill Chadwick, Sara Harper

**Pay**: Jill Chadwick, Julia Cargill, Lesley Ogden

**HTPM**: Donna Reed, Graham Chadwick, John Cargill

* + 1. Individual responsibilities were agreed as follows:

Safeguarding - Jo Stubbs

SEND - Julia Cargill

H&S - Graham Chadwick

Pupil Premium - Jill Chadwick

Sports Premium - Graham Chadwick

Staff Wellbeing - Julia Cargill

* + 1. Terms of Reference for each of the standing committees had been reviewed in the autumn term committee meetings and were available on GH prior to the meeting.

All Terms of Reference were **approved**.

* + 1. The terms of reference for the following committees had been reviewed on GH, and were **approved**:
* Pay Committee
* Complaints Committee
* Pupil Exclusions Committee
* Staff Grievance Committee
* Appeals Committee

It was agreed that the Complaints, Exclusions, Grievance and Appeals committees would be constituted as required, according to which governors were eligible and available.

1. **GOVERNORS’ CODE OF CONDUCT**

Governors **approved** the use of the NGA Code of Conduct which had been circulated on GH.

**ACTION: Clerk to upload 2022 Code of Conduct and ask governors to confirm acceptance.**

1. **PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**
2. Governors received the minutes from the autumn term committee meetings which had been available for review on GH.

**Governor question**: The minutes from the E&W meeting mention the possibility of governors attending a parents’ evening – has this been arranged?

Response: No, the parents’ evening this term was an informal one. It would be better to use the evening in April.

Governors discussed the best way to engage with parents and raise the profile of the board. It was agreed to provide tea and coffee at the parents’ evening in April, when there would also be a book fair.

**ACTION: Clerk to add to agenda for March FGB to finalise arrangements.**

1. There were no other reports from committees.
2. The Pupil Premium strategy document had been reviewed by JC and RG and was being updated by RG. The final document would be circulated to governors for approval before being published on the website by the deadline of 31st December 2022.
3. Reports from Governors:

SEND

JCa had visited school on 5th December to look at the Reading Recovery programme lead by Gina Windell. A written report of the visit was available on GovernorHub, alongside a Reading Recovery autumn term progress report.

JCa noted that she had been very impressed by the programme, the enthusiasm of the teacher and the progress made by the two children observed. SH and LM also highlighted the wider impact of the programme’s success in terms of increased confidence and self-esteem, and improved attendance and relationships with peers.

Safeguarding

JS had visited school in November and had met with Sam Hart and the student Safeguarding Council. Members of the council clearly understood the basic concept of safeguarding, and also spoke about the school as a community and the need to support different groups of pupils, for example those with EAL. They also saw it as part of their role to be aware of staff wellbeing. JS planned to visit again in the spring term when the pupils had settled into their roles.

Health & Safety

GC had conducted an internal Health & Safety Compliance Audit on 11th November and the full report had been uploaded to GovernorHub in advance of the meeting. One new action had been identified:

* Completion of a risk assessment for the climbing wall.

GC noted the high priority given to health & safety within school and the prompt action taken to address issues raised previously.

Pupil Premium

JC had met with RG on 28th November and a detailed report of the visit was available on GovernorHub. JC highlighted that with 150 children eligible for PP funding, meeting the diverse needs of the children was a huge challenge for the school. JC wished to thank staff for all they do.

General governor visits

JCa and JDC had visited in September to look at the implementation of Showbie. The report was available on GovernorHub.

LO had met with the Pupil Leadership team and senior prefects, to discuss their roles.

JCa had met with the Young Interpreters and a report was available on GovernorHub.

JC and KS had visited Early Years and thanked LM for the data provided for the visit. Governors heard that there was a high level of need among children entering the nursery and staff were working hard to meet those needs. The use of a separate room for small groups with additional needs was proving very positive, and every effort was made to identify Special Educational Needs as early as possible to ensure the correct support was in place. Governors noted the strong relationships with outside agencies and heard that it was often easier to access support for early years, than it was once pupils moved into Key Stage 1. However, it was felt that some children would require specialist provision and would not move into Reception.

**Governor question**: Are all of the staff in the nursery new?

Response: We have increased staffing levels and they are all new apart from one person.

**Governor question**: What will be the role of the new member of staff starting in January?

Response: Nursery manager and Early Years Lead.

1. **FINANCE**
	* 1. School Fund – Governors had received a copy of the School Fund Audit Certificate for 2021/22 on GH.

* + 1. Governors approved the appointment of John Carthy as auditor for the school fund for 2022/23.

**c&d)** Governors had reviewed the budget papers from the Leadership & Management meeting and there was nothing new to note. It was agreed that budget figures should be updated for the FGB meeting in order to meet the requirement that the budget position is reviewed 6 times per year.

1. Governors agreed that JC and HS would arrange dates in the spring term to complete the SFVS. The completed SFVS would be presented at the spring term FGB for approval prior to submission. The school had received a grading of ‘Good Assurance’ for the previous SFVS submission, despite noting major concerns around Best4Business and the accuracy of budget data.
2. HS confirmed that there had been no changes to the Manual of Internal Financial Procedures since it was approved by governors in March 2022.

Governors noted the benchmarking data uploaded to GovernorHub ahead of the meeting. The school was felt to be largely in line with similar schools except for expenditure on support staff. Governors were aware of this and were satisfied that it was not a concern.

1. **HEADTEACHER’S REPORT**

The Headteacher’s report had been available on GH in advance of the meeting. The Headteacher highlighted the following areas:

* Key priorities for 2022/23 as discussed in committees. The new School Improvement Partner had questioned the number of priorities and the inclusion of Attendance, but SH explained that good attendance was crucial in underpinning everything the school was trying to achieve.
* English is an additional language for 36.1% of children, and 39% of pupils are eligible for Free School Meals

**Governor question**: Are you finding that there are children who do not qualify for FSM who are coming to school hungry?

Response: We have the bagel bar to ensure all children can have something to eat at the start of the day, and also have cereal if a child is hungry. If we see that there is not much in a child’s lunchbox, we will sometimes make toast for them. We encourage parents to come and talk to us if they are struggling.

* Key stage 2 attainment data for 2022 was largely in line with the national average, and in some cases above, but Key stage 1 attainment was significantly below. The cohort in question was deemed to have been the most severely impacted by the pandemic and had seen exceptionally high levels of mobility. In addition, 10% of the year group had an Education Health Care Plan (EHCP).
* The Sports Funding Impact report had been reviewed in committee, but the Moki bands were proving particularly successful.
* In addition to the fundraising detailed in the report, the recent Christmas Fair had raised more than £1,800.
* The Beechwood Café at St Paul’s was proving very popular. The number of families using the take-away meals service had grown since it first started, and it would be extended to 2 days per week after Christmas.
* The number of enrichment activities continued to grow following the pandemic, with the Art Gallery event proving particularly successful.
* STEM activities had been promoted as part of the school’s bid to achieve the PSQM (Primary Science Quality Mark).
* Staff CPD listed was in addition to National College courses undertaken.
* £23,976 had been allocated to the school to cover 60% of school-led tuition costs for the most vulnerable pupils. A termly report would detail the extent and impact of the tutoring.
* The My Happy Mind programme had been introduced; encouraging children to be reflective and understand their own feelings.
* Attendance up to 28th November stood at 93.8% - exactly the same as for the previous year.

Governors thanked the Headteacher for the comprehensive report and congratulated staff on the breadth and balance achieved through the curriculum and enrichment activities.

1. **SCHOOL DEVELOPMENT PLAN**

The School Development Plan had been available to governors on GH, and individual sections examined in detail at committee meetings.

**Governors approved the School Development Plan for 2022/23.**

1. **SCHOOL IMPROVEMENT PARTNER**

Governors approved the appointment of Ian Coulson as the new SIP. The first visit had taken place on 30th November and included the Headteacher’s performance management review. The report from the visit was available on GovernorHub.

1. **GOVERNOR DEVELOPMENT AND TRAINING**

The updated training log was on GovernorHub, and any governors wishing to add anything should contact JDC.

Governors reported being unable to complete the GDPR training as they were unable to name the DPO (Data Protection Officer). SH noted that she was seeking clarification over who could fulfil the role and would update governors as soon as it was agreed.

Some governors had experienced problems accessing the National College courses, so SH would investigate and reset as necessary.

1. **SCHOOL POLICIES**

The following policies had been reviewed in committee and were **approved** by the full Governing Board:

* Pay Policy for Teachers
* Safeguarding & Child Protection
* Supporting Pupils with Medical Needs
* LAC Policy
* Expectations & Discipline Policy
* Health & Safety Policy
* Equal Opportunities Policy
1. **PLANNED RESIDENTIAL VISITS**

Governors noted that residential trips were planned for years 3 and 5. Year 2 would have a sleepover in the school hall and Year 4 would camp out on the school field.

1. **CONFIRM TERM DATES FOR 2023/24**

Term dates for 2023/24 had been agreed previously and were available on the school website.

1. **MEETINGS**

Governors discussed whether it was appropriate to continue with virtual committee meetings for the current year. It was noted that while technology problems could sometimes be an issue, it helped school staff maintain a better work-life balance and improved attendance at meetings.

It was agreed that committee meetings would continue to be held online, but Chairs would have the discretion to arrange an in-person meeting if they felt it was necessary and it was convenient for all members.

The date of the next full Board meeting was confirmed as Monday 20th March at 4.30pm.

1. **AOB**

IDSR

SH drew governors’ attention to the Inspection Data Summary Report on GovernorHub.

Community Project

The school had been approached by the owners of the Grand Junction Retail Park regarding a project to re-purpose a dis-used piece of land. The school would be allocated a portion of the land and hoped to create a Beechwood Allotment. The company would clear the site and pay for any required infrastructure, after which it would be up to the school to maintain the area. SH planned to request a shed, a greenhouse, toilet facilities and raised beds.

Governors were very supportive of the plan, but noted the need for careful planning, particularly over holiday periods. It was suggested that the school could apply for a Crewe Town Council Community Grant if further funds were required.

Part 2 Minutes were recorded at this meeting.

The meeting closed at 7.05pm.

**Signed Date:**

***(Chair of the Governing Body***)

***Minutes by H. Cummings 6/12/22***