



Bevendean Primary School and Nursery
Full Governing Body Meeting
Thursday 25 January 2024 at 5.00pm

Name	Type of Governor	Link Governor Roles	Present	Apologies
Mark Dally	Headteacher	N/A	Yes	
Lydia Majic (Co-Chair)	Co-Opted	Safeguarding	Yes (<i>item 7 onwards</i>)	
Adrian Strange (Co-Chair)	Co-Opted	Leadership & Management/SLT, Premises & Personnel	Yes	
Shahima Mohammed (Vice Chair)	Co-Opted	Inclusion (Equality & Diversity)	Yes	
Eugene Arnold	Co-Opted	GDPR, Inclusion (SEND)	No	
Alice Johnson	Local Authority	Curriculum	Yes	
Mary Carmichael	Parent	Pupil wellbeing	Yes	
Kendrick Tugwell	Parent	Pupil Premium	Yes	
Olumide Olorunfemi	Co-Opted	Attendance	No	
Katharine Winks	Staff	N/A	Yes	
Kenya Simpson Martin	Co-Opted	(tbc)	Yes	
Sarah Miller	Associate member	N/A	Yes	
Tom Way	Clerk	N/A	Yes	
Vacancy	Co-Opted			
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Vacancy	Co-Opted			

Quorum: 9 out of 11 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.

1. Opening remarks

AS confirmed the agenda and advised that there were two new people present, and all members introduced themselves.

2. Quoracy of meeting

The meeting was confirmed as quorate.



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3. Apologies/attendance list

Apologies and attendance were noted as above.

4. Consideration of apologies

MD advised apologies had not been received, but that they may have been sent to the previous Clerk's inbox to which TW does not have access.

5. Declarations of interest

Governors confirmed that there were no declarations of interest.

6. Governing Body vacancies

MC informed governors that they are leaving the governing body soon as they are moving out of Bevendean and they apologised that they are unable to continue in the role. Governors expressed their thanks and appreciation for all that MC has done for the school and the governing body.

MD advised that there are currently a number of vacancies on the governing body including the upcoming parent governor vacancy when MC has left, and they agreed to confirm the exact number of vacancies. - **ACTION MD/TW**

7. Minutes of previous meeting(s)

Governors confirmed that the draft minutes had been circulated in advance.

LM arrived.

A) Approval of FGB minutes 5th Oct 2023

The GB agreed that the minutes were an accurate representation of the meeting.

B) Matters arising / Action points

The following actions have been met:

- The committee membership has been addressed
- A "headline" data report has been produced for parents
- A governor blog is ready for when the new website is launched



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- Questions were compiled for Governors to ask pupils at the 23rd November Governor Visit
- Governors were invited to provide an address at assembly
- ECT matters were covered in the Headteacher's report

A confidential item was discussed and recorded in a separate set of minutes.

The following actions are ongoing:

- Advertise Co-Opted Governor vacancies through respective networks – **ACTION Govs**
- Follow up two remaining DBS checks – **ACTION LM**
- Follow up the matter of third-party training on Local Authority records – **ACTION TW**
- Follow up outstanding reports; TW to contact EA for link governor report – **ACTION TW**
- Seek feedback on Dress Code in Spring staff voice – **ACTION Govs**

8. Committee reports

Governors confirmed that these had been circulated in advance.

A) Curriculum, Standards and Welfare minutes 23rd Nov 2023

AJ and KW confirmed that there were no matters arising for the FGB and governors confirmed that there were no questions.

B) Finance, Personnel and Premises 19th Oct 2023

KT confirmed that there were no matters arising for the FGB and governors confirmed that there were no questions.

9. Headteacher's Report

Governors confirmed that this had been circulated in advance.

MD provided a summary of the following within the report:

- Staffing: The School Business Manager (SBM) is leaving, and the SBM from another school within the partnership is being seconded in the meantime. A Year 1 teacher who is also the KS1 Phase Lead and Maths Lead has left, and an ECT has been hired to cover the teaching role who is doing really well. Three flexible working requests were made permanent last term.



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- Data: The Pupil Progress meetings and Leadership teams are working really well and have a good overview of the whole school now as they are divided into different year groups.
- Premises: The school had a bid visit from the LA in November as the nursery toilets are very old and need to be redone. The LA have passed this through stage 1 of the bids process and the school is awaiting a decision in the next stage from the LA committee in February.

Q: If approved, will this be paid for by the LA?

MD confirmed that yes it would.

- Premises (cont.): There are leaks in the hall roofing which the LA have looked at and agreed to fix.
- SEND: The school's SEND numbers are currently up to 30% of pupils, and this is reflective of what is happening across the city.
- Attendance: The Persistent Absentees figure is 22% which is the same as the national average, and there have been some successes in addressing this on an individual level.
- Parent Voice: This went well during the Christmas concert and there were 192 responses from families.
- Teaching & Learning: A new framework for Reading was brought out a year ago with a big focus on developing links between home and school reading and this has been going well.

MD gave a summary of the list of events completed at the school last term that are not on the curriculum, and advised that it has been a lot of work for staff setting up and running these events and that they have offered big thanks to them for doing this as the events have been great and important for the children.

10. Parent Voice

Q: Are the statements on the Parent Voice survey taken from Ofsted?

MD advised that they weren't particularly and that it is an older format with a balance of education topics, and LM suggested using the Ofsted questions as this prepares parents for when Ofsted visits.

Q: Is there any data gathering on demographics or protected characteristics within the survey?

MD and SMi advised that there isn't currently but that this might be possible to do, and following a broader discussion MD suggested that they can put a section at the top of the survey regarding characteristics data. – **ACTION MD**



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There was a discussion around what should follow from this data gathering, and it was suggested to refine the survey so that it gives a clearer picture, and perhaps additional boxes on the survey to provide further feedback and an invitation to discuss further in person if a parent has an issue.

Q: For families that never engage with the survey, is there a way to do a phone survey?

SMi advised that they have sent out a variety of communications previously and that some families don't respond at all, and that the Christmas concert is the best opportunity for feedback as it has the highest attendance and engagement.

Q: Is there a way to send out website links for those families who can't attend but that might want to engage with the survey?

MD confirmed that this is okay to do and not a problem.

Q: Would it be good to have an open link on the school website for parents to provide anonymous feedback at any time?

There was a discussion around the pros and cons of having an open anonymous forum on the school website, and it was agreed that one of the main issues would be that informal complaints could be made which would need dealing with but that there would be no clear process for addressing them in this format. SMi advised that there is a culture at the school where parents feel welcome and okay to call in or email to speak to staff, and that the end of year school reports are sent out in paper format to parents. There was a discussion around adjusting the format of feedback within these reports to invite further dialogue from parents.

Governors confirmed that there were no further questions.

11. Attendance Update

SMi advised that they went to the School Partnership Attendance meeting recently and they provided an update for governors on the broader issues of attendance facing schools across the city, including the difficulty of engaging with families where the parents are neurodiverse themselves, and that the Partnerships' broad view is that the parents are the cause of attendance issues. SMi further advised that there are issues with school refusers across the city, but that Bevendean has just confirmed that it currently has no school refusers.

Q: Is it potentially an issue to blame the parents for attendance problems, in that there's a presumption that nothing can be done about it?



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MD advised that possibly the opposite is true as it is useful to have this perspective and to know what the family's needs are, which means that the school can then look at ways to support them e.g., phone calls at 8am or arriving at the school office in the morning rather than at the busy playground.

Q: Do you share what you discover and is it down the school or the LA to provide support for this?

MD and SMi advised that it is shared within the School Partnership and that the LA doesn't have staff assigned to processing and dealing with this information.

MD gave an overview of the various things that can be done to try and help with attendance issues and advised that a big part of it comes down to building relationships and rapport with the families and getting to know the children better.

Q: Do any staff say if they having trouble building rapport with families?

SMi advised that some staff are better at this, but that other times it can just be that the family won't engage with any staff.

Q: Are there issues with children not coming through the school gate?

MD gave an example of a potential situation and what the school can and can't do and advised that it comes down to building relationships with the families and children.

Governors confirmed that there were no further questions.

12. Know Your School Visit Report

MD advised that the School Partnership Advisor (SPA) came in recently to do an interim school evaluation (the purpose of which is to keep the LA informed on the school's progress between Ofsted visits), and that they had approved the school as being on track and making good progress. SMi further advised that the SPA gave an Outstanding grade for Behaviours and Attitudes.

There was a broader discussion around the interpretation of data and how it is actioned, and what the data looks like in different contexts.



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13. BCPfE update

LM advised that they have been attending these meetings in the last year and gave an overview of the issues relating to PAN that were discussed and confirmed that there were no new updates.

Q: Will any changes to the PAN make overheads for schools cheaper?

MD advised that the LA are inflexible about any changes to the Services for Schools overheads and that several other headteachers have wanted to make changes but not been able to because of this.

Q: Can schools within the partnership share teachers when there are absences?

SMi advised that the school has managed to never use supply teachers in the 7 years that they have been here, and MD advised that teaching assistants who are part-qualified can cover and support in some instances and that this is beneficial for the children as they already know these members of staff.

14. Link Governor Assignments, Visits and Reports

AS confirmed that the numbers below indicate how many reports are required for that topic each year.

Pupil Premium (2) – 0 completed

GDPR (1) – 0 completed

Curriculum (3) – 1 completed

Attendance (3) – 1 completed

Leadership & Management (2) – 0 completed

Safeguarding (3) – 1 completed

Inclusion (3) – 0 completed, LM suggested splitting these up with EA to do two reports per year for SEND and Inclusion and SMO to do two reports per year for Equality & Diversity two a year – **ACTION EA/SMO**

Health & Safety (3) - 0 completed

Wellbeing (2) – 0 completed

15. Governors' Visit – Thursday 7th March

MD confirmed that the Spring visit would be based around the Staff Voice survey and asked governors if there were any other suggestions or possibly a planning group for this. KSM confirmed that they are leading this and there was a broader discussion around the type of survey, format and timeframe. KW suggested that KSM could come in to the school to have an informal chat with staff and to welcome suggestions and comments. Governors



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confirmed that the second half of the Spring term is the best time to send the survey out as all staff are usually settled in their roles for the year at that point.

16. Staff Survey

[see item 15 above]

17. Policy reviews

A) Behaviours statement

Governors confirmed that there were no questions and agreed to approve this policy subject to the review date being changed.

B) Model teachers' pay policy

MD advised that policies B, C and D here are all based on LA model policies.

Governors confirmed that there were no questions and agreed to approve this policy.

C) Disciplinary policy and procedures

Governors confirmed that there were no questions and agreed to approve this policy subject to the review date being changed.

D) Grievance policy

LM suggested that staff should be informed that if they have an issue it should go through this process rather than the complaints process. There was a broader discussion around the accessibility of policies for staff, and MD agreed to look at simplifying this where possible with KSM. – **ACTION MD/KSM**

Governors confirmed that there were no questions and agreed to approve this policy.

E) Whistleblowing policy

Governors confirmed that there were no questions and agreed to approve this policy.

F) Children in Care, PiC & CwaSW policy

Governors confirmed that there were no questions and agreed to approve this policy.



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18. Chair's Correspondence

LM and AS confirmed that they had not received any direct correspondence, but that they had received a notification from the LA regarding opening up the school's recruitment process to allow for the possibility of redeployment of staff from other schools in the area facing closure.

19. Clerk's matters

TW apologised that they would not be able to attend the FPP committee on 21st March or the FGB meeting on 11th July as they are already committed to clerking meetings at another school on those dates. Governors agreed to move the FGB meeting on 11th July to the 9th July, but advised that they are unable to move the FPP committee on 21st March at this stage, and TW agreed to contact Governor Support about finding cover for this meeting. –

ACTION TW

20. A.O.B.

A) Items notified in advance

MD advised that the LA have sent a request for a consultation on an EHCP application for an SEN child, and that a governors' panel needs to be held for this to check that the school can meet these needs. MD advised that it needs to be held before half term and that it can be done virtually and that they will forward the possible dates to governors if they can check these and advise upon their availability. **ACTION - Govs**

KT requested that the Friends at Bevendean School group send a regular one-page update to the FGB two weeks before the meeting to provide a general update, and TW agreed to add this as a standing item to the agenda. **ACTION(s) – MD/TW**

B) Emergency items

N/A

21. Review of Action Points

TW agreed to forward these to governors in the minutes when they had been prepared in the correct format.



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22. Date of Next Meetings

The next FGB meeting is scheduled to take place on Thursday 23rd May at 5pm – 6.30pm.

23. Close of meeting

Thanks were expressed to those in attending.

The meeting closed at 7:03pm.

Signed Chair of Governors

Date.....

***** Please see Action Points and Decisions from this meeting on the following page**



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Action points from FGB meeting held on 25th January 2024

Item/Action	By	Person responsible
6.1 Confirm number of governor vacancies	Next FGB	MD/TW
7.1 Advertise Co-Opted Governor vacancies through respective networks	Ongoing	Govs
7.2 Follow up two remaining DBS checks	Ongoing	LM
7.3 Follow up the matter of third-party training on Local Authority records	In due course	TW
7.4 Follow up outstanding reports; TW to contact EA for link governor report	ASAP	TW/EA
7.5 Seek feedback on Dress Code in Spring staff voice	Spring 2024	Govs
10.1 Section to be added to the top of the Parent Voice survey regarding characteristics data	Next PV survey	MD
14.1 EA to do two reports per year for SEND and Inclusion and SMo to do two reports per year for Equality & Diversity	End of academic year	EA/SMo
17.1 Review the accessibility of policies for staff	In due course	MD/KSM
19.1 TW to contact Governor Support about finding cover for the FPP committee on 21 st March	ASAP	TW
20.1 Governors to check their availability for a governors' panel regarding an EHCP application	Half term	Govs
20.2 Friends at Bevendean School group to send a regular one-page update to the FGB two weeks before the meeting	Next FGB	MD
20.3 Friends at Bevendean School update to be added as a standing item to the agenda	Next FGB	TW



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Decisions made at FGB meeting held on 25th January 2024

Item/Decision
7a) The minutes of the FGB meetings on 5 th Oct and 16 th Nov were agreed as accurate
14) The Inclusion monitoring reports were agreed to be divided between SEND and Equality & Diversity
17) The Behaviours Statement, Teacher's Pay Policy, Disciplinary policy and procedure, Grievance policy, Whistleblowing policy and Children in Care, PiC & CwaSW policy were agreed.
19) The FGB meeting on 11 th July was agreed to be moved to 9 th July