



Bevendean Primary School and Nursery
Full Governing Body Meeting
Thursday 15 May 2025 at 5.00pm

Name	Type of Governor	Present	Apologies
Mark Dally	Headteacher	Yes	
Lydia Majic (Co-Chair)	Co-Opted	No	No
Adrian Strange (Co-Chair)	Co-Opted	No	Yes
Shahima Mohammed (Vice Chair)	Co-Opted	Yes (Item 2 onwards)	
Alice Johnson	Co-Opted	Yes	
Kate Danvers-Wright	Parent	Yes	
Kendrick Tugwell	Parent	Yes	
Katharine Winks	Staff	Yes (Item 3 onwards)	
Kenya Simpson Martin	Co-Opted	Yes (Item 2 onwards)	
Lorna Amys	Co-Opted	Yes	
Sarah Miller	Associate member	Yes	
Tom Way	Clerk	Yes	
Vacancy	Co-Opted		
Vacancy	Co-Opted		
Vacancy	Co-Opted		
Vacancy	Local Authority		

Quorum: 8 out of 10 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

A) Opening remarks

Governors agreed that AJ would chair the meeting in the absence of LM, AS and ShM.

AJ welcomed all to the meeting.

B) Quoracy of meeting

Governors confirmed that the meeting is quorate.

C) Consideration of apologies, attendance list



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Governors confirmed that apologies had been received from AS.

Governors confirmed that ShM, KSM and KW will be arriving soon.

D) Declarations of interest

Governors confirmed that there were none.

2. Governing body vacancies/appointments

A) Confirmation of current vacancies

TW confirmed that we currently have 3 vacancies for co-opted governors, and 1 vacancy for an LA governor.

KT suggested the possibility of him becoming a co-opted governor instead in order to make another parent governor position available, and there was a broader discussion around this. TW agreed to arrange this governor support and set up a parent governor election for September – **ACTION TW**

KSM and ShM arrived.

3. Minutes of FGB meeting held on 27.02.25

A) Approval of minutes

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

B) Matters arising / Action points

The following actions have been met:

- Governors agreed to remove the action regarding MD and KSM reviewing the accessibility of policies for staff as no issues have arisen
- TW has checked who is responsible for following up unexplained absences without apologies and confirmed that it is the Chair
- TW has resent the NGA E-learning safeguarding course to governors to complete for this year where not already done
- TW has added the Behaviour Principles review to the next CSW committee agenda
- MD has updated the fonts on the Teacher's Pay policy
- TW has updated the Governors' Code of Conduct with the school's details



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The following actions are ongoing:

- AS and LM to contact all governors with the attendance list, the meeting list and confirmation of committee members [TW agreed to send this out instead] – **ACTION TW**
- ShM to send a governor photo/drawing and description for the website – **ACTION ShM**
- TW to resend the NGA E-learning safeguarding course to governors to complete before the July FGB meeting if not already done – **ACTION TW**

KW arrived.

4. Final budget 2025/26 approval

MD confirmed that the budget had been circulated in advance and was previously discussed at the FPP Committee. The school is currently projecting a deficit, which had initially been forecast at £150k but has now been reduced to £109k due to various savings as listed in the Headteacher's report. However, following the recruitment of two new teachers last Thursday—one a second year Early Career Teacher (ECT) and the other a teacher entering their fourth year (and starting on spine point M4) in September—the deficit has increased slightly to £118k since the FPP Committee meeting.

MD circulated a 3-year budget summary to governors here, and advised that it outlines a planned trajectory to bring the school out of deficit over the next three years. The current year shows a deficit of £118k, followed by a reduced deficit of £49k in year two, and a balanced budget by year three. MD gave an overview of the predictions for a surplus last year, and how this increased due to careful financial planning over the year.

MD advised that pupil numbers are increasing, which will hopefully have a significant impact on income in the years to come. The school roll has grown from 296 to 318, with four more children starting this week—an increase of 22 pupils from the last census. With each pupil attracting roughly £5–6k in funding, this could potentially bring in an additional £120k, which would be enough to close the deficit. However, MD clarified that the local authority (LA) only provides extra funding if there is a 20% increase from the census figure—around 60 pupils—so the current growth, while helpful, does not yet qualify for additional funding. SMi noted that we will be gaining a higher proportion of children in Reception than there is in the current Year 6 cohort too.

MD provided a summary of the application to the LA for approval of the deficit budget and circulated it to governors here. He advised that this includes details of staffing changes, demonstrating that the school is not increasing its overall staffing capacity, but replacing roles as needed. The aim is to show that these appointments are strategic and financially justified within a long-term plan to eliminate the deficit.



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Q: Regarding the closure of St Joseph's School, what happens to the funding for the children who attended there?

MD advised that we will hopefully receive funding for seven children who initially went to another school but later transferred to our school. If the May census captures these pupils, there is a possibility of receiving the associated funding. However, since the funding is typically allocated to the school the pupils first attend, there is a process involved in tracing the funding and potentially reclaiming it, which is currently being pursued.

MD advised that the licensed deficit needs to be formally agreed. KT stated that all spending has been clearly evidenced, including where the money has gone, the cuts made, the increase in pupil numbers, and the clear three-year plan to recover from the deficit. AJ asked whether the FPP committee was in agreement, and KT confirmed that they were. AJ expressed thanks to both the FPP committee and the Senior Leadership Team (SLT) for their work in managing the situation. KT added that there isn't a single line in the budget that the DfE could question; every item is essential.

AJ asked if governors were in agreement with submitting the deficit budget.

Governors confirmed their approval of submitting the deficit budget for 2025/26.

5. Headteacher's Report to Governors

A) Data, staffing, start of term etc.

MD confirmed that the Headteacher's report had been circulated in advance.

MD highlighted the pupil numbers at the top of the report, which currently stand at 318. The number of pupils eligible for Pupil Premium through Free School Meals was previously around 45%, but this has risen this year and is now just over 55%. The number of children with Special Educational Needs (SEN) has also seen a significant increase — three years ago there were 78 SEN pupils, and that number has now grown to 112, with three more expected to join next week. This rising trend is having a substantial impact on the school overall.

Regarding staffing, one of the Year 1 teachers left after being signed off in January and subsequently deciding not to return. This role has been covered internally, and MD gave an overview of this. Additionally, a Year 2 teacher left in February. SMi has been sharing the teaching responsibilities for this class alongside a teaching assistant (TA) and MD. This is one of the key reasons why the deficit is significantly lower, as these positions have not yet been backfilled. Acknowledgement and thanks were given to SMi for contributing to both cost savings and providing stability for the children, who are already familiar with her. Two Year 6 teachers are currently on maternity leave and are set to return in July. They will



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share responsibility for one class, working 2.5 days a week each. Another teacher on maternity leave is expected to return around October (she works 2 days a week – 0.4).

Regarding vacancies, teacher interviews were held last week [see *item 3 above*]. One TA is going on maternity leave in June but has already been signed off, and another has been signed off since January. This has led to reduced capacity, and things are currently tight. However, there is hope that by September the school will be back on track a bit more, with several staff members expected to have returned by then. MD gave a broader overview of staffing arrangements. MD also noted that he and the SLT have stepped back from covering all lunch duties, as four midday supervisors (MDSAs) have been appointed for one hour each (rather than the previous 1.5 hours). This was seen as a necessary move, both from a safety perspective and to alleviate pressure. The financial impact is minimal, as these roles are on the lowest spinal point, and governors agreed this is a worthwhile investment.

MD added that staff absences continue to be a challenge, with daily requests for leave and / or sickness absence requiring quick and often complex cover arrangements. This situation is difficult to manage, especially given current understaffing. He confirmed that lunch duty is now being adequately covered.

Regarding premises, the LA is covering the full cost of replacing all school lighting with LEDs. This will be a rolling project carried out over the school holidays. While it may take up to two years to complete, the hope is that it can be finished within one year.

Q: Are they changing everything including the lighting bars?

MD advised that he doesn't know on this for sure, and KT advised that they will likely be replaced.

Q: Is this cost-effective, and is it dated equipment?

MD advised that this project is part of the LA's wider commitment to energy efficiency and environmental sustainability. In addition to aligning with eco-friendly goals, the current lighting equipment is outdated and in need of replacement.

In terms of Health & Safety, one fire drill was carried out last term and it went well. There have been significantly fewer HS2 forms submitted, with only a couple worth noting and no identifiable patterns emerging. There have also been no HS2 forms submitted by staff.

Regarding SEN, as discussed earlier it continues to present significant challenges. The Autism in Schools project remains active and is considered very beneficial. The scale of the work has increased substantially and RJ is now managing 115 children with SEN, up from 78 just three years ago. Her responsibilities include writing Education, Health and Care Plans (EHCPs), liaising with various external agencies, and ensuring all EHCPs are reviewed annually. She also attends SENCo forums across the city, where it's clear that these issues are widespread. SMi noted that parents are becoming more demanding, with



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MD adding that their expectations have risen; they are increasingly seeking help with forms and other processes related to SEN support.

MD confirmed that there have been no formal or informal complaints since the last FGB meeting.

Regarding data from the end of Spring, MD confirmed that he, SMi, and RJ have met with every teacher to discuss the progress and needs of every child. In terms of teaching and learning, there's a focus on improving problem-solving in Maths and addressing specific issues in Writing, as noted in the HTs report. SATs are taking place this week, and the staff have worked exceptionally hard with the children in preparation. Despite this, there have been some significant challenges—two children had major meltdowns due to the pressure, and one refused to come into school. Another child went on a family holiday during SATs week. While children who were ill can reapply to sit the assessments, those absent due to holidays cannot, meaning that the child's absence will be recorded and will affect the school's overall data. KT noted that the school was the best in the area for Maths last year, but due to these absences, this might not be the case this year. MD provided further detail about the issues around attendance. Overall, the data remains as strong as possible given the circumstances, though clearly impacted by these exceptional factors.

Q: Does the family of the child who went on holiday get fined twice for this?

MD confirmed that they do not, and they receive the standard fixed penalty notice. There was a broader discussion around this.

There was a discussion around the possibility of presenting the data both with and without the results of the children affected by extenuating circumstances, as this would help provide a clearer picture of overall performance showing where the school is on track, and MD agreed to do this – **ACTION MD**

Q: Do the SEN children do a foundation paper?

MD confirmed that they do not, and there is only one paper, which they have done. There was a broader discussion around the SATs paper.

Q: Do they cope with it emotionally?

MD advised that on the whole they do. The SATs exams were conducted in two sittings, and all children were supported by staff encouraging and reassuring them.

Governors confirmed that there were no more questions.

B) School Development Plan (SDP)



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MD confirmed that the SDP had been circulated to governors in advance. He noted that there are more red highlights this term compared to the last, which has been due to a lack of resources and staffing constraints. Both MD and SMi have had reduced capacity, and GW and HD have also had less availability to be out of their classes to support wider school priorities. Also as discussed earlier, RJ's workload with SEN has significantly increased. MD expressed hope that things will be more stable and back on track by the start of the next academic year.

C) Finance Update

[See item 4 above].

D) Headteacher recruitment and transition

KT confirmed that MD will be leaving at the end of the calendar year. In relation to the headteacher appointment process, it was noted that only ShM had been present the last time a recruitment of this nature took place. ShM mentioned that there is training available on the National Governance Association (NGA) platform specifically for headteacher recruitment, which governors should consider accessing. It was agreed that a recruitment panel needs to be formed. KT added that the company used previously for support with the recruitment process had charged £2,000 but they are not an option this time around, so alternative support will need to be identified.

MD advised that he has informed Ashley Seymour Williams at the LA who will provide support. Ashley is trying to get in touch with AS and LM and should be liaising with the Chairs to help support the governors with the headteacher recruitment process. MD confirmed that Ashley was on the previous panel, along with three other members, and that different members of the panel had different roles and tasks during the process.

There was a broader discussion around this and MD advised on the timeline, indicating that it would be ideal to schedule interviews for the end of July so that the new headteacher could start in January. SMi commented that making a definite decision as soon as possible would be better for both staff and the wider community. MD added that this timing would also allow for a proper handover between himself and the incoming head. There was a further discussion about the technical aspects of the process, and governors agreed that due to the legal requirements involving the chair in this process, it might be preferable to bring the election of chairs forward to take place within the next two weeks. MD also mentioned that they need to check with Ashley whether the headteacher recruitment process can continue into August, and ShM agreed to look into this – **ACTION ShM**

ShM agreed that she will contact AS and LM about the Chair roles – **ACTION ShM**



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KSM raised a query regarding vote-counting in the case of Co-Chairs, and TW agreed to check with governor support for clarity on this – **ACTION TW**

TW agreed to check with governor support if it is only the Chair who can trigger the headteacher recruitment process, or if it can also be the Vice-Chair or another governor – **ACTION TW**

E) LA Federation Proposals – standing item

Governors confirmed that there are no updates on this.

6. Brighton City Partnership for Education (BCPfE) Update

MD confirmed that there are no updates for this item.

7. Friends at Bevendean School (FABS) Update

TW advised that the FABS group had provided an interim update which was circulated in advance, and KT advised that they need governor volunteers for the summer fair and that the information for this has been circulated.

8. Committee reports

A) Curriculum, Standards and Welfare

Governors confirmed that no CSW committee has taken place since the last FGB meeting.

B) Finance, Personnel and Premises 13.02.25

KT provided a brief summary of the FPP committee's last meeting.

9. Link Governors, Roles and Responsibilities

A) Reports/Visits

AJ asked governors if anyone has had any issues with attending visits, and there was a broader discussion around this.

ShM agreed that she will prepare her visit report for the next FGB meeting – **ACTION ShM**



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LoA advised that she will book in another Attendance visit soon. KDW advised that she has completed her report for her SEND visit in March and that she will send it as soon as RJ has checked and verified the report. MD advised that a Safeguarding monitoring visit is a priority, and KT agreed to conduct a visit soon – **ACTION KT**

There was a broader discussion around Safeguarding monitoring going forwards.

KSM confirmed that the Headteacher appraisal review has been completed. All objectives have been met except one, which is still being worked on. Regarding the ECTs' objectives and standardisation of what they know, KSM is organising a link visit, after which this can be signed off. Both KSM and AJ personally felt that MD is doing very well.

B) NGA safeguarding training – standing item

[See item 3 above]

C) Governor term expiries

TW confirmed that the following governor terms are due to expire soon:

ShM - 14th July 2025
KW - 9th June 2025
AS - 31st July 2025

TW advised that in the case of KW's expiry, a staff governor election is required, and he confirmed that he has prepared this and will send the notification out to all staff soon.

D) GDPR responsibilities/merge into link roles

KT confirmed that this has been merged in to the H&S monitoring role.

10. Policy Reviews

A) Children with Health Needs who cannot attend school

Governors confirmed that there were no questions on this policy.

Governors confirmed their approval of the Children with Health Needs who cannot attend school policy.



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B) Data Protection

Q: Does the LA have an AI-use policy?

MD advised that they do not, but that this is becoming a more notable topic, and one of our teachers recently went on training to look into this and to see what issues arise. AJ advised that the school has to be very careful in the way it is used, and MD advised that BK has said that the school should never use images of children with AI for anything.

Governors confirmed their approval of the Data Protection policy.

C) Exclusion policy

MD advised that this is a model BHCC policy and he confirmed that there have been no changes to it since the last time it was reviewed.

Governors confirmed their approval of the Exclusion policy.

D) Health & Safety

MD advised that this is a model BHCC policy, and governors confirmed that there were no questions.

Governors confirmed their approval of the Health & Safety policy.

E) School Complaints

MD advised that this is a model BHCC policy, and governors confirmed that there were no questions.

Governors confirmed their approval of the School Complaints policy.

F) SEND information report

MD advised that he has not been able to prepare this in time for this meeting, and that it will be reviewed at the next FGB meeting in July.

G) Attendance policy

Governors confirmed that there were no questions on this.



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Governors confirmed their approval of the Attendance policy.

H) School Uniform policy

TW advised that it is a statutory requirement for the school to have guidance on school uniforms, which is included on the school website, and that it is optional to have an additional policy on this. There was a broader discussion around this, and MD agreed to look into whether a policy would be useful – **ACTION MD**

11. Chair's Correspondence

ShM confirmed that she has not received any correspondence as the Vice-Chair.

12. Clerk's matters

TW confirmed that the policy review schedule is up to date and in line with DfE statutory requirements.

13. A.O.B.

A) Items notified in advance

N/A

B) Emergency items

N/A

14. Date of Next Meetings

Governors confirmed that the next FGB meeting will take place on 10th July.

There was a broader discussion around the governor visit day planned for 19th June.

15. Close of meeting

The meeting closed at 6:50pm.



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***** Please see Action Points and Decisions from this meeting below**

Action points from FGB meeting held on 15th May 2025

Item/Action	By	Person responsible
2.1 TW to arrange for KT to become a co-opted governor and set up a parent governor election for September	Sept 2025	TW
3.1 TW to contact all governors with the attendance list, the meeting list and confirmation of committee members	July FGB meeting	TW
3.2 ShM to send a governor photo/drawing and description for the website - ongoing	May FGB meeting	ShM
3.3 TW to resend the NGA E-learning safeguarding course to governors to complete before the July FGB meeting if not already done	July FGB meeting	TW
5.1 MD to provide the SATs data both with and without the results of the children affected by extenuating circumstances	July FGB meeting	MD
5.2 ShM to check with Ashley Seymour Williams whether the headteacher recruitment process can continue into August	ASAP	ShM
5.3 ShM agreed to contact AS and LM about the chair roles	ASAP	ShM
5.4 TW to check with governor support on vote-counting in the case of co-chairs	ASAP	TW
5.5 TW to check with governor support if it is only the Chair who can trigger the headteacher recruitment process, or if it can also be the Vice-Chair or another governor	ASAP	TW



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9.1 ShM to prepare her visit report for the next FGB meeting	July FGB meeting	ShM
9.2 KT to arrange a Safeguarding monitoring visit this term	Summer term	KT
10.1 MD to look into whether a School Uniform policy would be useful (in addition to the guidance on the school website)	July FGB meeting	MD

Decisions made at FGB meeting held on 15th May 2025

Item/Decision
3.1 Governor approved the minutes of the FGB meeting held on 27.02.25
4.1 Governors confirmed their approval of the 2025/26 budget.
10.1 Governors confirmed their approval of the Children with Health Needs who cannot attend school policy, Data Protection policy, Exclusion policy, Health & Safety policy, School Complaints policy and Attendance policy