



Bevendean Primary School and Nursery
Full Governing Body Meeting
Thursday 27 February 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 | |
| Alice Johnson | Co-Opted | Yes | |
| Kate Danvers-Wright | Parent | Yes | |
| Kendrick Tugwell | Parent | No | Yes |
| Katharine Winks | Staff | Yes | |
| Kenya Simpson Martin | Co-Opted | No | Yes |
| 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: 6 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 confirmed that ShM will be chairing the meeting in AS and LM's absence, and she welcomed everyone to the meeting.

B) Quoracy of meeting

Governors confirmed that the meeting is quorate.

C) Consideration of apologies, attendance list

Governors confirmed that apologies had been received in advance from KT, KSM and AS.



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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.

B) Formal approval of committee chairs/vice-chairs appointments at previous committees

TW confirmed the following appointments at committees earlier this academic year:

- AJ: CSW Co-Chair
- KW: CSW Co-Chair
- KT: FPP Chair
- LoA: FPP Vice-Chair

Governors confirmed their approval of these appointments.

3. Minutes of FGB meeting held on 03.10.24

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:

- TW has checked the process for AJ moving from the position of LA governor to the position of Co-opted governor and updated the records accordingly
- All governors have completed a new declaration of interest form for this academic year and sent it to TW
- TW has sent the link monitoring visit report template to KDW
- KT has sent an email to governors confirming that they should conduct a monitoring visit before the end of the calendar year



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- All governors have read part 2 of the KCSIE 2024-25 document and confirmed this with TW
- TW has created a OneDrive folder for collating Ofsted visit resources and documents for governors
- SMi and MD have added available key Ofsted documents for governors to the OneDrive folder
- AJ contacted all governors about coordinating an Ofsted preparedness visit alongside Christmas event attendance
- TW has added an agenda item to this FGB meeting for the formal approval of committee chair and vice chairs once they have been agreed at committee-level
- TW has reviewed governors' current website profiles and sent a reminder to those who have not yet provided all information for this
- KT has checked and signed off on the schools' single central record
- TW has checked if a Headteacher's appraisal needs to be conducted by a Chair or not and has let governors know

The following actions are ongoing:

- MD and KSM to review the accessibility of policies for staff – **ACTION MD/KSM**
- AS and LM to contact all governors with the attendance list, the meeting list and confirmation of committee members – **ACTION AS/LM**
- ShM to send a governor photo/drawing and description for the website – **ACTION ShM**

4. Committee Reports

A) Curriculum, Standards and Welfare 14.11.24

Governors confirmed that these had been circulated in advance and that there are no questions on this.

B) Finance, Personnel and Premises 17.10.24

Governors confirmed that these had been circulated in advance and that there are no questions on this.

5. Headteacher's Report/School Development Plan

A) Data, staffing, start of term etc.



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MD advised that pupil numbers are currently at 309, and that when the census was conducted in October when the budget was set the numbers were 296, so we have had an increase of approximately 14 children since then, and this equates to about £65k of missing funding. MD advised that the LA only changes the funding retrospectively if the change in roll is more than 20%, and he gave an overview of this and advised that we possibly have a couple of new children starting soon too.

MD advised that suspensions look high in the HT report, and he has added a further explanation for this into the report.

SEN figures have increased at the school, as we previously had 78 on roll a couple of years ago, and we are now at 107, which means that we have more EHCPs, and this is very time-consuming for the SENDCO. MD further advised that all staff at the school are helping to manage this, but we are trying to balance funding for staff against the budget, and we are currently at a point where we can't cut much more.

MD advised that in regard to staffing changes, a HLTA and Year 2 teacher have left, and this is currently being covered by MD, SMi and another HLTA. One teacher is on maternity leave, and another is currently signed off on long-term sick leave, and we are covering this internally. One TA is pregnant, and we are looking to recruit internally to replace their role. MD summarised that these are large challenges in staffing to manage, and we are asking other senior leaders to help with cover.

MD advised that there is not much to report regarding premises, and we are currently trying to do conduct fundraising for playground equipment, and this is a long-term project. In terms of Health and safety, we have conducted fire drills, and we have submitted HS2 forms to the LA where required, and we have received no feedback from them. MD confirmed that the incidents were accidents, and that there are further details of these in the HT report, and there is not much that we can change or could prevent regarding these.

MD advised that regarding SEND, Ms Jones is leading on an Autism in Schools project, and she and staff have received training on this, and MD confirmed that there are further details of this in the HT report.

MD advised that we have had one complaint this academic year that proceeded to a stage 2 appeal hearing, and that the panel of governors upheld the outcome of the stage 1 investigation.

MD advised that we are currently conducting a lot of moderation. SMi advised that we are deepening teachers' knowledge of where children are in their learning and what they are achieving. The Year 6 group will be moderated by the LA this year, and it is good practice for us to conduct our own moderation in advance and good for the teachers.

MD advised that there is ongoing work in improving attendance, and the monitoring of this area went well in the Ofsted inspection. We were rated 'good' overall, and 'outstanding' in



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behaviour and attitudes, and they said that they couldn't suggest anything else for us to do to improve attendance. LoA commented that there are several significant factors contributing to attendance issues. MD confirmed this and advised that some children are on reduced timetables, and we are helping them work back up to full-time attendance. MD further advised that there had been one exclusion where it took the Local Authority a long time to find another school place for the child during which they were still on roll at Bevendean school, and MD gave a broader overview of this.

MD advised that in regards to teaching and learning, this year we have had 3 new ECTs join us in September, and they are doing amazingly well. We have just made their contracts permanent, and we are very happy with all 3 of them. Teaching and learning is strong in the school, and we held an inset day in January focusing on marking, in which we conducted this with teachers first as a refresher, and then whole-school training with support staff around this.

MD advised that in regards to events, there have been a few less trips this year than the year before as we no longer receive any covid-recovery money (which has been used to subsidise these experiences), though Sports Premium is still available for sports-based trips, and SMi is looking into opportunities for this currently. We are also implementing a 'pay-it-forward' scheme where parents can pay a bit more for their child's trip to help fund other children to go if possible, and we have had a bit of uptake with this having raised approximately £60.

Governors confirmed that there were no questions.

B) School Development Plan (SDP)

MD advised that the SDP priorities stay the same over the year, and we are meeting with the subject leads regularly to monitor this. Targets in the SDP are RAG-rated (Red, Amber, Green), and the CSW committee are monitoring this too.

C) Finance Update

MD confirmed that the FPP committee met last week and that we are submitting a deficit budget of -£140k, and as a comparison, last year we had a surplus budget of approximately £10k. MD further advised that for the 2024-2025 budget, we will have a surplus of about £40k but the year before we had a surplus of £110k, so this means that there has been a loss of approximately £70k. We have made cuts where we can e.g., we were spending £7k annually on a premises management company, but now we have invested in a ride-on lawnmower and our premises manager is doing this work instead. We have cut back on a few other smaller things, but there is nothing else that we can do now, and our full-time equivalent (FTE) in staffing has been reduced over time from 42 to 39 from not always



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replacing staff who have left. There was a broader discussion around deficit budgets in the area.

MD advised that our budget mainly consists of staffing, bills/utilities and services for schools, and these things are all essential, and there is nothing else that we can trim back. LoA confirmed that she and KT spent a few hours with MD and NB looking through the budget in detail and they concurred that there is nothing else that can be cut. AJ commented that it is evident that MD has put as much effort into this as he can, and that he can't do anything else to alleviate the situation. SMi advised that there have been some difficult decisions made relating to this, but our priority is to still give the children the experiences that reflect what this school is all about. There was a broader discussion around this. MD advised that the Pupil Premium money is the main reason that we have been able to maintain our staffing as it is.

D) LA Federation Proposals – standing item

MD advised that he has not heard anything new on this recently, and there was a broader discussion around the upcoming merging of the East Sussex, West Sussex and Brighton & Hove councils. MD advised that the working parties for this are in place at the LA, but there is no new information yet.

E) Review attendance measures

MD advised that the Education and Welfare officer Jackie Storey has been undertaking some work to help with attendance, and she comes into the school fortnightly now, and previously it was weekly. MD advised that he would still like her to come into the school, but once every 3 weeks instead. There was a broader discussion around this, and governors agreed that she helps with admin-related work around this too. MD gave an overview of long-term reductions in staffing, and agreed that it is important to still have some external help with this area.

6. Ofsted Visit Feedback / Know Your School Visit (KYSV)

MD confirmed that the report had been circulated in advance.

Q: The KYSV feedback almost sounded negative in some aspects, but it is not negative overall?

MD clarified that the School Partnership Advisor (SPA) Shaun conducts an annual assessment on behalf of the LA. MD provided an overview of the process, explaining that Shaun evaluates whether the school is self-sustaining and improving. MD confirmed that



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the school met these criteria and that the visit was positive, although it was unclear if the report fully reflected this.

Q: Are there any other points to raise from the report?

SMi raised a point regarding Reading. MD explained that there has been a strong focus on handwriting, particularly on letter formation and spelling. Following this, the school has implemented additional support in these areas. MD advised that Shaun was also involved in the recent Ofsted inspection and provided positive feedback to the team. He is expected to visit again later in the year, although the cost implications need to be reviewed.

Q: Do they check CPD with you, and whether it is worth conducting?

KW provided an overview of the training opportunities available throughout the year. These cover essential topics required for those working in education, such as safeguarding and special educational needs (SEN). SMi noted that some training sessions, such as unconscious bias training, were particularly beneficial. She also highlighted that staff members have mixed opinions on CPD, with some enjoying it while others prefer specific formats, such as Twilight training sessions. KW emphasized that the Senior Leadership Team (SLT), including MD and SMi, remain open to supporting staff in accessing relevant CPD. If a subject leader identifies a beneficial training course or is new to a subject area, SLT is generally supportive. However, city-wide training opportunities have decreased over time. MD added that the school has had to take a more strategic approach to finding training opportunities. For example, the Maths Lead recently visited Carden Primary School to collaborate with their Maths Lead, and a nursery staff member visited four different nurseries in the city to observe best practices. Reception staff also attended training on managing behaviour in early years settings. Where possible, internal cover is arranged to facilitate staff attendance at training. Some opportunities are still available through the LA. MD also noted that Ofsted placed a strong focus on staff training and development, which has prompted the school to enhance its CPD provision further.

7. Brighton City Partnership for Education (BCPfe) Update

Governors agreed to postpone this item as the Co-Chairs are not in attendance.

8. Friends at Bevendean School (FABS) Update

TW advised that the report from FABS has not been received yet, and that they had advised earlier that it is not ready yet.

SMi advised that the FABS group is performing well both in terms of engagement and financial stability. They have contributed funds towards a school trip and organized successful events, including a Valentine's Disco, and there is an upcoming event, a "Wonka



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Bar" themed Book Day, which has generated excitement amongst the pupils. SMi highlighted the strength of the FABS committee, and noted that their status as a registered charity has been helpful in supporting the school.

9. Link Governors, Roles and Responsibilities

A) Reports/Visits

There was a broader discussion around visits that have been conducted by governors, and further upcoming visits.

B) Governor engagement/Attendance/Succession planning

MD advised that attendance and engagement from governors has declined over the past year. The spring term governor visit for Staff Voice was poorly attended, the summer visit also saw low participation, and only half of the governing body attended any Christmas events after we had circulated the dates in advance. MD acknowledged that the governor role is voluntary and expressed appreciation for everyone's contributions, but he noted that the current situation is challenging. There was a broader discussion around this. MD confirmed that governors are always welcome to visit the school when possible, whether in person or via a phone call or informal coffee meeting, and he emphasized that their presence and support are valuable to him as headteacher.

Governors agreed that unexplained absences without apologies should be followed up with an email, and TW agreed to check who is responsible for this – **ACTION TW**

MD asked governors what they would like the focus of the spring term governor visit to be, and there was a broader discussion around this.

C) NGA safeguarding training – standing item

TW confirmed that there is an NGA E-learning safeguarding course available to governors which should be completed as a refresher annually, and he agreed to resend this to all governors – **ACTION TW**

10. Policy Reviews

Q: Are these policies still working for you, and can we help support you with any changes?



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MD advised that they are going well, and he gave a recent example of the complaints policy being tested in practice and that it held up throughout the process, and he gave a further overview of the policies and confirmed that he has reminded staff of their availability.

AJ advised that she had emailed MD in advance concerning a few minor revisions to be made to the policies below regarding updated details and format, and MD confirmed that he received these and will update them accordingly.

a) Behaviour Principles

Governors agreed to delegate this policy review to the CSW committee at their next meeting - **ACTION TW**

b) Children in Care / Previously in Care

MD advised that the designated governor needs to be changed on this, as it was EA previously. KDW agreed that she would be happy to do this as the SEN governor, and MD confirmed that he will update this on the policy.

All governors agreed to the Children in Care / Previously in Care policy.

c) Staff Disciplinary

MD confirmed that this is a standard model policy from BHCC.

All governors agreed to the Staff Disciplinary policy.

d) Staff Grievance

MD confirmed that this is a standard model policy from BHCC.

All governors agreed to the Staff Grievance policy.

e) Teacher's Pay

MD confirmed that this is a standard model policy from BHCC, and he agreed to update the fonts on this policy – **ACTION MD**

All governors agreed to the Teacher's Pay policy subject to the updates being made by MD.



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f) Whistleblowing

MD confirmed that this is a standard model policy from BHCC.

All governors agreed to the Whistleblowing policy.

g) Scheme of Delegation

Governors confirmed that there were no questions on this.

All governors agreed to the Scheme of Delegation.

h) Governing Body Code of Conduct

MD confirmed that this is a standard model policy from BHCC, and TW agreed to update this with the school's details – **ACTION TW**

All governors agreed to the Governing Body Code of Conduct subject to the updates being made by TW.

11. Chair's Correspondence

N/A

12. Clerk's matters

TW updated governors on the latest clerk's forum that he attended, and advised that there will be a further focus soon on training for clerks undertaking the complaints process.

13. A.O.B.

ShM advised that she will be attending the governors' conference at Hove town hall soon.

A) Items notified in advance

N/A

B) Emergency items

N/A



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14. Date of Next Meetings

The next FGB meeting is scheduled to take place on Thursday 15th May at 5pm – 6.30pm.

15. Close of meeting

Thanks were expressed to those in attending.

The meeting closed at 18:26pm

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

Action points from FGB meeting held on 27th February 2025

| Item/Action | By | Person responsible |
|---|--------------------|--------------------|
| 3.1 MD and KSM to review the accessibility of policies for staff – ongoing | October 2024 | MD/KSM |
| 3.2 AS and LM to contact all governors with the attendance list, the meeting list and confirmation of committee members – ongoing | October 2024 | AS/LM |
| 3.3 ShM to send a governor photo/drawing and description for the website | May FGB meeting | ShM |
| 9.1 TW to check who is responsible for following up unexplained absences without apologies | May FGB meeting | TW |
| 9.2 TW to resend the NGA E-learning safeguarding course to governors to complete for this year if not already done | May FGB meeting | TW |
| 10.1 TW to add the Behaviour Principles review to the next CSW committee agenda | Next CSW committee | TW |



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| 10.2 MD to update the fonts on the Teacher's Pay policy | May FGB meeting | MD |
| 10.3 TW to update the Governors' Code of Conduct with the school's details | May FGB meeting | TW |

Decisions made at FGB meeting held on 27th February 2025

| Item/Decision |
|---|
| 2.1 <i>Governors confirmed their approval of the committee chair appointments.</i> |
| 3.1 <i>The GB agreed that the minutes of the FGB meeting on 03.10.24 were an accurate representation of the meeting.</i> |
| 10. <i>All governors agreed to the Children in Care / Previously in Care policy, Staff Disciplinary policy, Staff Grievance policy, Teacher's Pay policy, Whistleblowing policy, Scheme of Delegation and Governing Body Code of Conduct</i> |