

**Beaminster School**  
**Minutes of the Full Governing Body meeting held on**  
**Wednesday 1<sup>st</sup> May 2024, 9.15am**

Governors (14):	R Amswych (RA) <i>from 9.25am</i> , N Chalkley (NC), D Ennals (DE), P Fleming (PF), K Hales (KH) <b>Headteacher</b> , H Harding (HH), G Montague (GM), S A Palmer (SAP) <b>Vice-Chair</b> , K Patten (KP), P Richardson (PR), R Tanner (RT), A Taylor (AT).
In Attendance:	R Barnes (RB) <b>Associate member</b> , K Poole (KP) <b>Finance Manager</b> <i>from 9.15 – 10.00am only</i> , T Harley (TJH) <b>Clerk</b> , R Howes (RH) <b>DC Education Challenge Lead</b> , D Withers (DW) <b>Associate member</b> . <b>Head Boy (HB) and Head Girl (HG)</b> <i>from 9.15 – 9.25 only</i> .

Item	Detail	Actions
62.1.	<p><b>Welcome &amp; Apologies:</b>  <b>Apologies:</b> D Baldwin (DB), T Harris (TH), B Millwood (BM) <b>Chair</b>, A Monks (AM), C Shead-Jones (CSJ), all accepted.  <b>Absent:</b> M Sims (SM),.  <b>The meeting was quorate.</b></p>	
	<p><b>Meet Head Girl and Head Boy:</b>  The HG and HB were introduced to the governors for a short Q &amp; A:</p> <ul style="list-style-type: none"> <li>• <b>GQ: What is the best thing about the school?</b> They both answered saying it was the small friendly community, where everyone knew each other and they felt safe.</li> <li>• <b>GQ: What advice would you give to the next HB and HG?</b> Make sure you plan and get organised quickly. There are many school and community events that need senior leader and prefect support and organisational jobs to do.</li> <li>• <b>GQ: What are you doing next?</b> The HB was moving onto 6<sup>th</sup> form and the HG had secured an offer to attend Colyton Grammar to study Biology &amp; Chemistry.</li> <li>• <b>GQ: Were there any school rules you would change?</b> No, there would always be rules whatever job you do and the school rules were fair. Those around uniform and hair/makeup gave us a level up, as we looked smart.</li> <li>• The HB and HG were thanked and wished good luck, they were a credit to the school.</li> </ul> <p><i>The HB and HG left the meeting at 9.25am. RA entered the meeting.</i></p>	
62.2.	<p><b>Declaration of Beneficial Interest:</b>  AT's husband had secured the position of Second in Maths from September 2024.</p>	
62.3.	<p><b>New Governor approval:</b></p> <ul style="list-style-type: none"> <li>• Co-opted Governor nomination; Amy Taylor. <i>AT left the meeting at 9.27am. With a show of hands the governors unanimously approved AT as a Co-opted governor with a 4-year term. AT returned to the meeting at 9.30am.</i></li> </ul>	New governor appointment– update files and commence induction.
62.4.	<p><b>Minutes of the meeting held on 13<sup>th</sup> March 2024</b> (non-confidential minutes, previously circulated):</p> <ul style="list-style-type: none"> <li>• The governors <b>APPROVED</b> the non-confidential minutes, as a true and accurate record and agreed for them to be published on the school website. They were signed by SAP.</li> </ul>	TJH /NC – publish non-confidential minutes
62.5.	<p><b>Matters arising and action list update from the minutes:</b>  The governors reviewed the minutes and actions <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• 61.6; It was noted that the SEN statistical data for 2023-24 only included mainstream students and not the SRP Base, which is now closed, unlike the other years data.</li> </ul>	

	<ul style="list-style-type: none"> <li>All other actions were either completed, in hand or on the agenda and there were no other matters arising.</li> </ul>	
62.6.	<p><b>Headteachers Report:</b> (RH update, document on Ofsted Outstanding criteria, SIP 24-27 draft, previously circulated): KH introduced RH and the reports</p> <p><b>NOTING:</b></p> <p><b>RH update on the role and support of the ECL 2023/24</b></p> <ul style="list-style-type: none"> <li>RH felt he and DC had a good relationship with BS and wanted to continue the support moving forwards.</li> <li>Support given included attending the Ofsted graded inspection and supporting governors in the process in September 2023, commissioned work on academic achievement and learning with Year Leaders in November, a successful bid for LAG funding to support identified Y8 students in December, training facilitation to Y9 students on being Reading Champions in January 2024, and preparing a research paper on the role and purpose of interventions at KS3 for the SLT to explore in March 2024.</li> <li>The school had a strong pastoral system and the highest standards on behaviour and uniform and the commissioned work involved conversations with individual middle leaders, learning walks and student interviews. CPD was at the heart of everything and next stage for staff development was to embrace challenge, not threat, for T&amp;L support.</li> <li>Additional planned work included Peer mentor training and impact review to support transition and a Leaders Learning Day, with two other secondary schools (one having received an Outstanding judgement under the new framework) on how far are we from Outstanding and do we want to pursue it?</li> <li>RH had also agreed to support the GB in its self-review and would be involved in a PP project in September that had been offered to BS.</li> <li><b>GQ: Observing teachers, are ours happy and do we have an open-door policy?</b> RH felt the school was moving towards this, but it was a cultural shift nationally, especially for older teachers and would take time for staff to see it as an opportunity and not a threat. The best teachers looked for opportunities and strove for outstanding practice.</li> <li><b>GQ: Please elaborate on the interventions paper?</b> The practitioner is the intervention in the classroom and when the student is taken out it is an 'outervention'. What have they missed when taken out of the classroom, how is it monitored, how do students respond, is it worth it? <b>The governors agreed to include further discussion on interventions at the next Standards committee meeting.</b></li> <li>A governor thanked RH for the good, clear support he was giving the school, noting that culture was what drove a school and BS had incredible opportunities to move forwards.</li> </ul> <p><b>School Improvement Plan 2024 2027 draft:</b></p> <ul style="list-style-type: none"> <li>KH directed governors to Project Plan 1, stating the SLT had asked what the key objectives were that they were working towards and to identify the big levers they needed to work on.</li> <li>Project Plan 3 was still in its early phase and KH asked governors to read and feedback on all the project plans to help build the objectives.</li> <li>Once the objectives were agreed the actions, tasks and targets could be set.</li> <li>PP1 was focussed on what teachers were doing in the classroom, with continuity from KS2 right the way through to Y13 and improving standards.</li> </ul>	Intervention – standards agenda item

	<ul style="list-style-type: none"> <li>• <b>GQ: I am not yet seeing a clear plan, is it ambitious enough and what is the timeline for feedback?</b> Feedback was needed before the May ½ term and governors agreed to further review the SIP at the Standards meeting on 22<sup>nd</sup> May 2024.</li> <li>• <b>GQ: Should we include quality of data capture?</b> This will come in on the measuring of impacts section.</li> <li>• <b>GQ: Do we have a document that works around school management, Resources management, the strategy etc?</b> No, not specifically, we do have the resources Assets and Campus Plans and the Staff Handbook, but it was not possible to get a realistic forecast for the next 5 years as income was based on pupil numbers each year, including 6<sup>th</sup> form and SEND funding, which was always delayed and therefore it was very difficult to give structure to the staffing model.</li> <li>• <b>Actions:</b> Review what does risk and resource management look like? TJH to circulate Staff Handbook to all governors. Governors to feedback on SIP to KH by 24<sup>th</sup> May 2024.</li> <li>• <b>GQ: Should the school values be embedded more into PP2?</b> KH agreed more work was needed on developing ASK with our students.</li> </ul> <p><i>KPo entered the meeting at 10.05am</i></p>	<p>Feedback to KH on draft SIP and review at standards</p> <p>Circulate Staff Handbook to all governors.</p>
62.9	<p><b>5-Yr Budget Plan</b> (Budget Plan, Funding statement and ICFP workbook, previously circulated):</p> <p>KPo introduced the reports <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• Version 4 of the budget was being brought for approval, following review of 2 versions at Resources committee and further reviews with KH.</li> <li>• It had been very difficult to set a balanced budget this year. Governors had reviewed the ICFP data in depth, used to benchmark spending, and many metrics were a cause for concern.</li> <li>• There was a shortfall on Teacher Contact Ratio of 73 contact periods, equating to £292,000; getting this right was key to having a balanced budget.</li> <li>• The SLT structure had changed from 11% (below average) to 19% of the budget (should be 13-16%), following the appointment of the DoLA's and as a small school, with small departments, many staff also had a TLR.</li> <li>• The second big challenge was receiving timely funding for EHCP students. £125,000 had been incorporated into V4 on the assumption that funding would be received in full and this should be known by the first Outturn, when all assumptions would be reviewed.</li> <li>• <b>GQ: Are there any assumptions you feel are most risky and the impact if they don't come to fruition?</b> They are based on the current cohort and do not include the new Y7 intake, so overall KPo was confident they would be achieved.</li> <li>• <b>GQ: Do we have a risk mitigation plan?</b> We have already lost 4 TA's, and if the funding is not received other TA contracts will not be extended beyond August. We will have to adjust the budget at each outturn but effectively staffing is the only way we can reduce costs.</li> <li>• Resources and Standards will need to look at curriculum efficiency to mitigate and discussions will be needed with SJCA on the 6<sup>th</sup> form curriculum and hours taught.</li> <li>• All staffing was in place for September 2024 and natural reduction over the next couple of years will help.</li> <li>• <b>GQ: Are there any other issues we need to be aware of?</b> There has been no indication from the government about funding for the staff pay increases this year and no assumption that a grant to cover this</li> </ul>	

	<p>has been made in the budget. This year's funding has not yet been confirmed which makes planning very difficult.</p> <ul style="list-style-type: none"> <li>• <b>GQ: How concerned are you about cuts affecting the SIP?</b> KH explained that everything was ok at the moment but if the funding is not received SEN support will need to be reduced.</li> <li>• <b>GQ: What is the governments response; how do you kick back?</b> DC council is very active with our MP's and HT groups and unions do lobby. Over the last few years extra funding through the Covid catchup, national tutoring programme, etc have mitigated the AWPU shortfall but no extra grants or funding are available now and that has left a huge hole.</li> <li>• The 5 year predictions were realistic unless more funding to support the staff wage increase was given.</li> <li>• <b>With no further questions the governors, with a show of hands, unanimously approved the version 4 5-year budget plan 2024-25 to 2028-29 as circulated. KPo left the meeting at 10.30am.</b></li> </ul>	Budget Plan approved
62.6 cont.	<p><b>Headteachers Report</b> (Y11 Summer data review paper, previously circulated): KH introduced the projected grades report <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• Along with all schools nationally student grades continued to suffer from the fallout of Covid.</li> <li>• 16 students, for various reasons, were below the expected number of GCSE entries and this had affected the Progress 8 score significantly at -0.16. Although the cohort attainment estimates have always been below national, progress was still not as good as would have liked.</li> <li>• Extra support was being given to the subjects highlighted in orange and individuals, due to low numbers were being supported with course work in Media and Music.</li> <li>• Attendance was being maintained and exams started next week. Revision periods and other support was being provided prior to the exams but attendance was expected to drop off by ½ term.</li> <li>• <b>GQ: The national average in 22-23 for 4+ English &amp; Maths was 64% and 5+ 41%, are we below these targets?</b> Yes we are lower than where we want to be but after the mock exams careful judgement had to be made whether to put students into the higher or foundation papers and this has affected the expected grades.</li> <li>• <b>GQ: Do you look at why subjects improve, such as for Computer Science.</b> This is not a good example as we have been without a teacher this term, three students have dropped the subject and specialist support to help raise the students confidence has been purchased.</li> </ul>	
62.7.	<p><b>Safeguarding Update:</b> DW updated governors on current issues <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>• A positive response had been received from the audit review with only one action to implement; a low threshold policy.</li> <li>• The team continued to meet weekly and training was up to date.</li> <li>• The DSL briefings had a relatively new lead and it was looking more healthy in terms of training and organisation support.</li> <li>• Protective security planning, lockdown and evacuation policies were being reviewed and DWi would bring these to governors for review when ready.</li> <li>• The KCSiE 2024 update for DSLs was being prepared. DWi felt child exploitation and sexual abuse would be raised.</li> <li>• <b>GQ: How were S/G issues on the school buses dealt with?</b> There was CCTV on the buses but the footage can only be released to the police, although most incidences were recorded by the students.</li> </ul>	

62.8.	<p><b>Standards Committee:</b> no meeting held since the last FGB meeting.</p> <ul style="list-style-type: none"> <li>Governors had no further comments or questions for the Standards Committee.</li> </ul>	
62.9.	<p><b>Resources Committee</b> (draft minutes 15<sup>th</sup> April 2024, previously circulated):</p> <ul style="list-style-type: none"> <li>Minutes accepted and governors had no further comments or questions for the resources committee.</li> </ul>	
62.10.	<p><b>Chairs Report</b> (report, previously circulated): SAP introduced BM's report <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>Governors were encouraged to volunteer for the strategy working groups, to attend link opportunities and for new governors to shadow link meetings to gain experience.</li> <li>Governors were asked to consider the role of Chair and Vice-Chair of governors to support succession and were encouraged to speak with BM and SAP about the roles and the support they would be given when taking on the roles. TJH was asked to send an email regarding succession to all governors, as a reminder.</li> <li>The Chair of Resources would also be vacant in September, as RA had decided to step down from being a governor at the end of the summer term. RA had been invited to continue supporting the Strategy WG as an associate member, to be confirmed and approved at the next meeting.</li> </ul>	Governors consider role of Chair of Governors, Vice Chair and Chair of Resources and speak with incumbents. TJH to email a reminder.
62.11.	<p><b>Governance Committee</b> (draft minutes of 22<sup>nd</sup> April and Strategy overview paper, previously circulated): SAP introduced the minute <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>A governor's annual review would take place this year, following the NGA 20 questions and RH had agreed to support the analysis and review.</li> <li>It had been agreed the annual Safeguarding for Governors training would be an annual requirement; all governors had been sent the link to the training by RB and were expected to complete the training before the next FGB meeting on 3<sup>rd</sup> July 2024.</li> </ul> <p>RT introduced the strategy report and tabled an updated version combining the five workstreams into three <b>NOTING:</b></p> <ul style="list-style-type: none"> <li>Whilst this strategy framework, for setting the future was being worked on the current strategy and SIP would continue as they were.</li> <li>Following the governance meeting further discussion had taken place and the 5 working groups had been turned into three and more governor volunteers were being sought to join the WG's.</li> <li><b>Futures;</b> AT agreed to join with RA and SAP. <b>Well-being;</b> PR agreed to join BM and RT. <b>Learning;</b> KP and PF agreed to join DE. PF felt he would be better suited to Wellbeing and RT agreed to ask BM if she was happy to change groups to facilitate this.</li> <li>RT reiterated that there were also opportunities for absent governors and asked that a message be sent out to all governors alongside the minutes.</li> <li><b>GQ: Doesn't the strategy need to be aligned with the SIP?</b> It isn't closely aligned yet, but once set the future SIPs will sit underneath the strategy.</li> </ul>	<p>Prepare annual review and circulate questions to all governors</p> <p>Complete Safeguarding training as directed</p> <p>Extend invite, remind and arrange strategy WG meetings</p>
62.12.	<p><b>Clerk's Report</b> (previously circulated):</p> <ul style="list-style-type: none"> <li>Accepted, with no further comments.</li> </ul>	
62.13.	<p><b>Link Scheme</b> (Art and Drama reports, previously circulated): Governors were asked if they had any questions.</p> <ul style="list-style-type: none"> <li><b>GQ: Concerns on issues with SJCA had been raised in the art report, are these being addressed?</b> Yes. The issues had been raised with SJCA, they had had significant staffing issues and to help mitigate this</li> </ul>	

	<p>additional hours had been given to BS to support the 6<sup>th</sup> form students. Specialist technical support has not been possible this year as Mr Jeffs has been training to be a teacher and was currently out of school at a work placement.</p> <ul style="list-style-type: none"> <li>• <b>GQ: Are the concerns raised in the drama report being addressed?</b> Yes, this is essentially a transition issue between pastoral and academic support of the new DOLA's and the drama teacher, who is also Head of Year 8 is being supported.</li> </ul>	
62.14.	<p><b>Any other business:</b> SAP asked governors if they had any other business to discuss:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
62.15.	<p><b>2023/24 Meetings,</b></p> <ul style="list-style-type: none"> <li>• Next meeting dates <b>NOTED:</b> <ul style="list-style-type: none"> <li>○ Standards 22nd May 2024, 5.00pm</li> <li>○ Resources 24<sup>th</sup> June 2024, 3.45pm</li> <li>○ FGB 3<sup>rd</sup> July 2024, 6.30pm</li> </ul> </li> </ul>	
	With no further business the meeting ended at 11.05am	

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

Item	Action	Owner	By when /report
62.3	New governor appointment – update files and start inductions.	TJH	Completed
62.4	Publish minutes.	TJH/NC	Completed
62.6	Intervention – standards agenda item Draft SIP – feedback to SLT Draft SIP – standards agenda item Circulate Staff Handbook to all governors	KH All govs KH TJH	22/5/24 24/5/24 22/5/24 Completed
62.9	5-yr budget planned approved	KPo	Completed
62.10	Consider chair and vice chair roles Email reminder to all governors	ALL GOVS TJH	3/7/24 Completed
62.11	Prepare annual review questions and circulate to all governors Complete National College annual Safeguarding training Extend invite, remind and arrange strategy WG' meetings	TJH & SAP All govs RT & TJH	ASAP 3/7/24 ASAP