

Beaminster School
Minutes of the Full Governing Body meeting held on
Wednesday 3rd July 2024, 9.30am

Governors (14):	R Amswych (RA), N Chalkley (NC), D Ennals (DE), K Hales (KH) Headteacher , H Harding (HH), T Harris (TH), B Millwood (BM) Chair , A Monks (AM), G Montague (GM), S A Palmer (SAP) Vice-Chair , K Patten (KP), M Sims (SM), A Taylor (AT).
In Attendance:	R Barnes (RB) Associate member , T Harley (TJH) Clerk , D Withers (DW) Associate member . L West (LW) Initio CEO , B Boyes (BB) Initio Director of Education (Secondary) from 9.30 – 10.40am only . S Walters (SW) KS5 DoLA from 11-11.20am only .

Item	Detail	Actions
63.1.	<p>Welcome & Apologies:</p> <p>Apologies: D Baldwin (DB), P Fleming (PF), C Shead-Jones (CSJ), P Richardson (PR), R Tanner (RT), all accepted.</p> <p>Absent: None.</p> <p>The meeting was quorate.</p>	
63.2.	Declaration of Beneficial Interest: None declared.	
63.3.	<p>Initio MAT Presentation: LW and BB introduced themselves, told governors about Initio Learning Trust and asked for questions NOTING:</p> <ul style="list-style-type: none"> • There were currently 17 schools within the trust, with 4 located in West Dorset and 13 in East Dorset. • Initio was formed in 2023 when Wimborne MAT and Minerva MAT joined together to form a new partnership. • The overall Vision of the Trust was Enabling everyone to flourish in our communities and beyond with the underlying Values of Collaboration, Ambition and Respect. • BB spoke of the seven functions of a strong trust and how Initio was drove these and the core values. • GQ: How do you differentiate between your vision and localised autonomy of the schools? Initio’s model for working together to improve schools was Standardisation, Alignment and Autonomy, which was led by the schools through innovation with standardisation and alignment mandated only through collaboration. Tensions between the Trust wide strategy and what happened in the schools was led through the SEF with the Trust supporting the schools and giving them the space to succeed. All school leaders met each half term to develop strategy. • There were five core strategic priorities including creating a sense of belonging, building school improvement capacity, developing shared services, strengthening governance and leadership and growing community partnerships. • There were nine Education Trust Dividends of Inclusion, Curriculum, PD, Church School Flourishing, Data & Assessment, Safeguarding, Peer Review – School Level, School Review – Trust Level and learning Communities. • Resources Trust Dividends included IT, HR, H&S, Data Protection, Finance, Governance, Project Management and Safeguarding. • The Team composed of four Trust Members, ten Trustees and the team of CEO, Director of Resources and two Directors of Education (Secondary & Primary) • GQ: Are the Resources dividends centralised? Yes and there is a clearly defined change process to support schools and especially with IT where different systems are used. 	

	<ul style="list-style-type: none"> • GQ: What has been challenging for you? Finance has been very tricky, but with complete transparency the necessary savings have been made. There had also been recruitment issues at QE School which were now resolved. • GQ: Joining a MAT can be good but also very difficult for staff morale. We trust the SLT here; how would you stand if a staff member said no to something in your centralised standards? It is all about working together to make everything better, it's about innovation, support and collaboration. If something is not the right, or you have a better solution, talk to us and we will find the right way forwards. • GQ: How would our joining the trust affect that competitiveness and joint 6th form we have with SJC school. Would it reduce parental choice in the area? No, we don't think it would, both schools would retain their autonomy and individuality and a deeper awareness of each other would allow for better competitiveness and collaboration. • GQ: What provision have you made for stakeholder (parents, staff, community) views? This is led by the Local School Committees and Focus groups (<i>see Governance Structure</i>) • GQ: What would be the immediate benefits for us, if we were to join you? What would you want from the trust? KH answered, collaboration and outward facing support on HR, resources and PD, which was a key criterion when we were looking at Aspirations MAT and collaboration to support our evidence based teaching • GQ: Our results are below average, what will you do to support improvement? We hold people to account, support development and free up the SLT to work on raising standards rather than spend time on resources (IT, HR, finance etc). • LW and BB were thanked for their time and the governors agreed to put more questions together for consideration and forward these to TJH, to collate and send on to Initio, with a view to meet and discuss further at FGB 1 or FGB 2 in the autumn term. • The PowerPoint presentation would be circulated to all governors. <p><i>LW & BB left the meeting at 10.40am</i></p>	<p>Send questions to TJH for further discussion at FGB 1 or 2 2024 Circulate PPT. to all gobs</p>
63.4.	<p>Minutes of the meeting held on 1st May 2024 (non-confidential minutes, previously circulated):</p> <ul style="list-style-type: none"> • The governors APPROVED 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 BM. 	TJH /NC – publish non-confidential minutes
63.5.	<p>Matters arising and action list update from the minutes: The governors reviewed the minutes and actions NOTING:</p> <ul style="list-style-type: none"> • 62.6; the Staff Handbook was being updated and would be circulated when published. • 62.11; a small number of governors had not yet completed the National College annual safeguarding training and they were reminded that it was a mandatory requirement for all governors. • The ClassCharts and Student Services demo, scheduled for this meeting had been deferred until FGB 1 2024. • All other actions were either complete, in hand or on the agenda and there were no other matters arising. 	Update action list
63.6.	<p>Headteachers Report: (SIP 24-27, previously circulated): KH introduced the report NOTING:</p> <ul style="list-style-type: none"> • The Project Plan Objectives, Tasks and Targets were now set. 	

	<ul style="list-style-type: none"> • PP1 covered Curriculum Planning, Teaching & Learning, Building continuity from KS2-5, Senior Leader support and Raising Achievement. • GQ: Is there a priority order and can we see this clearly articulated in the document? Yes, the objectives are listed in priority. • GQ: Can we have more measurable baseline figures to enable us to see the impact of improvements and are staff /Heads of Department obliged to comment on success criteria? Where possible figures will be included to see if progress is being made. The SLT meet fortnightly and at the Governor review meetings and compare improvement plans with departments with tasks fed down to their own teams. • Governor link meetings are a good place to discuss improvement plans and progress. • PP2 focussed on developing the school culture and challenging all aspects of under-achievement. • GQ: Do departments and staff reference the SIP? The departments SIP's have to link to 1.1 and 1.2 of the SIP and then have flexibility on two other aspects of their department plans. • PP3 covered staff wellbeing and their CPD with a priority on encouraging staff to take responsibility of their own and the school community, rather than be led by the SLT. • GQ: Are there any staff wellbeing themes and is staff absence monitored? Workload is seen as the biggest issue. We have tried previously to get staff to form a wellbeing group but have been unsuccessful in getting staff to see it as being worthwhile. Absence is monitored and reviewed and all staff have back to work meetings to support. <p>Head of sixth form report: SW introduced herself and tabled a sixth form update July 2024 report (attached) NOTING:</p> <ul style="list-style-type: none"> • SW had had a good handover with J See, the previous Head of 6th form. • Funding was key to maintaining and expanding the 6th form. Our offer was mostly only A-levels, for which we had a good range, but this was not appropriate for 40% of our students and financial restraints meant we were unable to offer other types of courses. • This years Y13 had been very small but the expected incoming Y12 estimate was 40 students. 45 – 50 students were a good viable number and we were attracting some external students, especially since Waddon School had closed their sixth form. • GQ: What would it take for us to be able to put on more courses? An extra 20 -30 students and with enough interest to make each course viable. • GQ: Do we have an issue with attendance? No, overall attendance is good but tracking not so good and better visibility and tracking of progress is needed. • GQ: Do students have to reach a minimum GCSE score to join the 6th form? Yes, five GCSE grades 5-9, which is the same as most schools but this can occasionally be waived depending on the circumstances and as a small 6th form we can support some students in a bespoke way, but if A-level is not suitable for the student we do say no and direct them to alternative providers. <p><i>SW was thanked for her report and left the meeting at 11.20am.</i></p>	
63.7.	<p>Safeguarding Update: DW updated governors on current issues NOTING:</p>	

	<ul style="list-style-type: none"> The Education and Challenge Lead had supported and reviewed policies. The team continued to meet weekly and would need to update training in September. A member of staff had completed 1st aid training to support the 1st aid lead and all staff had undertaken 1st aid training which included use of EpiPens and defibrillators to support trips and visits. H&S department audits were overdue, but all departments were ready. A student requiring specialist medical support was not in school whilst advice and guidance was being sought from DC to ensure the right things were in place for the student and staff. GQ: Are we adopting the governments recommendations on trans issues? The school was yet to formalise this but had so far done what it has felt to be the right thing for students. The governors agreed to include formal discussion on trans issues as an agenda item at the next FGB meeting and to include review of the KCSiE 2024 update. 	KCSiE Sept update and Trans issues – agenda item
63.8.	<p>Standards Committee: (draft minutes 22nd May 2024, previously circulated):</p> <ul style="list-style-type: none"> Minutes accepted and governors had no further comments or questions for the committee. 	
63.9.	<p>Resources Committee (draft minutes 24th June 2024, draft letter to DC on Higher needs funding concerns, previously circulated):</p> <ul style="list-style-type: none"> Minutes accepted. Higher needs funding – KH had sent a letter to the Schools Forum regarding the schools concerns that the funding had still not been confirmed and this delay happened every year with no reason given by DC, but adversely affected schools and staffing. The governors agreed for KH, RA and BM to rework the draft letter and send it to DC on their behalf. The governors agreed to postpone the annual site tour until September. 	<p>Send letter from GB to DC on HN funding issues</p> <p>Site Tour – FGB 1 2024</p>
63.10.	<p>Chairs Report:</p> <ul style="list-style-type: none"> BM thanked governors for the privilege of being Chair and asked that they consider succession planning going forwards, especially now the board was at almost full cohort. RA was thanked for his time as a governor and as Chair of Resources and BM encouraged governors to join the resources committee, noting that DC offered good training and one of the key priorities for school governors was being assured money was being well spent and overseeing the school’s finances. <p>63.14 Election of Chair and Vice Chair: The Governors agreed to hold the ballot at the point in the meeting due to some governors needing to leave the meeting.</p> <ul style="list-style-type: none"> TJH gave each governor a ballot paper stating there had been one nomination for Chair; Bridget Millwood and one accepted nomination for Vice-Chair; Rollo Tanner. To ensure majority acceptance governors were asked to indicate with a X on the ballot papers if they accepted the nominees. There were no questions and left the meeting for the vote and count. TJH received the completed ballot papers, counted the votes, invited BM back into the meeting and confirmed both BM and RT had a majority and were duly elected for one year, ending on the date of the July 2025 FGB meeting. 	Update Chair & Vice-Chair

63.11.	<p>Governance Committee (no meeting since the last FGB meeting. Updated Strategy WG ppt. report, previously circulated):</p> <ul style="list-style-type: none"> SAP thanked governors for completing and returning the annual review questionnaire, which had been analysed and sent to R Howes. A review and training session would be organised with RH in September. <p>Strategy WG update:</p> <ul style="list-style-type: none"> BM encouraged governors to join one of the three WG's, who had met with the SLT and staff and talked about goals and outcomes. The next sessions would focus on future and opportunities, followed by wellbeing, community, personal skills and attributes. GC: Reflecting on the work, we need to be careful on what is strategy and what is planning / operational. It also felt generic rather than bespoke to Beaminster in places. KH agreed and assured that ideas and work would move between this and SIP. <p><i>AT, KP and RB left the meeting at 11.55am</i></p>	Arrange session on Governance with RH
63.12.	<p>Clerk's Report (previously circulated):</p> <p>Approval of RA to be an Associate Member and support the Strategy WG:</p> <ul style="list-style-type: none"> Governors had no concerns and with a show of hands approved the appointment for a 1-year term. <p>Committee Membership:</p> <ul style="list-style-type: none"> TJH asked governors to consider their committee membership and explained that all governors were expected to join either the Standards or Resources Committee and attend the meetings. Governors could also be members of both and the Governance and HTPM committees. Governors agreed to consider and tell TJH their commitment before the end of term. GQ: Are there terms of reference for the committees. Yes and they are reviewed by the FGB regularly. TJH agreed to forward the current terms to the governor so that they could understand what each committee did. <p>Link governors:</p> <ul style="list-style-type: none"> Governors were asked to consider their links and whether they wanted to make any changes for September 2024, noting that Computer Science, Maths , Psychology and careers were now vacant. TJH agreed to send out the current list for governors to review and confirm their links. <p>Meeting dates 2024 25:</p> <ul style="list-style-type: none"> These had not yet been referenced against the school calendar and TJH agreed to forward the confirmed dates for GB meetings as soon as possible. 	<p>Update new member/ governor info as necessary</p> <p>Circulate committee and link governor info, review and confirm for Sept 2024</p> <p>Send TOR to governor</p> <p>Confirm GB meeting dates and circulate</p>
63.13.	<p>Link Scheme (Science reports, previously circulated): Accepted.</p>	
63.14.	<p>Election of Chair and Vice-Chair: <i>see 63.10 above</i></p>	
63.15.	<p>Any other business: BM asked governors if they had any other business to discuss:</p> <ul style="list-style-type: none"> Governors were reminded that the school concert was on Thursday at 6.30pm. 	
63.16.	<p>2024/25 Meetings,</p> <ul style="list-style-type: none"> Next meeting dates NOTED: <ul style="list-style-type: none"> TBC 	
	<p>With no further business the meeting ended at Noon.</p>	

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

Item	Action	Owner	By when /report
63.2	Circulate Initio ppt. to all governors Send further questions for Initio to TJH, to collate and forward to KH/Initio	TJH All govts	Completed 1/9/24
63.4	Publish minutes.	TJH/NC	Completed
63.5	Complete annual safeguarding training for governors, forward certificate to TJH ClassCharts and Student Services demo – agenda item Circulate Staff Handbook to all governors	All govts KH TJH	1/9/24 FGB 1 2024 Completed
63.7	KCSiE Sept update and Trans issues	DW	FGB 1 2024
63.9	Send letter from GB to DC on HN funding issues Site Tour – to be arranged	KH/BM/ RA DW	23/7/24 Autumn term 24
63.11	Arrange session on Governance with R Howes	SAP	Autumn Term 2024
63.12	Update member/governor info Circulate committee and link governor info for review and confirmation Send TOR to governor Confirm GB meeting dates and circulate	TJH TJH TJH TJH	Completed Completed Completed Completed
63.14	Update Chair and Vice-Chair as necessary	TJH	Completed