

BEECHWOOD PRIMARY SCHOOL

FGB COMMITTEE MEETING

Date:	8 December 2015
Present:	Michael Holt (Chair), Val Curtis, Nick Oakley, Shelagh Flower, Gordon Davies, Rakhee Sharma, , Soha Hafez, Andi Blinco, Richard Harrod, Richard Skegg, Julie Baker, Rev Eddie Marquez and Archana Kakar.
In Attendance:	Rachel Minter
Clerk:	Jenny Sumner

NEXT MEETING

TUESDAY 9 FEBRUARY 2016 - 3.30pm (School Council)
Tuesday 15 MARCH 2016 – 7pm

57/ 15	Apologies of Absence			
	No apologies were received.			
58/ 15	Declaration of Business Interests by Governors Present			
	No interests were declared.			
59/ 15	Welcome new Parent Governor			
	Michael Holt welcomed Richard Skegg to the Governing Body as the new Parent Governor.	Proposed	Seconded	Action
60/ 15	Discussion with the Head Boy, Head Girl and their deputies.			
	<p>The Head Boy, Head Girl and their deputies were asked a number of questions. Below are the questions and answers:</p> <p>Q – What do you think of the school expanding? It is good as there are a lot of new pupils in Woodley.</p> <p>Q – What do you enjoy about Beechwood? The lessons are not boring and there are so many activities to do.</p> <p>Q – When you leave what memories will you take with you? Being on the School Council, trips, being away from family on trips especially trip to Wales.</p> <p>Q – Why is Beechwood a good school? Because of the good education and sports activities.</p> <p>Q – What has changed since you arrived? School has more pupils now, new bikes, changes to Foundation Stage area, mixed year group classes, club choice has increased.</p> <p>Q – What are you proud of? Fundraising opportunities for Charities, recently fundraised in Reading for new music equipment for the school through the School Choir.</p> <p>Q – How do you feel your roles have made a difference to the school? We have been able to organise people, take responsibility, given opportunities, grown confidence, helped younger pupils when they need support.</p> <p>Q – What has made you more confident? Compliments from Head Teacher, teachers and reading aloud and being able to talk to people.</p> <p>Q – Do you feel you are challenged enough? Yes in education as we get set harder tasks for English and Maths as we get better at the subjects. If we can't do the challenge then we ask our talking partners for help but if they can't help we ask the teacher for help.</p>			

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	<p>Q – Do you think the teachers handle behaviour well? Yes, there is a traffic light system in the school and you get warnings before you move to the next traffic light. It helps pupils to understand behaviour. Those pupils who keep getting warnings are offered behaviour therapy such as art therapy to help them understand their behaviour.</p> <p>Q – What are you favourite lessons? PE because of the mini games and it is fun, Maths and English because there are important for future development.</p> <p>Q – How is the school 'always doing something good'? Through the clubs, activities and competitions, anyone can take part in the clubs and activities.</p> <p>Q – How can you tell a Beechwood pupil at Secondary School? They are confident, not scared and not afraid to take risks.</p> <p>Q – What do you think of the school dinners? They are good</p> <p>Q – What are you favourite clubs? Tag Rugby, choir, 100 word story challenge.</p> <p>Q – If you were Head Teacher for the day what would you change? Nothing</p> <p>Q – What do you think of the home learning grid – We like it because you can choose what to do e.g. a more creative piece of work or a written piece of work, it would be nice to have more writing options.</p> <p>Q – What do you think of the new ICT equipment and mini buses? The ICT equipment is much better as it is quicker and smoother to use, the minibuses mean the school can get to different places easily.</p> <p>Q – If the school won the lottery what would you spend the money on? New music equipment, new playground equipment, sports pitches and new swimming pool.</p> <p>Q – What is it like to receive 'star pupil'? It gives you a sense of achievement, more confidence and makes you feel good.</p> <p>The pupils were thanked for their time. They left the meeting at 7.10pm. Val Curtis and Rachel Minter joined the meeting at 7.10pm.</p>
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61/15	Minutes of the Previous Meeting (22 September 2015)
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	Proposed	Seconded	Action
Minutes of the 22 September 2015 were agreed and signed as an accurate record of the meeting.	NO	SF	

62/15	Actions and Matters Arising from Minutes of Previous Meetings
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	Proposed	Seconded	Action
<p>19/15 Head Teachers Report; E-Safety Policy. This will be looked at by the ICT Coordinator and the Deputy Headteacher to make sure it covers staff working on laptops either the school's or their own. Julie Baker and Gordon Davies to look into whether or not this has now been completed. Gordon Davies informed Governors that staff have been reminded of security of ICT equipment and the dangers of their presence on social media around parents of pupils at the school. Julie Baker is also working on the Media Policy including the use of mobile phones.</p> <p>32/12 Governors' Virtual Office; Jenny Sumner has looked into options and is working with Matt Lovegrove and Phil Healy to explore options of cloud based storage. The website has been updated.</p> <p>37/15 – Governor Terms of Office; see item 59/15. <u>Item complete</u></p> <p>53/15 – Governors Day; this took place in October and was well received by Governors. <u>Item complete</u></p>			<p>JB / GD</p> <p>Clerk</p>

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	54/15 – Strategic Issues; parents evening and data, this is something that the Curriculum and Welfare Committee will be developing. <i>Item complete</i>			
63/15	Reports from Committees and Approval of Committee Terms of References			
	<p>Minutes and Terms of References were circulated and approved by the Full Governing Body.</p> <p>Facilities and Development The meeting which was scheduled for 9th December with Wokingham Borough Council to complete the Health and Safety audit assessment didn't happen however Governors were able to carry out their own Health and Safety audit. Gordon Davies confirmed that the dining floor will be cleaned daily at 1pm by the assistant Site Controller and the remedial work to the main hall floor will start in the new year. Permanent repair work could cost as much as £10,000.</p>			
64/15	Head Teachers Report			
	<p>Gordon Davies circulated his report in advance of the meeting and Governors liked the new format. The following points were highlighted:</p> <ul style="list-style-type: none"> • Foundation Stage area needs improvement; there is approximately £5,000 available to do this; • The budget needs to be reviewed as at present it looks like the school is heading for a deficit budget of approximately £16,000. The staffing budget for the school is about 90% of the overall budget. Nick Oakley regularly meets with the School Business Manager to review the schools budget. • Governors were given a staffing update and a report on FS2. <p>Gordon Davies was thanked for his report.</p> <p>Rev Eddie Marquez left the meeting at 8pm.</p>			
65/15	How do we measure our effectiveness as a Governing Body			
	<p>This item will be picked up by the Chair and the Chairs of Committees.</p> <p>Archana Kakar reported that she had meet with the SENCo and circulated her Link Governor report. The report highlighted the need to publish a SEN report on the schools website and to review and update the Policy.</p>			MH
66/15	Preparing for Ofsted			
	Gordon Davies gave Governors a pack of useful information and highlighted a number of key points from his presentation. Governors need to ensure they read through the information provide and answer the questions			

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	<p>themselves to see where the gaps are.</p> <p>Gordon Davies will carry out three more sessions on:</p> <ul style="list-style-type: none"> • 19 January at 8pm on Data including Raise Online and Data Dashboard; • 2 February at 8pm on Profile of the teacher, expectations of Governors and Recruitment and Retention of teachers; • 9 February at 4.30pm on long term strategy review <p>Governors should also be ensuring they have completed as much training as possible; there are a range of courses available on Wokingham Borough Council's website.</p>			
67/15	Reflection of actions and decisions made at this meeting			
	<p>The following key points were highlighted:</p> <ul style="list-style-type: none"> • Skill set which Governors have; • Confidence we have, need to define areas of development; • Governor training; • Feel clearer about Ofsted; • Management is not taught in teacher training and this is something that can be shared; • How can Governors contribute; • Impressed by pupils this evening; • How is the school recording impact/evidence; • Strong Governing Body currently 			
68/15	Any Other Business			
	<p>Michael Holt informed Governors that Wokingham Borough Council have confirmed that they would like the school to take 60 pupils in Foundation next September (2016). This would mean that the school would go to two form entry. The school would not need any additional work to receive the extra 15 pupils however for this to carry through the school additional work would need to take place and be completed by 2017. This is subject to a final decision being made by Wokingham Borough Council in January. The school have confirmed that they are willing for Wokingham Borough Council to fill the 27 spare places they have before extensions take place.</p> <p>Governors confirmed that they were in agreement with this proposal and RESOLVED as follows:-</p> <p>1 That the governors of Beechwood School welcome the proposal from Wokingham Borough Council to extend the school's intake to 2 Form Entry with effect from 2016.</p> <p>2 That it is the governors' assessment that no additional accommodation will be needed to enable an entry of 60 pupils in September 2016 but some additional accommodation will be needed for occupation by September 2017</p> <p>3 That the governors would have a preference for all of the work in the approved scheme to be completed by September 2017 should finance permit as this will be more</p>	NO	AK	

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	<p>cost effective and less disruptive. 4 That the governors would be willing to accept infilling for other age groups up to their current capacity of 330 places in 11 classrooms pending completion of the new facilities.</p>			
Date and Time of Next Meeting				
	<p>Tuesday, 19 January 2016 – Resource & Strategy Committee – 7pm, FGB – 8pm Tuesday, 2 February 2016 – Facilities & Development Committee – 7pm, FGB at 8pm Tuesday, 9 February 2016 – School Council – 3.30pm, FGB at 4.15pm Tuesday, 1 March 2016 – Curriculum & Welfare Committee – 7pm (Safeguarding training) Tuesday, 15 March 2016 – Full Governing Body Meeting – 7pm</p> <p>The meeting closed at 9.15pm.</p>			