

# BEECHWOOD PRIMARY SCHOOL

## FGB COMMITTEE MEETING

<b>Date:</b>	<b>27 September 2016</b>
<b>Present:</b>	<b>Michael Holt (Chair), Nick Oakley, Gordon Davies, , Richard Harrod, Richard Skegg, Archana Kakar, Julie Baker, Shelagh Flower, Mohamed Oubihi, Archana Kakar and Rupal Patel.</b>
<b>Clerk:</b>	<b>Jenny Sumner</b>

<b><u>NEXT MEETING</u></b> <b>Tuesday 6 December 2016 – 6.30pm</b>
---

<b>40/ 16</b>	<b>Apologies of Absence</b>			
	Apologies were received from Rakhee Sharma, Soha Hafez, Andi Blinco and Rev Eddie Marquez.			
<b>41/ 16</b>	<b>Declaration of Business Interests by Governors Present</b>			
	No interests were declared.			
<b>42/ 16</b>	<b>Governors Terms of Office</b>			
	There are no Governors whose term of office expires this academic year.			
<b>43/ 16</b>	<b>Agreement of Chair and Vice Chair's Term of Office</b>			
	It was agreed that the term of office for both the Chair and Vice Chair positions should be one year.			
<b>44/ 16</b>	<b>Election of Chair and Vice Chair of the Governing Body</b>			
	Michael Holt was unanimously elected as Chair. Nick Oakley and Rakhee Sharma were nominated and both Nick Oakley and Rakhee Sharma were elected as joint Vice Chairs.			
<b>45/ 16</b>	<b>Appointment of Clerk to the Governing Body and Committees</b>			
	Jenny Sumner was appointed as the Clerk to the Governing Body and all committees.			
<b>46/ 16</b>	<b>Minutes of the Previous Meeting (12 July 2016)</b>			
	Minutes of the 12 July 2016 were agreed and signed as an accurate record of the meeting.	<b>Proposed</b>  NO	<b>Seconded</b>  SF	<b>Action</b>
<b>47/ 16</b>	<b>Actions and Matters Arising from Minutes of Previous Meetings</b>			
	19/15 Head Teachers Report; E-Safety Policy. Julie Baker is in the process of completing this Policy, this Policy will go to the next Curriculum & Welfare Committee Meeting.	<b>Proposed</b>	<b>Seconded</b>	<b>Action</b>  <b>JB Clerk</b>

## BEECHWOOD PRIMARY SCHOOL

	<p>32/12 Governors' Virtual Office; Jenny Sumner is working with Matt Lovegrove to set this up.</p> <p>07/16 Preparing for Ofsted; Data Dashboard, this has now been closed by the Government and replaced by Raise Online, this data will go to the next Curriculum &amp; Welfare Committee Meeting.</p> <p>29/16 Health &amp; Safety; Swimming Pool, this item will be discussed at the next Facilities and Development Committee Meeting.</p>			<p><b>Clerk</b></p> <p><b>GD Clerk</b></p> <p><b>Clerk</b></p>
<b>48/16</b>	<b>Appointments to Committees</b>			
	<p>See attached document.</p> <p>Nick Oakley will Chair Resources &amp; Strategy</p> <p>Shelagh Flower will Chair Facilities &amp; Development</p> <p>Rakhee Sharma will Chair Curriculum &amp; Welfare</p>			
<b>49/16</b>	<b>Appointments to Link Governor Roles</b>			
	<p>See attached document.</p> <p>Governors expressed their concerns around not being able to make contact with the subject leader and therefore not being able to carry out the Link Governor Report. Gordon Davies will speak to his subject leaders.</p>			<p><b>GD</b></p>
<b>50/16</b>	<b>Role and Composition of Standing Committee</b>			
	<p>Michael Holt explained that there is a need to have a Standing Committee which deals with any urgent matters. This committee will consist of the Chair of Governors and the Chairs of the Committee. All Governors were in agreement.</p>			
<b>51/16</b>	<b>FGB Terms of Reference</b>			
	<p>The FGB Terms of Reference were agreed.</p>			
<b>52/16</b>	<b>Meeting Schedule</b>			
	<p>A list of dates was circulated and agreed (document attached).</p>			
<b>53/16</b>	<b>Annual Return of Register of Business Interest &amp; Governor Eligibility forms</b>			
	<p>Governors were reminded to complete the necessary forms and return to the Clerk.</p>			
<b>54/16</b>	<b>Arrangements for annual HTPM</b>			
	<p>The annual HTPM will take place on 25 November 2016 and the Panel will be Rakhee Sharma, Shelagh Flower and Michael Holt with Nick Oakley as the Appeals Governor.</p>			

## BEECHWOOD PRIMARY SCHOOL

<b>55/ 16</b>	<b>Arrangements for Governors' Day in October</b>			
	<p>Governor Day will take place on Friday, 14 October and will be a drop in style day for Governors. If Governors would like to come for lunch please let Gordon Davies know in advance. The day will consist of a variety of sporting workshops, along with baking, gardening and club workshops. There will be an assembly and a practical Maths sessions.</p>			
<b>56/ 16</b>	<b>Recommended list of items to be considered in Committees</b>			
	<p>The following items will be discussed at the next set of Committee Meetings:</p> <p><u>Curriculum and Welfare</u></p> <ul style="list-style-type: none"> <li>• Assessment System</li> <li>• Building relationships with parents</li> <li>• Withdrawal from class for sports</li> </ul> <p><u>Facilities and Development</u></p> <ul style="list-style-type: none"> <li>• Future of Swimming Pool</li> <li>• Building Project final plans</li> <li>• Traffic Plan</li> </ul> <p><u>Resources and Strategy</u></p> <ul style="list-style-type: none"> <li>• Staff Performance management via Pay Panel</li> <li>• Recruitment and Retention</li> <li>• Managing the deficit</li> <li>• Pros and Cons of Academies</li> </ul> <p>Governors asked for an update on the expansion project, Gordon Davies reported that the school will be expanding and will gain three classrooms, a library, large store, PPA room and new staff room. The project will be complete by September 2018. The plans will go to the next Facilities and Development Committee Meeting.</p>			<b>Clerk</b>
<b>57/ 16</b>	<b>Investigations into a parental complaint</b>			
	<p>This investigation is still ongoing and cannot be discussed until the appeals process has been completed.</p>			
<b>58/ 16</b>	<b>Policy Review</b>			
	<p>The school's Safeguarding Policy has been updated and training for staff has taken place this month. The Policy has updates on FMG, Prevent and sexual exploitation.</p> <p>Governors are to receive further training at the next FGB Meeting.</p> <p>Julie Baker asked if all Governors could complete their DBS checks as soon as possible. Jenny Sumner to find out from Governor Services which Governors have completed their Safeguarding training.</p>			<b>Clerk</b>

## BEECHWOOD PRIMARY SCHOOL

<b>59/ 16</b>	<b>Reflection of actions and decisions made at this meeting</b>			
	<p>This item was not discussed, instead Michael Holt asked Gordon Davies and Rupal Patel to give Governors an update on how the new academic year has started. Rupal Patel is teaching Maths daily and is enjoying being at Beechwood.</p> <p>Gordon Davies is enjoying having the support Rupal Patel and feels she is building relationships with parents. The new year will see the school focusing on improving Maths and Reading, making stronger leaders, peer support amongst teachers, training of TAs by teachers, Staff Retention Policy, staff professional development and managing the deficit budget.</p> <p>Q      Governors asked why there is a high level of teachers dropping out. There is a national drop out of teachers due to increased pressures which are leading to teachers dropping out after 3 or 5 years.</p> <p>Archana Kakar reported that through her day job she is delivering a 6 week course for TAs. It is free and starts on the 3 November. Beechwood TAs are welcome on the course.</p> <p>Q      Governors asked if Ofsted had been present in the local area. Gordon Davies believes they have been to a number of local schools.</p>			
<b>60/ 16</b>	<b>Any Other Business</b>			
	<p>Gordon Davies advised Governors that a teacher in her second year had shown an interest in being part of the Governing Body. At present there are no vacancies however the teacher is welcome to attend as a guest to observe.</p>			
	<b>Date and Time of Next Meeting</b>			
	<p>Tuesday, 11 October 2016 – Resources &amp; Strategy Committee – 7pm            Tuesday, 8 November 2016 – Facilities &amp; Development Committee – 7pm            Tuesday, 22 November 2016 – Curriculum &amp; Welfare Committee – 7pm            Tuesday, 6 December 2016 – Full Governing Body Meeting – 6.30pm</p> <p>The meeting closed at 8pm.</p>			