

BEECHWOOD PRIMARY SCHOOL

FGB COMMITTEE MEETING

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| Date: | 6 December 2016 |
| Present: | Michael Holt (Chair), Nick Oakley, Gordon Davies, Richard Harrod, Richard Skegg, Archana Kakar, Shelagh Flower, Mohamed Oubihi, Archana Kakar, Rakhee Sharma, Soha Hafez, Andi Blinco and Rupal Patel. |
| Clerk: | Jenny Sumner |

NEXT MEETING

Tuesday 7 February 2017 – 3.30pm (School Council)

Tuesday 21 March 2017 – 7pm

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| 62/ 16 | Apologies of Absence |
| | Apologies were received from Julie Baker and Rev Eddie Marquez. |
| 63/ 16 | Declaration of Business Interests by Governors Present |
| | No interests were declared. |
| 64/ 16 | Discussion with the Head Boy, Girl and their deputies |
| | <p>Governors welcomed the Head Boy, Head Girl and their deputies to the meeting. Below are a series of question and answers from the discussion:</p> <p>Q Are there any positives of having an older sibling who has been a Head Boy/Girl? Yes they have helped us to understand what is expected of the role and what jobs have to be undertaken.</p> <p>Q How important is it to be Head/Deputy Boy/Girl? It is important as it shows other pupils how to be future Head/Deputy Boy/Girl.</p> <p>Q Which schools will you move to and what opportunities and experiences will you take with you? Moving to Maiden Erlegh, Waingels College, Bulmershe and the experiences and opportunities at Beechwood have given us a foundation base to build on; not fazed by going to secondary school and enjoyed the opportunities to take part in a number of sporting activities.</p> <p>Q The school is growing in size, do you feel this is a good thing? Yes as it will allow more pupils the opportunity to have better education, to take part in activities, allow bigger social groups and a better spilt of ability groups in class.</p> <p>Q What is it like to represent the school? It allows us to build our confidence when doing sports, people look up to you and you get to meet other schools. Represented the school in London and presented the ICT programme.</p> <p>Q Why is performing in front of an audience important? It helps to build confidence and makes it normal so you are not afraid to do it when you leave Beechwood.</p> <p>Q Who will you vote for the next Head/Deputy Boy/Girl? Pupils named whom they thought would be their replacements, Gordon Davies informed them that last year's Head/Deputy Boy/Girl choose them so he was interested to hear who their suggestions.</p> <p>Q If you were the Headteacher for the day what would you change? To allow the older pupils to teach the lower pupils.</p> <p>Q What don't you like about the school? Spilt playground, would like more activities on the playground like skipping, helpers on the big playground would be nice, not enough benches. Gordon Davies informed pupils that he is looking into providing positive play on the playground.</p> <p>Q Please give one thing you have done that you are proud of? Laying a wreath at the memorial service, saying the prayer at the church service and making a difference.</p> <p>Q Please give one thing that you have learnt with life experiences?</p> |

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| | <p>Respect, self-confidence, making things better and being kind and considerate, Q What makes you happy at school? Thinking of each other, friends, buddies, happy and amazing staff that listen to you. Q As the school grows what one characteristic should the school hold onto to stay the same? Hope, opportunities, believe and faith.</p> <p>The Head/Deputy Boy/Girl were thanked for their time and brilliant answers, they left the meeting at 7.10pm.</p> | | | |
| 65/16 | Minutes of the Previous Meeting (27 September 2016) | | | |
| | <p>Minutes of the 27 September 2016 were agreed and signed as an accurate record of the meeting.</p> | Proposed AK | Seconded SF | Action |
| 47/16 | Actions and Matters Arising from Minutes of Previous Meetings | | | |
| | <p>32/12 Governors' Virtual Office; Jenny Sumner is working with Matt Lovegrove to set this up.</p> <p>49/16 Link Governors; all subject leaders have been asked to prepare their reports by the end of next week and after that time Governors can meet with them. <i>Item complete</i></p> | Proposed | Seconded | Action Clerk |
| 67/16 | Safeguarding Training | | | |
| | <p>Rupal Patel gave governors an overview on Safeguarding and how the school's policy and procedures works. Following this training Governors are asked to read the Keeping Children Safe in Education and complete the quiz and return to Rupal Patel.</p> <p>Governors asked how the following questions? Q How do you put questions to the children? Questions are asked in a simple and not a leading manner. All answers are recorded word for word and an alert form is completed and passed to the designated safeguarding officer. Q Has the school experienced pupils being abused online? Yes it has happened and the school is raising awareness of e-safety with parents and pupils to look at addressing this. Most cases start at home because parents have not put the necessary controls in place. Q Is online abuse more secondary school age related? Although the age limits for social media are set a lot of children set up accounts using a fake date of birth. Q Is Prevent still part of the safeguarding agenda? Yes it is and online training is available to staff and governors. Q Who is the schools Safeguarding lead? This role is shared with Julie Baker, Rupal Patel and Gordon Davies.</p> <p>Rupal Patel was thanked for her presentation and left the meeting at 7.30pm.</p> | | | RP |

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| 68/ 16 | Reports from Committees and Approval of Committee Terms of Reference | | | |
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| | <p>Minutes and Terms of References were circulated and approved by the Full Governing Body.</p> <p>Resources and Strategy; Nick Oakley reported on the overspend and predicted deficit budget, the current recruitment freeze to allow time to understand the need for roles and reasons for recruiting. The school has saved 28 TA hours. Richard Skegg and Shelagh Flower have met the new School Business Manager to get a better understanding of the school's financial position. The predicted deficit stands at £75,000; the deficit for next financial year will be similar. An update on the schools position will be discussed at the next committee meeting. Governors asked what Wokingham Borough Council threshold was. It is 5% either way of the total budget. Going forward the school will have issues every second year of the expansion as those years will require two teacher for the 45 pupils. Wokingham Borough Council has rejected the October budget monitoring submission.</p> <p>Facilities and Development; The annual Health and Safety audit will take place on the 9 December. The Travel Plan, Rainbow Plan, ICT equipment security and the future of the swimming pool were discussed.</p> <p>Curriculum and Welfare; the committee discussed the settlement in foundation stage and how the process of teaching and learning in foundation stage will be watched this year. Also the expansion of the school, managing resources and retaining staff. Maths and Writing are the school's focus for the coming year.</p> | | | |
| 69/ 16 | Financial Position | | | |
| | <p>This item was covered in item 68/16.</p> | | | |
| 70/ 16 | Head Teachers Report | | | |
| | <p>Gordon Davies highlighted the following points from his report which was circulated prior to the meeting:</p> <ul style="list-style-type: none"> • New staff are settling in well; • The new learning and assessment tool was explained, it has been changed to make it clearer for all to understand where pupils are and where they need to get to; • Creative reading has been introduced to boost reading in the school including guided reading; • New Maths scheme has been put in place; • Gordon Davies is carrying out an evaluation of the cost of Read, Write, Inc, and will compare it to other schemes; • Expansion, the public consultation has taken place and is welcomed by most people. Work is likely to start in April with the new class for FS2 being ready in September; • Long term staff sickness and maternity leave is having an impact on the staff budget | | | |

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| | <ul style="list-style-type: none"> • Governors asked if internships could be used to help with recruitment and retention; • Governors asked if the financial position is looked at by Ofsted? Ofsted are likely to look at the progress of pupil premium pupils, safeguarding and spend on pupil premium and the sports grant. • Governors discussed interventions available to families who need additional support. <p>Gordon Davies was thanked for his report.</p> | | | |
| 71/16 | Policy Update | | | |
| | Two Policies have been highlighted as needed. These are a Lone Working Policy and Reference Policy. A Lone Working Risk Assessment is available on the Wokingham Borough Council schools hub and it might be that Lone Working is included in the schools Health and Safety Policy. | | | GD |
| 72/12 | Reflection of actions and decisions made at this meeting | | | |
| | <p>The following points were noted:</p> <ul style="list-style-type: none"> • Rewarding when you see the pupils in action, proud of the children tonight; • Staffing concerns in teaching across the country; • Real challenge ahead, need to remain open and work together; • Resources are a problem, need to look at accessing contributions from the private sector; • Changes to the assessment tool which at present doesn't help parents to understand where their child is; • Managing the long term deficit | | | |
| 73/16 | Any Other Business | | | |
| | There was no other business | | | |
| | Date and Time of Next Meeting | | | |
| | <p>Tuesday, 24 January 2017 – Resources & Strategy Committee – 7pm Tuesday, 7 February 2017 – Full Governing Body Meeting, School Council – 3.30pm Tuesday, 21 February 2017 – Facilities & Development Committee – 7pm Tuesday, 7 March 2017 – Curriculum & Welfare Committee – 7pm Tuesday, 21 March 2017 – Full Governing Body Meeting – 7pm</p> <p>The meeting closed at 8pm.</p> | | | |