

BEECHWOOD PRIMARY SCHOOL

FGB MEETING

Date:	18 July 2017
Present:	Michael Holt (Chair), Nick Oakley, Gordon Davies, Richard Harrod, Richard Skegg, Archana Kakar, Soha Hafez, Andi Blinco, Mohammad Oubihi and Rakhee Sharma. Alison Cowen
Clerk:	Jenny Sumner

NEXT MEETING

Tuesday 26 September 2017 – 7pm

18/17	Apologies of Absence			
	Apologies were received from Shelagh Flower and Julie Baker.			
19/17	Declaration of Business Interests by Governors Present			
	No interests were declared.			
20/17	Minutes of the Previous Meeting (21 March and 16 May 2017)			
	Minutes of the 21 March and 16 May 2017 were agreed and signed as an accurate record of the meeting.	Proposed AB	Seconded RH	Action
20/17	Actions and Matters Arising from Minutes of Previous Meetings			
	<p>32/15 Governors' Virtual Office; Matt Lovegrove has set up a new Governor Portal which can be accessed via the schools website. Training was provided in June for Governors. It was agreed that from September the Portal used be used in parallel with the old system. Clerk to ask Matt Lovegrove to send Governors usernames and passwords.</p> <p>67/15 Safeguarding Training; <i>This item is completed.</i></p> <p>71/16 Policy Review; Lone Working Policy is now in draft form and will be circulated at the next meeting. The Reference Policy has not yet been started.</p>	Proposed	Seconded	Action Clerk GD Clerk
22/17	Membership (Farewell to our two vice chairs)			
	Nick Oakley, Rakhee Sharma and Archana Kakar are leaving the Governing Body at the end of this year. Thanks and praise was given to those Governors who have given so much to the Body over their term of office. This leaves two co-opted and one parent vacancies.			

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23/ 17	Appointment of Acting Chair for Facilities and Development			
	Shelagh Flower wishes to step down as Chair of Facilities and Development next academic year. Along with the Governor vacancies it was agreed that the Facilities and Development would fold at least temporarily and the Resources and Strategy Committee would be expanded and renamed to Resources and General Purpose Committee.			
24/ 17	HTPM Review Panel membership			
	Shelagh Flower and Michael Holt are willing to remain on the HTPM Review Panel and Andi Blinco agreed to join the panel. Date for the Review meeting in December to be set next academic year, Andi Blinco to contact Shelagh Flower to obtain dates for the review meetings.			AB
25/ 17	Report on green shoots and remaining areas of concerns			
	This report is cover in the Head Teacher's report.			
26/ 17	Financial Position			
	<p>Alison Cowen gave Governors a presentation on the schools current situation. At present Wokingham Borough Council has agreed to loan the school £100,000 over 3 year period. The school had initially asked the Council £150,000 over a 5 year period. In addition to the £100,000 loan there is a conditional grant of £30,000 to support improvements to teaching and learning.</p> <p>Alison Cowen explained how the loan repayment will look, the saving that will have to be made and the reduction of Teaching Assistants and Site Controllers. Wokingham Borough Council's Admissions department have offered 8 Year 2 spaces for September 2017 and are waiting for another 6 parents to confirm if they wish to take up a place at Beechwood in September. This is good news for the school and the Council have said they may fill Year 4 and Year 6 once the school gets to that stage to help support the budget by filling spaces.</p> <p>The acting Deputy will stay until August 2018 and will be teaching Year 6 two days a week. The Site Controllers hours are set at the same until April 2018 and then after this point are reduced to 37 hours a week. The reason for not reducing them earlier is because of the expansion work and the need to attend meetings and site supervision.</p> <p>Governors agreed the budget presented by Alison Cowen with the suggested Governor tweaks. Alison Cowen to send to Wokingham Borough Council after clearance by chair and a copy to the Clerk for circulation with the minutes. Governors confirmed that they were happy for Alison Cowen to report the budget monitoring based on</p>			AC / Clerk

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	<p>her report to Wokingham Borough Council by the end of term.</p> <p>Alison Cowen left the meeting at 7.35pm.</p>			
27/17	Staffing for September			
	This item is covered in the Head Teachers report.			
28/17	Building Project			
Q	<p>The builders are on site and are completing all the grounds work for the project which is causing difficulty moving around the school site as different exits are being shut off. Gordon Davies is concerned that the EYFS area will not be ready by the 22 September, the school has 30 children starting on the 11 September and another 30 starting on the 18 September, they will be accommodated in the hall until their new classrooms are ready. The Council had discussed putting in a temporary classroom but there was not enough time as they it would have taken 12 weeks to source the unit.</p> <p>Governors asked if the school felt the builders were working safety or not? If the school feels that they are not working safety they must inform Wokingham Borough Council and ask them to come down and carry out a Risk Assessment and Health and Safety Audit. Richard Harrod said that he is happy to come to meeting if needed.</p>			GD
29/17	Grounds Maintenance future provision			
	This provision has not been taken forward due to the building project starting. The idea is that the school could save up to £7,000 a year by buying their own equipment and using their own staff and this would come out of the Capital budget. This provision could help with the Site Controllers' hours by not outsourcing grounds maintenance.			GD
30/17	Reports from Committees			
	<p>Minutes and Terms of References were circulated and approved by the Full Governing Body.</p> <p>Resources and Strategy; The committee discussed the staffing and finance status.</p> <p>Facilities and Development; The committee discussed the swimming pool future and alternative arrangements for swimming.</p> <p>Curriculum and Welfare; The committee had received presentations on Art and Music. Rakhee Sharma circulated her report.</p>			
12/17	Head Teachers Report			

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	<p>Gordon Davies highlighted the following points from his report which was circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Raising number of pupils on roll; • Difficult recruitment year, the school will have two senior staff members teaching in Year 6 as a result; • KS1 SATs results are good and above average; • KS2 SATs results are down in Maths and this is an area of concern which the school will be focusing on next year. The school will receive fifteen days of support from Wokingham next year because of the results. Support for Year 5 pupils has been put into place already. • The behaviour and morale of the pupils is good and the delay in finding out about the teachers leaving was the right thing to do. A parent's forum was held to discuss concerns parents had about the number of teachers leaving and this went well. • The new staffing structure was shared. • Richard Skegg reported that he carried out exit interviews with 7 teachers and concluded that 5 would have left anyway, 6 teachers felt positively about the school and one did not however that person is leaving the profession. • The school will have to work hard over the first four weeks to bed in new staff to the school. • The list of achievements was shared along with the variety of clubs on offer to pupils. • The school has received a higher number of complaints this half term and two of these complaints are being dealt with by Governors. <p>Gordon Davies was thanked for his report.</p>			
32/17	Policy Update			
	There were no further Policy items to review at this time.			
33/17	Reflection of actions and decisions made at this meeting			
	<p>The following points were noted:</p> <ul style="list-style-type: none"> • Achieving two form entry which brings exciting times. Proud of the school for not losing its ethos and producing well rounded nice children; need to remember this as the school grows. • More confident with the schools financial position now however it will be a difficult three years. The school needs to retain staff, having a good induction and class transition days will help to achieve this. • Governors moving on for personal reasons. • Well done on recruiting more experience teachers, the school needs to focus on leadership by allowing good practice to spread across the school. • Concerns over the finish date of the EYFS classes and how the pupils will transition in September. • Are the complaints to the school noted. • Concerns over the KS2 Maths results. 			

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	<ul style="list-style-type: none">• Private funding is being looked into and there may be support for the school in the near future.• Challenging times with the building project.			
34/ 17	Any Other Business			
	There was no other business			
	Date and Time of next Meetings			
	Tuesday, 26 September 2017 – Full Governing Body Meeting – 7pm Tuesday, 10 October 2017 – Resources & Grounds Committee – 7pm Tuesday, 21 November 2017 – Curriculum & Welfare Committee – 7pm Tuesday, 5 December 2017 – Full Governing Body Meeting – 6.30pm The meeting closed at 9.15pm.			