

Minutes



GOVERNING BODY OF BEDDINGTON INFANTS' SCHOOL

Full Governing Body Meeting

Wednesday 16th March 2022 at 6.30pm held at Beddington Infants' School and virtually via Google Meet

Present: Steve Allen (Chair) Hilary Alexander
Liz Kearney (Headteacher) Alan Rowe
Nicola Smith Cllr. Sunita Gordon

Also in attendance: Kelly Reid (Assistant Headteacher) – First item (Safeguarding and Inclusion)
Barry Williams (Associate) – First item (Solar Dome)
Carole Petty (SBM)
Lynn Atkins (Clerk)

Governor questions are in italics

ITEM	ACTION BY
<p>INCLUSION AND ATTENDANCE</p> <p>Kelly Reid - Assistant Headteacher leading Safeguarding and Inclusion provided a report for governors and highlighted some items. She explained that this was correct as at 1st March but there had subsequently been a few changes.</p> <p>The report showed 300 pupils on roll (now 303). There are 40 in Nursery, 86 in Reception, 90 in Y1 and 87 in Y2. There are more boys than girls across the school. 163 boys and 137 girls.</p> <p><u>Pupil Premium</u></p> <p>The report showed 44 children eligible for PP (15%) and this crosses over with some children on the SEND register.</p> <p><u>SEND</u></p> <p>There are 52 children in the school identified as having SEND (17%). There were no children in Nursery on the SEN register. There are now seven.</p> <p>There is one child in Y2 who has significant health needs and has had tuition from STARS. The child is not currently receiving tuition from STARS but attends Beddington Infants' on a flexible timetable. This is dependent on the level of need and capacity to attend school and the class teacher and parent are in regular communication as this is ongoing.</p> <p>There are three children in Y2 who have received wellbeing support from Jigsaw4U. All three of the children are on the PP register.</p> <p><i>Is there any feedback on Jigsaw4U?</i></p> <p>It depends on the support. One is play based therapy, so more feedback from the therapist rather than the family. There is also bereavement support. Sometimes the</p>	

school assists the parent in self-referral or the school can do it. The family may not always come back to us about it. We have to ask Jigsaw4U for feedback.

KR confirmed that there is no breach of confidentiality.

Do you then see the behaviour difference in the classroom? Is the impact seen?

It varies on a case by case basis. With grief or trauma it is difficult to measure as it is not linear. We can re-refer if needed. Jigsaw4U can also advise the school on support and can have an informal chat with parents.

EAL

86 children in the school are identified as having English as an additional language, 29% of the school. A list of languages spoken was provided. KR said that the children are in a very supportive environment and there are additional EAL opportunities.

There are 17 children with EAL who have SEND, which is 20% of the cohort.

Medical Needs

There are eight children across the school with a healthcare plan to ensure that all staff know how to support the child.

This term the school met with Caterlink to review the current system for children with special dietary requirements. There is a new system in place and this was explained. Families will now need to provide medical evidence that their child has special dietary need before Caterlink will provide a special menu. This is to distinguish between a dietary need and a preference.

How do you deal with food preferences with a child?

There are choices including a meat dish, vegetarian or jacket potato and several dessert options and fruit. There is also a salad bar every day and fresh bread. Menus are on the school website so parents can look at these with their child. Classes also talk through the menu and have photos. Children can also bring a packed lunch.

Attendance

Attendance data was shown. It was explained that the school have done a lot of work with attendance but there has been a lot of illness including Covid-19 and an outbreak of Chickenpox which went through the Reception classes. Reception had the highest absence rates. Attendance was close to the national average.

Persistent absence has gone up quite a bit?

Once a child drops into PA they stay in that group. It is hard to see why it has increased but in December those in the 90-95% attendance group improved and this will have a knock-on effect on PA. We send letters out when attendance drops below 92%. We referred five families to the EWO and she will meet up with families. It has been suggested that we do this before they drop to 92%. Attendance by vulnerable groups was shown separately.

Safeguarding

KR said that they have added an additional line to the groups identified, 'vulnerable families monitored by the school', of which there are 13. The grid shows that 21 children are currently within these groups receiving support or monitoring. This represents 18 families.

KR reported that she met with HA as safeguarding governor in the autumn and spring terms. HA also met some of the children and was able to see them interact with the provision. KR also met with KS and went through the safeguarding audit as well.

	<p><i>What would be a full roll?</i></p> <p>We are now at 303 children. We still have three places in Y2 and four places in Reception. Currently we would be full at 310. It depends year on year because of part-time and full time Nursery places.</p> <p>KR was thanked for her report and her work in this area. She then left the meeting.</p>	
	<p>UPDATE RE. SOLARDOME</p> <p>Barry Williams was introduced and welcomed to the meeting. He said that he had been working on the issue of the pedestrian crossing outside the school and in two or three weeks' time will have more to report.</p> <p><i>With regard to the houses on the left side, when negotiating with TFL, if you are you considering moving the crossing closer to the school gates on Croydon Road, the owners of these houses would be very grateful.</i></p> <p>The problem will be funds. Converting the crossing ought to be just putting in stripes on the road and beacons. If it had to be reconstructed we could ask for it to be moved but otherwise not. The MP seemed to think there were some funds for this. Traffic at school time is very slow but this does not alter the danger. We could ask for a 20mph restriction for all three schools at this time.</p> <p>BW has also been dealing with the situation re. the Solardome base. This was installed on 15th June 2021 and the purpose of this was as an additional classroom or breakout room, taking up to two classes. However it has not been in a fit state to use and the school has lost potentially £9k of letting revenue.</p> <p>BW said that he has been involved in negotiating with Solardome Ltd. They failed to investigate leaks in the dome because they felt there was a problem with the flashing. Only after that they began to investigate serious leaks. There was a meeting with Solardome and an email from a technician. BW read this out.</p> <p>BW asked for the Governing Body's advice on how they wished him to proceed and this was discussed confidentially. It was agreed that he would send a short note to Solardome and request a face to face meeting to discuss it further.</p> <p>BW was thanked for everything he is doing and he then left the meeting.</p>	
1.	<p>APOLOGIES FOR ABSENCE/DECLARATION OF INTERESTS</p> <p>There were apologies for absence from Andrew Daines and Kirsty Styles and these were accepted.</p>	
2.	<p>BUSINESS CRITICAL DECISIONS/CHAIR'S ACTIONS</p> <p>SA reported that the school crossing and Solardome issues were ongoing. One complaint had been received and this was being dealt with in line with the complaints policy.</p>	
3.	<p>ELECTION OF CHAIR/VICE-CHAIR</p> <p>This was completed at the previous meeting.</p>	
4.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting, held on Wednesday 17th November 2021 were agreed as an accurate record and were signed by the Chair.</p> <p><u>Actions</u></p> <p>4) LK confirmed that the working party on diversity had not been established but this is still planned.</p>	LK

	<p>COMMITTEES</p> <p>HA asked about Committee minutes going to FGB. NS said that after the meetings LA sends them to the Head and Chair for approval. The final version should then be circulated. It was agreed that the process would be that all Committee minutes will be circulated before FGB with the opportunity for any questions at FGB. Action: NS</p> <p>HA explained that funding requests from each of the Committees are usually put forward. At the last Resources Committee there were no requests for funding but since then there has been a requirement for a new reading scheme, with associated costs. HA has emailed CP on this and it has been added into the budget.</p> <p>LK confirmed that the DfE have asked schools to use a validated phonics scheme, with fidelity to one scheme. They took some time to consider the available options and have decided to go with Phonics Bug. They are told that children should be reading books from Phonics Bug only but they feel that children should also have access to other books.</p> <p><i>Is this an entirely different scheme?</i></p> <p>We used Jolly Phonics in Reception mainly and there was a new teacher who used Read, Write, Ink in Nursery and this did not matter as children responded to both. This is no longer permitted unless schools can validate their own scheme. The school has some Phonics Bug software and books so just need to buy more reading books.</p> <p>HA added that Nora had sent governors an email about this. CP said that the cost is approximately £4k. This was agreed and will be noted at the next Resources Committee.</p>	NS
5.	<p>GOVERNING BODY MEMBERSHIP</p> <p>There is one Co-opted Vacancy and one Parent Governor vacancy, which will be advertised by the school. Merton & Sutton Governor support will provide advice on the Parent Governor election process.</p> <p>For the Co-opted vacancy, someone with HR or finance skills is needed.</p>	
6.	<p>STATUTORY ITEMS/COMPLIANCE INCLUDING FINANCE</p> <p>a) <u>To discuss arrangements for a possible Ofsted Inspection</u> LK confirmed that they are ready for Ofsted. They have a Challenge Partners visit next week for a mock inspection. Chris Jacobs and Jane Morgan also do challenge days. Everyone works to ensure that the school is ready.</p> <p>Governor involvement was discussed and the need to be prepared. SA said that a meeting the night before is really helpful to ensure all information is up to date. It was acknowledged that not all governors would be available to be there.</p> <p>b) <u>DfE School Financial Value Standards</u> The SFVS had been previously sent out and there was nothing additional to report.</p> <p>c) <u>Review reports and ensure the school website includes all the statutory info.</u> It was confirmed that the website was up to date and compliant.</p> <p>The School Uniform Policy was included. This was already complaint. Branded clothing is not required and this is clear on the Uniform Policy, which is on the school website. The colour of BIS school clothing is widely available in all</p>	

	<p>supermarkets and they let parents know about second hand uniform. The school will also provide items of uniform where needed.</p> <p><i>How many children do wear uniform with logos?</i> It varies from day to day and child to child. The children do not pay much attention to it. We also sell book bags with logos but the children do not have to have them.</p>	
7.	<p>BUDGET UPDATE CP had provided the latest A3 and notes for governors re. variances and new information. She explained that when last reported in December they were still reporting a deficit but that position has changed and they are now predicting a £10,520 surplus. Clarity over use of grants means that £23k of ring-fenced grants will not need to be carried forward and reductions in commitments for both cleaning and catering have resulted in an improved year end forecast.</p> <p><i>Does the budget include the £4k needed for books?</i> Yes.</p> <p>CP said that looking back over the income tracking through the year, EYFS income is showing a £25k shortfall. Funding for this is not managed in the same way as the devolved budget. This is initially received based on previous funding and then adjusted on a termly basis. CP contacted the LA and went through the data. This showed eleven pupils not included. There will be a recalculation for the school and that will improve the bottom line.</p> <p>Income will be slightly lower due to pupil numbers.</p> <p>In 2022 to 2023 schools will be allocated additional funding to support the costs of the NI increase, through the schools' supplementary grant.</p> <p>Support staff have had a pay award of 1.75%, paid with March's salaries and backdated to April 2021.</p> <p>Utility bills have been based upon estimated readings. Readings have now been forwarded as usage is higher than estimated.</p> <p><i>Is the school on a fixed tariff?</i> Yes with the Local Authority for a further year. We have given notice that we want to come out of it and go as a group with the SET. At that time we will go out to tender and will ask the LA to quote as well.</p> <p><i>Is there a percentage increment or is it fixed?</i> I will find out. We will need to estimate cost going forward. Action: CP</p> <p>CP explained that the school has commissioned a new chart of accounts for the accounting system, a new version of SIMS which will be streamlined, allowing for better reporting and managing the ledger accounts and cost centres going forward. This will go live from 1st April 2022.</p> <p>The school has been notified of the Year End timetable, which requires returns to be with the Borough by 8th April 2022. This was discussed.</p> <p><i>Thank you for the good news on the budget and for your clear reporting.</i></p> <p>CP provided a separate report on the capital grants and amounts claimed back so far. She informed governors that they had been expecting two new conservatories in two classrooms to be done over the Easter break. They had to get some clarity about the warranty for the main school roof and this was only done on Monday. It is</p>	CP

	<p>now too late to get the work booked in so would have to be in the summer. They are looking at options. This was discussed and it was felt that there would need to be some assurances of a start date and completion date, with penalties if not met.</p> <p>CP said that they also need to schedule in the window replacement and tarmac/paving work.</p> <p><i>There have been a few issues with work around the school. Have we any lessons learnt from this process?</i></p> <p>We could talk about retention and money back for delays. There need to be tighter procedures going forward.</p> <p>CP said that they had received notification from LBS about their funding allocation. Further information from the Borough was provided and CP had provided a comparison with 2021/22. There is a total increase of £58,490. This will help to offset the drop in numbers. They will look at staffing and non-staffing expenditure as well.</p>	
8.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN</p> <p>The SDP was covered in Committees.</p>	
9.	<p>SCHOOL AND GOVERNING BOARD SELF-EVALUATION</p> <p>Governors were able to attend Governor Day in school this week. They were asked for their comments:-</p> <p><i>I was pleasantly surprised how much like Beddington Infant children they still are, confident, engaging and happy. This is a testament to the quality of teaching and the children themselves. It felt the same as pre-Covid.</i></p> <p><i>It was very much school as before, people were happy to explain things and talk to us. There is also much increased security. The outside work was lovely to see, the atmosphere is good, as it always is.</i></p> <p><i>A lot of things were seen on writing and a consistent approach. The interaction between the children and teachers is amazing. The children are independent, strong and good at interaction, even one of the SEN children who had progressed a long way. The independent learning is great. We do not always know about the SEN children.</i></p> <p>We could go back to having moderation, with all the writing books on the table, so you can see consistency throughout the school.</p> <p><i>There was some writing and progression in the books, showing progression from earlier in the year.</i></p> <p>LK said that although NS prepared a timetable for the day, it was only a guide for governors but there is no restriction about where governors can go through the day. NS added that if there are particular things governors want to see, just let them have a day or two's notice to ensure it is taking place.</p>	
10.	<p>HEADTEACHER REPORT</p> <p>LK provided a report in advance of the meeting and highlighted some items. A full staffing list was also provided.</p> <p><u>Update on Provision of Education for all Children</u></p> <p>Open Evening appointments took place before half term. Parents were able to attend or have a phone call appointment. It was about 50/50.</p>	

Staffing Arrangements and Wellbeing

There has been more staff absence this term. Six with Covid-19 and eight with other illnesses. This has had a negative impact on everyone. It has not been possible to have Earth Awareness or Catch-up groups all term as all extra things had to go, to enable staff to cover classes. It has not been possible to get any agency staff.

There had been changes with midday supervisors and these were outlined. Schools are generally having difficulty in recruiting midday supervisors.

There is one ECT. She is being mentored by KR. NS explained that ECTs now have two years of continuous development. BIS is in a group with the SET and LEO Trust and the provider is Harris Academy. There is training within the local group as well. NS offered to lead the maths training and hosted at BIS. Those who visited also had a tour of the school, with a focus on maths and they all enjoyed it and were positive about the way the curriculum is being delivered.

What are the benefits to BIS?

To promote the school by hosting and with a captive audience to see what would work and what would not. It is a positive experience for the ECTs and the school staff. It gives the staff positive feedback that they may not be getting.

LK said that she joined some training to deliver nurture groups with another member of staff and they then did this as a staff meeting for the rest of the staff. Everything that was listed as recommended, BIS are already offering.

Premises and Safety

CP reported that there had been some vandalism on 24th and 25th January and they had to call the police to the site. There was glass damage to the Solardome and in Cook's Kingdom and the hall. It has all now been dealt with.

There was then damage from Storm Franklin on 21st February to the metal capping across the Reception plastic canopy. This had to be made safe. A fence and fence panelling was also blown down so they have submitted an insurance claim. LBS Health and Safety were also consulted on both occasions.

During some ground works a stone hit the Solardome and broke a window. Solardome agreed to repair it free of charge and provide some additional pains of glass. There was also some shattered glass caused by ground works lifting up gravel by Hedgehogs. A panel has been replaced.

Safeguarding and Child Protection

Governors were reminded of the requirement to keep up to date with safeguarding training. This is available via The National College or through LA training with Cognus. All staff and governors must have knowledge and understanding of KCSIE 2021.

The CPD attended by staff was listed in the report.

Self-Evaluation and External Validation

The areas addressed during an Ofsted inspection were listed. The SEF is currently being updated and will be circulated when it is finished.

External Challenge/Validation Visits

LK confirmed that JM and CJ carried out visits in the autumn term. JM's latest report was provided.

This month the school will be hosting a three day visit from three people from Challenge Partners. The focus of the visit will be writing.

	<p>There is a system for staff to engage with self-evaluation in a meaningful way. LK explained this. They have previously met with teams afterwards.</p> <p><u>Prospective Families</u> LK said that the visits by prospective families in the autumn term went well and were well attended.</p> <p><u>Applications</u> LK explained that the birth rate across Sutton continues to fall and is a concern for LBS. They have had meetings with the schools and have indicated which areas will be most affected. They have suggested capping numbers to have one form of entry less.</p> <p>BIS has 70 first choice applications so needs 20 more. The school will hopefully be full in September. The Nursery can offer 52 part time places and has had 77 requests so far. There was a meeting planned for the following day to discuss the potential to bring in an extra 13 places if this could work for the children and staff.</p> <p><u>Racist Incident Monitoring</u> There had been one racist incident recorded. The children and both families were spoken to and this was followed up. The school are following all procedures but it is complex as the perpetrator has a high level of need. The school are supporting the children.</p>	
11.	<p>PROMOTING EQUALITY AND DIVERSITY This was a newsletter item. There will be an Equality Survey conducted by Merton & Sutton Governor Services this term. It is recognised that Governing Boards should be as diverse as possible and there should be a balance of younger people and more experienced people. SA pointed out that it can be difficult to get governors and when there are parent governor elections, there are very few nominations.</p> <p>LK said that the school have implemented a new music scheme 'Charanga' and this has been updated with diversity in mind. The superhero characters of the SET have been improved to reflect the community more closely. With new books, companies are considering diversity. Plastic doll 'babies' have been purchased for the school that represent all skin colours and hair types.</p> <p>LK said that diversity also includes children with SEND and those who have experienced trauma. She felt that there would be value in having a working party.</p>	
12.	<p>GOVERNOR TRAINING All the sources for governor training were listed. The LA courses are sometimes repeated on the schedule.</p>	
13.	<p>CONFIDENTIAL ITEMS Part of the discussion around the Solar Dome was confidential. The complaint received was confidential.</p>	
14.	<p>ANY OTHER BUSINESS Governors were informed that the school have a new school security system called 'InVentry' which has a touch screen login/logout and prints a badge with a photo. It can also be used for children who arrive late or have to leave during the day, and contractors. It will not include staff but this can be added. It has been funded from efficiency savings from one of the capital projects.</p>	

15.	DATES OF FUTURE MEETINGS Wed 4 th May 2022 – Curriculum & Achievement Committee 6.00-7.30pm Wed 4 th May 2022 – Children, Families and Community 7.30-9.00pm Wed 18 th May 2022 – Resources Committee 6.00-7.30pm Wed 15 th June 2022 – Governor Day 8.30am 8.30-5.00pm Wed 22 nd June 2022 – FGB 6.30-8.30pm	
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The meeting closed at 9.15pm

Chair's Signature Date