

Minutes



GOVERNING BODY OF BEDDINGTON INFANTS' SCHOOL

Full Governing Body Meeting

Wednesday 22nd June 2022 at 6.30pm held at Beddington Infants' School and virtually via Google Meet

Present: Steve Allen (Chair) Kirsty Styles*
Liz Kearney (Headteacher) Alan Rowe
Nicola Smith Cllr. Sunita Gordon*

Also in attendance: Kelly Reid (Assistant Headteacher) – First item (Safeguarding & Inclusion)*
Carole Petty (SBM)
Lynn Atkins (Clerk)

*Attended virtually

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.</p> <p>The report showed 304 pupils on roll. There are 41 in Nursery, 86 in Reception, 89 in Y1 and 88 in Y2. Those who have left have moved out of the area.</p> <p>There are more boys than girls across the school (166 boys and 138 girls) and quite a high number of children who are summer born. This has a large impact on progress and attainment.</p> <p><u>Pupil Premium</u> The report showed 49 children eligible for PP (16%) and this crosses over with some children on the SEND register. Two current LAC.</p> <p><u>SEND</u> There are 55 children in the school identified as having SEND (18%). There are a range of needs and interventions in place to address those needs.</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.</p> <p><u>EAL</u> 94 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 there are varying levels of proficiency with English and there are additional EAL opportunities.</p> <p>There are 17 children with EAL who have SEND, which is 18% of the cohort and 6% of the entire school cohort.</p>	

	<p><u>Medical Needs</u> Some children have significant medical needs. There is a medical healthcare plan for each to ensure that all staff know how to support the child.</p> <p><u>Special dietary requirements update</u> There is a new system in place and this was explained. There are a number of children with food allergies restricting their diet. Parents have been contacted to let them know about the new process re. allergies. They are being asked to fill in a medical needs form. So far there has not been much response but this needs to be updated for September.</p> <p><u>Attendance</u> An attendance summary was provided. Attendance data was reported to Children, Families and Community Committee. It is a priority the school are working on. Attendance has gone up since March and PA is falling. Sickness absence impacted on overall attendance.</p> <p>Current attendance is 93.9%, up from May, best in Y2. The EWO has been meeting with families to look at attendance and help improve it.</p> <p><u>Safeguarding</u> The summary showed a range of categories. KR said that there is at least one case in each category for each year group.</p> <p>KR attends all safeguarding meetings for children with social worker interventions. Some of the families represented will be receiving support from more than one area and therefore counted more than once. SA asked about siblings. KR explained that there are sometimes siblings in different categories.</p> <p>SG asked about new attendance requirements for families. KR said that the normal processes are in place. New guidance is coming out that will inform the attendance policy.</p> <p>KR was thanked for her report and her work in this area. She then left the meeting.</p>	
1.	<p>APOLOGIES FOR ABSENCE/DECLARATION OF INTERESTS There were apologies for absence from Andrew Daines and Hilary Alexander and these were accepted.</p>	
2.	<p>BUSINESS CRITICAL DECISIONS/CHAIR'S ACTIONS There had been no Chair's Actions. SA reported that there had been one parental complaint. This has been responded to.</p>	
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the previous meeting, held on Wednesday 16th March 2022 were agreed as an accurate record and were signed by the Chair.</p> <p><u>Actions</u> 4) LK confirmed that the working party on diversity had not been established but this is still planned. 7) CP said that she did not have an answer yet re. energy fix and estimate.</p>	<p>LK CP</p>
4.	<p>GOVERNING BODY MEMBERSHIP All governors were happy to stay on the Committees they were currently on.</p>	

	<p>HA had indicated to SA that she wished to step down as Vice-Chair, so this role will be vacant and SA asked that another governor considers stepping up. All were asked to consider this. They can contact SA to find out more about the role, which is mainly about deputising in the event of SA's absence and Chairing a committee, if not already doing so. There needs to be succession planning.</p>	All
5.	<p>REPORTS OF COMMITTEES The minutes of the Committees were circulated prior to the meeting:-</p> <p>Curriculum and Achievement Committee – Wednesday 4th May 2022 Children, Families and Community – Wednesday 4th May 2022 Resources Committee – Wednesday 18th May 2022</p> <p>There were no questions on the minutes.</p>	
6.	<p>STATUTORY ITEMS/COMPLIANCE INCLUDING FINANCE</p> <p>a) <u>To consider the White Paper 'Opportunity for all'</u> LK said that there is a need for governors to consider the implications of this for BIS. The SET are also taking appropriate steps to gather more information and this will be discussed at the SET Board on 23 June. The SET will be asking someone from CSNET to talk to them about Co-operative academies.</p> <p>Local Authorities are also able to apply to set up Multi Academy Trusts (MATs) but this is unlikely to be relevant in Sutton.</p> <p>LK said that BIS would wish to remain autonomous and would be looking for an option without a CEO if possible. Further clarity is needed and the SET may need to take legal advice. The Trust Board and governors in schools need to inform themselves of options going forward.</p> <p><i>I appreciate your values. It is an interesting dynamic to enter into. Legal advice is a good idea. It is unclear what is next from the LA. LEO may be interested. The landscape is changing and making it different.</i></p> <p><i>The SET is made up of very disparate schools.</i></p> <p><i>Would church schools have to go into academies?</i> It is likely that they will but it will be up to the diocese.</p> <p>b) <u>To 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. The new transition information will go on. Links to older policies have now been corrected.</p> <p>c) <u>Governors' Annual Statement to parents</u> SA said that he will do this after having looked at last year's.</p>	SA
7.	<p>BUDGET UPDATE CP said that she had presented a deficit budget at Resources Committee. Information since then has been incorporated into a revised version. She checked with the Borough the process to follow to set a deficit budget and was asked how there was a surplus at year end and a deficit for next year. They looked at the 3-year budget submitted last year and put some challenges to CP. They also asked CP to drop down the predicted 7% inflation to contracts to 2%.</p>	

	<p>LK and SLT had made some appointments so CP amended teacher salary costs. Some fees associated with recruitment were built in.</p> <p>£5k from Solardome towards lost lettings has been assumed.</p> <p>The new draft shows a £200 surplus. CP explained that on the basis that this is now a surplus, they can demonstrate on paper that they are back on track with the three year recovery plan and are in a stronger position.</p> <p>For teachers' pay CP has allowed for 3% but if it is more than that it will have an impact. There may be a grant.</p> <p><i>There was 7% inflation for subscriptions and membership fees. Is changing this to 2% realistic?</i></p> <p>This was the advice given, things are going up but funding is not. Grants now go into the main funding line, not in the line with costs.</p> <p><i>Can you ask Carol Warne what the reason is as the Governing Body is responsible for approving this?</i> CP agreed to do this.</p> <p>CP said that she has updated figures that have come in so they are actuals. Those unknown will be smaller subscriptions. The main expensive ones like licences for computers are already in the budget, so there should not be anything large that is unexpected.</p> <p>CP said that they have been realistic on supply costs, teaching staff and support staff costs, PPA cost and energy. There is a little bit of flexibility.</p> <p>CP said that they have received confirmation from the SET that there is no contribution to pay this year.</p> <p>She explained that on paper they are working towards a surplus in Y3 and it is the most accurate it can be at the current time. The Borough are aware that schools are struggling and have asked all schools to provide regular monthly budgeting reports, looking for where early intervention is needed.</p> <p>CP said that she had loaded the draft budget from Resources Committee into the system and started to put data in to do the returns. They will have April and May by next week.</p> <p>Three documents were provided with the one year budget. A summary with the detail of the ledger lines, the draft budget presented to Resources Committee and a the revised version with some notes.</p> <p><i>Are salaries for new teaching staff lower?</i></p> <p>Yes but we had to pay fees and some of these are high.</p> <p>CP said that they have built in a sum for caretaking. She went back to the agency to try to negotiate a refund for an introductory fee. The role was discussed.</p> <p>The 3 year budget was agreed and signed by SA.</p> <p>The SFVS had been reviewed and an amendment was made to Item 3 as agreed to confirm that the SBM reports at least 6 times a year. In Item 15, reference to Chris Jacobs was queried. This is still correct at the current time. The SFVS was signed by SA.</p>	<p>CP</p>
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8.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN</p> <p>The SDP was reviewed at Curriculum and Attainment Committee and the updates noted. These will continue through the summer term and this will go to Curriculum and Attainment Committee in the Autumn term.</p>	
9.	<p>SCHOOL AND GOVERNING BOARD SELF-EVALUATION</p> <p>a. <u>Feedback from Governor Day</u> AR said that there were two main things they looked at.</p> <p>AR said that the main focus for him was looking at PE. The first lesson he saw was amazing. The group management was good, it was good fun, there was an outside element, with work on balance and gross motor skills. The second lesson was by a supply teacher, on their first day but they did very well considering it was on a very hot day. They covered things in a different way, using a scheme.</p> <p>In the afternoon, AD and AR looked at KS2 and did some writing moderation. There was also moderation across the SET. They looked at work against the marking scheme and compared another piece of work. They could see how much time it takes.</p> <p>NS said that one of the advantages teachers have is that they know the children because they have taught the lesson. They know that marking is strong across the school, so some will be already validated. LK added that it is year group moderated, whole school, SET and governors.</p> <p>AR said that they saw work at the three levels – Expected, Greater Depth and Working Towards and different bands within that. It was explained that if a child is incredibly gifted and talented, it is much easier, if in the middle it is a lot harder, if not reaching the expected level at all it is a bit easier.</p> <p>NS said that for children in Y2, if they get there quite rapidly by March, it is easier to find that evidence than when a child is just there.</p> <p>b. <u>Governors to consider how best to have an input in sections of the SEF and SDP.</u> LK said that as they continue to evaluate, things that come from Governor Day will be integrated to support what they say is being delivered. Governors are evaluating what the school team are saying is happening in school.</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> LK confirmed that Y1 went to Beddington Park and had a lovely time. The focus was on trees this time, with a talk from a tree warden.</p> <p>The Platinum Jubilee outdoor assembly went well. LK said that they have not had these things for a while and more prior thought and staff guidance is needed.</p> <p>Sports Day had been held. LK said that they now have barriers as well for safeguarding purposes. It was a really nice day and a lot of parents wanted to take part.</p>	

	<p>The PTA was discussed. There are plans for a summer fair and further events in the autumn term, including a professional firework display as a joint event with Holy Trinity. Governors asked if they could be reminded about any events they can attend. SA offered to help at the fair.</p> <p><u>Staffing Arrangements and Wellbeing</u> Staff absence was discussed.</p> <p>LK said that they have strong teachers in place. CB was promoted to Foundation Stage lead and she has mentoring with KR.</p> <p>There is a member of staff to lead English. There will be one ECT, probably in Y1.</p> <p>LK said that some staff who have not moved for a long time will be moving year groups. PPA will be continuing as outlined.</p> <p><u>Premises and Safety</u> LK reported that the lavender and rose hedge is looking great and has embedded well.</p> <p>The tarmac has some weeds growing through it and needs attention. LK said that they have contacted the company that laid the tarmac.</p> <p>The conservatories will be replaced during the summer holidays.</p> <p><u>Safeguarding and Child Protection</u> KR raises awareness with staff at least termly. Every member of staff and governors must have a good knowledge of, and understanding of the most recent version of Keeping Children Safe in Education.</p> <p><u>External Challenge/Validation Visits</u> LK confirmed that Challenge Partners would be visiting the following week for three days. There will be a report following the visit.</p> <p><u>Applications</u> LK explained that the birth rate across Sutton continues to fall and pupil numbers are 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 in some schools to have one form of entry less. It is up to the governing body to decide to reduce numbers.</p> <p><i>Thank you for the items for notification. It was a very comprehensive Headteacher's Report.</i></p>	
11.	<p>PROMOTING EQUALITY AND DIVERSITY The survey from Merton & Sutton Governor Support has now gone out.</p> <p>LK said that there is a talk by Professor Paul Miller in October.</p> <p>Governor vacancies have been listed on Inspiring Governance but there has so far been no response.</p>	
12.	<p>GOVERNOR TRAINING All the sources for governor training were listed. All governors are required to attend regular training, particularly for safeguarding. AR said that he had attended training on the new Education Inspection Framework and on Understanding Mental Health (staff and children).</p>	

13.	CONFIDENTIAL ITEMS There were no confidential items.	
14.	ANY OTHER BUSINESS NS outlined some of the difficulties with the Google Migration project and said that Cygnet would be required to resolve the issues.	
15.	DATES OF FUTURE MEETINGS The schedule of dates for next year had been circulated.	

The meeting closed at 8.45pm

Chair's Signature Date