

FULL GOVERNING BOARD (FGB) – SUMMER TERM 2025

MINUTES

Becontree Primary School	Stevens Road, Dagenham, Essex RM8 2QR	Thursday 10 July 2025 at 5.50 pm
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Members: Mrs T. Beckett
 Mrs K Brissett – Apologies received
 Ms L Feeley- Apologies received due to work commitments
 Ms M Gaughran
 Miss H Hamid, Chair – Apologies received due to annual leave
 Mrs S Iqbal – Arrived at 6.00pm
 Councillor Mrs J Jones
 Ms C Louis – Apologies received
 Mr R Puttnam, Vice Chair
 Mrs H Samatar
 Mrs A Sarwar
 Mrs M Ziane, Headteacher

Also present: Linda Boar, Cover Clerk Juniper Education

N.B School Governing Board meetings require 50% of governors in post to be present to be quorate. For your meeting to take place 6 governors need to be in attendance. **Associate Members do not count towards the quorum.**

Not present:

**ELAINE ALLEGRETTI, Director of People and Resilience
 & JANE HARGREAVES, Commissioning Director Education**

With Miss Hamid sending apologies, Mr Puttnum took the Chair for this meeting.

Chair:

PART 1

The start of the meeting was delayed in order to gain a quorum and this was reached at 5.50pm.

1	APOLOGIES FOR ABSENCE Apologies were noted as recorded above.
2	DECLARATION OF INTERESTS No declarations of interest were made.
3	MEMBERSHIP OF GOVERNING BOARD a. Appointments/Resignations/Vacancies i. Tonight was the last meeting Mrs Beckett will attend as Governor after twenty-seven year in various roles on this Board. Mrs Beckett said she first joined this FGB when her son was nine years old and has been a Governor in all categories. All agreed that this was a sad day and Mrs Beckett will be missed. The HT gave genuine thanks on behalf of the school and all Governors both present and past for Mrs Beckett's commitment and wished her well in her exciting adventures to come, adding that Mrs Beckett will leave a big hole to fill. ii. The HT suggested that vacancies are discussed at the business meeting planned for September when skill sets of all current and potentially new Governors can be assessed. All present were in agreement. The HT took the ACTION to include this matter on the relevant agenda. b. Clerking Arrangements 2025/26 The HT advised that the school buys its clerking support from Juniper Education through BDSIP. The HT also advised that she had voiced concerns to Juniper that the school rarely had the support of a Clerk at meetings; sometimes they had been offered a clerk to work remotely but she considered this method not to be a satisfactory solution. The HT understands there has been an issue with recruiting Clerks and indeed there was a national shortage of Clerks. Governors were reminded that their last substantive Clerk had some health issues, these were now eased but it was unsure whether that Clerk would return to working for this school. Another solution could be to provide an existing member of the school staff some additional hours to carry out the Clerking role, however, no-one is trained in this profession so the advice sometimes sought would not be available but the HT added that seeking governance advice has been rare. Governors were asked to express their views with one Governor asking if the school pay for a whole year contract for this work; the HT confirmed that the school only pays for clerking services when a Clerk actually attends the school. The HT will be meeting with BDSIP to clarify the situation of what, if anything, they could advise in this case and took the ACTION to report her findings back to the FGB in due course. Following another Governor question the HT confirmed that the school can still avail themselves of Governor support services. <i>Mrs Iqbal arrived at this point with the HT updating her on this item of the meeting.</i>

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4	MINUTES To confirm the minutes of the previous FGB meeting held on 27 March 2025 a. All present were content to confirm the minutes of the previous FGB meeting were accurate. A copy will be signed by the Vice Chair and filed appropriately at the school. b. The HT reviewed the minutes highlighting the status of the action points; all were either complete or on this meeting's agenda, save the following: i. Training for Governors is still outstanding – ACTION Ms Gaughran. ii. The School Streets initiative is an ongoing issue with the HT updating the Board explaining that a consultation with parents and staff is still underway to expand the area to include Gainsborough Road. A discussion ensued on concerns that with this expansion it would simply move the problem of road safety for children further away. Governors were advised that permanent staff at the school have their vehicle registration numbers recorded but it would create difficulties for visitors and agency staff attending the school on an ad-hoc basis. It was felt that because the school needs a number of supply staff, if there were issues for these staff driving to the school it would result in supply staff not wanting to work at this school and would then obviously result in difficulties providing teaching staff for the children. The HT undertook the ACTION to speak to parents at the Cultural Day planned for next week and will update Governors in due course. iii. Comment was briefly made that the controlled parking initiative has created a calmer environment on the surrounding roads of the school.
5.	FGB ACTION LOG AND ACTION PLAN UPDATE a. Action Log Review This document had been reviewed by all present. It was noted that not all Governors had visited the school in relation to their Link responsibilities with the HT acknowledging that all colleagues are busy. Various options to visit were discussed and Governors were encouraged to visit the school when they could in order to fulfil the requirements of the School Improvement Plan (SIP). b. Action Plan Review: consideration of DRAFT Stakeholder Engagement Strategy The HT explained that there had been two priorities for the Governing Board to fulfil, one being to set a balanced budget, which has been done albeit by using carry-forward funds to top up staffing costs; specifically it was acknowledged there was an in-year deficit but a balanced budget for next year has been set. It was agreed that staffing costs need continual monitoring by all FGB members. The second priority for Governors is to ensure a positive relationship with the school by undertaking stakeholder engagement and also by undertaking online

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	training. The HT hoped that the areas highlighted could be worked towards next year and in particular sighted the potential for children to feedback directly to Governors. A full description of how this initiative will work was provided by the HT and added that staff have been asked to provide their own suggestions on how this work could be rolled out seamlessly. All present heard that Artificial Intelligence will be used to build up and incorporate a strategy for school improvement and interested parents will be invited to join a forum which will trial this scheme. Cross Borough Alliance This item was discussed briefly at this point and further discussed later in the meeting and recorded at item 6.d. below.
6	HEADTEACHER'S REPORT A copy of Headteacher's report Summer 2025 was circulated prior to the meeting and Governors were asked for questions in relation to any points the report contained. The HT provided a commentary to her report with the following additional areas noted: - The school are still awaiting the full roll-out of an automatic system to identify children who, e.g. are eligible for free school meals, etc. This full roll-out would alleviate someone in the office a great deal of work. The HT took the ACTION to investigate. - The HT was asked if there had been an increase in demands for thirty hours nursery places; the HT responded that there has not, adding that this result is different in neighbouring schools. - Staffing – the HT advised that she had been very careful in planning staff tasks in order to again avoid restructuring, this has been achieved also with staff leaving and not being replaced. - Cross Borough Alliance – Governors heard of this exciting initiative which will be expanded in the future culminating at the end of 2026. A Memorandum of Understanding is being formalised and help with funding, etc. is underway. Its base will be in Valence Library and the HT took the time to explain the positives of this enterprise which will include greater cross school benefits. - A draft SIP had been provided to all Governors and the HT provided an outline of the document so far. - The school had been named by the Secretary of State for Education at a recent event. - The new library at the school is almost complete with Ms Gaughran providing all present with a description of works carried out and remaining and a view of what the completed project will look like and hold. - Plans for the Additional Resource Provision (ARP) are moving forward and will eventually offer access to additional therapies. - Becontree's Got Talent was mentioned briefly which the Chair had attended as a judge. - School Centenary Plans are underway and an updated situation was shared with all present. The HT spoke of a 90-year-old lady who plans to attend who was a pupil at the school. Another former pupil, now living in America as an author, will also be attending remotely. The event will

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	include the whole of the local community and all Governors are invited to participate. A Governor asked what the children should wear for the aerial photograph with the HT saying; it is hoped that most pupils will be in their blue tee-shirts with a few in white tee-shirts dotted around. k. The school has been awarded the UNICEF Children's Rights Bronze award and the Silver award will be sought in the future.
7	POLICY UPDATES a. Public Sector Equality Duty – this is due an update and will be presented as a draft at the FGB in the Autumn term with the HT taking the ACTION to have it included on the relevant agenda. Once agreed it will feed into the SIP. b. Working with Separated Families – this document was circulated to all present, it contains no significant changes and all agreed to its ratification. c. Prevent Strategy - this document was circulated to all present, all agreed to its ratification.
8	COMMITTEES Governors were given the opportunity to receive reports from committees that have met since the last FGB meeting as follows: a. Extraordinary Finance Committee – 1/5/2025 @ 5.00 p.m. (all Governors) – it was noted that the budget was approved by all in attendance. b. Quality of Education Committee– 1/5/2025 @ 5.30 p.m. (all governors) – the key item discussed during this meeting was the ARP lead presentation and Governors were advised that at each meeting a different member of staff will present to them. c. Reading Newsletter – the HT provided a brief overview on this document. d. Spring Progress Data – this item was covered within the HT's report, item 6 above. e. Site & Financial Management Committee – 12/6/2025 @ 5.00 pm The Asset Management Annual Stock Check is due. Items over the value of £50 used to be required to be counted but the HT has taken guidance and now includes items over £2k. The HT felt that this jump was too vast and has decided to count items over £1k or portable and/or desirable, e.g. laptops, iPads, etc. The HT confirmed she has checked this plan with the insurance company who are content. All present agreed with the strategy. f. Annual Health and Safety Report – Following National Governors Association guidance a report is provided to Governors termly as part of the SFM Committee meetings, all present were satisfied with this arrangement. g. Car parking charges – The HT explained that to park in the roads surrounding the school a permit must be purchased. In order to provide equality across all staff it is planned to levy a charge of £75 to all staff. This will allow staff having to use the highway to have their charge paid by the whole staff body and include a subsidy from school funds. The HT is waiting for all staff to agree to this plan. Governors also heard that visitors to the school will be asked to contribute £1 for each visit. After a discussion all Governors present were in favour of supporting the initiative considering it to be the fairest way to deal with this problem.

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	h. Security barrier and access to school – the matter of the gate adjacent to the Key Stage Two area was raised with the HT providing an explanation on the issue; a sliding barrier will be fitted by the Local Authority Highways Department which will be able to be opened and closed more easily than the current temporary arrangement that needs to be moved in and out each day. i. Library building update – this was reported within the HT report, item 6 above. j. Summer building works – plans are in place to have the nursery floor and roof works completed which will alleviate any problems with damp in these areas in the future; the LA will be paying for all works undertaken herewith. k. Anti-Fraud: spot checks – Governors were asked to consider this problem as part of their monitoring work, all invoices will be made available.
9	FINANCIAL REPORT This item was included in order to give Governors an opportunity to receive a report on the school budget. a. Governor SFVS Competencies – Governors were reminded to complete this document, the HT took the ACTION to review the completed entries. b. Financial Monitoring Report – Budget monitoring was discussed in some detail. The HT advised that the school holds £36,630 as a buffer which is not a great deal but better than being in deficit. Support staff pay increases have been budgeted at 3% but these are still to be finalised but teachers' pay awards have already been accounted for.
10	SAFEGUARDING REPORT Termly update on safeguarding This report was provided to this board for information only, all present noted the report which had been reviewed at the relevant committee.
11	DIRECTOR OF CHILDREN'S SERVICES REPORT This report is usually emailed to all Governors and provides an update on the national and local statistics regarding pupil attainment; these details are within the Headteacher's report at item 6 above and were noted by all Governors. This term's report is prepared by BDSIP for the London Borough of Barking and Dagenham, and includes the following items: For Action a. Attendance Performance, Local and National Update – this was explained to all present by the HT and they were assured that all items are up-to-date and is included merely as a reminder. b. Schools Strengthening Inclusion and Belonging Through Rights Respecting Schools Awards (RRSA) & Race & Social Justice (RSJ) Initiative – the HT explained that there are ten schools registered under this initiative and this school is currently at the bronze stage. For Information c. Special Educational Needs and Disability Update – this was noted with the HT providing some additional information and advising that a further update will be available in September. d. The Aspire Virtual School Education Report 2023-24 – all present

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	noted the report. e. London Governors' Newsletter Spring 2025 – all present noted the document.
12	TRAINING AND LIAISON GOVERNOR'S REPORT It was noted that stakeholder training completed by all governors provided an understanding about how a governing board should be engaging with stakeholders and how to improve in this field. This matter will be further discussed at the next FGB meeting and the HT took the ACTION for it to be included on the agenda of the annual business meeting FGB. All present heard that once completed this will feed into the SIP. Governors were reminded that the Governor Conference will take place on 4 October, 9am to 1pm at Parsloes Primary School and is free to attend. Governors noted that they need to register their intention to attend during the Summer break and the HT undertook to share the appropriate link with Governors once it is available. Workshops on the day will include the new Ofsted Framework and Safeguarding Pupils online.
13	GOVERNORS' REPORTS Governors with posts of responsibility have the opportunity to report to the governing board, however no reports were presented. Mrs Beckett advised she had reported to the QED committee. Comment was made by a Governor that the sports day was a great success and it was good to see all parents attending. Another Governor spoke about the Reading Café and said her visit, in a parental capacity, to that session was a good experience.
14	CHAIR'S REPORT The Chair: a. Action Items – The Vice Chair had nothing to report at this point. b. Correspondence - The Vice Chair had nothing to report at this point.
15	ANY OTHER URGENT BUSINESS There was no other urgent business to discuss at this point.
16	DATE, TIME AND PLACE OF FUTURE MEETINGS Governors agreed to meet on Thursday 18th September, 5pm start for the annual business meeting of the FGB. Dates for future meetings of the next academic year will be set then.
17	CONFIDENTIAL ITEMS These items are recorded separately under Part 2 of this document.

Mrs Beckett was presented with a basket of flowers and a gift in thanks for all her years working on this Board.

The meeting closed at 7.55pm

Chair:

I confirm the minutes are an accurate record of the meeting.

Signed Date
Chair of Governors