

Reference:	
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Date:	18 September 2024

NOTICE OF GOVERNING BODY MEETING

Becontree Primary School	Stevens Road, Dagenham, Essex, RM8 2QR	Wednesday 18 th September 2024 at 5:30pm
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Present:	Mrs T Beckett	Co-opted Governor
	Mrs K Brissett	Co-opted Governor
	Ms M Gaughran	Staff Governor
	Ms H Hamid	Co-opted Governor
	Councillor Mrs J Jones	Local Authority Governor
	Ms C Louis	Co-opted Governor <i>Attended the meeting remotely</i>
	Mr R Puttnam	Co-opted Governor
	Mrs C Tizzard	Parent Governor
	Ms L Feeley	Parent Governor
	Ms Amila Sarwar	Observing as a Prospective Governor

Also Present: Mrs M Ziane Headteacher

N.B School Governing Body 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.**

Clerk: Mrs S Burdett

1	APOLOGIES FOR ABSENCE							
	<table><tr><th>Governor</th><th>Reason</th></tr><tr><td>Mrs T Beckett</td><td>Apologies for absence were received.</td></tr><tr><td>Councillor Mrs J Jones</td><td>Apologies for absence were received due to work related commitment.</td></tr></table>	Governor	Reason	Mrs T Beckett	Apologies for absence were received.	Councillor Mrs J Jones	Apologies for absence were received due to work related commitment.	
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Governors are asked to formally <u>accept</u> or <u>reject</u> the apologies for absence.								
Apologies for absence were received from, and consented for, Mrs T Beckett and Councillor Mrs J Jones.								
The Chair welcomed everyone to the meeting.								
The Headteacher suggested moving meetings back to Thursday evenings as the potential new Governor who requested meetings to move to Wednesday is no longer able to commit to the role.								
2	NOTICE OF ANY OTHER BUSINESS OR CHANGE IN ORDER OF AGENDA							
	The Headteacher requested to speak to Governors about a finance recovery plan.							
3	DECLARATION OF INTERESTS							
	The Chair asked all Governors to declare any business interests again for academic year 2024/25: • The Chair declared that they work for the Barking and Dagenham School Improvement Partnership (BDSIP) which is an organisation that Becontree Primary School buy services from. • Ms L Feeley declared that she works for Arbour Academy Trust and she is a Parent Governor at Becontree Primary School. • Mr R Putnam declared that he is a School Business Manager at Gascoigne Primary School and also a Governor for that school. • Mrs K Brissett declared that she works at Roding Primary School. • Mrs M Gaughran declared that she is a National Education Union (NEU) Representative and Staff Governor at Becontree Primary School. • Ms C Louis declared that she works for the London Borough of Barking and Dagenham.							
4	ANNUAL GOVERNANCE REVIEW 2023-24							
4.1	To note and confirm Instrument of Government The Headteacher informed Governors that the Governing Body is required annually to determine if the Instrument of Government of the Governing Body has is still fit for purpose. The Headteacher suggested that the one currently in use should continue to be used. She also noted that the Governing Body could have fewer Co-opted Governors but explained that when Ofsted visited the school it was useful to have a large group of Governors to select from at short notice. Governors agreed and the Chair signed the Instrument of Governance.							
4.2	Review of Governance Action Plan for 2023-24							

	Target 1 relating to finance had been met as the school had avoided setting a deficit budget for 2024/25. However, it was recommended that this target remains for this academic year as the three-year budget is predicting a deficit in 2025/26 and 2026/27. Governors need to ensure a sustainable staffing model. Target 2 – this had been achieved and the new responsive governance model needs to be embedded this year. Governors agreed the Governance Action Plan review for 2023/24. ACTION: The Headteacher to post on school website. The Chair signed off the Governance Action Plan for 2023/24.
4.3	Celebration of Governance
	The Chair explained that she is really excited about what is to come in academic year 2024/25. She further added that it is the aim this year that Governors attend more events at the school. Ms L Feeley commented that it is good for the pupils to see Governors and that she had enjoyed attending BGT in the previous year. The Headteacher also noted that the school has a great team of Governors. She also added that the local authority is interested in what Becontree Primary School are doing.
5	MEMBERSHIP OF GOVERNING BODY Governors are asked to:
5.1	Consider appointments to fill current vacancies The Headteacher explained to Governors that the school has 2 Governor vacancies due to Mr A Uddin resigning from the Governing Body in April 2024 and Ms Jill Gallagher retiring at the end of the last academic year. Governors were made aware that she endeavoured to get someone from the Local Authority to join the Governing Body, but she could not because the person that was interested, took on a new role at the Local Authority and felt that she would not be able to commit. She explained however, that another Local Authority employee has expressed an interest, Amila Sarwar who was observing the meeting that evening and then would make a decision regarding if she would join the governing body. Amila informed Governors that she had recently taken on a new role at the Local Authority. She further added that she used to be an Assistant Headteacher at Greatfields School. She also noted that in the past she was Head of English at a different school and prior to this she was a Solicitor. She explained that from a visit to the school, she feels that the school is a beautiful place, and it seems like a very happy environment.
5.2	Confirm contact details (email address, telephone number as held by LBBD) The Headteacher tabled a document that had been sent by Jackie Day and

	asked each Governor to check if their contact details are correct and to change them, if not. ACTION: The Headteacher to share any updates with Jackie Day.
5.3	Review and agree the Code of Conduct and Standing Orders The Headteacher informed Governors that the school usually adopts the National Governance Association (NGA) model Code of Conduct which focuses on the seven Nolan principles of: • selflessness, • integrity, • objectivity, • accountability, • openness, • honesty, • and leadership. She further explained that it outlines what individual board members are responsible for. Governors agreed to adopt the document and the Chair will sign and date the Code of Conduct at the end of the meeting. The Headteacher turned Governors attentions to the Standing Orders. She explained that this document had been in place for several years and provides specific information about the working of the governing body. Governors approved the document and were made aware that the Chair will sign off the Standing Orders at the end of the meeting. ACTION: The Headteacher to upload all documents to shared drive for all governors to access.
5.4	Skills Audit: confirmation of updates required Ms M Gaughran stated that last academic year 2023/24 Governors completed a skills audit and there is only one area that the Governing Body scored low in; this was stakeholder engagement. It was further added that the Governing Body had an opportunity to buy into NGA training at a highly discounted rate. The Chair requested that each member of the Governing Body complete the stakeholder training. A weblink had been sent to all Governors after the last Governor meeting in July 2024. She explained she cannot see which Governors have completed the training and she enquired with NGA if there is a way she can see who has completed this training and they have not responded. She however commented that there are very useful training sessions on the NGA website. She recommended that the skills audit is not completed by Governors this academic year. The Chair expressed gratitude to Ms M Gaughran for all that she does on the skills audit. A Governor added that depending on the experience of each Governor the NGA website can be very useful.

6	ELECTION OF CHAIR AND VICE CHAIR
6.1	Elections
	Mrs C Tizzard nominated Ms H Hamid to be the Chair of Governors for academic year 2024/25 and Ms M Gaughran seconded this. All Governors voted for Ms H Hamid to be Chair for academic year 2024/25. Ms H Hamid accepted and was appointed to serve as Chair. Ms L Feeley nominated Mr R Puttnam to be the Vice Chair of Governors for academic year 2024/25 and Mrs K Brissett seconded this. All Governors voted for Mr R Puttnam to be Vice Chair. Mr R Puttnam accepted and was elected to position of Vice Chair.
7	COMMITTEES
	To review the Terms of Reference:
7.1	Quality of Education Committee All Governors agreed to review and sign the Quality of Education Committee Terms of Reference at the next Quality of Education Committee meeting. The Headteacher informed Governors that all Governors are members of this committee because it is the main purpose of Becontree Primary School.
7.2	Site & Financial Management Committee All Governors agreed to review and sign the Site and Financial Management Committee Terms of Reference at the next Site and Financial Management Committee meeting. The Headteacher informed that sometimes the Site and Financial Management Committee meeting is a longer meeting because two committees have been merged. They further added that the following individuals are on this committee: • Mrs T Beckett, • Ms L Feeley, • and Mr R Puttnam. She also noted that this committee lost two members, those being Mr A Uddin and Ms Jill Gallagher. ACTION: Governors were invited to put themselves forward to join the committee if they would like to.
7.3	Staffing Committee, Pay Committee, Headteacher Appraisal The Headteacher informed Governors that the Governing Body are required to have a staffing committee. She explained that this usually includes the Chair. She also noted that the committee must meet at least annually and also meets

	as and when required, e.g. if there were to be a restructure this committee may be involved. She turned their attention to the Pay Committee, stating that this usually takes place at the end of the Quality of Education Committee. Governors were made aware that with regard to the Headteacher appraisal she is waiting to hear from Human Resources (HR) if there are any changes in light of government changes to Teacher Appraisal. Ms L Feeley offered to send the Headteacher some documentation from the school she works in to support implementation of the new national policy. The Headteacher turned Governors' attention to Teachers Pay. She informed Governors that Staff on pay grade M6, who wanted to progress to Upper Pay Scale, as part of the appraisal process specific targets were set for them to achieve to support their application. All Governors agreed the Terms of Reference for Staffing Committee, Pay Committee and Headteacher Appraisal.
7.4	To note the following delegated powers to each of the above committees All Governors noted delegated powers to each of the above committees as detailed in the Terms of Reference.
7.5	To note the voting rights for Associate Members The Headteacher informed Governors that we do not currently have any associate members, but the standing orders outline that associate members have no voting rights. All Governors noted the voting rights for Associate Members.
8	ANNUAL DECLARATION OF INTEREST
	Governors are requested to sign annually the following declarations:
8.1	Declaration of Financial Interests All Governors present signed the Declaration of Financial Interests.
8.2	Keeping Children Safe in Education September 2024 All Governors present signed the Keeping Children Safe in Education (KCSIE) September 2024 version.
8.3	GDPR, including Privacy Notice for Governors All Governors present signed the GDPR, including Privacy Notice for Governors.
8.4	Whistle-blowing Policy All Governors present, signed the Whistle-blowing Policy.

8.5	Guidance for Safer Working Practice for Adults who work with Children All Governors present, signed the Guidance for Safer Working Practice for Adults who work with Children.
8.6	Health and Safety Policy All Governors present, signed the Health and Safety Policy.
8.7	Staff Acceptable Use Policy, including photo permissions All Governors present, signed the Staff Acceptable Use Policy, including photo permissions.
9	POLICIES
	Vision and Values The Headteacher informed Governors that there were no changes to note to the vision and values. She highlighted that shared vision and core purpose remains the same. She further added that over the past two/three years, the school staff have been focusing on the higher needs children, however, this year is important to return us to a focus on all children having needs. Public Sector Equality Duty Governors were informed by the Headteacher there were no changes to the Public Sector Equality Duty. The school is required to have it on the website, which we do. Staff Code of Conduct The Headteacher explained that this was circulated prior to the meeting. It was said that a focus was placed on the inset day on the Staff Code of Conduct. It was highlighted that staff are required to remain professional and establish and sustain positive relationships and work collaboratively with one another. This is a focus on the school improvement plan this year. A Governor commented that in the Safeguarding Policy/Staff Code of Conduct the school should include that there is a responsibility for staff to self-refer. The Headteacher responded, informing that she will add this to the policy for this to be signed at the next meeting. ACTION: Policy to be updated. Staff Induction The Headteacher noted that a checklist has been completed for new staff as part of their induction. Early Career Teachers Governors were made aware by the Headteacher that the Early Careers Teachers Policy had been reviewed and updated.

	Appraisal The Headteacher told Governors that she has a draft appraisal policy but was waiting for advice from HR related to government changes. Ms L Feeley suggested that she would send the Headteacher her Appraisal Policy and what has been added from the school in which she works for comparison. Attendance and Punctuality Governors were informed by the Headteacher that the Attendance and Punctuality Policy had been updated in light of new Department for Education guidance. It was further added that a newsletter had been sent to parents and carers in September 2024 outlining the key updates. Online Safety The Headteacher informed Governors that the Online Safety Policy was updated the last term of academic year 2023/24 and the only reference was the changes made in KCSIE 2024. Emotional Wellbeing and Mental Health The Headteacher informed that there were no changes made to the Emotional Wellbeing and Mental Health policy. Safeguarding and Child Protection The Headteacher made Governors aware that the Safeguarding and Child Protection policy has been updated in light of the KCSIE 2024. Governor Allowances The Headteacher explained that no changes had been made to this policy. Whistleblowing Governors were made aware that the school continues to use the Local Authority Whistleblowing Policy. Complaints Procedure It was explained by the Headteacher that the only change to the Complaints Procedure was the front cover. Managing Serial and Unreasonable Complaints It was said by the Headteacher that there were no changes to the Managing Serial and Unreasonable Complaints Policy. Sports Premium Statement Impact Statement The Headteacher provided Governors with a Sports Premium Statement Impact Statement paper copy to sign. It was stated that this is required as an evaluation of how the school spent the funds and the impact it had. This will be discussed in more detail at the Quality of Education Committee meeting. All Governors approved the above policies and the Chair signed them at the end of the meeting.
10	STRATEGIC PLANNING:

- 3-year strategic plan
- Draft SIP 24/25

The Headteacher informed Governors that for the Early Years Foundation State (EYFS) the school achieved 63%, local is 67% and National is 67.7%. It was noted that this percentage was down from academic year 2023/24.

ACTION: Mrs K Brissett to visit school in response to drop in data to explore reasons/context and report back to FGB.

Governors were made aware that in academic year 2024/25 the school has less children that are not toilet trained entering nursery following the success of the nursery readiness project.

Governors' attention were turned to Phonics which was reported to be 75% and national was reported to be 80%. This was a significant improvement from the previous year.

Key Stage 2 attainment was also considered. It was stated that 63.3% was the combined result, reading is 1% below national, writing, 1% above national, maths, 4% above national. These were much stronger outcomes than in 2023/24.

Governors' attention was turned to the School Improvement Plan (SIP). It was explained that there was a draft SIP. Additions would be made following discussions with governors, particularly about stakeholder training and the vision and values. She explained that the document included the following:

- a 3-year plan, produced for and by the Senior Leadership Team (SLT) and governors. This includes areas for development, areas to be sustained from previous year and exploration/research being carried out in preparation for next year.
- Strategic goals for this year with reasons for the focus on these areas and the approach to be taken.
- Key actions to be taken and when.
- A leadership development strategy has been included as the school has been developing (and continues to develop) leadership through reflective spaces and coaching. Our new School Improvement Partner will lead on a new approach to coaching this year with LMT.
- and External Partners and quality assurance had been added.

Governors were made aware that there is an inclusion theme across each academic year, and for academic year 2024/25 the theme was collaboration. Impact may be hard to measure but leaders still feel it is an important area to focus on.

Governors were made aware that this academic year 2024/25 the school is going to celebrate Black History month in October 2024 and will be asking the parents to bring food to contribute and reflect the occasion.

	Governors were made aware that the Ark Math Mastery is in the second year this academic year 2024/25. The Chair commented that the school takes a very holistic approach with the School Development Plan (SDP). It was also said that the school brings in the community in a meaningful way. <i>A Governor asked the Headteacher if she has an issue in the school with attendance?</i> The Headteacher responded, that attendance last academic year 2023/24 was 93% which is just above national and local. It is much lower than pre-Covid times and this is mainly due to families going on holiday which affects attendance. Governors were made aware that families get fined. It will be interesting to see if there are any changes with the new government rules. All Governors approved the strategic plan priorities and look forward to receiving further detail at the Quality of Education Committee meeting. New Governance Non-Statutory Guidance The Headteacher informed that this was a reference to Governors. She stated that she will share the New Governance Non-Statutory Guidance on the shared drive for Governors to access. It replaces the NGA Governor Handbook. Draft Governor Action Plan 24/25 The Headteacher informed Governors that the current staffing model is funded for this year but we need to ensure that it is financially sustainable. This will form the first part of the 2024/25 Governor Action Plan. It was agreed that the second target would be linked to collaboration and relationships and that Governors are an integral part of this as well and need to play an active role. Undertaking the training on stakeholder engagement. Is the first key action to take that will inform next steps. Governors agreed the plan and it was explained that the Chair will sign this off at the end of the meeting. NGA training feedback: stakeholder engagement The Headteacher informed Governors that this will be put on the Quality of Education (QED) agenda for Governors to discuss then. ACTION: All Governors to complete this online training before the Quality of Education Committee meeting.
11	STAFFING STRUCTURE UPDATE
	The Headteacher informed Governors that there were no major changes in the staffing structure. It was added that all the relevant paperwork was sent out and leadership and management information has been sent out, too.
12	GOVERNOR APPOINTMENT TO POSTS OF RESPONSIBILITY AND COMMITTEE MEMBERSHIP

	Governors reviewed the 2023/24 overview of governor responsibilities and noted some possible changes to roles and responsibilities to link to the school improvement plan and school focus areas. It was noted that LF is currently a parent Governor but her child had left the school at the end of last academic year. ACTION: The Headteacher to query with Jackie Day about whether her term of office can continue or if we should consider changing her role to a co-opted governor. The Chair pointed out that the Headteacher has Mr R Puttnam down twice for the Site and Financial Management Committee. The following discussions took place regarding possible roles and responsibility changes for 2024/25. These will be discussed further at QED Committee meeting before being finalised. • Mrs K Brissett volunteered to take on safeguarding as she is a Designated Safeguarding Lead in her work • Ms L Feeley volunteered to be Staff and Pupil Mental Health and Wellbeing Governor • Mrs A Sarwar volunteered to take on Inclusion Lead, including English as an Additional Language • Mrs C Tizzard expressed an interest in Personal Development • Ms C Louis volunteered to partake in Parent and Community Partnerships • Governor training and liaison, the Headteacher does the induction and Ms Gaughran training • the Chair volunteered for relationships and collaboration, • Mrs K Brissett volunteered to take responsibility for EYFS task in response to data queries ACTION: all roles to be finalised at QED Committee meeting. <i>Ms C Louis left the meeting at 7:30pm.</i>
13	GOVERNOR ACTION LOG FOR AUTUMN 2024
	The Headteacher informed Governors that she will update the Governor Action Log for Autumn 2024 and recirculate it ahead of the next Governor FGB meeting. The Chair commented that the Governor identification badges had been completed and provided to Governors. Governors now have easy access to the school building. Any Governors not present would be able to collect a badge from Paula Thornton.
14	DATES
14.1	School term dates 2024-25 & 2025-26

	The Chair informed Governors that the Headteacher sent out the term dates for academic year 2024/25. All Governors approved the school term dates for academic year 2025-26.
14.2	Schedule of Governor meetings 2024-25 The Headteacher asked if Governors would like to change Governor meeting dates and times. The Chair said she would prefer Thursdays for Governor meetings. A Governor commented that Thursday Governor meetings would be difficult for her to attend. <i>Ms C Louis returned to the meeting at 7:38pm.</i> The Headteacher confirmed that she will change all meeting dates to Thursdays, for example, e.g. Thursday 7th November 2024. All Governors approved the revised Governor meeting dates. ACTION: The Headteacher to circulate updated schedule to all Governors.
16	ANY OTHER BUSINESS The Headteacher informed Governors that the school managed to set a balanced budget for financial year 2024/25. However, she explained that the school is predicted to be in deficit in 2025/26 and 2026/27 so she had to make changes and submit a finance recovery plan to the Local Authority on the 18th September 2024. <i>Ms C Louis returned to the meeting at 7:41pm.</i> <i>Ms M Gaughran left the meeting at 7:43pm.</i> It was agreed that the Headteacher, Chair and Mr R Puttnam will set new dates for the Headteacher performance management review and will check with HR if they still need an external consultant for this too. Amila Sarwar decided to join the Governing Body, resulting in only one Governor post remaining. All Governors voted in Amila Sarwar as a Co-opted Governor.

The meeting ended at 7:47pm.