

**Brompton and Sawdon Community Primary School
Full Governing Body Meeting**

Monday, 16th May at 4.00 pm

The meeting was held virtually

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| PRESENT Chair Headteacher | Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) Ms Sarah Medd (SM) Mr Peter Buckby (PB) | Co-opted Governor Parent Governor Parent Governor Co-opted Governor |
| IN ATTENDANCE Clerk NGA | Ms Dominika Jureczko (DJU) Kathryn Wilkinson (KW) | |
| NOT PRESENT | Rev Joe Kinsella (JK) Cllr David Jeffels (DJE) Ms Megan Watts (MW) | Co-opted Governor LA Governor Staff Governor |

The meeting started at 4:10 pm.

| Item | Minute | Action |
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| 1. | <p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Ms Watts. Cllr Jeffels tried to join from his holiday abroad but was unable to because the zoom link would not work. Rev Kinsella was unable to join because the zoom link would not work for him. The absences were given consent.</p> <p>The meeting was quorate. The Chair introduced Mrs Wilkinson who was conducting governance review with the governors, and then led introductions.</p> | |
| 2. | <p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>There were no interests declared on this agenda and no changes to Register of Business Interests.</p> | |
| 3. | <p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>Staffing update was determined to be confidential.</p> | |
| 4. | <p>Notification of urgent other business.</p> <p>There was none notified.</p> | |

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| 5. | <p>To approve as a correct record the minutes of the previous meeting held on 7th March 2022.</p> <p>The minutes of the meeting held on were approved as correct record, to be signed by the Chair.</p> | |
| 6. | <p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p><u>Item 6 - Governors to explore effective ways of communication with parents.</u> This was ongoing. The governors formed a working group (Mrs Saraj, Mr Buckby and Mr Ford) to progress this.</p> <p><u>Item 13 - Governors to raise road safety with Highways and the Police.</u> This was included on this agenda.</p> | CS, PB, BF |
| 7. | <p>Governance matters:</p> <p>1. Governance Development Plan update; The Chair explained that Mrs Wilkinson was conducting external governance review.</p> <p>Mrs Wilkinson gave her background and experience and gave a short overview of review process.</p> <p>2. Chair's updates. Chair's updates are sent to the governors. It was stressed that while the governors engage with the school intensively, it needs to be reflected in paperwork, for example reports from governor monitoring visits and notes from working group meetings.</p> <p>It was agreed that reports from governor visits would be submitted to the Chair, who will provide a copy to be stored at school.</p> <p>Mrs Wilkinson shared presentation on external review of governing boards. She highlighted the purpose of the review was to identify the strengths and what can be developed further by the Board. Action plan will be agreed with governors and would need to be prioritised.</p> <p>The review will be conducted in the context of the three strategic functions of governing boards and six effective features of governance. Topics will be considered around curriculum, EYFS, safeguarding matters, how governors hold senior leaders to account, how the Board can prepare for Ofsted inspection.</p> | Governors |
| 8. | <p>Reports from the committees</p> <p>i. School Improvement The committee had not met since the last Full Governing Body meeting.</p> <p>ii. Resources The committee discussed the start budget in detail. The Chair highlighted that balance had to be adjusted due to pupil numbers being lower than predicted and gave the updated figures.</p> <p>External school decoration capital works were included in the budget.</p> | |

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| | <p>Question: A governor enquired whether the Headteacher knew the reasons why pupil numbers were lower. Answer: The Headteacher explained that there were fewer children in the catchment area.</p> <p>Question: A governor enquired whether some children who did not list the school as first choice would join. Answer: The Headteacher was not able to give an answer.</p> | |
| 9. | <p>Headteacher's Report</p> <ol style="list-style-type: none"> 1. March 2022 data outcomes 2. White Paper <p>The Headteacher shared his report on the screen, highlighted the key areas and invited comments and questions.</p> <p><u>Covid update</u> The Headteacher reported that the number of Covid cases in the area was low.</p> <p><u>SDP (School Development Plan) update</u> Focus areas for next year were highlighted.</p> <p><i>Confidential update</i></p> <p>Question: A governor enquired whether the school was appointing a fixed-term position or supply to cover the maternity leave. Answer: The Headteacher explained that he was looking to appoint a very strong candidate for a fixed-term position.</p> <p>Question: A governor enquired whether the governors were a part of the recruitment process. Answer: The Headteacher confirmed that was the case.</p> <p>Question: Referring to the focus as per SDP for the next year, Mrs Wilkinson enquired how were they identified and what involvement the governors would have. Answer: The Headteacher explained that priorities were identified via evaluation, monitoring and outcomes.</p> <p>Mrs Wilkinson advised that governors were engaged as this is part of the strategic planning and agenda setting for next year.</p> <p>The Chair indicated this would be discussed in detail at the next meeting of the School Improvement Group meeting.</p> <p><u>The White Paper</u> It was noted that advice for schools was to join a Multi-Academy Trust. Now the LAs would also be able set up their own MATs.</p> <p>A governor noticed that the current statistics were showing maintained schools were doing better than academies.</p> <p><u>Outcomes</u> The Headteacher drew the governors' attention to pupil outcomes and invited comments and questions.</p> | |

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| | <p>Challenge: A governor noticed there was a drop in percentage of children who were working at greater depth dropped and asked how many children that percentage represented.</p> <p>Answer: The Headteacher explained that the lower percentage represented one child's results. Due to small class size, this one child had huge impact on the overall picture of results.</p> <p>Question: Mrs Wilkinson enquired whether the focus was on reading or maths.</p> <p>Answer: The Headteacher explained that the focus was on reading. Maths mastery has not been embedded in class 2.</p> <p><u>Succession planning</u> Only two children are starting in September in Reception. This was a risk as it could have a negative effect on the budget in following years. Options how to adjust for that were highlighted by Headteacher.</p> <p>The Chair highlighted a possibility of federating with another school.</p> <p><u>Policy renewal</u> Attendance management, Capability, Resolving Issues at Work and Privacy Notice documents were approved by the governors.</p> <p><i>Confidential discussion</i></p> <p><u>Attendance</u> The Headteacher gave the current attendance figure of 93.2% and highlighted it had been affected by Covid and families going on holidays. It was noted that the government had published an attendance strategy for all schools from September.</p> <p><u>Safeguarding</u> There were no updates since the last meeting. Reviews of Single Central Record had been undertaken.</p> <p>A governor commented that the children enjoyed the fire drill at the school.</p> <p><u>SEND (Special Educational Needs and Disabilities)</u> The Headteacher highlighted that there was a large number of children who were on a watch list for additional needs.</p> <p><u>Health and Safety</u> Risk assessment for the summer term has been completed and reviewed with staff. Fire drill has been conducted.</p> | |
| 10. | <p>Safeguarding.</p> <p><u>Road safety</u> The Chair reported that he had received a letter from the LA which indicated they did not know who owned the land beside the road outside the school.</p> <p>The governors stressed that the road markings were not adequate.</p> <p>The governors discussed the request to implement a 20 miles per hour speed limit, which was denied.</p> | |

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| | <p>A governor noticed that highways had a legal obligation to show transparency and uniformity across all schools, which was not maintained here.</p> <p>The governors discussed how to follow this issue.</p> <p>The governors decided to form a working group (Mr Ford, Mrs Saraj, Mr Buckby, invitation extended to Mr Jeffels) to decide on the next course of action.</p> <p>Action: Chair to circulate the white paper to all governors.</p> | BF |
| 11. | <p>Health and Safety.</p> <p>This was discussed under item 9.</p> | |
| 12. | <p>To receive records of visit from the School Improvement Adviser.</p> <p>It was noted that the reports were encrypted which were causing problems with access.</p> <p>Headteacher to circulate the School Improvement Adviser reports.</p> | GR |
| 13. | <p>Policy reviews.</p> <ol style="list-style-type: none"> 1. Attendance Management policy and procedure 2. Capability policy and procedure 3. Resolving Issues at Work policy and procedure 4. Privacy notice <p>These were approved under item 9.</p> | |
| 14. | <p>To report any training the governors have undergone since the last meeting and to consider any training needs.</p> <p>Mr Ford and Mrs Saraj attended "Ofsted overview for governors" training.</p> | |
| 15. | <p>To receive report from any governor visits to the school which took place since the last meeting.</p> <p>Mrs Saraj gave a verbal report from her visit with focus on maths. Written report will follow.</p> <p>Mrs Saraj saw learning walls. She noticed the wall in one of the classrooms was generic and not focussed on what the children were learning at the time.</p> <p>Mr Ford met with the Headteacher and attended the Central Single Record check. He also met with the School Council. He was impressed by the maturity of their approach and the engagement.</p> <p>Mrs Saraj attended an event initiated by the School Council.</p> | |
| 16. | <p>To deal with any matters agreed for consideration under point 4 above – urgent other business.</p> <p>There were none.</p> | |

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| 17. | <p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Considered impact of planning going forward and using the data to determine the next steps; • Formalised the road safety group; • Considered the focus for next year as included in SDP. | |
| 18. | <p>Date of next meeting.</p> <p>Monday, 18th July 2022 at 6:00 pm. The meeting will be held in person.</p> | |

The meeting ended at **5:45 pm**

| Actions | | | |
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| Item | Task | Responsible | Closed |
| 6 | Governors to explore effective ways of communication with parents. | Mrs Saraj, Mr Buckby, Mr Ford | ongoing |
| 7 | Reports from governor visits would be submitted to the Chair, who will provide a copy to be stored at school. | Governors | |
| 10 | Road Safety Working Group to discuss next steps. | Mrs Saraj, Mr Buckby, Mr Ford | |
| 10 | Chair to circulate the white paper to all governors. | Mr Ford | |
| 12 | Headteacher to circulate the School Improvement Adviser reports. | Mr Robinson | |

Signed.....

Date.....