

Brompton and Sawdon Community Primary School

Minutes of a Full Governing Body meeting Held at the school on Monday 4th March 2024 at 4.00 pm

Present:	
Bill Ford (BF) Clare Saraj (CS) Rob Longworth (RL) Sarah Medd (SM) Libbie Thwaites (LT)	(Chair) Co-opted Governor (VC) Co-opted Governor Parent Governor Parent Governor Staff Governor
In attendance:	
Louise Flanagan (LF)	NYC Clerk
Laura Waller (LW)	School Business Manager
Apologies:	Rob Harrison
	Rev Joe Kinsella
	Gareth Robinson
Vacancies:	1 x LA, 1 x Parent Governor

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

Item	Minute	Lead
1.0424	Apologies for absence and to determine whether any absences should be consented to Apologies were received and accepted from Gareth Robinson, Rob Harris and Joe Kinsella.	
2.0424	To remind Governors of the need to declare interests, pecuniary or non-pecuniary Governors were reminded of the need to declare interests, none were declared.	
3.0424	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 There is one confidential item which will be minuted separately.	
4.0424	Notification of urgent other business There was no other urgent business to be discussed.	
5.0424	Finance Laura Waller shared the Budget Monitoring Report up to end of January and highlighted the following points	

	<p>The in-year position looks positive with a £110k c/f, there are some expenses and potential income still to come but the figures will not change substantially.</p> <p><u>Capital</u> £18k is set aside for ground works outside, this is not going to go ahead this year so will roll forward to next year. `Connect the classroom` is a Government funded initiative to upgrade IT in schools, so there is no cost to school.</p> <p><u>Schools Financial Value Standard (SFVS)</u> The SFVS ensures schools are reaching good financial health, there have not been any changes this year other than minor adjustments. The SFVS needs to be submitted by the end of March, it was proposed that it is circulated to Governors for agreement.</p> <p>LW to send the SFVS to BF to circulate to Governors.</p> <p><u>Start Budget</u> Pupil information was received last week, this information will be used to set the Start Budget, together with the staffing and budget monitoring reports. This will be discussed in more detail at the next meeting where Governors will be asked to approve the budget.</p> <p>RL has met with LW which was a useful meeting.</p> <p>Governor Question (GQ) Regarding the census figures on the Start Budget, is six pupils a definite figure? We have received six applications, parents had to apply by 15th January but places are not allocated until mid April. It may be higher than six, figures will be certain by the time the Start Budget is approved.</p> <p>BF thanked LW and she left the meeting at 4.27pm.</p>	LW
6.0424	<p>To approve as a correct record the minutes of the previous meeting held on 11th December 2023 Governors agreed the minutes are an accurate record, subject to the amendments below, and they will be signed by the Chair as soon as possible.</p> <p>-p1 Claire Saraj is not a Parent Governor, now a Co-opted Governor -p2 Vacancy for LA and Parent, should be LA and Co-opted vacancy</p>	BF
7.0424	<p>To consider matters arising from the minutes and for which there is no separate agenda item There were no matters arising.</p>	
8.0424	<p>Governance matters Co-Chairing discussion This item was moved to later in the meeting.</p>	
9.04.24	<p>Headteacher's Report It was agreed by Governors that due to the absence of the Headteacher it would be preferable to defer the discussions about reports.</p> <p>RL shared the draft Curriculum Intent Statement for the Wild School, he</p>	

	<p>advised Governors how the logos point towards nature eg trees, meandering streams and hills. Governors agreed the offer will be wonderful the pupils and will be a great asset to the school.</p> <p>BF complimented the work completed so far and Governors were advised planning will continue on the project when the Headteacher returns to school.</p>	
10.0424	<p>Safeguarding BF advised Governors he has audited the Single Central Record and a safeguarding walkaround has taken place. No issues were identified.</p>	
11.0424	<p>Health and Safety No issues were identified.</p>	
12.0424	<p>Policy reviews The policies below were circulated before the meeting</p> <ul style="list-style-type: none"> ● Behaviour Policy ● Feedback Policy ● Recruitment Policy ● SEND Policy - It was noted that RL is listed as SEND Governor. BF will advise Headteacher that it is incorrect. <p>It was noted that the above policies were model North Yorkshire Policies and Governors agreed to adopt all of them.</p>	BF
13.0424	<p>To report any training the governors have undergone since the last meeting and to consider any training needs</p> <p>The use of OneDrive needs to be looked at as well as co-ordinating training records and training needs.</p>	
14.0424	<p>To receive report from any governor visits to the school which took place since the last meeting</p> <ul style="list-style-type: none"> ● BF has had regular meetings with the Headteacher ● RL has met with LW and also the Headteacher ● CS visited the school to monitor Maths Mastery. A positive atmosphere in school was noted with pupils eager to learn. Lessons begin with a quickfire recap session and then move onto the lesson plan. CS looked at books and feedback was positive. Pupils have been following White Rose Mastery since Christmas. More maths resources have been purchased which mirror the resources used in the programme. Pupils now have more independence in using resources as they are freely available in the classroom. ● LT advised Maths Mastery consolidates any gaps from previous year. Some pupils are getting 40/40 in tests so teachers then ask them to beat their time. Times tables are practiced 2/3 weeks at a time to really master them. BF commented it was good to hear the positive feedback. ● Stuart Anslow has visited to monitor inclusion, SEND and safeguarding, he produced a very positive report which has already been circulated to Governors. 	
15.0424	<p>Any other business <u>Proposed new LA Governor</u> All Governors have received the application for the new LA Governor, David</p>	

	<p>Thompson-Cyrus. BF advised that any individual can make an application to the Local Authority to volunteer as a Governor. An LA Governor will have responsibility to the school, staff and pupils in the same way as any other category of Governor. Removal of a LA Governor works slightly differently to other categories of Governors.</p> <p>Governors were pleased that Mr Thompson-Cyrus will bring safeguarding experience to the role and he is keen to be the Link Governor for safeguarding.</p> <p>BF proposed he was accepted as LA Governor, this was seconded and agreed unanimously.</p>	
15.0424	<p>Confidential Item This item was minuted confidentially.</p>	
08.04.24	<p>Governance matters <u>Co Chairing discussion</u></p> <p>The Clerk's advice regarding co-chairing was shared on screen. As this is the Chair's final meeting a decision will need to be made today. JK had previously indicated a willingness to be involved in co-chairing. BF advised that chairing can be done in different ways, e.g. a sharing of tasks or alternating chairing of meetings, however it must be clear who is Chair at any given time.</p> <p>BF advised he is happy to talk further to Chair(s) in the Summer Term.</p> <p>Governors agreed it was unfortunate that JK could not be present. There needs to be a separate conversation to ascertain if he is still willing to be involved and what support he would need for Co-Chair's responsibilities. It was suggested that RL could cover the position on a temporary basis.</p> <p>It was agreed that BF will contact JK and map out key responsibilities, in addition BF will contact everyone with a view to holding a meeting before term end.</p>	BF
16.0424	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> ● Maths Mastery – pupils were positive about the programme ● Work completed on Forest School will benefit pupils and long term future of school ● Appointed a new LA Governor who has a Safeguarding background <p>Governors thanked BF for everything he has done for the school over the last five years and agreed he will be greatly missed.</p>	
17.0424	<p>Dates of next meetings:</p> <ul style="list-style-type: none"> ● 13th May 2024 ● 15th July 2024 	

There being no other business the meeting closed at 5.31pm

Actions of the FGB meeting held 4th March 2024

Item	Action	Lead
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05.04.24	LW to send SFVS to BF for circulation to Governors	LW/BF
06.04.24		
12.04.24	BF to sign amended minutes	BF
08.04.24	BF to advise Headteacher about SEN Policy error	BF
	BF to contact JK re co-chairing and organise meeting for Governors to discuss the matter further	BF

Minutes produced by Louise Flanagan – Clerk

Signed **(Chair)** **Date**