

## Brompton and Sawdon Community Primary School

### Minutes of a Full Governing Body meeting Held at the school on Monday 13<sup>th</sup> May 2024 at 4.00 pm

<b>Present:</b>	
Rev Joe Kinsella (JK)	(Chair) Co-opted Governor
Clare Saraj (CS)	(VC) Co-opted Governor
Gareth Robinson (GR)	Headteacher
Rob Longworth (RL)	Parent Governor
Sarah Medd (SM)	Parent Governor
Libbie Thwaites (LT)	Staff Governor
Rob Harrison (RH)	Co-opted Governor
David Thompson-Cyrus (DTC)	LA Governor
<b>In attendance:</b>	
Dominika Jureczko (DJ)	NYC Clerk
Laura Waller (LW)	School Business Manager
Bill Ford (BF)	
<b>Vacancies:</b>	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.	<p><b>Apologies for absence and to determine whether any absences should be consented to</b> No apologies had been received as all governors were present.</p> <p>Governors noted Mr Ford's resignation from his position as co-opted governor and Chair and Chair election was called.</p> <p><u>Election of Chair of Governors</u> It was agreed that the term of office would be one year. The Clerk invited nominations and one was received for Rev Kinsella. Rev Kinsella was unanimously elected as Chair of Governors.</p> <p>Election of Vice Chair was deferred.</p>	
2.	<p><b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary</b> No interests in any agenda item were declared. There were no changes to register of interests declared.</p>	
3.	<p><b>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</b> No items were declared as confidential.</p>	
4.	<p><b>Notification of urgent other business</b> The following item was notified and agreed by the Chair:</p> <ul style="list-style-type: none"> <li>• Minibus update</li> </ul>	

	<p>Mr Ford joined the meeting briefly. Governors thanked him for his contribution and leadership as Chair of Governors and presented him with a card of thanks.</p>	
<p>5.</p>	<p><b>Finance</b>  LW shared the Start Budget and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• In-year position is positive.</li> <li>• Carry forward figure was highlighted.</li> <li>• Income figure and costs.</li> <li>• LW recommended that governors look at wrap-around care costs.</li> <li>• £9000 had been moved revenue to capital to cover building works.</li> </ul> <p>The Headteacher gave the figure quoted by Schools ICT to replace tablets for children. The tablets would stop working at the end of May 2024.</p> <p>LW confirmed that the school’s position was still good with the unexpected expenditure included.</p> <p><b>Question:</b> Governors enquired about data how the school website was being used.  <b>Answer:</b> Headteacher would provide this information.</p> <p><b>Question:</b> Governors enquired why tablets would stop working.  <b>Answer:</b> They could no longer be protected by the Mobile Guardian software.</p> <p><b>Resolved:</b> That the purchase of replacement tablets for children be approved.</p> <p><b>Question:</b> Governors enquired about the cost.  <b>Answer:</b> The Headteacher gave a figure per unit.</p> <p><b>Governors requested information about the model of the tablets, to check how competitive the price was.</b></p> <p><u>Start budget</u>  LW drew governors’ attention to the start budget, which was based on the current levels of staffing and allowed for increments and pay awards.</p> <p>LW highlighted that pay awards were still under negotiation. This was a potential risk to the school budget as staffing costs amount to 80% of the budget.</p> <ul style="list-style-type: none"> <li>• Take-up of wrap-around care would also have an impact on the budget.</li> <li>• Energy costs had reduced due to reduction in prices.</li> <li>• In-year position was in deficit; however, the carry forward would cover this.</li> <li>• Further year – it’s still uncertain due to pupil numbers.</li> <li>• The assumed provision for supply costs was high and it might bring savings.</li> </ul> <p><b>Resolved:</b> that start budget be approved.</p> <p><u>Meal prices</u>  Governors were informed that school meal prices would increase from £3.45 to £3.54. It was noted that Free School Meals funding covers only £2.53.</p>	<p>GR</p> <p>GR</p>

	<p>Governors discussed this increase and considered in-house catering or contracting a different service.</p> <p><b>Resolved:</b> that the school meal prices be discussed further at the next meeting.</p> <p>The Headteacher gave an overview of wrap-around care requirement from the DfE.</p> <p><b>Resolved:</b> that the Headteacher brings options to next meeting.</p> <p><b>Resolved:</b> that recruitment of a TA (Teaching Assistant) starts to increase capacity and provide wrap-around care.</p> <p><i>LW left the meeting.</i></p>	<b>GR</b>
6.	<p><b>To approve as a correct record the minutes and the confidential minute of the previous meeting held on 4<sup>th</sup> March 2024</b></p> <p>Governors agreed the minutes are an accurate record, with amendment, and were signed by the Chair.</p> <p><u>Amendments:</u></p> <p>Page 1 – meeting was held virtually</p> <p>Page 1 - Parent Governor = Co-opted Governor</p>	
7.	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item</b></p> <p>There were none.</p>	
8.	<p><b>Governance matters</b></p> <p>The following governors with special responsibilities were appointed:</p> <ul style="list-style-type: none"> <li>• Finance and EYFS - RL</li> <li>• English and humanities - SM</li> <li>• Wider curriculum – CS</li> <li>• Wider curriculum, Health and Safety - RH</li> <li>• Safeguarding (with attendance), wellbeing, diversity - DTC</li> <li>• SEND, Pupil Premium - JK</li> </ul>	
9.	<p><b>Headteacher's Report</b></p> <p>GR drew governors' attention to his report, highlighted key points and invited comments and questions.</p> <p><u>Key Stage 2 outcomes</u></p> <p>The Headteacher highlighted that FFT (Fisher Family Trust) shows confidence levels of 4 points, which was a big change in a small school. Reading, writing, SPAG, and maths results were presented.</p> <p><b>Question:</b> Governors enquired whether any qualitative measures in place were recorded.</p> <p><b>Answer:</b> Teachers have notes under data, including steps they need to put in place to support the child.</p> <p>Headteacher highlighted year 6 results.</p> <p><u>Capital projects</u></p> <p>Astroturf to be installed soon.</p> <p>New bannisters are needed.</p> <p>Energy efficiency funding was spent on new lighting.</p> <p><u>School branding</u></p> <p>Branding of the school is being developed and will be brought to a future</p>	

	<p>meeting.</p> <p><u>Teaching and learning</u> Key fundamentals of teaching to be presented at next meeting. Wild School was discussed by governors.</p> <p><u>Minibus</u> The Headteacher highlighted that a minibus would be very useful and could lift the school's curriculum. Governors discussed raising the funds for a minibus. It was noted the costs of maintaining a minibus needed to also be considered. Governors considered approaching local businesses.</p> <p><b>Governors requested that Headteacher prepares a business case for the minibus, which could be used when approaching businesses.</b></p>	GR
10.	<p><b>Safeguarding</b> Half-termly culture checks example was included in agenda papers.</p>	
11.	<p><b>Health and Safety</b> Premises inspection, nothing to raise.</p>	
12.	<p><b>Policy reviews</b> The policies below were circulated before the meeting</p> <ul style="list-style-type: none"> <li>• Disciplinary Policy and Procedure</li> <li>• Code of Conduct May 2024-25</li> <li>• LAC Policy</li> <li>• Exclusion Policy</li> <li>• Schools Privacy Notice</li> <li>• Supporting pupils with medical conditions</li> </ul> <p><b>All the above policies were approved.</b></p>	
13.	<p><b>To report any training the governors have undergone since the last meeting and to consider any training needs</b> JK attended chair of governors training.</p>	
14.	<p><b>To receive report from any governor visits to the school which took place since the last meeting</b></p> <ul style="list-style-type: none"> <li>• JK visited the school twice as part of chair handover.</li> </ul> <p>Governors were encouraged to visit the school before the end of term.</p>	
15.	<p><b>Any other business</b> There was none.</p>	
16.	<p><b>Confidential Item</b> There were none</p>	
17.	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Minibus would enrich children's experiences</li> <li>• Governors discussed the vision for the school</li> <li>• Governors approved recruitment of a TA (Teaching Assistant) who would ensure all pupils can access the curriculum</li> <li>• Wild School was discussed.</li> </ul>	
18.	<p><b>Dates of next meetings:</b></p> <ul style="list-style-type: none"> <li>• 15<sup>th</sup> July 2024 at 4pm in person</li> </ul>	

*There being no other business the meeting closed at 5:35 pm*

**Actions of the FGB meeting held 13<sup>th</sup> May 2024**

<b>Item</b>	<b>Action</b>	<b>Lead</b>
5	Headteacher to provide data on school website usage.	GR
5	Headteacher to provide details of the model of tablets being purchased.	GR
5	Headteacher to bring options for wrap-around care to next meeting.	GR
9	Headteacher to prepare business case for minibus.	GR

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