

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

**Monday, 6th March 2023 at 6.00 pm
At the school**

PRESENT Chair Headteacher	Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) Karen Davis (KD) Ms Sarah Medd (SM) Rob Harrison (RH)	Co-opted Governor Parent Governor Staff Governor Parent Governor Co-opted governor
IN ATTENDANCE Clerk Bursar	Ms Dominika Jureczko (DJ) Laura Waller (LW)	
NOT PRESENT	Rev Joe Kinsella (JK)	Co-opted Governor

The meeting started at 6:00 pm.

Item	Minute	Action
1.	Apologies for absence and to determine whether any absences should be consented to. Apologies had been received from Rev Kinsella. The absence was given consent. The meeting was quorate.	
2.	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. To report any changes to the Register of Business Interests. There were no interests declared on this agenda and no changes to Register of Business Interests.	
3.	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. No Item was determined to be confidential.	
4.	Notification of urgent other business. The following items were agreed by the Chair: 1. Finance 2. Schools Financial Value Standard	
5.	To approve as a correct record the minutes of the previous meeting held on 12th December 2022. The minutes of the meeting held on 12 th December 2022 were approved	

	<p>with amendments as correct record and signed by the Chair.</p> <p><u>Amendments:</u> Rev Kinsella was absent. A governor noticed that Mr Buckby appeared on attendance list as not present and asked whether he should be listed as he had taken a leave of absence. Clerk to seek advice on this.</p> <p>The Chair informed the governors of Mr Buckby's resignation. The governors expressed their thanks for Mr Buckby's support.</p> <p>Confidential minutes of the meeting held on 12th December 2022 were approved as correct record and signed by the Chair.</p>	DJ
4.1	<p>Finance Budget monitoring summary and detail documents were presented on the screen.</p> <p>The Bursar presented the main figures and highlighted the following: Income.</p> <ul style="list-style-type: none"> • Other income covered staff absence insurance, sickness and maternity, <i>Friends of the School</i> contribution, bank interest. • Parents' contributions for trips and visits which were offset by expenditure. • Cost of supply teachers. Previous monitoring did not include some invoices which were now included. • Teachers and support staff, additional hours, plus additional admin hours. • Other occupational costs increased this year. • Learning resources. • Bought-in professional services. • The year was predicted to finish with a balance to carry forward into the next financial year. The figure was highlighted. <p><u>Energy efficiency funding.</u> Devolved energy efficiency capital funding had been received to be spent on measures to save energy. The plans had not been finalised and the fund would be carried forward.</p> <p><u>Start budget</u> This is the second year in school funding settlement. Funding per pupil would increase.</p> <p>Additional grant for mainstream schools would be received. Covid recovery premium to continue next financial year. Tutoring programme would also continue, which was only partially being funded by the government.</p> <p>Premiums to increase as well: FSM (Free School Meals), Service children, children adopted from care.</p> <p>Energy relief for schools was due to finish at the end of March. Support staff would receive a pay award as they did last year. There had been changes to support staff terms and conditions. GTA (General Teaching Assistant) wages were changing due to devolution</p>	

<p>and all the merging councils would have the same conditions.</p> <p>4% increase for teachers was assumed in the budget. As industrial action was pending, this might change.</p> <p>Traded services prices would increase. Teaching staff salaries assumed same staffing levels. Additional costs for premises and traded services were also assumed.</p> <p>Next financial year was predicted to end in positive, with carry forward. Further year was predicted to end in deficit. This was due to predicted pupil numbers and might change.</p> <p><u>Capital</u> The budget assumed the school would spend energy efficiency grant.</p> <p>The Headteacher gave an overview of his plans to develop the playground area, which included demolishing the old sheds and creating a big area to be used for sports and events. The Headteacher gave an informal quote of £9000 and asked whether the governors would like him to continue with this project.</p> <p>A governor was happy to see this initiative.</p> <p>Question: A governor enquired where sports events were organised currently. Answer: The Headteacher explained that pupils would go to the village hall or the grassy area in front of the school.</p> <p>Question: A governor enquired whether utilising the village hall bring carried a cost to the school? Answer: The Headteacher confirmed that was the case.</p> <p>The Headteacher added that the school can access Brompton Hall facilities only on Fridays, not two days a week as was done previously.</p> <p>Question: A governor enquired what the reason was for Brompton Hall not letting the school use their area on Thursdays. Answer: The Headteacher explained that Brompton Hall use the area themselves on Thursdays.</p> <p>A governor commented that demolishing the sheds was a good investment as more space for children would attract more parents to make the school their first choice.</p> <p>A governor noticed that increased pupil numbers would be beneficial to the school budget.</p> <p>Resolved: that the project goes forward and working group be formed to review the options and report back to the Governing Body. Mrs Medd and Mr Harrison were appointed to the working group.</p> <p>Resolved: The governors approved provisionally the start budget, to be presented in detail at the meeting in May.</p>	<p>SM, RH</p>
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4.2	<p>Schools Financial Value Standard The <i>Schools Financial Value Standard (SFVS)</i> document was presented on screen. presented on screen.</p> <p>Resolved: The governors approved SFVS, to be sent to the LA.</p> <p><i>The Bursar left the meeting.</i></p>	
6.	<p>To consider matters arising from the minutes and for which there is no separate agenda item. The governors received Mr Buckby's resignation. Chair to write to him to thank him for his contribution.</p> <p>1. Governors to explore effective ways of communicating with parents. It was noted that Ofsted parents' questionnaire came back very positive.</p> <p>2. Road Safety Working Group to discuss next steps. Parents have commented favourably how visible the sign was. The governors were glad to hear of this improvement.</p> <p>3. Governors to complete skills audit forms and send them to the Clerk. Clerk to chase outstanding forms. Audit results to be uploaded to the governors' file.</p> <p>4. Progress towards Ofsted recommendations – update from the Headteacher. Clerk to add on agenda. This was included in Headteacher's report.</p> <p>5. Governor visits to the school to follow SDP priorities so the governors can monitor progress against Ofsted recommendations. This is ongoing.</p> <p>6. Headteacher to forward governors' thanks to staff. The Headteacher confirmed this was actioned.</p>	<p>BF</p> <p>DJ</p>
7.	<p>Governance matters:</p> <p>1. Governance Development Plan for 2022/23; The governors discussed next steps following recent governance review. It was recognised that governor recruitment and succession planning was a priority.</p> <p>A formal plan to be formulated once more governors are recruited.</p> <p>2. Vacancies and recruitment; Mrs Saraj, Mr Harrison and Mr Ford had met to draft an advert for governor recruitment. The Chair presented the text of the advert.</p> <p>A governor noticed that the ad seems lengthy. The governors discussed the contents and possible ways of distribution of the advert.</p> <p>Resolved: Chair to circulate the revised advert to governors before publication.</p> <p>3. Review of governor responsibilities – Pupil Premium and SEND; This was deferred as governor recruitment was a priority.</p>	<p>BF</p>

	<p>4. Chair's updates; Chair's updates had been received by governors via email. There were no comments or questions.</p> <p>5. Website audit; The governors were satisfied that the school website fulfilled statutory requirements.</p> <p>6. Results of skills audit. This was discussed under item 6.3.</p>	
8.	<p>Headteacher's report</p> <p>The Headteacher drew governors' attention to his report and shared it on screen. He invited comments and questions.</p> <p><u>Pupil progress</u> Staff track children's progress very closely. The results of Year 1 phonics assessments in December were not as good as they could be. Staff analysed the data and reviewed the work children were doing to catch up, which was not bringing enough impact. Additional catch-up work was being done. There were also plans to introduce <i>Little Wandles</i> phonics teaching scheme.</p> <p>The Headteacher reported that in order that to continue using <i>Read Write Inc</i> scheme the school needed to spend around £3000 a year on staff training. He consulted English Hub who recommended <i>Little Wandles</i>.</p> <p>A governor added that <i>Little Wandles</i> exposes children to more sounds early on than Read Write Inc does.</p> <p>English Hub funded the initial cost associated with introducing <i>Little Wandles</i>.</p> <p>Question: A governor enquired whether this was a one-off funding. Answer: The Headteacher confirmed that was the case.</p> <p>The Headteacher explained that the school needed to invest in staff training for either scheme at this point in the school year. This was a good moment to change the scheme and Read Write Inc was not bringing enough impact, as was evidenced by data.</p> <p><u>Year 6</u> After low results in year 6 a booster group was started on Mondays and Wednesdays for children who had been identified. Interventions were also in place.</p> <p>Challenge: A governor enquired whether interventions were based on what was taught that morning. Answer: The Headteacher confirmed that was the case.</p> <p><u>Staffing</u> The Headteacher drew the governors' attention to staff attendance. He shared "<i>Possible classes / staffing 2023-24</i>" document on the screen and presented the planned arrangements. Resolved: The governors approved of the arrangements as the best way</p>	

	<p>forward for next year.</p> <p><u>Pre-school</u> The Headteacher drew the governors' attention to the fact that pre-school in the nearby village was closing and proposed that they consider starting a pre-school. Resolved: Headteacher to investigate starting a pre-school, including conducting a feasibility study. To be discussed at next meeting.</p> <p><i>Confidential discussion.</i></p> <p><u>Attendance</u> The Headteacher reported that attendance was above national average.</p> <p><u>Progress towards Ofsted recommendations.</u> The Headteacher gave a summary of progress towards recommendations: Staff met to discuss how to enable children to better use vocabulary. Lessons start with key vocabulary revision. Children are expected to use vocabulary accurately. Staff try to ensure that children are confident in using it.</p> <p><u>Teaching and learning</u> "Monitoring of maths" document was shared on screen. The Headteacher highlighted that teaching key vocabulary was a large part of monitoring. He was pleased with the results of monitoring. "History assessment" document was shared on screen which illustrated how vocabulary was assessed. Pre-assessment document was presented by Mrs Davies. Question: A governor enquired whether staff marked the pre-assessment. Answer: As pre-assessment, it was not being marked. Long-term plan for geography was presented to show how the topics covered by teachers were described. The document also worked as a guide in case a member of staff was not available or to assist in new staff induction. Challenge: A governor enquired whether vocabulary assessments were done for all subjects. Answer: The Headteacher confirmed that was the case.</p>	GR
12.	<p>Safeguarding.</p> <p>1. Safeguarding audit The Headteacher reported that the safeguarding audit had been completed and shared it on the screen. He highlighted that the actions that resulted from the audit were included in SDP (School Development Plan). The governors received the audit.</p>	
13.	<p>Health and Safety.</p> <p>Wayne Thickett had to re-arrange his Health and Safety audit. Governors will be updated.</p>	

14.	To receive records of visit from the School Improvement Adviser. Two visits have taken place and the reports will be shared via governor file.	
15.	Policy reviews. The following policies were approved by the governors: 1. Attendance 2. Charging and remissions 3. Budget management Clerk highlighted the delegation to the Headteacher was included in this policy. <u>Amendment:</u> remove references to finance committee. 4. PSHE and RSE <u>Amendment:</u> remove mention of Interim Headteacher. Proposed: BF, seconded: SM.	GR GR
16.	To report any training the governors have undergone since the last meeting and to consider any training needs. Mr Ford attended data training.	
17.	To receive report from any governor visits to the school which took place since the last meeting. All reports were filed in the One Drive folder, which was accessible to all governors. There were no questions. <ul style="list-style-type: none"> • SM – focus on English; • CS – attended parents' evening; • BF – will meet with School Council next week. 	
18.	To deal with any matters agreed for consideration under point 4 above – urgent other business. There were none.	
19.	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • Curriculum monitoring ensures pupils achieve good progress. • Organisation of classes impacts pupil progress and school budget. • Outside space project will enhance children's experiences in school and enable more effective marketing of the school to parents. 	
19.	Date of next meeting. The next meeting was agreed for 15 th May 2023, 6pm at the school.	

The meeting ended at **8:04 pm**

Actions			
No	Task	Responsible	Status
1.	Governors to complete skills audit forms and send them to the Clerk.	Governors	
2.	Clerk to chase governors about skills audit returns.	Ms Jureczko	
3.	Clerk to seek advice on whether a governor on leave of absence should be listed in the minutes.	Ms Jureczko	

4.	Playground area project – report.	SM, RH	
5.	Chair to write to Mr Buckby.	BF	
6.	Chair to circulate the revised governor recruitment advert to governors before publication.	BF	
7.	Headteacher to investigate starting a pre-school, including conducting a feasibility study.	GR	
8.	Headteacher to implement amendments to Budget Management and PSHE and RSE policies	GR	

Signed.....

Date.....