

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

**Monday, 17<sup>th</sup> July 2023 at 4.00 pm  
At the school**

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

The meeting started at 4:00 pm.

<b>Item</b>	<b>Minute</b>	<b>Action</b>
1.	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>Apologies had been received from Mrs Medd. The absence was given consent.</p> <p><b>The meeting was quorate.</b></p> <p>All school staff were present at the beginning of the meeting. Governors thanked them for their hard work throughout the school year. Staff members thanked the governors for supporting them and being involved in school life. <i>Staff members left the meeting.</i></p>	
2.	<p><b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b> <b>To report any changes to the Register of Business Interests.</b></p> <p>There were no interests declared on this agenda and no changes to Register of Business Interests.</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></p> <p>No Item was determined to be confidential.</p>	
4.	<p><b>Notification of urgent other business.</b></p> <p>The following item was agreed by the Chair:</p> <ul style="list-style-type: none"> <li>• Updates from Headteacher.</li> </ul>	

5.	<p><b>To approve as a correct record the minutes of the previous meeting held on 15<sup>th</sup> May 2023.</b></p> <p>The minutes and confidential minutes of the meeting held on 15<sup>th</sup> May 2023 were <b>approved</b> as correct record and signed by the Chair.</p>	
6.	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p>1. Headteacher to proceed with playground project – update. This was ongoing.</p> <p>2. Governors to review roles and responsibilities. This was deferred to the first meeting in autumn term.</p> <p>3. Updates on job share and its impact on children’s education. The Headteacher reported that job share was effective and had positive impact. Transition was going well.</p> <p>4. Percentage of children who bring packed lunch. This was deferred.</p> <p>5. Headteacher to investigate the feasibility of taking catering in-house. The Headteacher reported that taking catering inhouse was not feasible this year; however, it could be possible from September 2024. In the meantime, The Headteacher would contact some schools where catering had been taken in-house to ask about their experienced.</p> <p>6. Headteacher to contact parents about meal price. This was actioned.</p> <p>7. <i>Confidential update.</i></p>	
7.	<p><b>Governance matters:</b></p> <p>1. Chair’s updates Governors had received updates from the Chair via email. A meeting would be held in September to discuss succession planning and governor roles.</p> <p><b>Action:</b> Chair to email passcodes for The Key resources to governors.</p>	<b>BF</b>
8.	<p><b>Headteacher’s report</b></p> <p><u>Finance</u> Mrs Waller presented the budget monitoring report and highlighted the key figures.</p> <p>Teachers pay awards had been agreed. 2.5% to be covered by funding grant. Support staff pay award had not been agreed yet and NYC had agreed one locally. There might be additional award when the negotiations are finished.</p> <p>Energy costs - the school had moved to a new provider and <b>Mrs Waller would update governors on the impact of this move.</b></p> <p>In-year position was expected to be in credit.</p>	<b>LW</b>

<p>The governors were happy to hear the budget was healthy.</p> <p>Mrs Waller would provide a further budget update after September when pupil numbers and staffing levels are finalised.</p> <p>School meal prices to increase from September.</p> <p>Mrs Waller left the meeting.</p> <p>The Headteacher drew governors' attention to his report and shared it on screen. He invited comments and questions.</p> <p><u>Staffing</u> The Headteacher reported that a resignation had been received. He assured the governors that the position could be covered from September.</p> <p>GTA (General Teaching Assistant) interviews to be held and strong applications had been received for the position.</p> <p><u>Pupil outcomes</u> EYFS – pupils achieved expected level of development.</p> <p>Phonics screen – 92% passed, national expectation is 80%.</p> <p>Year 2 outcomes – practise scores were good; however, the teacher assessments were lower. Steps were put in place and the children in year 2 recovered to the level they had previously. The scores were lower than in other schools. This would be a focus group next year. SPAG was by far the lowest.</p> <p>Mrs Davis added that she was planning to implement a new spelling scheme – <i>Little Wandles</i>.</p> <p>FFT scores were presented. It was noted that the pupils did not hit the FFT targets. The Headteacher explained that staff would track individual pupils' progress to ensure they achieve expected outcomes.</p> <p>Reading in year 6 was a priority. Outcomes for reading - 85% of pupils achieved age-related expectations, which was very positive.</p> <p>SPAG results were lower. Maths was a disappointment, and would be a focus next year.</p> <p>The governors noted that pass requirements for reading were lowered nationally.</p> <p><b>Challenge:</b> Governors noted that maths was a big concern and requested more data. <b>Answer:</b> The Headteacher presented "<i>How did year 6 pupils achieve in comparison to their end of Key Stage 1 (Year 2 results)</i>" document.</p> <p><b>Question:</b> Governors enquired whether each line represented an individual child in the document. <b>Answer:</b> The Headteacher confirmed that was the case.</p>	<p><b>LW</b></p>
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<p><b>Challenge:</b> Governors noticed an anomaly in the data table from triangulation they had conducted.</p> <p><b>Answer:</b> The Headteacher would verify the data.</p> <p><b>Challenge:</b> Governors enquired when the Headteacher realised maths was a problem and what was done about it.</p> <p><b>Answer:</b> The Headteacher explained that concern around maths was noticed early. SATs were practised from January and this led to individual pupil progress tracking. It was planned to implement whole school progress tracking.</p> <p>The Headteacher drew governors' attention to "<i>Attainment summary: July 2023</i>" document and highlighted the following:</p> <ul style="list-style-type: none"> <li>• NFER score of 95 and above was taken as indicating ARE (low average on NFER is 85-94)</li> <li>• Impact section of SEF (Self-Evaluation Form) was downgraded within quality of education to 3.</li> <li>• Data trends: years 1 and 2 achieved lower scores. The plan was to raise expectations from those groups. Maths was a concern. Yorkshire Maths Hub would conduct a maths audit at the school in January.</li> <li>• Introducing <i>Little Wandles</i> scheme in the Autumn term to improve reading.</li> <li>• Maths training to address data was planned for January.</li> <li>• Cross-school moderation was also planned.</li> </ul> <p><b>Challenge:</b> Governors noticed there was a plan to introduce interventions in the morning; however, this had not taken place.</p> <p><b>Answer:</b> The Headteacher confirmed that was the case and explained that this was a challenge this year.</p> <p><i>Rev Kinsella left the meeting.</i> The meeting was quorate.</p> <p><b>Challenge:</b> Governors enquired whether staff standardised marking with other schools.</p> <p><b>Answer:</b> The Headteacher confirmed that was the case. Subject leader networks were in place pre-covid and now they were being re-introduced.</p> <p><b>Question:</b> Governors enquired whether the school data followed wider trends.</p> <p><b>Answer:</b> The Headteacher explained that cohorts in other schools were much bigger so it was difficult to compare.</p> <p>Governors noticed that year 2 children joined school in September 2020, so were affected by Covid and stressed the importance of providing them with support.</p> <p><u>School Improvement Plan 2023-24</u></p> <p>The Headteacher drew governors' attention to the Plan and highlighted the priorities:</p> <ol style="list-style-type: none"> <li>1. Continue to improve the effectiveness of leadership and management, including governance.</li> <li>2. Embed high quality teaching and learning so that pupils make consistently good progress across the curriculum and reach higher standards by end of year 6.</li> </ol>	<p><b>GR</b></p>
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	<p>3. Embed high quality teaching of maths so that outcomes, especially at GDS, are improved.</p> <p><b>Challenge:</b> Governors noticed that concern around maths had been highlighted at previous Ofsted inspection and it had not improved.  <b>Answer:</b> Mrs Davis explained that some maths tests relied on reading skills, which some children had not mastered. Reasoning questions seemed to be more challenging for children for this reason. The impact of literacy improvement should soon be visible in maths as well.</p> <p>A governor noticed that a new programme was introduced and its effects should be seen soon.</p> <p><u>Attendance</u>  It was noted that current attendance figure was very good.</p> <p><u>SEND</u>  It was noted that a higher number of children at the school need additional support.</p>	
9.	<p><b>SEND report</b>  Governors received SEND report with agenda papers.</p>	
10.	<p><b>School Development Plan</b>  This was discussed under item 8.</p>	
11.	<p><b>Self-Evaluation Form</b>  This was discussed under item 8.</p> <p><b>Question:</b> Governors enquired when the school was due a monitoring visit from Ofsted.  <b>Answer:</b> The Headteacher did not know when that would happen.</p> <p><b>Challenge:</b> Governors enquired about monitoring which informed SEF.  <b>Answer:</b> The Headteacher explained that he used data monitoring, children’s books, drop-in class observations.</p> <p><b>The governors requested regular updates about SEF.</b></p>	<b>GR</b>
12.	<p><b>Safeguarding.</b></p> <p>1. Annual safeguarding report  The report had been received by the governors with agenda papers. The Headteacher highlighted that training for staff had been booked as a result of this audit.</p> <p><b>Resolved:</b> Governors to renew their safeguarding training by the end of September.</p>	<b>governors</b>
13.	<p><b>Health and Safety.</b>  A Health and Safety report had been reviewed by link governor, who reported there were no major concerns.</p>	
14.	<p><b>To receive records of visit from the School Improvement Adviser.</b>  Safeguarding visit had been shared with governors. The school would receive four visits from School Improvement Adviser next academic year.</p>	

15.	<p><b>Policy reviews.</b> The following policies were approved by the governors:</p> <ol style="list-style-type: none"> <li>1. Attendance management</li> <li>2. Code of Conduct</li> <li>3. Disciplinary policy and procedure</li> <li>4. Exclusion</li> <li>5. First Aid</li> <li>6. Governor Allowances</li> <li>7. Healthy Food in School</li> <li>8. Policy for the Induction of ECTs</li> <li>9. Summary of Healthy Food in School policy</li> <li>10. Supporting Children with Medical Conditions</li> <li>11. Whistleblowing</li> </ol> <p><i>Rev Kinsella joined the meeting.</i></p>	
16.	<p><b>To report any training the governors have undergone since the last meeting and to consider any training needs.</b></p> <p>RL took training in mental health (MHFA England.)</p>	
17.	<p><b>To receive report from any governor visits to the school which took place since the last meeting.</b></p> <p>All reports were filed in the One Drive folder, which was accessible to all governors. There were no questions.</p> <ul style="list-style-type: none"> <li>• BF – regular meetings with Headteacher.</li> </ul>	
18.	<p><b>To deal with any matters agreed for consideration under point 4 above – urgent other business.</b></p> <p><u>Staff meeting minutes</u> The governors requested to receive the minutes from staff meetings.</p> <p><u>Uniform</u> <b>Challenge:</b> A governor noticed a child wearing shorts and asked if they were a part of school uniform. <b>Answer:</b> The Headteacher would address this with staff, who need to be more vigilant.</p>	<b>GR</b>
19.	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Governors looked at curriculum for next year,</li> <li>• Plans and learning programmes put in place.</li> </ul> <p>Governors praised the leadership that the Headteacher and Mrs Davis display. They thanked the Clerk for her contribution.</p>	
20.	<p><b>Date of next meeting.</b></p> <p>2<sup>nd</sup> October at 4pm.</p>	

The meeting ended at **5:40 pm**

<b>Actions</b>		
<b>No</b>	<b>Task</b>	<b>Responsible</b>
1.	Governors to review roles and responsibilities.	governors
2.	Percentage of children who bring packed lunch.	GR
3.	Chair to email passcodes for The Key resources to governors.	BF
4.	Mrs Waller to update governors on the impact of the move to new energy provider.	LW
5.	Mrs Waller to provide a further budget update after September, when pupil numbers and staffing levels are finalised.	LW
6.	Headteacher to verify an anomaly in pupil data.	GR
7.	Headteacher to provide regular updates about SEF.	GR
8.	Governors to renew their safeguarding training by the end of September.	governors
9.	Headteacher to provide minutes from staff meetings.	GR

Signed.....

Date.....