

Brompton and Sawdon Community Primary School
Minutes of a Full Governing Body meeting
Held at the school on Monday 15th July 2024, at 4.00pm

Present:	
Rev Joe Kinsella (JK) Clare Saraj (CS) Gareth Robinson (GR) Sarah Medd (SM) Libbie Thwaites (LT) Rob Longworth (RL) David Thompson-Cyrus (DTC)	(Chair) Co-opted Governor (VC) Co-opted Governor Headteacher Parent Governor Staff Governor Parent Governor LA Governor
In attendance:	
Lydia Waites (LW)	NYC Clerk
Laura Waller (LWa)	School bursar
Vacancies:	1 x Co-opted Governor, 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
1.0724	Apologies for absence and to determine whether any absences should be consented to No apologies.	
2.0724	To remind Governors of the need to declare interests, pecuniary or non-pecuniary None declared.	
3.0724	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 Any confidential items will be minuted as such as they arise.	
4.0724	Notification of urgent other business No urgent other business.	
5.0724	To approve as a correct record the minutes of the previous meeting Governors reviewed the minutes of the FGB meeting held 13.05.24 and agreed these are a correct record, following minor amendments.	
6.0724	To consider matters arising from the minutes and for which there is no separate agenda item JK addressed the status of the actions arising from the previous meeting which it was establish have been or are being addressed.	
7.0724	Governance matters RH has stepped down from the board as Parent Governor. JK explained that RH's responsibilities need to be shared among the board and asked if governors are willing to take on his Co-Opted Governor role on a temporary basis. As there is now a Parent Governor vacancy, the board will need to have a recruitment drive. Governors discussed recruitment and potential candidates, agreeing that a governor with an educational background would be an asset. JK to take on the Co-Opted Governor role for the time being.	

8.0724

Headteacher's Report

LWa referred to the budget monitoring report shared on screen and summarised this for governors. There is some overspending on support staff for tutoring provision, and on learning resources for trips and visits. The latter have been offset. Some revenue from the budget may need to be put into capital. The school is at a positive in-year position. The budget needs to be updated with some recent changes to staffing – HT explained these changes and how this will impact the budget and school. The school is still waiting for pay awards. The change in government and government policies may affect the budget (e.g. school meals) and LWa noted this is something to keep an eye on. Governors discussed free school meal provision and the additional funding available. LWa emphasised the importance of maximising pupil numbers for September.

Q: How many new starters in September?

A: 6.

LWa left the meeting at this point. Governors discussed at length the support in place for a pupil with additional needs. An EHCP is needed in order to access the necessary support services. HT is working towards getting EHCPs for the pupils in question.

HT shared his circulated report on screen and outlined its contents for governors: a ball court is to be installed shortly after the garden room and the wild school launch was a huge success.

Q: How many parents were at the wild school meeting?

A: About a dozen.

Q: Was a questionnaire sent out to establish whether the consensus was unanimous?

A: No, but parents were spoken to at the gate and elsewhere.

CS noted her annoyance that the governing board were not informed or asked for their consensus about the change to the school logo and strapline before parents were informed and these changes made. CS referred to some inconsistent ratification dates attached to policies and highlighted some semantic details within certain draft policies which were adopted before governor responses. HT acknowledged the points raised and apologised for the oversight. Governors discussed hoodies in relation to the uniform policy.

RL shared the school's new logo and strapline and explained the reasoning behind the creative choices made. [Governors had a positive reaction and gave their support to the updated logo and strapline.](#)

Q: Will the story behind the logo and strapline be made available on the school website?

A: Yes, we're planning on having some information about this on the website.

JK noted that the way CS' concern was addressed and responded to demonstrates the strength and functionality of the governing board.

HT shared a Governors' Strategic Monitoring Plan 2024-25 document on screen and summarised this for governors. The main CPD focus for the next half term is behaviour. There are main thrusts behind monitoring visits during each term. The strategic plan also shows governors what is being worked on

during staff meetings. Governors agreed that the plan looks good and will be a helpful tool. HT elaborated on how the strategic plan will guide monitoring visits and when these will take place. *DTC left the meeting at this point.*

A survey was shared with parents asking whether they want wrap-around care (WAC) provision at the school. There was only one affirmative response. There is now a government expectation that schools will provide WAC or signpost nearby WAC providers. Complications and considerations for the school include staffing and the fact that the school will always need a second adult on site. HT elaborated on this and outlined possible solutions. Possible solutions for loss of revenue include charging for after-school clubs and/or reviewing charges or times for morning and afternoon Buddies. Another solution is incorporating Buddies into after-school club. Governors discussed and shared their thoughts on these options. [Governors agreed to charge for after-school club from September.](#)

The school has received a £35k donation towards a minibus. HT shared a business plan for the minibus on screen and summarised this for governors, who were asked their opinion on where exactly the funds ought to be spent.

Q: What size is the minibus going to be?

A: We need to look at the options but estimate a 17-seater.

Q: Do you have someone in mind for caretaking the minibus?

A: Claire.

Q: Where will you be keeping the bus?

A: It will have to be kept in a compound for insurance reasons.

Governors agreed that there is time to find the best minibus option and that this will be good for the school.

HT shared and summarised the pupil attainment progress data shared on screen. Progress results are better than attainment. Little Wandel has had a significant positive impact on spelling and writing. Maths is also looking positive. The curriculum changes that have been put in place are demonstrably having an impact on attainment and progress. HT provided an example of this and outlined the recent pupil outcomes.

Q: What is the perceived reason for the Y6 outcomes?

A: A mixture of things, including previous teaching, tutoring, the changes to the curriculum, and some pupils' personal lives.

HT added that the Y2 cohort has improved significantly since last year. Y5 Maths, SPAG and Writing are a key focus area for the next academic year.

Q: Was there a reason why retrieval lessons weren't delivered consistently for Y6?

A: It was a timekeeping and staff workload decision.

Q: How has the pupil premium funding been used for the child with additional needs?

A: [HT explained what the pupil premium funding has gone towards and the impact this has had].

Y4 multiplication is still lower than the national average. Daily multiplication practice has been in place for two terms and will have an impact.

	<p>Q: Were any parents charged for unauthorised absences? A: I don't know – NYC issue the charges.</p> <p>Q: What's the SEND breakdown in the classes for September? A: I don't have that data, but the number will likely be similar to the current, high 25% across the school.</p>	
9.0724	<p>Safeguarding DTC visited the school recently to address safeguarding – it was a positive visit.</p>	
10.0724	<p>Health and Safety No update.</p>	
11.0724	<p>Policies for review</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Policy for the Induction of ECTs • Intimate Care Policy • First Aid Procedure • Governor Allowances Policy • Equality Policy Statement • Accessibility Plan <p>Governors reviewed and ratified the circulated policies above.</p>	
12.0724	<p>To report any training the governors have undergone since the last meeting and to consider any training needs JK has completed Chair of Governors training and CS has completed the following training:</p> <ul style="list-style-type: none"> • Data overview • Ofsted overview • Being an effective Chair • School complaints training • Safeguarding and child protection • Briefing on new maintained governance guide • HTPM training • Data for governors • Personal resilience • Pupil premium • What to expect from your Chair of governors • Ofsted 	
13.0724	<p>To receive report from any governor visits to the school which took place since the last meeting JK visits the school regularly. His recent visit was to the wild school launch, which he noted was phenomenally well-organised and had high morale. It also touched on lots of areas of the curriculum. CS visited the school during the curriculum visit. DTC has undertaken a safeguarding visit and RH undertook a health and safety visit before stepping down from the board. RL has visited the school frequently to help with marketing and branding.</p>	
14.0724	<p>To deal with any matters agreed for consideration under point 5 above – urgent other business No other business.</p>	
15.0724	<p>How has this meeting impacted on the welfare and progress of our pupils? Governors covered SEND; the new school minibus; the school's branding; pupil progress and assessment data; the strategic governors' visit plan.</p>	
16.0724	<p>Date of next meeting FGB 30th September, 4pm.</p>	

Meeting closed at 6:40pm

Signed (Chair) **Date**