

Brompton and Sawdon Community Primary School
Minutes of a Full Governing Body meeting
Held at the school on Monday 30th September 2024, at 4.00pm

Present:	
Rev Joe Kinsella (JK) Gareth Robinson (GR) Sarah Medd (SM) Libbie Thwaites (LT) Rob Longworth (RL) David Thompson-Cyrus (DTC)	(Chair) 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:	2 x Co-opted Governors

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
1.0924	Welcome and Introductions RL opened the meeting and introduced governors.	
2.0924	Apologies (with and without acceptance) Apologies from JK who noted his lateness (accepted). <i>JK joined the meeting at 5pm.</i> CJ was not present as she has stepped down from the board.	
3.0924	Consideration of which items should be confidential Any confidential items will be minuted as such as they arise.	
4.0924	Election of Chair and or Vice Chair Governors agreed to appoint Vice Chairs on a rolling basis each term. RL volunteered to be Vice Chair for the first term and governors agreed this decision. It was agreed that RL Chair the meeting until JK arrived and the full board were present to appoint the Chair. JK volunteered to be Chair for another term and governors voted unanimously to re-appoint JK as Chair.	
5.0924	Annual Register of Business and Personal Interests Governors signed the circulated register of interest forms.	
6.0924	Register of Gifts and Hospitality Governors signed the circulate gifts and hospitality forms.	
7.0924	To remind Governors of the need to declare interests, pecuniary or non-pecuniary Governors were reminded of the need to declare interests.	
8.0924	Committees: Governors agreed on the following committee and panel memberships: <ul style="list-style-type: none"> • Headteacher’s Performance Management Committee: JK, SM • Complaints/Appeals Panel: SM, RL, DTC 	
9.0924	To confirm the scheme of delegation to the Headteacher Governors confirmed the circulated scheme of delegation to the Headteacher.	
10.0924	To appoint Governors with specific responsibilities and Link Governors Governors agreed on the following Link Governor roles:	

	<ul style="list-style-type: none"> • SEND Link Governor: DTC • Safeguarding Link Governor: JK <p>Governors agreed to recruit new governors to the board before appointing the remaining link roles.</p>	Govs
11.0924	<p>Agree a timetable for Governor monitoring visits HT has shared a governor monitoring visit timetable with the board.</p>	
12.0924	<p>Standing Orders Governors reviewed the circulated standing orders document which was signed by the Vice Chair.</p>	
13.0924	<p>Code of Conduct Governors reviewed the circulated standing orders document which was signed by the Vice Chair.</p>	
14.0924	<p>Approval of minutes from the last meeting Governors addressed the minutes of the FGB meeting held 15.07.24 and agreed these are a correct record, following minor amendments – to be signed at the next FGB meeting.</p>	LW
15.0924	<p>Matters arising from the previous meeting/update on action points None arising.</p>	
16.0924	<p>Any other urgent business No other urgent business.</p>	
17.0924	<p>Report from the Headteacher See confidential minutes for further information <i>JK joined the meeting at this point.</i></p> <p>HT discussed wrap-around care which will be starting next term from 7:30am-5:30pm following consultation with parents. The charge will remain the same.</p> <p>Q: Is there an additional cost for staffing the additional 15 minutes? A: Yes, to cover staffing. We have a grant to cover the first two years of this wrap-around care.</p> <p>The school has been unable to sell the old iPads over summer and a decision needs to be made about how to sell them. JK to borrow and iPad to check its functionality in case the iPads can be sold to staff and other school members if viable.</p> <p>HT referred to the circulated draft SEF. LW to add SEF to future agendas as a standing item for governors to discuss in more detail and pose informed questions.</p> <p>HT shared the SDP on screen and elaborated on the priorities for the coming school year, including:</p> <ul style="list-style-type: none"> - Continuing to improve the effectiveness of leadership and management. - Introducing and embedding the Fundamentals for Teaching so that all pupils are consistently challenged and make consistently good progress cross the curriculum, leading to increased numbers attaining the Greater Depth standard by the end of Y6. - Embedding Wild School. <p>LT gave an overview of how retrieval practice works in class, sharing a class presentation on the screen as an example.</p> <p>Q: Is retrieval just pupils recalling what they have learned in the previous lesson? A: It can be any past learning. We want children to make links between prior and present learning and across the curriculum.</p>	

	<p>Governors noted that the push to develop the school's profile and publicise the school has been noticeable, particularly the school's social media and website. Governors agreed that the draft SDP is a good starting point.</p> <p><i>LT left the meeting for the following discussion and decision.</i> HT shared that a staff member has applied to go to UPS 3 and proposed that the governing board ratify the decision to move her to UPS 3.</p> <p>Q: What are the different UPS levels and what do they mean? A: HT explained</p> <p>Governors discussed this and ratified the decision to move the staff member in question to UPS 3. <i>LT rejoined the meeting.</i></p> <p>HT noted that there are some repeated or unauthorised absentees who are affecting overall attendance. HT has not implemented any fines for attendance. Governors discussed how best to approach and enforce attendance within the school.</p> <p>Q: Has attendance worsened? A: Attendance is lower, but still good at 96%</p> <p>HT shared quotes and other information arising from research into the purchase of a school minibus and explained that discussions about a solar wind farm also being interested in becoming involved had delayed this decision for the time being.</p>	LW
18.0924	<p>Governing Board Update CJ has resigned from the governing board, leaving a Co-opted Governor vacancy. Governors discussed potential candidates to fill the two vacant Co-opted roles. Two people have demonstrated interest in joining the board. Governors to approach the candidates discussed and invite them to the next FGB meeting.</p>	
19.0924	<p>Governor Training and development Governors were reminded to read the circulated KCSIE 2024.</p>	Gov
20.0924	<p>To receive Budget Monitoring Report – to date LWa shared the latest budget reports on screen and summarised the data for governors. Total revenue income is £537,024 which is more than expected.</p> <p>Q: What is 'other income'? A: Other income we are expecting to receive during the year. This is accounted for in the 'expected outturn' section.</p> <p>HT discussed the impact of staffing changes on the budget. LWa noted that a ground maintenance expense is pending. Governors agreed to address the expense further in future as it was deemed expensive. The teachers pay awards have gone through but have not yet been paid.</p> <p>Q: Is the -£7k a planned deficit? A: [LWa explained the income and expenditure for governors.]</p> <p>LWa noted that the school's carry-forward budget is healthy and the school is in a fine position. Balance B/F from previous year is £115,089; balance C/F to next year is £98,463. A revised budget and census will be coming in the next few months. There are some delays and uncertainties with this due to the change in government.</p> <p><i>LWa left the meeting following her report.</i></p>	FGB
21.0924	<p>Policy Review</p>	

	<ul style="list-style-type: none"> • Health and Safety • Admissions • Attendance • Budget Management • Charging and Remissions • Children Missing from Education • Appraisals • Complaints • Development Performance • Premises Management <p>Governors reviewed and accepted the circulated policies.</p>	
22.0924	<p>Any other business No other business.</p>	
23.0924	<p>How has this meeting impacted on the welfare and progress of our pupils? Governors addressed the integration of Wild School; discussed the school development plan and progress; addressed staffing within the school.</p>	
24.0924	<p>Date of next meetings (all starting at 4pm)</p> <ul style="list-style-type: none"> • Mon 16th December • Mon 31st March • Mon 12th May • Mon 14th July 	

Meeting closed 6:30pm

Actions of the FGB meeting held 30.09.24

Item	Action	Lead
10.0924	Governors to recruit new governors to the board and then appoint the remaining link governor roles.	Govs
14.0924	Amended minutes to be signed at the next FGB meeting.	FGB
20.0924	Governors to address the grounds maintenance expense further.	FGB
17.0924	<ul style="list-style-type: none"> • HT to maintain a record of restraint/intervention incidents and seek training for staff in this area. • LW to add SEF to future agendas as a standing item for governors to discuss in more detail and pose informed questions. 	HT LW
18.0924	Governors to approach the candidates discussed and invite them to the next FGB meeting.	Govs
19.0924	Governors to read the circulated KCSIE 2024.	Govs

Signed (Chair) **Date**