



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 03 JULY 2024 @ 16:00 VIA TEAMS

Present:

Mrs G Wells (GW)	Mr K Kirkup (KK)
Mr R Dobie (RD)	Mrs A Jefferson (AJ)
Mrs P Leigh (PL)	Mrs H Taylor (HT)
Mrs K Woodcock (KW)	Dr H Morgan (HM)
Mrs A Bewsher (AB)	

Mrs G Wells opened the meeting and welcomed Dr H Morgan, Chair of the Learning for Life Trust to the meeting.

6.1 Apologies

Dr C Bateman (CB)

6.2 Declaration of Interests

There were no declarations of interest.

6.3 Minutes of the last meeting held on Wednesday 08 May 2024

The Minutes were distributed prior to the meeting. Mrs P Leigh proposed they were a true and accurate record of the meeting and this was seconded by Mrs A Bewsher. The Minutes will be signed next week when the Chair returns from abroad.

6.4 Matters Arising

Fixed Term Energy Contracts – Mrs A Bewsher reported the following:

Gas is with Corona and ends 31 March 2025

Electricity is with nPower and ends 31 March 2027

Both contracts have been arranged with the Local Authority.

Mr M Smillie from Cockermouth School will negotiate new deals on our behalf when these contracts end.

Q: Who are we currently with for water and when does the contract end? (KK)

R: We are with WaterPlus and unsure of the end date. We will check and report back to the next meeting.

A: Mrs S Bryden

6.5 Correspondence/Business Interest Forms

Letter – a letter had been received from Mrs L Wynne confirming her retirement at the end of this academic year. The Chair will reply.

A: Mrs G Wells

Governing Matters Summer Magazine – copies available on request

Business Interests – there were no updates

Q: Are we organised for staffing next year and also how are we managing at the present time due to Mrs J Johnston being off? (GW)

R: The staffing for 2024/2025 is as follows:

Nursery Mrs J Johnston/Mrs L Eland/Mrs C Black

Reception Mrs J Johnston/Mrs A Cockton

Year 1 & Year 2 Mrs L Turpin/Mrs A Davis

Year 3 Miss M Tweddle/Mrs M Greenbank

Year 4 Mrs H Taylor/Mr A Ward

Year 5 Miss K Lightfoot

Year 6 Mrs E Barcock/Miss R Vevers

Reception is currently being covered by Mrs L Wynne/Mrs L Turpin/Mrs L Eland/Mrs C Black

6.6 Ofsted Visit Feedback

Mrs A Bewsher reported our inspection was earlier than expected due to us being a member of the MAT and being treated as a new school.

All staff were very calm as we were prepared for the inspection and felt everything was in place. It was felt the Inspector was very fair and she carried out deep dives in phonics, reading, history and maths. She carried out a lot of pupil conferencing and the children were amazing; they spoke very clearly and confidently. Everything was very positive and we now await the Report.

Q: What is an ungraded inspection? (PL)

R: When a school has been judged to be good, then normally Inspectors go into the school about once every four years to confirm that the school remains good. They do not give graded judgements on an ungraded inspection. However, if they find evidence that a school would now receive a higher or lower grade, then the next inspection will be a graded inspection. Usually this is within one to two years of the date of the ungraded inspection. If they have serious concerns about safeguarding, behaviour or the quality of education, they will deem the ungraded inspection a graded inspection immediately.

Dr H Morgan expressed congratulations on behalf of the Trust to Mrs A Bewsher, all staff and pupils.

Mrs K woodcock reported she had been in school on the Tuesday and commented on how calm the atmosphere was and the excellent behaviour of the pupils.

6.7 Headteacher Report & SDO Report

The Report was distributed prior to the meeting and presumed read.

Q: Do children move in and out of the Nurture Group? (GW)

R: The group will be made more fluid next year and the Boxall Profile assessments will be used to help with this.

Q: Has there been any progress/feedback on the new school vision? (PL)

R: Parent Surveys have been returned and the staff and Governors have met. Mrs A Bewsher will now arrange 'Pupil Voice Groups' and we should be ready to go in September.

A: Mrs A Bewsher

A SDO Report had been prepared by Mrs H Taylor and distributed prior to the meeting. There were no questions.

6.8 SIP – Strategic Intentions and Responsible Governors

Mrs A Bewsher responded to questions:

Q: Will any items not completed by the end of this year from the SIP be carried over? (GW)

R: Items can be carried over but they won't necessarily appear in the plan. Mrs A Bewsher has met with Mr C Steele and they have agreed following discussion to change the School Improvement Plan (SIP) to the School Development Plan (SDP). It is hoped to reduce some of the actions as a lot of things in the plan are done on a day-to-day basis. Mrs A Bewsher and Mr C Steele will meet again over the summer to complete the plan.

Q: Relating to the Personal Development, has there been any progress on the plans to train mental health champions? (PL)

R: Mrs L Turpin would like to work on this next year but there is a lot of cost involved. We are going to try and do this internally.

Q: Relating to the Behaviour & Attitudes, it is good to see that almost everything is highlighted as being addressed. Will there be an opportunity for the School Council to hold the planned assembly on promoting kindness before the end of term? (PL)

R: Mrs H Taylor reported that she had not managed to fit this in yet but will come back to it in the Autumn term.

Q: Is the Boxall Profile still used for Nurture Group? Is it used at the beginning and end of an intervention? (AJ)

R: This was covered under Item 6.7.

Q: How is the success or otherwise of all the various interventions monitored? How often are they changed if outcomes suggest they are not, or no longer effective? (AJ)

R: We try to keep all pupils in the classroom but we do have one or two 1:1 pupils. Interventions are tracked on an iPad and the 1:1 pupils are tracked every term. Phonics progress is monitored more often.

Q: Is the Whole School Behaviour Management Plan now embedded?

R: The new behaviour scheme is now embedded and is having a positive impact on the pupils.

6.9 Finance Report

The Management Report was distributed prior to the meeting and Mrs A Bewsher reported on the month of May 2024 with June 2024 to follow.

Q: Do we only get UIFSM money at the end of the year? (GW)

R: Yes. Mrs Bewsher reported finance has been a big learning curve and we are now much more aware of when actual funding arrives.

Q: Does the VAT Return usually go in quarterly? (GW)

R: The VAT Returns are now going in monthly and these are actioned by Mrs C Parker at Fairfield Primary School.

Q: Why is there such a large difference between income and expenditure with the residential trips? (GW)

R: The costs are always based on the number of children going and if children are Pupil Premium we pay the costs.

Following discussion, it was reported there is a charity in Cockermouth that will help support children so they can attend residential. We will look into this.

A: Mrs A Bewsher

Q: Am I correct in thinking that there were some utilities costs that weren't paid in the last financial year that have been paid in this one so exacerbating the overspend? (GW)

R: This was for the water charges. WaterPlus stopped sending hard copies of their invoices and put them online. This hadn't been realised straight away and therefore, there were 3 invoices to pay at the same time.

Dr H Morgan reported on the ethos of the Trust money, money is short all around. He advised to keep the pressure up on the utility side of costs.

Q: Did the work for LED lighting go any further? (HM)

R: As this was very expensive to do all at once we are now replacing lights as and when they go.

The water charges were discussed as it was thought they were expensive. Our water meter is at the top of the school field and is only read twice a year.

Q: Do you think we may have a leak and if so, would it be covered under our insurance? (KK)

R: We will check to see if there is a leak and also if this would be covered.

A: Mr K Kirkup

A: Mr R Dobie

A: Mrs S Bryden

6.10 Budget Approval

Mrs A Bewsher shared the budget on the big screen and went through 2024/2025 and 2025/2026 asking if this could be formally approved today. It had previously been looked at in detail. Approval was proposed by Mrs A Jefferson and seconded by Mr K Kirkup. All agreed.

6.11 Health & Safety Update

Mrs A Bewsher informed the meeting there was nothing significant to report. She will invite Kym Allan in the Autumn term to do another audit. There were no questions.

6.12 Safeguarding Update

Mrs A Bewsher and Mrs P Leigh had met to go through the Safeguarding Audit.

Q: Is there a timescale to complete the amber items?

R: There is no timescale as such and obviously no reds is desirable. The audit had been gone through thoroughly by the Ofsted Inspector.

Q: How often do you have a fire drill? (AJ)

R: Once every half term.

6.13 Learning for Life Update

Dr H Morgan reported it had been a successful year for the Trust with the incorporation of Cockermouth School, this should hopefully be completed in September 2024.

The DfE are strongly encouraging the Trust to explore other schools in the next 12 months, both primary and secondary.

The Trust has been approached by Broughton Moor Primary School and this is in the process of due diligence.

Ourselves and Fairfield Primary School have both successfully gone through Ofsted this academic year.

6.14 OOSC Update

Mrs A Bewsher, Mrs G Wells, Mr C Steele and Mr M Smillie had met to discuss the OOSC coming under the umbrella of the school. Numbers on average are slowly rising, we will keep pushing the advertising. It is in a fairly positive place at the current time but it has to be fully financially viable to come under the umbrella of the school.

6.15 Meeting Dates 2024/2025

The following dates were agreed:

Thursday 03 October 2024 @ 17:00

Wednesday 20 November 2024 @ 17:00

Wednesday 22 January 2025 @ 17:00

Wednesday 12 March 2025 @ 17:00

It was agreed to arrange the summer meetings at a later date.

6.16 New Governors

Mrs G Wells reported we have 2 potential new Governors; one has submitted an application form and is coming to look around the school next week. We are waiting for the other one to submit their application form.

6.17 Any Other Business

Dr H Morgan thanked the meeting for having him.

Meeting closed 17:50