



## **BROUGHTON PRIMARY SCHOOL**

### **MINUTES OF THE GOVERNING BODY MEETING HELD ON THURSDAY 03 OCTOBER 2024 @ 17:00**

#### **Present:**

Mrs G Wells (GW)	Mrs A Jefferson (AJ)
Mrs K Woodcock (KW)	Miss H Condron (HC)
Mrs P Leigh (PL)	Mr J Smith (JS)
Mr R Dobie (RD)	Mrs H Taylor (HT) via Zoom
Mrs A Bewsher (AB)	

Mrs G Wells opened the meeting and welcomed our 2 new Governors to the Governing Body. Introductions were made by everyone.

#### **1.1 Election of Chair**

No nominations had been received prior to the meeting. Mr R Dobie nominated Mrs G Wells to continue in the role of Chair for a further 2 years, this was seconded by Mrs A Jefferson. Mrs G Wells expressed she was happy to continue in the role and left the meeting. Governors confirmed their agreement to this by a show of hands. Mrs G Wells returned to the meeting.

#### **1.2 Apologies**

There were no apologies

#### **1.3 Declaration of Interests**

There were no declarations of interest.

#### **1.4 Minutes of the last meeting held on Wednesday 03 July 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 were signed by the Chair.

#### **1.5 Matters Arising**

**Q: Where are we with looking into the water charges? (GW)**

**R: Mr K Kirkup and Mr R Dobie have looked into this and confirmed that we do not have a leak. When the invoice was looked at in detail, it was found that we are not being overcharged. All our utility invoices are with Mr M Smillie (CFO of LfL) who will be looking into the best deals for us.**

**Q: Did we explore the charity in Cockermouth that helps pay for residential? (GW)**

**R: Contact has been made and we are waiting to hear back. This will be explored in more detail when it's residential year.**

**A: Mrs A Bewsher**

**Q: Has the Kindness Assembly been held? (GW)**

**R: Not yet.**

**A: Mrs H Taylor**

Mrs H Taylor reported the School Council has now been set up for this academic year and they are planning some fund raising for more playground equipment.

#### **1.6 Correspondence/Business Interest Forms**

❖ Governing Matters Autumn Magazine - copies available on request

❖ Emails received from Dr C Bateman and Mr K Kirkup confirming their resignation. The Chair will respond.

**A: Mrs G Wells**

❖ Business Interest Forms were distributed and completed at the meeting

❖ Confidentiality Agreements were distributed and completed at the meeting

### 1.7 **Governor Training**

Mrs G Wells reminded Governors to complete the Cyber training and the Annual Safeguarding. Prevent training is bi-annual and will be completed again next year. Miss H Condron and Mr J Smith as new Governors will complete the training this year.

**A: Mrs S Bryden**

Mrs P Leigh reported she had been looking at courses on the NGA website and it was felt some of these would be very useful to Governors. Mrs G Wells will look at these courses with Mrs P Leigh and recommend appropriate ones for Governors to complete over this academic year. This will enable the Governing Body to have a good overview of a number of areas. The log-in details will be checked and distributed.

**A: Mrs G Wells**

**A: Mrs S Bryden**

### 1.8 **SDP – Strategic Intentions and Responsible Governors**

Mrs A Bewsher reported the SIP (School Improvement Plan) had been renamed as the SDP (School Development Plan), It was felt the word 'development' gave a better impression than the word 'improvement'. It was also felt there were too many action points in the plan to be able to track effectively and so there are now 12 action points in all 4 Ofsted areas.

Mrs A Bewsher talked about Responsible Governors and a lengthy discussion followed.

The following was agreed:

Miss H Condron & Mrs A Jefferson	SEND
Mrs P Leigh	Safeguarding & Personal Development
Miss H Condron & Mrs K Woodcock	Quality of Education
Mrs A Jefferson & Mrs K Woodcock	Behaviour & Attitudes
Mr J Smith & Mrs G Wells	Leadership & Management
Mr R Dobie & Mr J Smith	Health & Safety

Mrs A Bewsher will go through the Health & Safety Audit with Mr J Smith to help get him started.

Mrs G Wells requested when the SDP comes out to Governors can they please have questions ready for their area. They will also need to be available for support to the Headteacher.

Mrs A Bewsher reported the whole school was presently focusing on writing.

**Q: Do we use any schemes? (HC)**

**R: We have started to use 2 new ones: Grammarsaurus and Literacy Shed. We have been looking at new ways to keep the children engaged.**

**Q: Do we still offer interventions? (GW)**

**R: Yes, we use IDL which is literacy and maths software. The children complete an initial assessment using an iPad and the software then generates their next level on the scores they achieved. Interventions take place for the first 15 minutes of the school day and we can already see the children making progress.**

**Q: How do you decide which children attend? (GW)**

**R: There are approximately 10 children attending at the present time and they are chosen by teacher judgement.**

### 1.9 **Vision & Mission Statement**

Mrs A Bewsher reported on the meeting held with staff and Governors in the summer. She also informed the meeting children had been consulted and a survey had been sent out to parents. Mrs A Bewsher has pulled all this information together and produced new Mission and Vision Statements which were distributed prior to the meeting for approval. Following discussion all Governors approved the statements.

### 1.10 **Finance Update**

Mrs A Bewsher informed the meeting there wasn't a report this time as they reflect on the previous month. Mrs A Bewsher went through the funding timetable for the benefit of the new Governors.

Mrs A Bewsher, Mr C Steele and Mr M Smillie had met earlier today to discuss our budget going forward. This is very tight and we have been re-assured we will receive 100% support and advice to assist us with this.

Mrs G Wells reported OOSC (Out of School Club) will not be renewing their booking/payment

system iPal when it expires in December. The plan is to move to School Money that we already use in school.

**A: Mrs S Bryden**

OOSC has been really busy this autumn term, a lot of the Early Years children are now starting to attend. The Rag Bag earnings, half of the lottery money and half of the Easter Fayre money raised is going into OOSC this academic year and this will be reviewed by KABS (Kids at Broughton School) next year.

#### **1.11 Teacher Pay Review Overview**

Mrs H Taylor was muted from the meeting at this point. Mrs A Bewsher reported all teachers had received their appraisals and all had met their targets. For information Mrs A Bewsher informed the meeting Main Scale teachers go up every year, Upper Pay Scale teachers every two years and the Leadership Scale is every two years. The pay report was distributed prior to the meeting and Governors were asked to approve this.

**Q: What do the notes relate to? (GW)**

**R: The targets from last year.**

A discussion followed and Mrs K Woodcock proposed the report be approved and this was seconded by Mrs A Jefferson. All agreed.

Mrs A Bewsher left the meeting at this point and Mrs G Wells reported herself and Mr C Steele had carried out the headteacher's review and all targets had been met.

#### **1.12 Health & Safety & Responsible Governor**

This was covered earlier in the meeting under Item 1.8.

#### **1.13 Safeguarding**

Mrs P Leigh reported she had been through the Safeguarding Audit and will be meeting up with Mrs A Bewsher before half term.

#### **1.14 Headteacher Report**

This was distributed prior to the meeting and Mrs A Bewsher went through the report. There were no questions.

#### **1.15 CIF Priorities**

Mrs A Bewsher reported we are going to apply again for a new roof and fire alarm system. A positive on our side will be that we are the only school in the Trust applying this time.

#### **1.16 New Governor Advertisements**

Mrs G Wells reported she had been approached by a parent who would like to become a Governor and she will be contacting them tomorrow. The Trust is also advertising and we will be included in their advert.

#### **1.17 Website and Governor Bios**

Mrs A Bewsher requested photographs and updated information from the Governors to be put on the website.

#### **1.18 Policies: Fire Safety Management Policy & Fire Evacuation Plan**

The policy was distributed prior to the meeting and Mrs A Bewsher informed Governors Kym Allan had updated this policy and all updates/adaptions were highlighted.

**Q: Do we have fire drills? (GW)**

**R: Yes, every half term.**

Mrs P Leigh proposed the policy be approved and this was seconded by Mrs G Wells. All agreed.

Following discussion, it was agreed when a policy was due for renewal/approval, and it was pertaining to a Governor's particular area, that Governor would read the policy in depth leaving remaining Governors to read the changes only. Going forward it will be noted on the Agenda which Governor is to read the appropriate policy in depth.

**1.19 Any Other Business**

- ❖ Mr R Dobie has designed a Broughton calendar to be sold locally at a cost of £7.00 to help raise funds for OOSC. The design and quantity to order was discussed.
- ❖ Mrs P Leigh asked if the children could make poppies again this year for the church cross and this was agreed.
- ❖ Mrs P Leigh reported on the dog dirt in the Forest School area and following discussion it was agreed to obtain netting for the school field gate in the hope that this will stop dogs getting in.

Meeting closed 19:00