



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 08 MARCH 2023 @ 18:00

Present:

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|-----------------|----------------------------|
| Mrs G Wells | Mr K Kirkup |
| Mrs A Jefferson | Mr R Dobie |
| Mrs K Woodcock | Mr J Brettle |
| Dr C Bateman | Mr P Graham (via WhatsApp) |
| Mrs A Bewsher | |

Mrs G Wells opened the meeting.

4.1 Apologies

Mrs G Hannah
Mrs H Taylor

4.2 Declaration of Interests

There were no declarations of interest.

4.3 Minutes of the last meeting held on Wednesday 25 January 2023

The Minutes were distributed prior to the meeting. Mrs A Jefferson proposed they were a true and accurate record of the meeting and this was seconded by Mrs K Woodcock. The Minutes were signed by the Chair.

4.4 Matters Arising

- ❖ **Teams Documents** – Mrs A Bewsher reported all SIP areas had been uploaded to Teams. Mrs A Bewsher demonstrated how to access these documents once again for the benefit of those absent from the last meeting.
- ❖ **Roof – Q: Had a second quote been received?**
R: Yes. The second company had informed Mrs Bewsher that our first quote was very competitive and they haven't come back to us with their quote.
Following discussion, it was agreed to go ahead with the first quote.
A: Mrs A Bewsher

4.5 Correspondence/Business Interest Forms

- ❖ **Letter from Mrs E Barcock** – Mrs E Barcock would like to return as full time following her maternity leave
- ❖ **Letter from Miss K Lightfoot** – Miss K Lightfoot would like to return as Point 8 following her maternity leave.
The letters were read to the meeting and Mrs A Bewsher informed the meeting the requests would not have a financial impact on the school and that she could not see any problems going forward.
Q: Would it affect Mrs A Bewsher with the Point 2?
R: There will be a degree of flexibility with Miss K Lightfoot and as yet, we do not know where she will be placed in September 2023.
A discussion followed and it was agreed to award Miss K Lightfoot a TLR3 in September 2023. Mr R Dobie proposed the requests be accepted and this was seconded by Mr K Kirkup. All agreed.

4.6 Subject Leader Presentation – Science

Mrs A Bewsher our Science Subject Lead, showed a presentation on screen to the meeting and reported on the Ofsted Science Research Review. The Review found that primary teachers had a lack of confidence teaching science. We have always used the National Curriculum but it has been discovered that we should be using 4 main concepts, we are investigating a progressive curriculum.

The Primary Quality Science Mark (PQSM) was started in March 2022, we received funding to be able to achieve this. Mrs A Bewsher went through the different stages of the award and confirmed that this award is accredited and that it shows Ofsted we have done a deep dive into science. It is a work in progress and there were no questions

We plan to hold a Scientific Family Night in the summer term.

Q: How are we resourced for science kits?

R: We have signed up to the Ogden Trust and every time we have attended training, we have received large science kits so, we are very well resourced at the present time.

Q: How is the biology side covered?

R: This is covered outside with Forest School, mainly with KS1. We need to see more of this further up the school.

Q: How will this impact on other areas?

R: The model can be adapted for any subject and the subject leaders are keen to use it for their subjects.

Thanks were expressed to Mrs A Bewsher – it all sounds very interesting.

4.7 SIP – Strategic Intentions and Responsible Governors

❖ Mrs K Woodcock reported she had attended the STEM Science Workshop in Year 5.

A: Mrs K Woodcock to complete a report on Teams.

A: Mrs A Bewsher to create a report template.

❖ Mrs G Wells reported she had observed a phonics lesson and also attended a workshop. She had also observed the morning interventions.

A: Mrs G Wells to complete a report on Teams.

Q: Is there a list of Governors and their subjects?

R: This information has been listed in previous Minutes.

Q: Are we any further forward with the pool of musical instruments?

R: There is scope to share and Dr C Bateman would like to help with this.

❖ Mrs G Hannah reported she had received updates from Mrs A Bewsher relating to safeguarding and all actions had been looked at. She is due to attend the Reception class to talk to the children about being in the police force.

❖ There have been a couple of changes to the SIP:

- OOSC - intentions have been removed as we did intend to move this into school but, since their successful Ofsted the pressure is now off and this will still happen but not during this academic year.

- Behaviour and Attitudes – A PCSO will be coming into school to talk to KS1 about stranger danger and we will be holding an E-Safety Day for KS2. Parents will be invited to attend on the day to they too may learn about online safety for their children and how to enable this.

❖ CPD for staff has been inserted. Senior Mental Health Lead training has been completed by Mrs L Turpin. This was funded by the DfE. Mrs L Turpin will ensure all staff have CPD with wellbeing. Miss R Vevers is doing 1:1 with the children and Mrs L Turpin is overseeing this.

❖ Mrs A Bewsher went through all the coloured highlighting contained in the SIP and explained the key to this.

❖ Lots of questions were asked relating to the content of the SIP and these were all responded to by Mrs A Bewsher.

4.8 Risk Register Review

There were no changes to report this time.

4.9 Parent Questionnaires

Mrs A Bewsher reported to the meeting we had received 78 responses to the Questionnaire which is very good. Responses were mainly green which equals 'strongly agree/agree'. Mrs A Bewsher went through and explained the 'don't know' and 'disagree' responses. Overall, the results were very positive and reassuring.

4.10 Health & Safety: Premises Maintenance Plan/CIF

The Maintenance Plan is still a work in progress, Mr P Graham and Mr K Kirkup hope to meet in school next Wednesday to continue with this.
A RAAC Survey (Reinforced Autoclaved Aerated Concrete) has been carried out and it was confirmed school does not contain any.

4.11 Headteacher's Report

Mrs A Bewsher had prepared a Report that was distributed prior to the meeting. She reported to the meeting that our new Caretaker/Cleaner will be starting the last week of term. There were no questions.
A SDO Report had not been prepared this time.

4.12 Pupil Attendance Data/Attainment Data Report

Mrs A Bewsher reported on the autumn term attendance:

100% - 95% - 84 pupils

95% - 90% - 42 pupils

90% - 0% - 20 pupils

100% attendance is now acknowledged privately by a letter being sent to parents from Mrs A Bewsher.

We have one child on an Attendance Plan at the present time.

Attainment data was distributed prior to the meeting and Mrs A Bewsher reported on this data.

4.13 Finance Update

As this meeting was brought forward, there is no update this time. When the Finance Report is ready, Mrs A Bewsher will distribute to all Governors.

A: Mrs A Bewsher

4.14 Safeguarding

There is nothing to report this time.

4.15 Governor Recruitment

Mrs G Wells reported a parent has shown an interest in becoming a Governor. They have been a Governor before and they have a lot of business experience which is what we need.

It was agreed to look at the letter from the previous applicant, can we advertise asking for precise criteria? We need to categorise our current Governors.

A: Mrs G Wells and Mrs A Bewsher

4.16 Any Other Business

Mrs A Bewsher reported to the Governors a dip in staff wellbeing due to the way parents are speaking to them, she explained the events happening. She has sent a message to all parents via DoJo and the Newsletter asking that appointments be made if there are any complaints/issues.

A discussion followed.

A letter is being sent to one specific parent from the Governors.

A letter will also go to all parents relating to being considerate of others.

It was agreed a card would be sent from the Governors to a member of staff affected recently.

A: Mrs G Wells

Meeting closed at 20:10