



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 08 MAY 2024 @ 15:30

Present:

Mrs G Wells (GW) Mrs H Taylor (HT)
Mr R Dobie (RD)
Mrs P Leigh (PL)
Mrs K Woodcock (KW)
Mrs A Bewsher (AB)

Mrs G Wells opened the meeting.

It was agreed we would cover **Item 5.6** at the beginning of the meeting so that the children would not be too late leaving school.

5.6 Curriculum Presentation – School Council

3 representatives of the School Council gave a presentation to the meeting. They informed Governors of how they became a member of the School Council, what it is, what they have done so far and what their future plans are. Governors were very impressed with the presentation and invited the School Council to attend a meeting in the future to keep them updated. Well done!

5.1 Apologies

Dr C Bateman (CB)
Mrs A Jefferson (AJ)
Mr K Kirkup (KK)

5.2 Declaration of Interests

There were no declarations of interest.

5.3 Minutes of the last meeting held on Thursday 14 March 2024

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

5.4 Matters Arising

Forest School Shelter – Mr R Dobie reported this would cost in the region of £1200 to buy. Funding options were discussed and Cockermouth Rotary Club was suggested.

A: Mrs G Wells

5.5 Correspondence/Business Interest Forms

Business Interests – there were no updates

5.6 Curriculum Presentation – School Council

Already covered.

5.7 Headteacher Report & SDO Report

The Report was distributed prior to the meeting and presumed read. Mrs A Bewsher did report on some points in the Report:

- ❖ **Roll Number** – this is increasing. Mrs J Johnston has suggested we hold a Mother & Baby session once a month in the hope that it will attract families that don't already have a connection with the school. It would also help with the transition into Nursery.

- ❖ **Attendance** – our attendance is really good at the present time. It is a national focus at the moment and from September there will be 5 Attendance Officers in Cumberland. Attendance figures will automatically go to the Local Authority and if anything is spotted, they will step in and offer support. The fine is also to increase and Mrs A Bewsher will send the new information out to our parents.
A discussion followed relating to attendance and home schooling.
A: Mrs A Bewsher
- ❖ **SEND** – We have had 4 Year 3 children screened recently for Dyslexia with 2 children having a positive outcome.
- ❖ **Adaptive Teaching** – The teaching staff had attended an Inset Session on Adaptive Teaching and found it very informative and helpful. More sessions are to be held so that support staff can attend.
Q: Is the Family Action Group going well? (GW)
R: It is going really well and it is important for the children to complete this as they are very hard to get booked in.
Q: How did the transition go with Year 3? (GW)
R: Mrs H Taylor reported it had gone well and feels she has gelled with the children quite quickly.
Q: What is the progress with music? (sent in by AJ)
R: Mrs H Taylor reported that she had just returned from maternity leave and that the development of music was on her list. Mrs A Jefferson reported U3A were available to come into school to play for the children and Mrs H Taylor confirmed the summer term is a good term for this to happen.

A SDO Report had not been prepared this time.

5.8 **SIP – Strategic Intentions and Responsible Governors**

This was distributed prior to the meeting. Mrs A Bewsher reported on the diversity target and that she had made contact with the school in Manchester but as yet had not received a response.

An update on the Wall of Pride was also given to the meeting.

From September, Mrs A Cockton (STA) and Miss R Vevers (STA) will take over Kidsafe. It is becoming increasingly difficult to release Mrs L Turpin to fulfil this role.

Mrs G Wells reported the development of the ECO area was on hold until more funds become available.

Governors were reminded of the importance of completing training.

5.9 **Finance Report**

A Report had not been prepared this time.

5.10 **Health & Safety Update**

Mrs A Bewsher reported she had held an Inset Session with all staff following her IOSH training. Everything discussed will be linked in the Health & Safety Walk carried out by Mrs A Bewsher and Mr K Kirkup

5.11 **Safeguarding Update**

Mrs A Bewsher reported the Audit is ongoing and she hadn't met with Dr C Bateman and Mrs P Leigh yet. After attending a safeguarding meeting with the Trust, Mrs A Bewsher reported on a Monitoring Plan which she thought was a good idea. It works by a Safeguarding Governor coming into school every half term and discussing a different topic each time. The Monitoring Plan will be distributed to Dr C Bateman and Mrs P Leigh.

Mrs A Bewsher has recently completed Level 2 Child Exploitation training and reported Mr Matt Irving (Exploitation Officer) had delivered an assembly to our Year 5 and Year 6 children.

A: Mrs A Bewsher

5.12 Risk Register Update

This document was distributed prior to the meeting and Mrs A Bewsher reported this can now be accessed through a portal where each risk is entered individually and rated. Going forward, Mrs A Bewsher will report on the top 3 risks in the register. Today these were:

- ❖ Finance
- ❖ Related Party Transactions
- ❖ Insufficient Funding

Mrs A Bewsher updated the Governors on the current financial position. Mrs A Bewsher referenced the difficulty with cash flow at the present time. This is in relation to funding being paid sporadically throughout the year.

5.13 Parent Survey Results

Mrs A Bewsher informed the Governors we had received just under 50 responses and reported on the results. These results had been distributed prior to the meeting and a discussion followed. There were no questions.

5.14 Budget Approval

Mrs A Bewsher reported there wouldn't be an actual approval today as we are waiting for the finalisation of Cockermouth School joining the MAT. This is because our 'Top Slice' will change – the budget is set for 3 years. The budget is ready and Mrs A Bewsher went through this on the big screen – discussions followed.

Our fixed term energy deal was discussed at length.

Q: When does the term end?

R: We are unsure, we will check and report back to the next meeting.

A: Mrs S Bryden

The support staff pay rise isn't factored into the budget as we do not know what this will be. School dinners were discussed and Mrs A Bewsher proposed a slight rise to the price. As from September 2024 they will be £3 per meal and Nursery dinners will be £2. All agreed.

5.15 School Holiday Approval

These were distributed prior to the meeting. Mrs K Woodcock proposed approval and this was seconded by Mrs P Leigh. All agreed.

5.16 Learning for Life Update

Mrs A Bewsher confirmed Cockermouth School have submitted a formal application to the DfE to join the MAT, no response has been received to date.

5.17 OOSC Update

Mrs G Wells reported she is meeting with Mr C Steele, Mrs A Bewsher and Mr M Smiley next week to discuss the finances. She also reported work needs to be done on the marketing of the OOSC and a discussion followed relating to different ideas. A discussion relating to these ideas will be held with Mrs G Wells, Mrs A Bewsher, Mrs A Cockton and Mr A Ward.

5.18 New Academy Governance Guidance

Details were distributed prior to the meeting and Mrs G Wells encouraged all Governors to please look at this.

5.19 Any Other Business

Mrs G Wells reported we have 2 new prospective Governors, both of which have children in school. She will keep the Governors updated.

Meeting closed at 17:30