



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 11 OCTOBER 2023 @ 18:00

Present:

Mrs G Wells	Mrs P Leigh
Mrs K Woodcock	Mrs G Hannah
Mrs A Jefferson	Mrs H Taylor
Mr R Dobie	Mr J Brettle
Mrs A Bewsher	Mrs E Barcock

Mrs G Wells opened the meeting and welcomed Mrs Peta Leigh to the Governing Body. Introductions were made.

1.1 Apologies

Dr C Bateman
Mr K Kirkup

1.2 Declaration of Interests

There were no declarations of interest.

At this point in the meeting, it was agreed to go to **Item 1.6** so that Mrs E Barcock didn't have to stay for the full meeting.

Mrs E Barcock gave a presentation to the meeting on our new behaviour scheme that was introduced at the start of the new school year. We don't have a big behaviour problem in school but it was felt a more streamlined scheme was needed. A lot of research has been carried out and information was distributed at the meeting detailing the new scheme and how it is being implemented. The scheme we are using is Ready Respectful Safe (RRS) and involves non-verbal cues. Consistency is crucial for the scheme to work and staff are very positive but a small number have struggled. We are learning as we go, frequent reminders will be given on consistency and tweaks are being made as and when they are needed. A refresher on the scheme will take place after half term.

Thanks were expressed to Mrs E Barcock for her hard work and for a very useful and informative presentation.

Mrs E Barcock left the meeting at this point.

1.3 Minutes of the last meeting held on Wednesday 21 June 2023

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 K Woodcock. The Minutes were signed by the Chair.

1.4 Matters Arising

- ❖ **Q: Have the roof repairs been completed?**
R: Unfortunately, not. The roofer has collected a key to gain access so we are hopeful this will happen very soon
- ❖ **Q: How is the new Caretaker?**
R: The Caretaker is settling well into his role.
- ❖ **Q: Has a Governor letter been sent to a member of staff?**
R: A 'Thank You' card is to be sent to all teaching staff as they have all gone above and beyond in different ways
A: Mrs G Wells

1.5 Correspondence/Business Interest Forms

- ❖ **Governing Matters Magazine** – copies available on request
- ❖ **Letter of Resignation** – A letter of resignation had been received from Mr P Graham which the Clerk read to the meeting. A letter of thanks will be sent from the Governing Body
A: Mrs G Wells
- ❖ **Related Party Letters** – These were distributed and completed at the meeting. Letters for the absent Governors will be delivered.
A: Mrs S Bryden

1.6 Behaviour Leader Presentation

This was covered at the start of the meeting.

1.7 SIP – Strategic Intentions and Responsible Governors Updates

A copy of the SIP had been distributed prior to the meeting and Mrs A Bewsher reported. It was suggested Governors cover one of the 4 Strategic Intentions rather than micro targets as overseen previously. This doesn't always have to entail visits; contact can also be made by telephone/email for updates etc. Following discussion, the following was agreed:
Quality of Education – Mrs K Woodcock & Mrs A Jefferson
Personal Development – Dr C Bateman
Leadership & Management – Mrs G Wells & Mr K Kirkup
Behaviour & Attitudes – Mrs P Leigh
Safeguarding – Mrs G Hannah
Health & Safety – Mr K Kirkup & Mr R Dobie
Mrs Bewsher stressed that although the SIP is a mammoth document everything in there needs to be on the radar. It is also very important to keep records up to date, the document 'Responsible Governors Notes' is on SharePoint. This provides the evidence that you are overseeing – Ofsted view this as a form of challenge.

1.8 Governor training & Ofsted preparation

Mrs G Wells informed the meeting our next Ofsted inspection is likely to be 12/15 months away. It is advisable Governors complete some training relevant to their area of the SIP and the National Governors Association (NGA) offer good high-quality training. This can be completed a little at a time and should also be recorded.
Governors were reminded to complete the Safeguarding course on National College.
This item will be kept on the Agenda going forward.

1.9 CIF Priorities

Mrs A Bewsher informed the meeting our CIF Bid was now being prepared by a different company and they had been in to school during the summer holidays. Our bid is for a new roof and also for a new fire alarm system as our current one is very outdated. The bid will be submitted in December and results will be released the following April.
There is a good possibility that we could be unsuccessful again due to the funding being used for the Reinforced Autoclaved Aerated Concrete (RAAC) problem.
In the meantime, Mrs A Bewsher has arranged for a few small improvements to be made both internally and externally.
Mrs G Wells referred to her theatre connections who are looking for projects to carry out, e.g., painting/decorating. Following discussion, it was agreed a mural on an outside wall would be most welcome.

1.10 Teacher Pay Review

Information was distributed prior to the meeting. A Zoom call had been held with Mrs A Bewsher, Mrs G Wells and Mrs K Woodcock to go through the recommendations and the increases in salary were approved. The increases were planned for and are in the budget.
Q: Who has the quality assurance role with the pay report and staff appraisal?
R: This goes to the Trust and they do the quality assurance.

Mrs A Bewsher and Mrs H Taylor left the meeting at this point.
Mrs A Bewsher's performance review had been carried out by Mrs G Wells and Mrs A Jefferson and it was agreed Mrs A Bewsher would move up a level on the Leadership Scale.
This was proposed by Mrs G Wells and seconded by Mr R Dobie.
A discussion followed relating to levels being associated with the number on roll and it was agreed to double check which range our school comes under.

A: Mrs S Bryden

Mrs A Bewsher and Mrs H Taylor returned to the meeting.

1.11 Premises Maintenance Plan

Mrs A Bewsher reported this is at a standstill at the moment. Mr K Kirkup and Mr P Graham have started a list so that we can start a cycle but, in the meantime, Mr P Graham has resigned as a Governor. Mr K Kirkup is arranging a handover meeting with Mr P Graham and then Mr R Dobie will be asked to assist with this going forward.

1.12 Headteacher Report

This was distributed prior to the meeting and the following questions were raised:

Q: We currently have a large number of Early Helps open which are ongoing to support pupils, is this a potential work load issue for the SENDCo?

Q: What are Early Helps and do we need to look at arranging some supply to give the SENDCo extra time?

R: Early Help is support from an external source applied for when school has exhausted all avenues. Extra time will be given to the SENDCo as the applications are a lot of work. Mrs A Bewsher reported in January 2024 Early Help Applications are being stopped for children with SEND which will ease the workload of the SENDCo.

Q: What is the damaged wet pour?

R: This is the black spongy surface under the play equipment in the playground. Mrs A Bewsher reported to the meeting we had received a quotation to replace the damaged wet pour in the playground and it will cost over £4000 to replace this. It is in very poor condition, especially the middle area. We are awaiting another quotation for this middle area to be covered with fake grass which we believe is an alternative, cheaper option.

Q: A new and improved 'Vision' for the school is to be created by the Governors this academic year. Do we need a separate meeting for this?

R: Our Vision currently is 'to provide an outstanding education for all' We would like to make this more relevant to our children. It was agreed a separate meeting would be held in the Spring term to look at this.

Q: How is being a non-teaching Head working out for you?

R: Mrs A Bewsher is still teaching, she teaches Science one afternoon a week with Year 4. This is by choice.

Q: Is there a concern about the pupil leaving to go into home schooling?

R: Mrs A Bewsher reported that this wasn't the happy ending we wanted. On the first day back to school after the summer holidays mum had made the decision to home school. We were informed this was not at all any fault of the school, it was something she had always wanted to do. Mrs A Bewsher had tried to point out how the pupil would miss out on the experiences and social side of school life and advised mum to take some time to think about it. Mum came back saying she still wanted to home school.

Q: How are you getting on with evaluating the interventions used last year? Will you be changing any for this year?

R: We have made changes to the Maths; we are now using 123 Maths and IDL Numeracy which is much more effective. Mrs L Turpin is exploring Year 1 interventions.

Q: How has the new Forest School teacher settled into their role?

R: We have received positive feedback from the children, they look forward to going. Mrs S Aumonier is very organised and is in the process of developing a school site.

Q: When do the Governors get the final report on last year's data? How did the Pupil Premium cohort perform?

R: We use Fischer Family Trust (FFT) for our tracking and Mrs A Bewsher showed this to the meeting on the big screen. Formal progress scores are not available yet. Attainment scores are entered into FFT and the software calculates these scores. We are delighted with the attainment, there is a lot of green throughout the report. Progress scores are either positive or negative. Positive means achieved more than expected and negative means the opposite. Our scores are:

Reading +3.6

Writing +3.3

SPaG +0.3

Maths +0.0

We are really pleased with the progress of four Pupil Premium children.

Following discussion, it was commented our amount of progress is phenomenal. The progress may be difficult to maintain but we do feel that it is achievable. The previous year was seriously impacted by the pandemic as not all pupils were focused on home learning.

No SDO Report had been prepared this time. One will be done for the next meeting.

1.13 Finance Update – End of Year accounts

Mrs G Wells reported there was no data this time as we are only one month in to the new school year.

The 6.5% pay increase for teachers is in the budget, 3% from schools and 3.5% from extra budgeting.

1.14 Risk Register

This was distributed prior to the meeting. Mrs A Bewsher has completed this from the start of the year and reported we will have extra GAG funding and that staffing is more stable. Everything else has remained the same.

1.15 Health & Safety

Mrs A Bewsher reported herself and the Health & Safety Governor (Mr K Kirkup) meet once a term and go through the Kym Allan Health & Safety Audit.

Items highlighted green are complete, items highlighted amber are ongoing and items highlighted red are outstanding. The Audit is nearly complete, a couple of Risk Assessments need to be reviewed. Mrs A Bewsher will be attending the Institution of Occupational Safety & Health (IOSH) training in November 2024.

1.16 Safeguarding

Mrs A Bewsher reported she has been working her way through the audit and this will be sent to our Safeguarding Governor (Mrs G Hannah) for her comments before progressing with this. We have one pupil at the present time where we are liaising very closely with Social Workers.

1.17 New Governor Advertisements

It is felt we need more Governors and thought perhaps we should advertise more widely. A discussion followed relating to the possible content of the advertisement and also where it would be best placed.

1.18 Policies: Child Protection, Child on Child Abuse, Supporting Pupils with Medical Conditions, Whole School Behaviour, Online Safety, Health & Safety, Safer Recruitment

The Policies were distributed prior to the meetings. Mrs A Bewsher reported the Policies all come from Kym Allan, she creates the model and we adapt to fit for Broughton Primary School. Assurance was given that the content can be trusted to be correct and everything therein is as it should be. They are brought before the Governors to be officially agreed and adopted. Mr R Dobie proposed all Policies be agreed and adopted and this was seconded by Mrs A Jefferson, All agreed.

1.19 Any Other Business

Mr J Brettle reported on the recent Ofsted Inspection at Fairfield Primary School. For our information Inspectors will require a Governor slot of 30 minutes.

There are more schools interested in joining the MAT and Mr J Brettle will update at the next meeting.

Mrs A Bewsher proposed future Governor Body meetings be held 17:00 – 19:00. What do Governors think? No one opposed the change and this will go ahead with the next meeting.

Meeting closed at 20:00