



## **BROUGHTON PRIMARY SCHOOL**

### **MINUTES OF THE FULL DIRECTORS MEETING HELD ON WEDNESDAY 13 JULY 2022 @ 18:00**

**Present:**  
Mrs G Wells  
Mrs K Woodcock  
Mrs A Jefferson  
Mr K Kirkup  
Mrs A Bewsher  
Mr P Graham  
Mrs G Hannah  
Dr C Bateman  
Mrs H Taylor

Mrs G Wells opened the meeting.

#### **6.1 Apologies**

Mr P French  
Mr R Dobie

#### **6.2 Declaration of Interests**

There were no declarations of interest.

#### **6.3 Minutes of the last meeting held on Wednesday 18 May 2022**

The Minutes were distributed prior to the meeting. Dr C Bateman proposed and Mr P Graham seconded they were a true and accurate record of the meeting and these were signed by the Chair.

#### **6.4 Matters Arising**

- ❖ **Ukrainian Children** – Mrs A Bewsher reported we have a Year 6 and a ~Year 3 child in school and both have settled in really well and appear very happy. They are being interviewed along with Mrs A Bewsher by Radio Cumbria on Friday.
- ❖ **Mrs K Wilson** – we have had a response to our letter asking for clarification and we have in turn responded offering a face to face meeting with Mrs G Wells and another Director of Mrs K Wilson's choice.
- ❖ **MUGA** – Mrs A Bewsher confirmed our application had gone in for £70,000 funding and was feeling confident this would be successful. Flood lights have not been included as it was felt these may cause problems for neighbours. There wasn't time to research this thoroughly as it would have delayed the main application.
- ❖ **Absence Insurance** – We have another teacher expecting a baby in the New Year and the company has been informed.

#### **6.5 Correspondence**

- ❖ **Letter of Resignation** – this had been received from Dr H Morgan.
- ❖ **Return from Maternity Leave** – Miss K Lightfoot has requested to return on Point 7.  
**Q: How will this work for the school?**  
**R: Point 7 will be made up of every morning and 2 afternoons, cover will be required for the 2 afternoons only. Mrs A Bewsher feels this is a good arrangement.**  
In September we will be advertising for a maternity cover for the second pregnancy.
- ❖ **New Director** – we have received a letter of interest from a parent. Mrs G Wells and Mrs A Bewsher will decide on the structure and meet with the parent in September.

#### **6.6 Going Forward in September**

Sub Committees were discussed and the possibility of replacing these with the following:  
**Finance & Staffing**

This Sub Committee would still meet and Mrs C Parker, the Business Manager from LfL would attend these meetings to report on finance.

### **Health & Safety and General Purposes**

This Sub Committee would visit school and report back to Full Directors.

### **Curriculum & Pupil Welfare**

Subject Leaders would take it in turns to attend the Full Directors meetings to present/promote their subjects.

### **Responsible Directors**

These would come in to school once every half term and report back to the Full Directors.

A lengthy discussion followed and points discussed were:

- ❖ An example Governing Body Year Planner was distributed prior to the meeting and the above suggestions had arisen from this.
- ❖ It was felt Sub Committees were liked for their discussion and sharing of work load. Perhaps we could try a bit of both ways?
- ❖ Finance & Staffing should be the responsibility of every Director. It was agreed to speak to Mrs C Parker to see how it would work going forward.
- ❖ Health & Safety and General Purposes Committee members agreed to speak to the Governor responsible for this at Fairfield Primary School to see how they do it. It was felt this would be very helpful. It was agreed to continue with meetings for the present.
- ❖ It was felt this new way of working could pose a problem for those Directors that work full time.
- ❖ Curriculum & Pupil Welfare felt positive about meeting with the Subject Leaders face to face. It was agreed both ways were good.
- ❖ It was agreed to gather all information initially and then discuss this matter further at the next meeting in the autumn term. Perhaps we could try running both ways at the same time in the autumn term?
- ❖ The Finance & Staffing Committee will plan to meet in the autumn term with Mrs C Parker.

Referring back to the new Director, Mrs G Wells informed the meeting that a more in depth Skills Audit was needed asking about interests. It was felt we were lacking on the legal side of things. Until this is completed we are unsure of what we will need. Our own questions will be asked using a Google Form which Miss K Lightfoot will action.

It was agreed a reply would be sent to the parent to thank them for expressing an interest and to invite them to come and meet with Mrs G Wells and Mrs A Bewsher. We will then go from there and decide if a new Director is needed.

The Directors we should have are:

- 1 x staff
- 3 x parent
- 6 x co-opted

## **6.7 Headteacher's Data Report**

A full Headteacher's Report had not been prepared this time. Mrs A Bewsher presented a Data Report on the big screen to the meeting. Data codes were explained:

### **Early Years**

**GLD** – good level of development (need to meet every strand to achieve this)

**WT** – working towards

**WA** – working at

**WB** – working beyond

Mrs A Bewsher reported on the EY, KS1 and KS2 results.

**Q: The poor achievers who didn't take the tests, is this an indicator they are not getting help at home?**

**R: There is mixed parental support. The lack of home learning and not accessing this regularly hasn't helped. We are offering .intervention 4 mornings a week, 08:30 – 09:30. In KS2. Writing is teacher assessment.**

A discussion followed and it was felt the results were very specific to the size of the cohorts.

**6.8 SDO Report**

Mrs H Taylor had prepared a Report which was distributed prior to the meeting. There were no questions.

Mrs H Taylor informed the meeting she was pleased to be back following her maternity leave and complimented the school for its good, strong staff.

From the Staff Survey results it was noted staff were pleased to be back attending their CPD courses face to face.

**6.9 Reports from Committees and Responsible Directors**

**Finance & Staffing**

The Committee last met on 21 June 2022 and matters discussed were:

- ❖ Budget
- ❖ Maternity Cover Insurance
- ❖ Dinner money arrears
- ❖ Staffing

Please see Minutes previously distributed for further information.

**Curriculum & Pupil Welfare**

The Committee last met on 11 May 2022 and the meeting was informal whereby they had a tour of the school building, classrooms and corridors where they viewed the displays. This was to reacquaint themselves with the school after such a long time away due to COVID.

Please see Minutes previously distributed for further information.

**6.10 MAT Update**

Mrs G Wells reported that she and Mrs A Bewsher had signed all the documents and everything would become final on 03 September 2022.

**6.11 OOSC**

Mrs G Wells reported numbers were starting to pick up a little bit and that the club paid for itself last month. There are possible donations arriving from The Rotary Club and The Punch Bowl in the near future.

**6.12 Term Dates**

Mrs A Bewsher reported term dates are set 2 years in advance and these were to be approved by the Full Directors for 2023/2024.

These dates are:

**AUTUMN TERM 2023**

<b>STARTS</b>	<b>ENDS</b>	<b>HALF TERM HOLIDAY</b>
<b>Monday 04 September</b>	<b>Tuesday 19 December</b>	<b>Monday 23 October Friday 27 October</b>

**SPRING TERM 2024**

<b>STARTS</b>	<b>ENDS</b>	<b>HALF TERM HOLIDAY</b>
<b>Wednesday 03 January</b>	<b>Friday 28 March</b>	<b>Monday 12 February Friday 16 February</b>

**SUMMER TERM 2024**

<b>STARTS</b>	<b>ENDS</b>	<b>HALF TERM HOLIDAY</b>
<b>Monday 15 April</b>	<b>Tuesday 23 July</b>	<b>Monday 27 May Friday 07 June</b>

**Early May Bank Holiday  
Monday 06 May**

These were agreed by the Full Directors.

**6.13 Any Other Business**

❖ 2022/2023 meeting dates:

Wednesday 05 October 2022	18:00	Via TEAMS
Wednesday 16 November 2022	18:00	
Wednesday 25 January 2023	18:00	
Wednesday 15 March 2023	18:00	
Wednesday 17 May 2023	18:00	
Wednesday 28 June 2023	18:00	

❖ Mrs G Wells encouraged Directors to attend the LfL Presentation at Highfield Rugby Club on 14 October 2022.

❖ The LfL Terms of Reference was distributed prior to the meeting. If anyone has any questions/comments, please let Mrs G Wells know.

Meeting closed 20:20