



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE FULL DIRECTORS MEETING HELD ON WEDNESDAY 16 NOVEMBER 2022 @ 18:00

Present:

Mrs G Wells	Dr C Bateman
Mrs A Jefferson	Mr K Kirkup
Mrs G Hannah	Mr P Graham
Mrs K Woodcock	Mr R Dobie
Mrs A Bewsher	

Mrs G Wells opened the meeting.

2.1 Apologies

None

2.2 Declaration of Interests

There were no declarations of interest.

2.3 Minutes of the last meeting held on Wednesday 05 October 2022

The Minutes were distributed prior to the meeting. Dr C Bateman proposed they were a true and accurate record of the meeting and this was seconded by Mrs G Hannah. The Minutes were signed by the Chair.

2.4 Matters Arising

- ❖ **Safeguarding Training** – Governors were reminded to complete this training as soon as they were able
- ❖ **OOSC** – this is still to move under the umbrella of the school as last year it was very much supplemented by School Fund. It has been agreed to leave it as it is for the time being as numbers have really picked up this term, a close eye will be kept on the situation.

2.5 Correspondence/Business Interest Forms

- ❖ **Governing Matters Magazine** – copy available on request.
- ❖ **Business Interest Register** – Governors were asked to complete a new form that had been received from Learning for Life. This was duly carried out at the meeting.

2.6 Subject Leader Presentation – Music and Art

Mrs H Taylor, our Music and Art Subject Leader, showed a presentation on screen to the meeting.

Mrs H Taylor highlighted the changes/developments that are being made to the progressive music curriculum, she would particularly like to bring back singing assemblies and also external instrument teachers in the future.

A new art curriculum is being developed, focusing on specific art skills. A high-quality scheme that would be adapted to be best for the children is being sourced. The goal is to work towards art being 'taught'.

There were no questions and Mrs H Taylor was thanked for an informative and interesting presentation and for all her hard work.

Mrs A Jefferson is a member of the U3A band, she will arrange for the band to come in to school and play for the children.

Q: Is there scope to club together with other schools to raise money to buy musical instruments?

R: Following discussion a few suggestions were made:

- ❖ **We could possibly ask parents about any skills they could maybe bring into school**
- ❖ **An appeal could be made in the Parish Magazine/Cumbria Crack on Facebook**

2.7 SIP – Strategic Intentions and Responsible Governors

Mrs A Bewsher reported to the meeting that a lot had been completed in the first half term of the school year and she will send out a highlighted copy so it is clear what has been completed and what is left to do.

Mrs G Wells reported she had spoken with Mrs J Johnston (Reception) and Mrs L Turpin (Year 1) and she will be coming in to school to observe Phonics.

Are all Governors happy with their area? Yes, all Governors were happy. It was requested this was entered into the Minutes:

Behaviour/Attitudes	Mrs A Jefferson
Diversity	Mrs A Bewsher
ECT Support/Staff CPD	Mrs G Wells
English	Mrs G Wells
Financial Management	Mrs G Wells
Mental Health	Dr C Bateman
Music and Art	Dr C Bateman
Safeguarding	Mrs G Hannah
Science	Mrs K Woodcock
SEND	Mrs A Jefferson
Wider Community	Mr R Dobie
Young Leaders/Sport	Mrs K Woodcock

Q: Can we have a general SharePoint so that all Governors can access documents?

R: We can possibly do something with Teams/Shared Drive/OneDrive – the options will be explored.

A: Mrs A Bewsher

2.8 Risk Register Review

This had been distributed prior to the meeting for information. Mrs A Bewsher informed the meeting of the background to the Risk Register. A Risk & Audit Committee are responsible for this document but we do not need to form a committee as there is one at Trust level.

Finance is a high risk, the biggest risk being linked to the funding we receive. The recent pay rises were discussed. Teaching staff have been given 5% but the Unions are fighting for more. At 5%, the Government don't have to fund this. Support staff have also been given a rise and this is back-dated to April 2022. Again, this is coming out of our budget. Mrs A Bewsher went through some of the other risks and informed the meeting the Risk Register needs to be looked at every term by the Governors and she will update this as things are ongoing.

Apparently, 80% of schools are predicting they will be in deficit next year and redundancies will probably have to be made.

There were no questions.

2.9 CIF Priorities

Mrs A Bewsher reported our bid is now for a whole new roof. This will be a massive job and won't be able to be completed during the 6 weeks holiday, we will have to work around this. Discussions are ongoing with the Trust to see if they can help with our contribution to the bid.

2.10 Governor Recruitment

Mrs G Wells asked the meeting if they thought another Governor was needed.

The second Skills Audit that was completed was really useful, do we need to recruit someone with a specialist area? Shall we advertise? We need to think about succession planning too.

Following discussion, it was agreed someone was needed for their finance and building expertise. It was agreed to advertise.

A: Mrs G Wells

2.11 Premises Maintenance Plan

The Health & Safety and General Purposes Committee had met earlier this evening. It has been agreed that Mr K Kirkup and Mr P Graham are to go from classroom to classroom and map what is needed thus, making a start on the Premises Maintenance Plan. They will present where they are up to at the next meeting.

2.12 Headteacher's Report

Mrs A Bewsher had prepared a Report that was distributed prior to the meeting and did run through a couple of school news items. There were no questions. Mrs H Taylor had prepared a SDO Report that was also distributed prior to the meeting and there were no questions.

2.13 Finance Update: Benchmarking

All documents relating to this item had been distributed prior to the meeting. Mrs G Wells and Mrs A Bewsher are to meet with Mr C Steele to discuss accruals etc. The Accountant is working on a clearer way of presenting financial information to us.

Q: Why does a credit balance in the accounts show as a negative?

R: Debits and credits indicate where value is flowing into and out of a business. They must be equal to keep a company's books in balance. Debits increase the value of asset, expenses and loss accounts. Credits increase the value of liability equity revenue and gain accounts.

2.14 Health & Safety

All Health & Safety matters had been previously covered under items 2.9 and 2.11.

2.15 Safeguarding

Mrs A Bewsher reported there were no areas on the Audit marked in red! We do have a few ambers that we need to focus on and an Action Plan will be drawn up to deal with these.

A: Mrs A Bewsher and Mrs G Hannah.

2.16 Policies: Complaints/Teaching & Learning/Supporting Children with Medical Conditions/Charging & Remissions/Safer Recruitment

These Policies were distributed prior to the meeting and Mrs G Wells proposed we accept and agree these policies and this was seconded by Mrs A Jefferson. All were in agreement.

2.17 Any Other Business

❖ **Funding** – A copy of a letter had been received that Mr M Jenkinson and other MPs had written to the Government about schools being seriously underfunded. Mrs A Bewsher will reply personally as Headteacher and Governors will also reply urging him to do as much as he can.

A: Mrs A Bewsher and Mrs G Wells

❖ **Visitors** – Mrs G Wells informed the Governors Mr John Brettle will be attending our next meeting in January, he is the new Link Governor with Learning for Life Trust. Mrs S Sapsford will also be attending in her capacity as Chair of Governors for Fairfield Primary School to observe our meeting.

❖ A request was made to minute sincere thanks and congratulations to the OOSC staff for their recent 'good' Ofsted Report.

Meeting closed @ 20:00.