



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 17 MAY 2023 @ 18:00

Present:

Mrs G Wells
Mrs K Woodcock
Mr P Graham
Dr C Bateman
Mrs A Bewsher

Mr J Brettle

Mrs G Wells opened the meeting.

5.1 Apologies

Mrs G Hannah
Mrs A Jefferson
Mr K Kirkup
Mrs H Taylor

5.2 Declaration of Interests

There were no declarations of interest.

5.3 Minutes of the last meeting held on Wednesday 08 March 2023

The Minutes were distributed prior to the meeting. Mrs K Woodcock proposed they were a true and accurate record of the meeting and this was seconded by Mr P Graham. It was noted the heading for Item 4.9 read 'Staff Questionnaires' and this should read 'Parent Questionnaires'.

A: Mrs S Bryden will action the change and Mrs G Wells will sign the Minutes.

5.4 Matters Arising

❖ **Q: Has the roof work started?**

R: No. The Contractor we are going with has severely damaged his arm and had an operation. The work will hopefully be completed in the summer holidays.

❖ **Q: Is Mrs H Taylor still acting as SDO now she is on maternity leave?**

R: Yes, Mrs H Taylor will also attend 2023/2024 meetings when possible.

Congratulations were expressed to Mrs H Taylor on the birth of her baby boy!

5.5 Correspondence/Business Interest Forms

❖ **Governing Matters Magazine** – copies available on request

❖ **Email from Mrs M Magrath** – Mrs M Magrath would like to retire at the end of this academic year.

A: Mrs G Wells to send a 'thank you' card from the Governing Body

❖ **Email from Mrs G Hannah** – Mrs G Hannah would like to step down from the Governing Body, she has a new job and feels she cannot give the role the time/commitment it requires.

A: Mrs G Wells and Mrs A Bewsher to meet with Mrs G Hannah

Mrs G Wells reported she would like to hold a very informal 1:1 with all Governors. This would be an ideal opportunity for Governors to discuss any concerns/struggles they may have with their role.

We have advertised for a new Governor and a phone call had been received today from an interested party who will apply via email. A parent who previously expressed interest is now unsure due to work commitments.

A discussion followed relating to the current structure of the Governing Body and it was agreed to review this at the start of the new academic year.

5.6 Headteacher's Report

Mrs A Bewsher had prepared a Report that was distributed prior to the meeting. She reported on the 'Mock Ofsted' that had been held at Fairfield Primary School and had found observing this exercise extremely informative and felt re-assured by the experience. It was suggested it might be a good idea to hold one here, maybe November/December time. Following the exercise, a meeting was held with members of the Governing Body of Fairfield Primary School and the Inspector, where Mrs A Bewsher was able to note the questions, Ofsted are likely to ask Governors. These questions have been sent to our Governing Body for their information.

Following discussion, it was agreed to add a question to each Agenda next academic year so these may be discussed in more detail together.

Q: Where are we with the Caretaker role?

R: A new one has been interviewed this afternoon and will be starting after half term.

A new reward scheme was discussed at the last staff meeting, 'Golden Time'. This is based on behaviour and is being trialed with Year 2. If a child earns so many Dojo points, they can choose themselves what they would like to do on a Friday afternoon.

This will be rolled out to the whole school starting in September and KS2 will design their own reward system.

Further discussion followed and there were no questions.

It was agreed formal thanks are to be expressed to Mrs A Singleton and Mrs E Barcock for all their hard work with SATs.

A: Mrs G Wells to send a 'thank you' card from the Governing Body

A SDO Report had not been prepared this time.

5.7 SIP – Strategic Intentions and Responsible Governors Updates

Mrs G Wells reported she had met with Mrs J Johnston (Literacy Lead) and had looked at the progression of children from each year group. A report will be completed on TEAMS.

A: Mrs A Bewsher to create a report template.

Mrs A Bewsher reported we are on track to meet all the targets set in the SIP. It has been agreed to now remove phonics and reading as it is felt that these subjects are now well embedded and the good work will continue. It has been agreed to now add writing and maths. Writing is especially weaker in Year 2. All diversity actions haven't been achieved this current academic year and any outstanding actions will be carried over

5.8 Finance Update

Finance reports were distributed prior to the meeting and Mrs A Bewsher went through the reports on the big screen.

Q: Should school be spending more on staffing, 65% seems quite low. In many schools it is a fight to keep it under 80%?

R: The staffing percentage is around 80% - 68% is just teachers.

Q: Can the MUGA be accessed from the car park when school is closed?

R: Yes, a gate is being installed with a coded key box. An App will be used to book, pay and receive a code that will open the key box. We are going to be charging £20.00 per hour.

Following discussion, it was agreed a Hire Agreement would need to be written which would include information relating to safeguarding. A CCTV camera was also discussed.

Mrs A Bewsher went through the details of the staffing changes for the next academic year, roll number and the different pots of income and expenditure.

There were no further questions.

Dr C Bateman proposed the acceptance and agreement of the budget and this was seconded by Mrs G Wells. All agreed.

5.9 Risk Register Review

There is nothing to report this time.

5.10 Health & Safety Update: Premises Maintenance Plan/CIF

Mr P Graham informed the meeting there were no updates on premises maintenance to report this time.

Mrs A Bewsher informed the meeting that the CIF bid results should be in the next few weeks.

5.11 Safeguarding

Mrs A Bewsher informed the meeting that after half term personnel files are being looked at to ensure that all paperwork is in order.

Mrs A Bewsher also reported that all Policies have now been updated due to the formation of Cumberland County Council.

5.12 Governor Ofsted Briefing

This has already been covered under Item 5.6

5.13 Governor Recruitment Update

This has already been covered under Item 5.5

5.14 Any Other Business

Q: Is there a young person's wellbeing/social lead in the area?

R: There is possibly someone who covers the Allerdale area.

A: Dr C Bateman to investigate.

Q: Is there space in school for more musical instruments?

R: Yes!

Meeting closed at 19:55