

BROUGHTON PRIMARY SCHOOL

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

Present:
Dr H Morgan
Mrs K Woodcock
Mrs G Wells
Mrs A Jefferson
Mrs A Bewsher

Mrs G Hannah
Mr K Kirkup
Mr P Graham
Mr P French
Mrs H Taylor

Dr H Morgan opened the meeting.

5.1 Apologies

Mrs K Wilson
Dr C Bateman
Mr R Dobie

5.2 Declaration of Interests

There were no declarations of interest.

5.3 Ratification of New Chair

Dr H Morgan had received notification of 1 volunteer for the position of Chair of Directors, Mrs G Wells, therefore, there was no need for a formal election.

At this point in the meeting Mrs G Wells left the room and Dr H Morgan asked the Directors present to ratify the appointment of Mrs G Wells with immediate effect. There were no objections to the appointment and it was felt Mrs G Wells would be a good Chair of Directors. A letter of resignation will be received from Dr H Morgan.

Mrs G Wells returned to the meeting and expressed sincere thanks to Dr H Morgan.

When joining the LfL Trust is finalised, the Board of Directors will revert back to a Governing Body.

5.4 Minutes of the last meeting held on Wednesday 16 March 2022

The Minutes were distributed prior to the meeting and were signed by the Chair as a true and accurate record.

5.5 Matters Arising

- ❖ **National College** – Directors were reminded to complete the Safeguarding Course.
- ❖ **Business Interest Forms** – missing forms were completed at the meeting.
- ❖ **Fire Audit** – an issue had been raised regarding the sliding doors going in to the Reception class. As this issue wasn't raised when Kym Allan did our Fire Audit, it was agreed nothing needed to be done.
- ❖ **Derwent Forest** – Mrs A Bewsher had contacted Mr N Catterson to find out what was happening since the rejections of the planning application. He is appealing the rejection.

5.6 Correspondence

- ❖ **Governing Matters Magazine** – copy available on request.
- ❖ **Resignation Letter** – a letter of resignation had been received from Mrs K Wilson which contained a number of reasons for her resignation. A letter of thanks will be sent to Mrs K Wilson for time spent as a Director and also for being a valued member of the Curriculum & Pupil Welfare Committee. A further letter will be sent asking Mrs K Wilson to clarify her reasons so the Board of Directors can act on these.
Issues of concern were raised with our procedures and processes. These have been passed to our Members who will request further details.

5.7 Headteacher's Report

Mrs A Bewsher had prepared a Report which was distributed prior to the meeting. It was agreed the Report would be taken as read.

Mrs A Bewsher reported on the following:

- ❖ **Ukrainian Child** – a child will be joining us in Year 6.

Q: The child could well be traumatized as will the parents, Is any training needed for staff?

R: There is funding available of £6000 per child. This could be used for staff training. The money needs to be used for that child, free school meals, uniform, laptop/iPad etc. If 1:1 is needed, staff are available in the morning and we will fund afternoon staff if required.

We are also expecting a Year 3 child in the near future.

- ❖ **MUGA** – This initially was going to be primary sized but this would affect community use. We have been quoted £24000 for primary size and £67000 for full size. We are getting 2 more quotes. A funding application is in process with Allerdale Community Partnership.

Things to consider are:

Hire costs towards maintenance and upkeep;

Add improving access to the bid, there are concerns of more damage to the car park/drive;

It has a life span of approximately 20 years and a Maintenance Schedule would be required;

Would Public Liability Insurance be needed?

A quote is to be obtained for flood lights;

Is it porous?

5.8 SDO Report

Mrs H Taylor had distributed a Survey to staff and she had received 23 responses, all positive results. 17/23 have accessed National College.

5.9 Reports from Committees and Responsible Directors

Finance and Staffing Committee

Mrs K Woodcock reported the matters discussed at the last meeting were:

- ❖ **Budget**

- ❖ **Staffing**

- ❖ **Absence Insurance** – a lengthy discussion took place with a lot of questions. Mrs A Bewsher will take this item back to the next meeting of the Finance & Staffing Committee and also to Mr D Moffatt

Curriculum and Pupil Welfare Committee

Mrs H Taylor reported the last meeting had been very informal with a tour of the school to reconnect.

5.10 MAT Update

It was reported we are using the same team as the LfL Trust.

A formal consultation with staff where Trade Union Representatives are invited is due to take place next week.

We need to hold an AGM in December 2022. At this meeting the Members will sign off the accounts and they can then return as Governors, if they wish to do so.

Mrs A Bewsher reported the Governing White Paper had been produced and Local Authority Schools are feeling the pressure as they are being encouraged to convert to Academies and to then join a MAT.

5.11 Internal Audit Update

Mrs A Bewsher reported on the documents already emailed. It had been a very useful visit. There were no questions.

5.12 OOSC

Mrs G Wells reported:

- ❖ OOSC owe School Fund 2 salary amounts;
- ❖ It had been agreed to start offering trips to local parks with ice cream. It was felt this would be a good money maker;
- ❖ It is planned that as from 31 October 2022, OOSC will come back under the umbrella of the school;
- ❖ Mr P French will come in to visit Mrs L Graham to go through the Ofsted information with her.

5.13 Policies

**Finance Policy and Procedures
Whistleblowing**

The Policies were distributed prior to the meeting and taken as read.

5.14 Any Other Business

- ❖ The date of the next meeting is to change from 29 June 2022 to 13 July 2022
- ❖ Mrs G Wells would like to encourage Directors and Members to attend school events when possible, e.g., Sports Day

Meeting closed 20:10