



## **BROUGHTON PRIMARY SCHOOL**

### **MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 20 NOVEMBER 2024 @ 17:00**

#### **Present:**

Mrs G Wells (GW)	Mr M Wood (MW)
Mrs K Woodcock (KW)	Mrs H Taylor (HT)
Mrs A Jefferson (AJ)	Mrs L Turpin (LT)
Miss H Condron (HC)	
Mrs A Bewsher (AB)	

Mrs G Wells opened the meeting and welcomed our new Governor, Mr Martyn Wood, to the Governing Body. Introductions were made by everyone.

#### **2.1 Apologies**

Mr R Dobie  
Mrs P Leigh  
Mr J Smith

#### **2.6 Curriculum Update – SEND**

It was agreed to cover this item first in the meeting to enable Mrs L Turpin to leave. Mrs L Turpin is our SENDCo (Special Educational Needs & Disabilities Co-Ordinator) and attended the meeting this evening to update Governors on our SEND Register. At present we have 10 children on the register and this will soon be 12, we are waiting for meetings with parents to take place. We have 1 EAL (English as an Additional Language) child.

All our information is kept in a secure spreadsheet template named 'Nutshell' and this was shown to the meeting on the big screen to enable Mrs L Turpin to go through the information. It was reported SLCN (Speech, Language and Communication Need) is a big one for our children and there is a very long waiting list for referrals. SLCN is a national crisis and it was felt this is due to Health Visitors disappearing as they would notice signs and recognise a condition a lot earlier. This is not happening now until the child starts school.

SEMH (Social, Emotional and Mental Health) is on the rise with pupils that have autistic needs but haven't yet had a diagnosis.

Regarding social and emotional needs, one of our strengths is our pastoral team. Being a small school our staff know the children really well.

We have a high level of children with dyslexia traits and we are able to screen children ourselves in school. If a child needs extra time in a test a formal diagnosis is not required, just evidence.

Our key priorities are:

- ❖ Assessment
- ❖ Liaising with the Speech & Language Team
- ❖ Parental education and understanding

With the Trust the SEND Register is being reviewed by way of which children need to be on it. It was reported how hard it is now to get an EHCP (Educational & Health Care Plan) for a child and the level of funding and support received doesn't match the level of the children needing it.

**Q: Is our percentage of SEND children high? (GW)**

**R: Ours is about 9%, we tend to be in line or just under the national.**

Mrs A Bewsher reported to the meeting how the staff at Broughton Primary School always go above and beyond.

She expressed congratulations to Mrs L Turpin who graduated on Tuesday after achieving the National SEND qualification and informed her she does a fantastic job as our SENDCo as well as being a class teacher and the phonics lead.

Mrs A Bewsher and Mrs L Turpin had attended a disadvantaged children project through the WELL and our Pupil Premium Strategy (written by Mrs L Turpin) appeared on the screen as a good example. Apparently, this is used in all schools that are visited.

A big thank you!

Mrs L Turpin left the meeting at this point.

## 2.2 Declaration of Interests

There were no declarations of interest.

## 2.3 Minutes of the last meeting held on Thursday 03 October 2024

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 Miss H Condron. The Minutes were signed by the Chair.

## 2.4 Matters Arising

**Q: Is the charity that pays for residentials in our post code? (KW)**

**R: We know Fairfield Primary School use it so yes, CA13 is accepted.**

Mrs K Woodcock informed the meeting the charity is the Mary Grave Trust Fund and she will send a link to Mrs A Bewsher so that she can access the application form.

We believe school receives funding to pay for the trip and transport and the parent receives funding for clothing and spending money, if required.

**A: Mrs K Woodcock**

## 2.5 Correspondence/Business Interest Forms

There was no correspondence.

Mr M Wood completed a Business Interest Form at the meeting and there were no changes to others from Governors.

At this point in the meeting Mrs G Wells requested it be entered in the minutes how disappointed she was to only receive the Finance Reports today. Governors have been unable to read these before the meeting. If there are any questions, please send these directly to Mrs A Bewsher.

Mrs G Wells reminded Governors that they are there to scrutinise and ask appropriate questions.

## 2.6 Curriculum Update – SEND

This item was covered at the start of the meeting.

## 2.7 SDP Update & Progress

The highlighted version of the SDP (School Development Plan) was distributed prior to the meeting. Mrs A Bewsher explained how the document is highlighted as a staff team and then sent to the Governors. Looking at the highlighted actions so far this year we have made good progress and we are very much on track.

**Q: QOE4: Research and select a suitable SEND assessment framework – what has been chosen? (HC)**

**R: We are currently using FFT Aspire and information is entered based on teacher judgment.**

**The system produces the grade WTS (Working Towards) all the time, we need a system that shows all the progress children are making. Mrs L Turpin is liaising with Fairfield Primary School about this and she likes the system that they are using.**

**Q: What does this system give the grade as if not WTS? (KW)**

**R: It is more individualised**

**Q: What are P Scales? (GW)**

**R: P Scales are attainment targets used for children not making the expected standard.**

**Q: Can you set your own targets? (MW)**

**R: That is how it would work. It will show, eg, how they are working in the Autumn term and then in the Spring term showing all the steps taken to achieve the progress.**

**Q: Do we have to use the grades EXS and WTS etc? (KW)**

**R: Different frameworks have different grades.**

A discussion followed on the different ones. We are doing a lot of work on assessment currently, not for just the SEND children.

Mrs G Wells reported on LM1. Mrs P Leigh has been looking at courses on the NGA website that might be useful to Governors. We will come back to this after Christmas as everyone is very busy at this time of the year.

**Q: How did the letter about attendance go down with parents? (KW)**

**R: We haven't received any direct feedback; we thought it was worded very well.**

**Attendance is now the responsibility of the Local Authority and not the Headteacher. Our Attendance Officer is Linzi Bennett.**

**Q: Who will monitor the 5 days? (GW)**

**R: The Local Authority, our register in ScholarPack is linked.**

**Q: What about medical appointments or a sporting event not related to school? (GW)**

**R: Medical appointments appear in the register as 'medical' and the sporting events not relating to school can be authorised by the Headteacher. The Local Authority are only looking for unauthorised absence.**

## **2.8 Finance Update and Maternity Cover/SPL Update**

Mrs A Bewsher reported to the meeting. One of the key points to make is we have a fantastic experienced team of teachers, all but one are on the upper pay scale. Mrs A Bewsher does believe in experience over pay. For 2023/2024 we required financial support from the Trust and for 2024/2025 we are working very closely with Mr M Smillie. He has suggested one week before the payroll is due, we will work out the total of invoices to be paid added together with the total payroll costs and we will see the borrowing from the Trust decrease each month resulting in a zero-balance owed to the Trust at the end of the year.

In the budget we have estimated the income for lettings, catering and Nursery provision.

The lettings estimate is fine and Mr M Smillie is going to ensure our MUGA is advertised on the Cockermouth School App. Catering was underestimated as meals are now £3.00 and Nursery hours have increased so this too was underestimated.

We are in a good place with our sport at the present time and therefore, the funding will be capped at £10,000 and the remaining £7,000 will go towards staffing costs.

Mr C Steele has suggested making meals for another primary school in the area to help generate more income.

Eaglesfield Paddle CE Primary Academy make the meals for Dean Primary School so Mrs A Bewsher and Mrs S Farley went to visit to observe how this is achieved. It has been suggested that we could maybe make the meals for Broughton Moor Primary School as at the present time their meals are supplied by Orian. Mrs A Bewsher and Mrs S Farley have been to visit Broughton Moor Primary School to see the meals Orian provide. If this is to go ahead, we would need a new larger oven and mixer. However, the burners on our current oven are not fully functional now. The Trust have agreed to loan us the money for the new ones and quotes are currently being sought. Costs relating to transporting and packaging the food would be the responsibility of Broughton Moor Primary School. Initially Mrs S Farley would require more hours until a routine is established.

**Q: Will our menu change? (KW)**

**R: We will be looking at this as some of the items on our menu will not travel very well.**

**Q: Does the income raised from hiring the MUGA go into a pot for the maintenance? (HT)**

**R: With an ideal budget this will be the case.**

**Q: Can we get a direct link to local sports clubs for hiring the MUGA? (MW)**

**R: We are going to be doing a lot more marketing. We have a problem during winter evenings as we don't have flood lights, but we can definitely push the weekends. KABS (Kids at Broughton School) are fundraising currently for spectator benches and a shelter.**

**Q: Have you a projected income for the meals? (MW)**

**R: This can be complex due to FSM (Free School Meals), approximately £1500.00 a month.**

**Q: Can the team cope if someone is off sick? (MW)**

**R: If Mrs S Farley was off the children would all have a packed lunch.**

Mrs A Bewsher informed the meeting on the following actions that are also being taken:

- ❖ All staff are aware essential items only may be purchased and requests have dropped
- ❖ Subscriptions are being monitored and we have cut down on quite a few
- ❖ Pupil Premium children are no longer receiving a free session in our OOSC (Out of School Club)
- ❖ If a member of staff requires or requests an increase in hours, these will be submitted to the Trust for approval

Miss K Lightfoot (Year 5 Teacher) goes on Maternity Leave in January and it has been agreed to cover this internally. Mrs A Bewsher is going to teach every morning and the children will combine with Year 6 every afternoon.

Mrs G Wells has written to the Trust expressing her concerns with this arrangement and the effect it will have on the workload of Mrs A Bewsher. It has been agreed to trial the arrangement until February half term and Mrs A Bewsher will report to the Trust. If it is found not to be working, supply will need to be employed.

Mrs E Barcock (Year 6 Teacher) is going to request a drop in her contracted hours to Point 9. This would mean dropping an afternoon and if she takes her PPA (Planning, Preparation & Assessment) the same morning, it gives her a day off.

To cover the dropped afternoon, we will arrange for a Forest School session to take place, this will be paid for out of the PE funding.

It was noted Miss K Lightfoot will be applying for Shared Parental Leave and how this will make a big difference to the budget.

Mrs A Bewsher informed the meeting she is being well supported by the Trust in dealing with a difficult budget.

If anyone has any questions relating to the Finance Reports, please send them to Mrs A Bewsher.

## 2.9 Risk Register

Mrs A Bewsher reported on how she goes through all the different risks and reports on the top 3 together with new and retired risks at each Governing Body meeting.

Our top 3 are:

- ❖ Unable to provide education facilities due to loss of use building
- ❖ Overspend in budget due to unforeseen circumstances
- ❖ Budget forecasting indicates insufficient funding over time
- ❖ No new risks
- ❖ No retired risks

Mr M Wood informed the meeting he had read the Risk Register and has noticed that Risk No 114257 and Risk No 114250 are the wrong way around, they have an increased consequence. Mrs A Bewsher will correct this.

**A: Mrs A Bewsher**

Mrs H Taylor expressed concern with fire doors not closing properly and also the main front door into school.

## 2.10 Safeguarding

In the absence of Mrs P Leigh, Mrs G Wells reported. Our CLA (Children Looked After) is now zero and all Governor training is up to date.

Mr M Wood is a new Governor, training will be sent this week.

**A: Mrs S Bryden**

## 2.11 Health & Safety and Responsible Governor

The Health & Safety Audit for the Autumn term was completed by Mrs A Bewsher and Mr M Wood. The key point to note is there are lots of green areas in the Audit.

Mrs G Wells was concerned with the number of red areas towards the end of the Audit. Mrs A Bewsher explained there are very few reds and that we have a number of amber areas at the end. These are areas that are in progress. Mr M Wood reported he would like to create a more visual document going forwards as he feels the Audit is very 'wordy'.

There are no areas in the Audit that are an immediate concern.

**2.12 Headteacher Report**

This was distributed prior to the meeting and presumed read.

**Q: How did the Open Afternoon in Nursery go? (KW)**

**R: Very well, we received some lovely compliments. We have now also started our Baby and Toddler Group.**

**2.13 SDO Report**

A Report had been prepared by Mrs H Taylor. This was distributed prior to the meeting and presumed read. Mrs H Taylor informed the meeting the NPQH (National Professional Qualification for Headship) she is completing at her own cost, has very little impact on her current role as class teacher. If at any stage she needs to be out of the classroom, this will be covered internally.

All members of staff now have a Wellbeing Buddy.

**2.14 CIF Update**

Mrs A Bewsher informed the meeting an application will be going in again for a new roof and fire alarm system. A positive on our side will be that we are the only school in the Trust applying this time and there is meant to be more money in the pot. Surveys in and around school have commenced

**2.15 Policies:**

Child Protection Policy

Child on Child Abuse Policy

Supporting Pupils with Medical Conditions Policy

Whole School Behaviour Policy

Online Safety Policy

These were distributed prior to the meeting and it was confirmed Mrs P Leigh had read these in depth. All agreed to the approval of the policies.

**2.16 Any Other Business**

Mrs G Wells informed the meeting herself and the Chair of Governors from Fairfield Primary School and Cockermouth School had met up at Cockermouth School as a networking exercise. They are to meet up again at Fairfield Primary School and then here at Broughton Primary School.

Mrs G Wells asked if any Governors had anything they would like to report to the Trust?

If so, please let her know.

Meeting closed at 19:00