



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 21 JUNE 2023 @ 18:00

Present:

Mrs G Wells	Mr K Kirkup
Mrs K Woodcock	Mr J Brettle
Mr P Graham	Mrs L Wynne
Mrs A Jefferson	
Mrs A Bewsher	

Mrs G Wells opened the meeting.

6.1 Apologies

Mrs G Hannah

Absent

Mr R Dobie
Dr C Bateman
Mrs H Taylor

6.2 Declaration of Interests

There were no declarations of interest.

At this point in the meeting, it was agreed to go to **Item 6.12** so that Mrs L Wynne didn't have to stay for the full meeting.

Mrs L Wynne gave a presentation on the big screen relating to the EYFS (Early Years Foundation Stage). Mrs L Wynne went through each slide in the presentation and talked in depth about the curriculum and development in the EY. A new Framework came out in 2021.

There were no questions,

Mrs L Wynne was thanked by the meeting for a very informative and interesting presentation.

Mrs L Wynne left the meeting.

6.3 Minutes of the last meeting held on Wednesday 17 May 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.

The Minutes were signed by the Chair and also the Minutes from 08 March 2023 due to an alteration being made.

6.4 Matters Arising

❖ **Q: Do we have a date for the roof repairs?**

R: Mrs A Bewsher has spoken to the contractor and the repairs are due to happen over a weekend close to the end of term. If not, they will happen during the summer holidays.

❖ **Q: Is the new Caretaker/Cleaner in place?**

R: We have found ourselves back to square one with this! We do have an interested person who lives in the village and we are waiting to hear from WF.

❖ **Q: Has Dr C Bateman made any progress regarding inquiries relating to wellbeing/social lead?**

R: As Dr C Bateman is absent from the meeting, this will be carried over to the next meeting.

6.5 Correspondence/Business Interest Forms

- ❖ **Governing Matters Magazine** – copies available on request
- ❖ **Letter of Resignation** - Mrs A Bewsher had received a letter of resignation from Mrs K Fitzsimmons (Senior Teaching Assistant in Reception) which she read out to the meeting. Mrs A Bewsher informed the Governors of the background leading up to this letter. Every year Mrs A Bewsher asks staff if they are happy in their current year group and if anyone wants to increase/decrease their hours for the following September. Mrs A Bewsher informed the meeting that one of our Midday Supervisors is going to be joining us in September as an Apprentice Teaching Assistant. The day will be worked so that she can remain as a Midday Supervisor too. This will all have a positive impact on the Budget as we will be paying an Apprentice instead of a Senior Teaching Assistant.
 - Q: Does any of this change the staff ratios in EY?**
 - R: No, as our numbers will be lower in September.**
 - A: Mrs G Wells to send a 'thank you' card from the Governing Body**
- ❖ **BIF** – Mrs G Wells reported an update to her BIF.
 - A: Mrs S Bryden to update this.**

6.6 Headteacher's Report

Mrs A Bewsher had prepared a Report that was distributed prior to the meeting and Governors were also given the opportunity to read this at the meeting.

Q: Are any changes planned for dealing with poor attendance in the future?

R: Our attendance is above average; we currently do have 3 children that are below 90% but Mrs A Bewsher feels that a phone call to parents is all that is needed to bring this back up. 100% attendance is acknowledged each term by letter to the child's parents.

Mrs A Bewsher updated the meeting with the current situation regarding the child with the Attendance Plan.

Q: How do you evaluate the effectiveness of the intervention programmes and how do you analyse when to change the intervention as new ones become available?

R: The programmes that we use have their own assessment data which is checked on a termly basis and reported to Mrs A Bewsher and Mrs L Turpin.

At the moment we are not happy with our Maths programme so we are going to change this.

Q: How are subject leaders finding the match or mismatch between KS2 and KS3? What plans are being put in place to improve the transition from KS2 to KS3 as a result of the meetings?

R: A termly meeting is held with all Subject Leads from each school in the consortium. Subject Leads from Cockermonth School are also invited. There is a bit of an overlap in English with Year 6 and Year 7. This is being discussed and Subject Leads are ensuring the same books are not being used to avoid this overlap in the future

Q: How many different spelling schemes were evaluated before Read Write Inc was decided on? When and how will its success be evaluated?

R: At the present time we use Spelling Shed which is an interactive method and the children are tested every Friday. It is not having the impact we want it to have and therefore, need to change it. Read Write Inc (RWI) has been recommended as it has a good and quick impact. This is being purchased ready for September and will be evaluated termly.

Q: Do we have a SDO Report?

R: As Mrs H Taylor is on maternity leave there is no SDO Report this time.

Q: When and how will the success of the Pupil Behaviour Ladder be evaluated?

R: At a recent staff meeting the Behaviour Ladder was discussed and it was generally felt that this is a very negative way of dealing with behaviour. It was agreed to let the children design their own system and this is being overseen by the KS2 staff. We would like a system whereby children have the opportunity to remove themselves during the same day.

This will also be assessed termly.

Golden Time is being re-introduced whereby protected time will be given for the last 20 minutes of the day on a Friday afternoon. Various stations are set up in classrooms and

children are given the choice of which station they would like to go to.

Q: When, how and by whom will the updated vision for the school be produced? Is this not a Governor task?

R: Yes, this is a Governing Body task and we would like to update this for the next academic year. We are not happy with the wording 'outstanding curriculum', something like 'fulfil their potential' would be preferable.

Mrs A Bewsher went through a Data Report on the big screen with the meeting, This is teacher assessed data as the Year 6 SATs results are not in yet and the Year 4 Multiplication Tables results are out next week. Year 2 are the year group that are most affected by COVID and Mrs A Bewsher reported on what we were doing to help this.

Q: Is their social and emotional development affected?

R: Yes, it is. Ms P Ford has been coming into school to do team building with the children and our ELSA is supporting their mental health and wellbeing. These are additions to the pastoral care we already offer.

6.7 SIP – Strategic Intentions and Responsible Governors Updates

A copy of the SIP had been distributed prior to the meeting.

Q: Are the green items on the SIP items that have been completed?

R: Yes, these have been completed in the summer term.

Q: Have any of the subject leads managed to meet with Early Years and KS3 staff to discuss how their subject area fits in with the curriculum? When do you anticipate this being completed for all subjects?

R: Mrs A Bewsher reported that all teachers are meeting with Mrs J Johnston to familiarise themselves with the EYFS Framework. This is a long-term process but we have started and Mrs A Bewsher would like it completed by the end of the next academic year. Teachers need to ensure their section of the website is also updated.

Q: What is the future plan for the OOSC?

R: Mrs G Wells reported that herself and Mrs A Cockton are now on the KABS Committee as OOSC representatives. KABS are having a planning meeting on Friday night which they will both attend to discuss ideas. There are no plans at the present time to move under the umbrella of the school, it will be closely monitored to see how the next year progresses.

Q: How are the Music and Art curriculums moving forward? Is their development carrying over into next academic year? Have the subject leaders had the opportunity to meet and discuss the work happening at the other school in the Trust?

R: Mrs A Bewsher reported that Mrs H Taylor, the Subject Lead for Music and Art, had been doing a lot of research up until her maternity leave and will continue with this good work on her return. There has been a lot of collaboration with Subject Leaders and a lot of shared good practice with other schools. Mrs A Bewsher would like staff to do more in-house moderation next year and once this is working well in school, broaden to outside school.

Q: Has the introduction of Mental Health Wellbeing been introduced successfully? How will it develop in the future? Has the re-introduction of Young Leaders led to wider changes beyond breaks and lunch times? How has the completion of the MUGA impacted on the provision of at least half an hour's exercise beyond break and lunch time?

R: Mrs A Bewsher thinks we do a great/positive job with Nurture Group, ELSA and Family Action who run parent and pupil workshops. We have two members of staff who are attending Mental Health training next month. Young Leaders do have a role and they do enjoy it. We think we need to redefine the role next academic year; it would be good to link with the School Council. The MUGA is a fantastic facility all round. The next step is to develop a lease agreement for when we hire out to the community and also thought is needed for a booking/payment system.

Q: How has the MUGA impacted on behaviour and attitude?

R: Mrs A Bewsher reported at first there was a bit of an issue with children thinking the surface was more of a carpet for them to wrestle on etc. Children were reminded it was a playing surface and there have been no further problems.

Q: How has the pupil survey gone?

R: The mental health and wellbeing survey has not been done. We will be sending out a general survey to the pupils.

Q: How does the time sent preparing materials for Facebook etc. impact on delivery of other priorities in school?

R: Facebook is shared between Mrs A Bewsher and Miss K Lightfoot. Miss K Lightfoot is to receive a TLR next academic year to oversee our social media.

6.8 Finance Update

Finance reports were distributed prior to the meeting.

Mrs A Bewsher reported the finances were looking quite healthy, we are to receive approximately £23,000 back from VAT paid and School Fund has transferred approximately £2,000 following the closure of this account. This month alone we are £25,000 better off! Our biggest spend is energy and we are looking into ways we can make savings especially in the cooking.

Q: When do you anticipate the school having a month or 3 months income saved in case of some external rises in costs?

R: At the end of the next academic year, we should have a year-end surplus of £20,000. This will be moved to an interest earning account and left to grow. All money made from the hire of the MUGA is for the maintenance and repair.

6.9 Risk Register Review

Q: Section 3 Finance. Numbers 4 and 5 refer to Governors Sub Committees which have been discontinued. Is this correct or do the Sub Committees still meet and not report back to the Governors?

R: Mrs A Bewsher confirmed we don't have the Sub Committees anymore and that this section needs to be adapted.

A: AB to action.

Q: Do we still need a Risk Assessment Committee?

R: No, this area is covered by the Learning for Life Trust.

6.10 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 we will be re-applying to the CIF bid next year but we will be using a different company to write our bid.

6.11 Safeguarding

We do have an attendance issue and this was covered under **Item 6.6**

6.12 Early Years Presentation

This was covered at the start of the meeting.

6.13 Governor Recruitment Update

Mrs G Wells reported she had recruited a new Governor, Mrs Peta Leigh who used to work for Age Concern. An application form has been sent and we are awaiting it's return.

6.14 Governors Letters to Staff

Mrs G Wells asked the meeting: 'How do we do care of staff?' She would like 'Thank You' cards to be sent when appropriate to express appreciation and say 'Well Done'. It is important that such cards are handwritten.

A: Mrs G Wells to action.

6.15 Governing Body Meeting Dates 2023/2024

The following dates were set:

Wednesday 11 October 2023 @ 18:00

Wednesday 15 November 2023 @ 18:00

Wednesday 24 January 2024 @ 18:00

Wednesday 13 March 2024 @ 18:00

Wednesday 08 May 2024 @ 18:00

Wednesday 03 July 2024 @ 18:00

6.16 Any Other Business

❖ Mrs K Woodcock expressed congratulations on the receipt of the Science Mark Award

❖ Mr A Jefferson reported the Church Warden is worried about children playing in the church yard around the gravestones as some of them are very old and unstable.

A: Mrs A Bewsher will talk to all the children in the next assembly.

Meeting closed at 20:10