

**BROUGHTON PRIMARY SCHOOL**

**MINUTES OF THE FULL DIRECTORS MEETING HELD ON WEDNESDAY 22 SEPTEMBER 2021 @ 18:00**

**Present:**

Dr H Morgan	Mr P Graham
Mrs K Woodcock	Dr C Bateman
Mrs A Bewsher	Mrs G Hannah
Mr K Kirkup	Mrs H Taylor
Mr P French	Mrs G Wells (via FaceTime)

Dr H Morgan opened the meeting,

**1.1 Apologies**

Mrs A Jefferson  
Mrs K Wilson  
Mr R Dobie

**1.2 Declaration of Interests**

There were no declarations of interest.

**1.3 Minutes of the last meeting held on Wednesday 16 June 2021, 07 July 2021 and 14 July 2021**

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

**1.4 Matters Arising**

There were no matters arising.

**1.5 Correspondence**

- ❖ Business Interest Forms were distributed and completed at the meeting.
- ❖ Governing Matters magazine had been received and a copy was available to Directors.

**1.6 Head Teacher's Report**

Mrs A Bewsher had prepared a Report which was distributed prior to the meeting. Mrs A Bewsher read through the Report.

A discussion took place relating to the current situation with COVID-19 and home learning. Directors safeguarding training was discussed and it was agreed to renew the qualification.

**A: The Clerk is to compare the cost of online training with CSCP (Cumbria Safeguarding Children Partnership) to the cost of Safe Haven.**

**1.7 SDO Report**

Mrs H Taylor will prepare a Report for the next meeting.

**1.8 Reports from Committees and Responsible Directors**

**Finance & Staffing Committee**

Dr H Morgan reported the following matters were discussed at the last meeting:

❖ End of Year Accounts 2020/2021

A figure of £42,047 was forecast at the end of the year but we have had an in year deficit of £26,583 which leaves us with a carry forward figure of £15,464.

We have had 9 new pupils start this new academic year but we won't receive their funding until September 2022.

Next year we are forecasting a negative balance of £11,000 but we will probably end up with a positive balance of approximately £4,000.

**Q: What is the risk of ending up with a zero balance?**

**R: The risk is quite high. This wouldn't close us down but questions would be asked by the DfE as to how it happened and what our plans would be to rectify it. An Action Plan would definitely be needed.**

**As a member of LfL each school has their own budget set to manage.**

**Q: Does the £11,000 include the OOSC?**

**R: No, just Broughton Academy.**

Dr H Morgan confirmed the budget was all in line as expected.

❖ **InVentry System**

We have ordered this new signing in system for staff, visitors and for signing out pupils during the school day. This will bring us up to date and tighten up safeguarding. It will be paid for out of the Capital Fund and we can pay for it over 3 years.

❖ **Salary Increase**

A small salary uplift has been given to 2 ancillary staff.

**Health & Safety and General Purposes Committee**

Mr K Kirkup reported the following matters were discussed at the last meeting:

❖ **Roof**

It was agreed the guttering would be cleared twice a year and Mr P Graham has ordered equipment that will provide us with a temporary fix.

The last CIF bid by Northern Construction to fix the roof was for £60,000 but it was thought it wouldn't cost anywhere near that amount to fix. A representative from Day Cummings is to meet on site to discuss the next CIF bid.

❖ **Things to be done**

Replace OOSC door

Resurface playground

Re-render outside

Building Condition Survey (this will actually be carried out during the Due Diligence)

**1.9 Safeguarding/Prevent**

There was nothing to report this time. It was agreed to remove this item from future Agendas and it will be reported on as and when the need arises.

**1.10 MAT Update**

Dr H Morgan reported there is a lot of background activity going on including meetings between himself, Mrs A Bewsher, Mr C Steele and Mrs V Bennett.

The Strategy Document was distributed prior to the meeting.

**Q: Why is there a time scale for Phase 3 and not for Phase 1 and 2?**

**R: This is a visionary document, where the Trust would like to go. Growth depends on opportunities that arise and nothing is set in stone in Phase 3. On review, the time scale will possibly come out of Phase 3.**

**Q: Do you think the document is very useful? There is nothing to say 'how' things will be done.**

**R: More detail will be available as things happen. The key elements of LfL's vision are in line with ours.**

**Q: What is the next step now the vision has been shared?**

**R: Due Diligence will now be carried out.**

**Parent and staff consultations will also be held.**

**An initial meeting with staff has been held explaining the basics and this went well. A formal meeting/consultation will now be held where staff may invite Union Representatives if they so wish.**

**All staff at Broughton Primary School and Fairfield Primary School are employed on the local authority terms and conditions and there is no indication at all that this will change.**

**Q: Was there a sense of enthusiasm from the staff?**

**R: Yes. Lots of positive comments were received. Progression in careers was also discussed. Questions were asked and staff were informed that all schools in LfL would retain their individuality.**

**Q: Do the terms and conditions cover staff working in more than 1 school?**

**R: Current staff will not be forced to work at other schools, it is not in their Contract.**

**Any new Employees will have a clause written into their Contract.**

**Sharing of staff is optional and NOT mandatory.**

Mrs A Bewsher has a meeting with Mr C Steele tomorrow to discuss communication to parents.

Regarding the details of the Due Diligence, Mr C Steele is drawing up a Project Plan and this will be discussed at the meeting tomorrow.

Working groups will be set up relating to the current focus of the Due Diligence. Individual expertise will be tapped into. Due Diligence processes are rarely black and white, items contained can be improved and/or replaced.

Dr H Morgan proposed he step back from the Due Diligence process and requested Mrs G Wells be the main contact point. All Directors were in agreement.

We will make the best use of our expertise without burdening any individual Director.  
Dr H Morgan will continue to circulate information via email.

#### **1.11 School PAN**

As an Academy we change our PAN without permission/consultation. We are over our current PAN of 140 with 143 not including Nursery. The new builds at Derwent Forest will generate more pupils as we will be the catchment school.

Following discussion and a report from Mrs A Bewsher on pupil numbers and staffing for September 2022, it was agreed not to increase the PAN this year. An increase now would affect offers made by the developers. This will be looked at again in the summer.

#### **1.12 COVID-19 Potential Increases**

This was covered earlier in the Head Teacher's Report. There are no new restrictions in place.

#### **1.13 OOSC Update**

Mrs G Wells reported OOSC is running from month to month on a financial knife edge. Very worrying! Funding is desperately needed. Should the OOSC come back under the umbrella of Broughton Academy? An OOSC Directors meeting will be held soon and Mrs G Wells will report back to the Full Directors.

#### **1.14 Any Other Business**

Date for the next Full Directors meeting will be Wednesday 17 November 2021 @ 18:00.

Meeting closed 20:20