



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 24 JANUARY 2024 @ 17:00

Present:

Mrs G Wells (GW) Mr K Kirkup (KK)
Mrs K Woodcock (KW) Mrs H Taylor (HT)
Mrs A Jefferson (AJ)
Mrs P Leigh (PL)
Mrs A Bewsher (AB)

Mrs G Wells opened the meeting.

3.1 Apologies

Dr C Bateman (CB)

Absent

Mr R Dobie (RD)

3.2 Declaration of Interests

There were no declarations of interest.

3.6 Maths Subject Leader Presentation

It was agreed to cover this item at the beginning of the meeting.

Miss K Lightfoot went through a presentation on the screen via Zoom. The meeting was given an overview of what we have done so far with maths, what is in the SIP and what is upcoming this Spring Term.

There were no questions.

Thanks were expressed to Miss K Lightfoot for a very informative and interesting presentation.

3.3 Minutes of the last meeting held on Wednesday 22 November 2023

The Minutes were distributed prior to the meeting. Mrs A Jefferson proposed they were a true and accurate record of the meeting and this was seconded by Mrs P Leigh.

The Minutes were signed by the Chair.

3.4 Matters Arising

Q: Do we have a further update on Forest School? (GW)

R: Forest School is covered in the Headteacher's Report, we have recently received a very kind donation of £500 from Christ Church to help construct an outdoor shelter.

Sincere thanks were expressed to Mrs A Jefferson for her help in obtaining this donation for Forest School.

Q: Has a Staff Wellbeing Questionnaire been issued? (GW)

R: Mrs L Turpin as our Mental Health & Wellbeing Lead, distributed a Wellbeing Questionnaire to all staff in the Autumn Term. Mrs A Bewsher is awaiting the feedback from this.

Q: Have we received the Safeguarding Mapping document? (GW)

A: Mrs A Bewsher

The Governors SharePoint was discussed and the link to access this will be re-sent.

A: Mrs A Bewsher

3.5 Correspondence/Business Interest Forms

❖ **Business Interests** – there were no updates

❖ **Governing Matters Magazine** – Copies available on request.

❖ **Letter of Resignation** – A letter of resignation had been received from Mrs G Hannah which the Clerk read to the meeting. A card expressing sincere thanks will be sent from the Governing Body.

A: Mrs G Wells

As Mrs G Hannah was our Safeguarding Governor, a discussion followed regarding this role. Dr C Bateman has expressed an interest in the role and Mrs P Leigh is the Safeguarding Officer at Christ Church. Mrs P Leigh will meet with Mrs A Bewsher to find out what the role entails and make a decision from there. It was suggested maybe Dr C Bateman and Mrs P Leigh could pair up to cover the role?

3.7 **SIP – Strategic Intentions and Responsible Governors**

A copy of the SIP (School Improvement Plan) had been distributed prior to the meeting and Mrs A Bewsher reported on the updates that had been made. She reported quite a lot of progress had been already.

Q: Leadership & Management – Do we have a date for the visit from Gary White? (GW)

R: 21 February 2024. Mrs A Bewsher explained Gary White is an HMI. During his visit he will carry out a phonics deep-dive with Mrs L Turpin, look at maths with Miss K Lightfoot, reading with Mrs J Johnston and history with Mrs E Barcock.

A visit can be arranged with Governors too if required.

Q: Personal Development – Can we have an update on Bright Stars? (GW)

R: The children have won a prize of £100 for Best Enterprise Project, they will also receive a framed certificate. They are going to donate their prize to our parent committee KABS (Kids at Broughton School). An online celebration event is taking place tomorrow afternoon.

Q: Quality of Education – Can we have an update on the RWInc (Read Write Inc) Spelling Scheme? (GW)

R: We are now part of the English Hub and are working in partnership with them. The spelling scheme is very new and not embedded yet so results are not clear. It is still very early days.

Mrs K Woodcock reported on the Forest School session she had attended. A discussion followed relating to the development of our site and all the work done so far.

3.8 **Governor Training Update**

All Governors were reminded about the importance of completing the annual safeguarding training. Following discussion, it was agreed to try and complete this training at the beginning of each year in September.

A: Mrs S Bryden to ensure the training is available on National College every September.

Our NGA membership was discussed and Governors were unsure how to access the free training.

A: Mrs S Bryden to double check membership details and log in details for Governors.

3.9 **SEF Approval**

The SEF (Self Evaluation Form) had been distributed prior to the meeting and Mrs A Bewsher reported this was not a statutory document but it was very good practice to complete it. It is a self-grading document whereby documentation is needed to back up grades chosen. Mrs A Bewsher has graded all areas 'Good' and is confident with this choice.

Mr K Kirkup proposed the approval of the SEF and this was seconded by Mrs G Wells.

3.10 **School Vision**

Mrs A Bewsher reported this item is in the SIP and needs to be completed by the Governing Body and the whole school community. We would like the new vision to be in place by September 2024. Mrs A Bewsher had previously attended a 'Vision Strategy' meeting at Fairfield Primary School and it has been agreed Mr C Steele will come into school and lead a 'Vision Strategy' meeting here with our Governors and staff.

3.11 **Trust AGM Update**

Mrs G Wells had distributed a report prior to the meeting. There were no questions. A discussion followed relating to the future development of the MAT.

3.12 Headteacher's Report

The Report was distributed prior to the meeting and presumed read. There were no questions. Mrs H Taylor had prepared a SDO Report which was distributed at the meeting.

3.13 Finance Report

The Finance Report was distributed prior to the meeting. A discussion followed explaining the different aspects of the budget. There were no questions.

Mrs A Bewsher meets with Mr C Steele and Mrs C Parker half-termly before our Governors meeting to go through the finance report. Mrs G Wells would also like to attend these meetings too so that she feels fully informed on our finance reports.

A: Mrs A Bewsher to contact Mr C Steele to arrange this.

3.14 Health & Safety Audit

Mrs A Bewsher reported she had recently been working on the Action Plan from the Health & Safety Audit and this was still ongoing. Next academic year we are due our Kym Allan audit and this will be carried out by Helen Blamire.

3.15 Safeguarding Audit & Update

Mrs A Bewsher reported there are no 'reds' in the audit and the action plan is ongoing. Recent activity was discussed and there were no questions.

3.16 LGB Meeting: most suitable day

A discussion took place relating to changing the day of our meetings as some Governors are struggling to make Wednesdays. It was agreed going forward we will change the day to Thursday and new meeting invitations will be sent out.

It was noted the meeting to be held on 04 July 2024 will be via TEAMS.

A: Mrs S Bryden

3.17 Policies: Data Protection Policy

The Policy was distributed prior to the meeting and Mrs K Woodcock proposed the acceptance of the Policy and this was seconded by Mrs G Wells. All agreed.

3.17.1 Any Other Business

Term of Office was discussed - as we are now a Governing Body and not a Board of Directors, Governors have a 4-year term of office. Rather than start everyone's term from 01 September 2022 when we joined the MAT, it was agreed to count the years in blocks of 4 from when Governors first joined the school. This resulted in the following:

	<u>End of Office</u>
Dr C Bateman	September 2026
Mr R Dobie	September 2025
Mrs A Jefferson	November 2027
Mr K Kirkup	November 2027
Mrs P Leigh	October 2027
Mrs G Wells	September 2024 (Chair - 2 years)
Mrs K Woodcock	July 2025 (Vice Chair - 2 years)

Mrs G Wells requested information relating to the different category of Governor.

A: Mrs S Bryden

Meeting closed at 18:50