



BROUGHTON PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY 25 JANUARY 2023 @ 18:00

Present:

Mrs G Wells	Dr C Bateman
Mrs A Jefferson	Mr P Graham
Mrs G Hannah	Mr R Dobie
Mrs K Woodcock	Mr J Brettle
Mrs A Bewsher	Mrs S Sapsford
Mrs L Turpin	

Mrs G Wells opened the meeting and introduced Mr J Brettle as our Link Governor with Learning for Life Trust and also Mrs S Sapsford who was attending to observe our meeting as Chair of the Governing Body of Fairfield Primary School. In return all Governors introduced themselves.

3.1 Apologies

Mr K Kirkup
Mrs H Taylor

3.2 Declaration of Interests

There were no declarations of interest.

3.3 Minutes of the last meeting held on Wednesday 16 November 2022

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

3.4 Matters Arising

- ❖ **Teams Documents** – Mrs A Bewsher reported to the meeting that going forward all Governor shared documentation will be uploaded onto Teams. Mrs A Bewsher demonstrated how to access these documents to the meeting.
Q: Can Governor specific areas be added to ease access?
A: Mrs A Bewsher
- ❖ **OOSC** – Mrs G Wells reported that it had been agreed this would not move under the umbrella of the school for the time being but the finances would need to be discussed at a later date.
- ❖ **Musical Instruments** – **Q: had anything happened relating to buying musical instruments by raising funds with other schools?**
R: It was agreed to discuss this further with Mrs H Taylor at the next meeting.
- ❖ **Governor Recruitment** – this will be placed on the Agenda for the next meeting.

3.5 Correspondence/Business Interest Forms

- ❖ **Governing Matters Magazine** – copy available on request.
- ❖ **Business Interest Register** – Governors were asked if there were any updates to make.

3.6 Subject Leader Presentation – Phonics/SEND

Mrs L Turpin, our Phonics Subject Leader and SENDCo, showed a presentation on screen to the meeting:

Phonics

An overview of phonics was shown and it was explained we are now using a new effective system – Read Write Inc (RWI). Mrs L Turpin spoke about how we are moving forward and that an action plan is now in place specifically for phonics which gives a clear focus. Staff have been attending refresher training to ensure the correct delivery of the new system. Orgill Primary School is the English Hub for our area and we have received support from them

as well as funding which has given us access to phonics intervention. This makes assessments more rigorous.

All resources have been re-organised and new books have also been purchased.

There were no questions.

SENDCo

Mrs L Turpin confirmed to the meeting we have 2 children on an EHCP and 19 children on Pupil Premium.

We are really focused on interventions and have invested in Reciprocal Reading. We also continue to use online lessons provided by Third Space Learning. We have pastoral support in place through Nurture Group which runs effectively. We have Family Action who work with children 1:1 as well as in groups. Currently we have a group working with children with anxiety, this can include parents too.

Q: What is Reciprocal Reading?

R: This is where a child can read but doesn't understand what they have read. Using short stories, one paragraph at the most is read together as a group and the children will make a prediction as to what happens next. Children will also identify words they don't understand.

This system is research based and has a really good success rate and can be used for any subject. We have had a lot of success so far.

Q: Are KS2 using this?

R: It can be used for any year group. It helps reluctant readers and children are enjoying the discussions.

We have applied to the Educational Endowment Foundation for funding.

Mrs L Turpin is our Senior Mental Health Lead for which she recently completed training and Mrs A Cockton is also trained in mental health through a recent first aid course.

A Staff Questionnaire on mental health was recently distributed and completed and Mrs L Turpin went through some of the results. A high percentage of staff:

- ❖ don't feel relaxed
- ❖ can't think clearly sometimes,
- ❖ do feel close to other people
- ❖ do agree peer support is there
- ❖ would like a reduction in workload (this is being looked at constantly)
- ❖ would like flexible working hours
- ❖ do feel 100% supported by the Headteacher
- ❖ are optimistic about the future

Q: What happens about staff who didn't fill it in?

R: We feel we know each other well enough that we would pick up on somebody struggling

Q: If anonymous, how do you act on it?

R: We would definitely try and find a way to get to the person.

Q: Did we create the questionnaire ourselves or use a template?

R: A template was used from the mental health training

Q: How do staff identify a child suffering with mental health?

R: Most staff are confident in identifying this. Mrs L Turpin is there for support/resources for those less confident and also training would be provided. We held a mental health assembly for the children where a good open chat was had as mental health is sometimes portrayed very negatively. Mrs L Turpin has also been in the playground at break times and the children know she is there if they need to chat.

Mrs L Turpin left the meeting at this point and thanks were expressed to her for an informative and interesting presentation and for all her hard work.

3.7 SIP – Strategic Intentions and Responsible Governors

An updated copy had been distributed prior to the meeting and Mrs A Bewsher went through the new traffic light highlighting system. This document will remain on Teams for ease of access.

3.8 Risk Register Review

This had been distributed prior to the meeting for information. Mrs A Bewsher reported there was not much to add to this but a section has been created to add extra notes if needed. It was reported we are to receive extra funding from the Government, £10,000 in April, £20,000 next year and £13,000 capital money which is ringfenced. The CIF bid for the new roof and LED lighting in every classroom has now been submitted and the Trust have offered to contribute 10%. We find out if we have been successful or not at Easter. There were no questions.

3.9 Staff Questionnaires

Mrs A Bewsher had distributed a Staff Questionnaire which was very school specific. After going through the results, it was found they were very positive and lovely comments were made at the end of the questionnaire.

3.10 SEF Approval

This was distributed prior to the meeting and Mrs A Bewsher asked if everyone present was happy to approve this. All were happy to approve.

3.11 Health & Safety: Premises Maintenance Plan/CIF

Mr P Graham reported that himself and Mr K Kirkup had carried out 4 visits into school so far to document the Asset Register. This is gradually being built up but is a slow process. The document will be uploaded to Teams.

A: Mr P Graham

3.12 Headteacher's Report

Mrs A Bewsher had prepared a Report that was distributed prior to the meeting. The only addition to this was the Teacher's Strike. All teachers are striking on Wednesday 01 February 2023 except for Mrs Wynne (Nursery) as she is not a member of the NEU. There is pressure from the DfE to keep the school open but our Teaching Assistants are supporting their colleagues and not covering classes. Therefore, the school will be closed except for Nursery. All other staff including Mrs A Bewsher, will be in school as normal. Children with an EHCP will be able to attend if parents require them to do so. All plans will be shared with parents as soon as everything is confirmed. As yet, we don't have any information for future strike days. There were no questions.

Mrs H Taylor had prepared a SDO Report that was also distributed prior to the meeting and there were no questions.

3.13 Finance Update

All documents relating to this item had been distributed prior to the meeting. Information was also shared on the screen and Mrs G Wells reported:

- ❖ the current budget does include the funding received for the MUGA
- ❖ there is overspending on staff, this is mainly due to the 3 maternity leaves and an increase in staff wages
- ❖ all spending is being closely monitored
- ❖ going forward, the next couple of years are positive and by the end of this year everything should be in the new system which will give us a clearer picture
- ❖ cash in the bank is good

Q: Is there an update on the staff absence insurance?

R: Taking the insurance out has been a positive and we will end up breaking even.

3.14 Safeguarding

Mrs A Bewsher informed the meeting that we now have information folders in the school office for:

Contractors
Sport Coaches
Supply
Volunteers

These folders contain all the information required about the school/children and they sign to say that it has been read.

3.15 Governor Training

Mrs G Wells reported that the training below had now been completed by Governors:

Cyber
Prevent
Safeguarding

3.16 Policies: Data Protection/Health & Safety

These Policies were distributed prior to the meeting and Mr R Dobie proposed we accept and agree these policies and this was seconded by Mr P Graham. All were in agreement.

3.17 Any Other Business

❖ **Early Years Hut** – Mrs A Bewsher had received a quote for the repair of the roof which was £2740 + VAT. It was agreed another comparative quote would be obtained.

A: Mrs A Bewsher

❖ **Photocopier Contract** – Mrs A Bewsher reported on the current situation with changing companies for Governor's information.

❖ **Next meeting** – it was agreed to change the date of the next meeting to Wednesday 08 March 2023 @ 18:00

Mrs S Sapsford thanked the meeting for allowing her to attend so that she could listen and observe. She had found it very useful.

Meeting closed at 19:50