

BROUGHTON PRIMARY SCHOOL

MINUTES OF THE FULL DIRECTORS MEETING HELD ON WEDNESDAY 26 JANUARY 2022 @ 18:00

Present:

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|----------------|-------------------------|
| Dr H Morgan | Mrs G Hannah (via Zoom) |
| Mrs K Woodcock | Dr C Bateman |
| Mrs A Bewsher | Mrs K Wilson |
| Mr K Kirkup | Mr R Dobie |
| Mr P Graham | Mrs H Taylor |
| Mrs G Wells | |

Dr H Morgan opened the meeting.

3.1 Apologies

Mrs A Jefferson
Mr P French

3.2 Declaration of Interests

There were no declarations of interest.

3.3 Minutes of the last meeting held on Wednesday 24 November 2021/Monday 29 November 2021

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

3.4 Matters Arising

- ❖ National College is used by Fairfield Primary School for the majority of their CPD and they would be able to get a discount for us were we to join. Mrs A Bewsher reported the course content was very good and it was agreed we would sign up.
A: Mrs S Bryden to action.
- ❖ Mrs G Wells reported she had contacted Mr D Moffatt relating to extending the year end of the OOSC to 31 August from 31 May. It was agreed the OOSC would go back on the Agenda as a main item.

3.5 Correspondence

The new Business Interest Form was distributed at the meeting. It was agreed the Business Interest Register would be brought to each meeting in the future for any updates.

A: Mrs S Bryden to action.

3.6 Head Teacher's Report

Mrs A Bewsher had prepared a Report which was distributed prior to the meeting. Mrs A Bewsher went through the main points and asked if there were any questions.

Q: Are we doing SATs this year?

R: Yes, data is needed but the results will not be published.

Q: What have we spent the COVID Catch-Up Funding on?

R: Nurture Group, Intervention and the National Tutoring Programme.

3.7 SDO Report

A Report had not been prepared this time.

3.8 **Reports from Committees and Responsible Directors**

Curriculum & Pupil Welfare Committee

Mrs K Wilson reported the last meeting focused on areas in the SIP:

❖ **Handwriting**

Nelson Handwriting Pen Licences in Year 5 and Year 6 are encouraging better presentation

❖ **Love of reading**

‘Strive for Five’ has been re-introduced to encourage reading and there are reading areas in all classrooms. The Power of Reading Scheme is used to compliment other subject areas.

All classes have visited The New Bookshop in Cockermouth and also Cockermouth Library.

They have also taken part in the Team Evie Readathon which helped to raise money for book trollies to go to children’s wards.

Mrs J Johnston is attending training sessions on the Orgill Transforming Reading Project.

Orgill Primary School is the local English Hub School.

Year 6 are taking part in the ‘Spellbinding’ competition run by the Library Service.

Accelerated Reader is used to check a child’s understanding of what they have read.

Huge thanks and congratulations were expressed to Mrs J Johnston as the English Subject Lead for the huge amount of work completed.

❖ **Nurture Group**

An update was given on Nurture Group and it is working very well. The Boxall Profile is used to assess the children who attend.

❖ **SEND**

A detailed update was given by Mrs L Turpin and ‘well done’ was expressed by the Committee.

Q: Is WELL Funding a ‘one off’?

R: Mrs A Bewsher had been told it was but thinks it will become ongoing. We will keep an eye on this.

Health & Safety and General Purposes Committee

Mr K Kirkup reported the following was discussed at the last meeting:

❖ **COVID** – there were no new restrictions when we returned to school after the Christmas holidays.

❖ **CIF Bid** – The roof was discussed and we need to be able to add up to 30%.

Mr P Graham and Mr R Dobie have applied a temporary fix to the roof by clearing the leaves and installing new guttering. This will hopefully help in the meantime but it does need something more permanent.

❖ **Sliding Doors** – these doors in to the Reception classroom do not meet the fire regulations and need to be replaced.

❖ **Fungal Growth** – this was reported to be in the corridors but on checking it is stains from previous leaks and not fungal. It was agreed to get Day Cummins back in.

❖ **CPOMS** – a report will be produced for the next meeting.

❖ **Maintenance Spreadsheet** – it has been agreed to adopt this spreadsheet used by Fairfield Primary School and add to it as we go along.

Finance & Staffing Committee

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

❖ **ESFA Audit**

We were chosen at random and this was carried out on 11 January 2022

❖ **AGM**

We need to hold an AGM to update Members with what is going on in school and to also present the audited final accounts. A Trust Report will also be presented which would be like an extended Headteachers Report.

❖ **Internal Audit**

This needs to be arranged.

❖ **Formal Skills Audit of Directors**

This needs to be arranged.

3.9 **Scheme of Delegation**

This was distributed prior to the meeting and was discussed and approved. The following alterations were made:

- ❖ Mr P Graham is now the Clerk of the Health & Safety and General Purposes Committee
- ❖ Mrs A Bewsher is to be removed from the Curriculum & Pupil Welfare Committee and Mrs H Taylor added as the Teacher Representative
- ❖ Once these alterations are made the document will be signed off and uploaded on to the website

3.10 **MAT Update**

The Due Diligence is now signed off and there are no issues. The application to the DfE has now been submitted.

Mrs A Bewsher has been liaising with Mr C Steele of Fairfield Primary School and some of the benefits we have seen already are:

- ❖ Changing our website and saving approximately £900
- ❖ Moving from SIMS to ScholarPack and saving approximately £2000 per annum

3.11 **Any Other Business**

Dr H Morgan informed the meeting that as a LfL Trustee he needed to step down as Chair of the Board of Directors of Broughton Primary School.

Would any of the Directors present like to become Chair? If so, they will need to look into the election process and be reasonably familiar with the Academies Handbook, DfE Governance Handbook and the NGA Guide for Chairs.

If no Directors came forward we would have to look elsewhere for a Chair such as other schools or the NGA.

Dr H Morgan asked the Directors present to give the matter some thought and if anyone had any questions, not to hesitate to contact him.

Mrs A Bewsher expressed sincere thanks to Dr H Morgan for being an extremely supportive Chair of the Board of Directors.

The next meeting will be held on Wednesday 16 March 2022 @ 18:00.

Meeting closed 19:20