

Brompton and Sawdon Community Primary School

Minutes of a Full Governing Body meeting Held at the school on Monday, 11th December 2023 at 4.00 pm

Present:	
Bill Ford (BF)	(Chair) Co-opted Governor
Gareth Robinson (HT)	Headteacher
Clare Saraj (CS)	(VC) Co-opted Governor
Karen Davis (KD)	Staff Governor
Rob Harrison (RH)	Co-opted Governor
Rev Joe Kinsella (JK)	Co-opted Governor
Rob Longworth (RL)	Parent Governor
Sarah Medd (SM)	Parent Governor
In attendance:	
Lydia Waites (LW)	NYC Clerk
Laura Waller (LWa)	School Business Manager
Apologies:	
Vacancies:	1 x LA, 1 x Parent Governor

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

Item	Minute	Lead
1.1223	Apologies for absence and to determine whether any absences should be consented to No apologies.	
2.1223	To remind Governors of the need to declare interests, pecuniary or non-pecuniary Governors were reminded of the need to declare interests. None declared.	
3.1223	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection A section under item 18 will be minuted separately and confidentially. <i>Minute 18.1223c refers.</i>	
4.1223	Notification of urgent other business No other urgent business.	
5.1223	To approve as a correct record the minutes of the previous meeting <ul style="list-style-type: none"> • <i>Item 11, p.4: 'Little Wandles' should be 'Little Wandle'.</i> • <i>Claire's name misspelled.</i> Governors agreed the minutes are an accurate record, following the above amendments.	
6.1223	To consider matters arising from the minutes and for which there is no separate agenda item None arising.	
7.1223	Finance report LWa gave an overview of the October budget monitoring and overall expenditure and income. A pay award and some additional funding for rates expenditure has been received. There has been additional income from	

	<p>school meals. Teaching pay awards are higher than expected in the start budget. There is an overspend in premises due to exchanging rates, but these are offset by expenditure. LWa summarised that the school is doing well with spending the budget.</p> <p>Q: do these figures include the potential support staff? A: that's on the next sheet which is the revised budget.</p> <p>LWa shared the revised budget with governors and summarised the data for them. HT explained the reasoning for potentially recruiting support staff. Accounting for support staff, the school would still have a healthy carry-forward for the next year. This budget accounts for inflation increases. Even with these additional costs, the data shows a healthy year for the second year. There are lots of variables and unknowns for the third year, so that data is just a prediction. Overall, the budget looks very good.</p> <p>Q: the SEN funding says zero? A: yes, that's because it was for one pupil who has since left the school.</p> <p>RL and LWa are meeting to discuss the budget in the coming weeks. Governors agreed to ratify the revised budget.</p>	
8.1223	<p>Governance matters</p> <ul style="list-style-type: none"> Chair's updates <p>BF reminded governors to complete the skills audit and send this to LW. CS and BF recently conducted a performance management review, which had a positive outcome and has allowed new targets to be set for the coming year.</p> <ul style="list-style-type: none"> Succession planning <p>BF noted that progress has not been made in terms of succession planning for the Chair role and gave his formal notice that he will be stepping down as Chair by the spring term. Co-chairing is one possibility for succession and a smooth transition. It would be great to meet with one of the governors to discuss the succession. BF invited governors to put themselves forward for the role or a discussion about how succession can be handled.</p> <p>Q: does the Chair have to be internal, or can they be external? A: we have a governor vacancy, so that's a possibility. Q: what do you think are the key characteristics or essential background for a Chair? A: the ability to chair a meeting, the ability to support people to develop. Some statutory requirements, too. Having a good working relationship with the Headteacher and ask pertinent questions. Q: is a background in education necessary? A: no. It helped me in my role as Chair at the time, but it isn't essential. Recognising strategies and priorities is key to the role.</p> <p>Governors discussed this. LW gave an overview of how Co-chairing arrangements have worked on other governing boards. BF suggested meeting in January to discuss Chair succession. LW to provide documents outlining statutory requirements for the Chair role.</p> <ul style="list-style-type: none"> Vacancies and recruitment There is 1 LA Governor vacancy and 1 Co-opted Governor vacancy. RL to advertise the vacant position. Governor monitoring <p>BF still to organise a governor monitoring schedule.</p>	<p>Govs</p> <p>Govs / LW</p> <p>RL</p> <p>BF</p>

9.1223

Headteacher's Report

HT shared his report on-screen for governors. One main focus has been implementing Little Wandel.

KD noted that children have made lots of progress with Little Wandel and it has had a positive impact in Reception. Any children that have struggled to keep up have had interventions. The proof of the progress is in the results. A recent visit helped identify problem areas to work on and provided solutions. It has been a really positive experience. The website has lots of support and training videos that staff can access.

Q: what happens after they finish Little Wandel?

Q: they work at the normal statutory spellings. Then there's a bridge between phonics and spelling, then a formal spelling programme.

HT added that the next term is about keeping the Little Wandel plate spinning and about maths. We have been following the White Rose scheme. Next year is about building staff's confidence regarding how they can adapt the White Rose scheme within lessons. Some support will be coming into the school to help with this. In summer term we have to work out how we are going to assess all of the subjects. We are going to do something different compared to 95% of schools in terms of assessing foundation subjects. We will be looking at some of the things that sit behind our curriculum, such as diversity and global awareness and aspirations. It is about reviewing the curriculum and looking at what we teach the children and how we do it. For governors, the ramification of this is that not much has changed with the curriculum since the start of the year, but changes are upcoming.

The school has received funding for an additional classroom where part of the playground is. This could be a real selling point for the school. Alongside that, we are considering moving the astroturf elsewhere.

We have also received funding for energy efficiency which will be put towards double glazing for the windows.

There have been no nominations for Parent Governor. SM to complete a nomination form in order to renew her term of office.

SM

'Wild school' and the re-launch of forest school is going to be a renewed focus. Environmentalism is part of the school's ethos. Through this, children will be able to camp and go on expeditions each term and be part of the environment. This will be a fantastic selling point.

Q: so, it's not just forest trips, it's a case of taking in the environment?

A: yes.

Q: is this something quite new?

A: no, it isn't a thing. It's something we're bringing together here.

HT is starting to review and fine-tune the curriculum – to share an update on this with governors during the next FGB meeting.

HT

The school is part of a SEND championship programme and will receive a SEND review in January. As we go through the SEND review process, we are hoping to distil the fundamentals.

Attendance is above the national average at 97%. 6 new pupils have joined the school. The school can offer 2 residential next year. Residential tie in

with all of the school's pillars.

Lauren, the new TA has been doing a great job and a new school admin has been recruited.

The school has received funding for counselling to be provided for pupils as well as workshops after school.

Q: are these sessions one-to-one?

A: they can be; there are also group workshops.

Y6 SATs outcomes are very positive; however, maths outcomes can be improved. KD gave an overview of this.

Cloakroom space, despite being cleared in summer, is still not enough.

There is a focus group of 3 pupils in Y6 who have been identified as not achieving consistently.

The school cook and now the relief cook have been off. The council will be providing packed lunches while they are unavailable.

Q: the school meal price increase has led to a reduction. Is it a big reduction?

A: it has, yes. I would have to have a closer look at the data for that and wait for an update from Castle.

Governors discussed this. HT displayed the pupil outcome data on-screen and provided a verbal summary of the outcomes.

Q: does the data include the newly admitted pupils?

A: I believe so.

JK left the meeting at this point.

10.1223	Impact of PE and Sports Premium No update. Governors approved the updated PE and Sports Premium strategy.	
11.1223	Pupil Premium strategy – for approval Governors approved the updated Pupil Premium strategy.	
12.1223	Safeguarding There have been 2 referrals to early help. BF visited the school to discuss safeguarding with students recently.	
13.1223	Health and Safety There is a new emergency response guide provided by NYC. Staff have been provided with this in the case of emergency.	
14.1223	To receive records of visit from the School Improvement Adviser The safeguarding visit report has been circulated to governors. BF attended a meeting with the Local Authority which gave a positive overview of the school.	
15.1223	Policy reviews <ul style="list-style-type: none"> • Allergens Policy • Appraisal Policy • Capability Policy and procedure • Children Missing from Education • Complaints Policy • Developing Performance Policy • Health and Safety Policy • Publication Scheme Policy Governors agreed to ratify the circulated policies above.	
16.1223	To report any training the governors have undergone since the last meeting and to consider any training needs BF has undertaken a morning's training on school food. This identified what is compulsory and what can/cannot be done in terms of food within the school.	
17.1223	To receive report from any governor visits to the school which took place since the last meeting None to report. RL has a budget visit and follow-up meeting next week.	
18.1223	Any other business <i>KD left the room for the following discussion, which was minuted separately and confidentially. Minute 18.1223c refers.</i>	
19.1223	How has this meeting impacted on the welfare and progress of our pupils? Governors looked at pupil's progress in assessments. The past, present and future of the school were reflected on. The counselling will have a positive impact within the school.	
20.1223	Dates of next meetings: 4 th March 13 th May 15 th July	

Meeting closed 6pm.

Actions of the FGB meeting held 11th December 2023

Item	Action	Lead
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8.1223	<ul style="list-style-type: none"> • BF reminded governors to complete the skills audit and send this to LW. • BF suggested meeting in January to discuss Chair succession. LW to provide documents outlining statutory requirements for the Chair role. • RL to advertise the vacant governor position. • BF to organise a governor monitoring schedule. 	Govs Govs + LW RL BF
9.1223	<ul style="list-style-type: none"> • SM to complete a nomination form. • HT is starting to review and fine-tune the curriculum – to share an update on this with governors during the next FGB meeting. 	SM HT

Minutes produced by Lydia Waites – Clerk

Signed **(Chair)** **Date**