

**Brompton and Sawdon Community Primary School
Governing Body Meeting**

Monday, 1st March 2021 at 4.00 pm

The meeting was held virtually

PRESENT Chair Interim Headteacher	Mr Bill Ford (BF) Mr Oliver Cooper (OC) Ms Clare Saraj (CS) Ms Sarah Medd (SM) Mr Peter Buckby (PB) Ms Fiona Glaves (FG) Ms Megan Watts (MW) Cllr David Jeffels (DJE) – from item 5.	Co-opted Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Staff Governor LA Governor
IN ATTENDANCE Clerk Headteacher Designate	Ms Dominika Jureczko (DJU) Mr Gareth Robinson (GR) – from item 6.	
NOT PRESENT Vice Chair	Mr Ed Dalby (ED)	Co-opted Governor

The meeting started at **4.05 pm**.

Item	Minute	Action
1.	Apologies for absence and to determine whether any absences should be consented to. Apologies had been received from Mr Dalby. The absence was given consent. It was noted that Mr Robinson would be arriving late due to work commitment.	
2.	To consider the nomination of Cllr Jeffels as LA Governor. Taking into consideration the results of the skills audit, Mr Jeffels' experience, his involvement with the local community and the references received from the LA, the governors unanimously appointed him to the position of LA Governor. Clerk to notify the LA of the appointment.	DJU
3.	Declaration of Governors' interests on this agenda. Register of Business Interests – to notify the clerk of any changes. Ms Watts declared an interest in item 14.	
4.	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. Item 14 was declared as confidential.	

5.	<p>Notification of urgent other business.</p> <p>The Chair welcomed Cllr. Jeffels into the Governing Body.</p> <p>The following items were notified and agreed by the Chair:</p> <ul style="list-style-type: none"> • Reopening of the school; • Interim Headteacher's secondment. 	
6.	<p>To approve as a correct record the minutes of the previous meeting.</p> <p>The minutes were approved with an amendment as correct record, to be signed by the Chair.</p> <p>Amendments: <u>Item 18 record of training</u> Mrs Saraj - FGM Mrs Saraj and Mrs Glaves - Introduction to governance Mr Cooper and Mr Buckby - Governance Improvement Network</p>	
7.	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p><u>Item 7 - Update from the Chair on the interviewing process.</u> The Chair reported that he had consulted a governance officer regarding the eligibility of governors who are parents to be a part of recruitment panels at the school. He was able to confirm these governors could take part in interviews, with some possible exceptions.</p> <p><u>Item 12 – Interim Headteacher to provide evidence of impact of additional staff on pupil attainment.</u> The Headteacher explained that this impact would not be demonstrable since staff deployment plans were changed.</p>	
8.	<p>Governance matters:</p> <ul style="list-style-type: none"> • Governance review; • Results of the annual skills audit; • Succession planning, including vision and values; • Correspondence. <p><u>Governance review.</u> The governors received the final report. There were no comments or questions. It was noted that the report marked good progress and good work being done. The Governing Body was on a path to become more autonomous and take lead in the work.</p> <p>The Chair proposed that a working group be created to develop a governance development plan that resulted from governance review.</p> <p>The Interim Headteacher added that the review report gave a lot of praise to a Governing Body that was relatively recently established. The report was very positive.</p> <p><u>Results of the annual skills audit</u> The updated results of the annual skills audit had been received by the governors. There were no comments or questions.</p>	

Succession planning, including vision and values

The Interim Headteacher reported that a vision and values survey had been conducted and shared its results with the governors highlighting the following:

- 32 responses had been received out of 54 families.
- Data showed “For the children” as the motto parents agreed most strongly with.
- Values: “family” – strongest agreement, “nature” - fair support, rainbow – less popular, “curiosity” – less popular, “respect” – relatively popular.

The governors discussed these results. It was stressed that staff needed to make sure the school community knew what these terms meant in the context of the school. A governor stressed the imagery used should be distinguishable from the imagery used in other schools in the area.

A governor suggested that each slogan could be introduced in the classrooms.

The Interim Headteacher reminded the governors that rainbow was adopted as part of the school imagery because of the Wordsworth’s links with the school. The governors noticed that the meaning of the rainbow recently changed due to it being used to represent NHS during Covid-19 pandemic.

Question: A governor enquired whether the school uniforms would be updated as well.

Answer: The Interim Headteacher confirmed that could be the case, depending on the governors’ decision.

The governors approved the following values to be included in the school’s vision statement:

- For the children;
- Family;
- Nature;
- Rainbow;
- Respect;
- Ready to fly.

The above decision to be shared with the stakeholders.

Question: A governor enquired whether uniform change was planned.

Answer: The Interim Headteacher explained that at this time only the logo would be updated.

The governors requested that only newly purchased uniforms should be required to have the new logo. The Interim Headteacher gave an overview of how this would be organised.

A working group was appointed to form governance development plan and report back to the Governing Body. The following governors were appointed to the working group:

- Mrs Saraj,
- Mr Buckby,
- Cllr. Jeffels,
- Mr Ford;

	<ul style="list-style-type: none"> • Mrs Medd. <p><u>Correspondence</u> The Chair reported that he had received several letters from parents expressing disappointment and concern regarding the recent Headteacher appointment.</p>	
9.	<p>Headteacher’s report.</p> <p>The Interim Headteacher drew the governors’ attention to his report and reported that he did not receive any questions before the meeting.</p> <p>Question: A governor enquired about provision for families with several children trying to share one laptop. Answer: The Interim Headteacher reported that all families were audited regarding children’s access to necessary equipment. The results showed that every pupil had access to a device on their own. One laptop was lent to a pupil whose device broke part time through the lockdown.</p> <p>The Interim Headteacher highlighted that the projected pupil numbers were encouraging and the budget would be healthy next year.</p> <p>Question: A governor enquired whether the intake for next year the Interim Headteacher referred to was based on applications. Answer: The Interim Headteacher confirmed that was the case and added the final figures would be known after Easter.</p> <p>Question: A governor enquired about class allocations. Answer: The Interim Headteacher explained that the current limit was 20 in the youngest class for children starting school, once that was exhausted, further selection criteria would be employed.</p> <p>Question: A governor enquired about the feasibility of creating additional places at the school. Answer: The Interim Headteacher agreed the school should consider alternative options for the building and stressed the need to look at sustainability and long-term viability of such project. There were potential alternative building arrangements or addition of a mezzanine level that could be discussed.</p> <p>The governors praised the format of Headteacher’s report.</p>	
10.	<p>Health and Safety.</p> <p>This was received by the governors as part of Headteacher’s report.</p>	
11.	<p>Safeguarding.</p> <p>This was received by the governors as part of Headteacher’s report.</p>	
12.	<p>Remote Learning Provision - incl. parental survey and Headteacher auditing.</p> <p>Interim Headteacher shared a presentation on remote learning provision at the school. He highlighted that staff gaged parents’ viewpoints on school closure and did auditing of school’s response to closure with the</p>	

	<p>participation of the School Improvement Adviser.</p> <p>24 responses from parents were received. The responses included a comparison of the engagement levels between the two lockdowns, from parental perspective. The data indicated the engagement improved. The comparison of parental support of their children showed that parents felt they did not need to support their children in home learning as much during this lockdown. What was working well in parents' view was shared. Suggestions from parents were shown and the Interim Headteacher gave examples of how this feedback was acted upon.</p> <p>Question: A governor enquired whether, to Interim Headteacher's knowledge, the other schools in the area conducted a similar exercise. Answer: The Interim Headteacher confirmed that was the case and added that he did not see one where two lockdowns were compared.</p> <p>A governor suggested this survey could be shared with the County.</p> <p>The Interim Headteacher reported that it had been shared with the School Improvement Adviser, who was very impressed with the remote learning provision at the school. The Interim Headteacher stressed that the school was in a very good position because all children had access to a device.</p> <p>The governors congratulated school staff on successful implementing home learning programme.</p>	
13.	<p>School Development Plan update.</p> <p>The Interim Headteacher shared the updated School Development Plan on the screen. He highlighted the four priorities and the progress made towards them. There were no questions. A governor commented that visually there were far fewer action points in red than in the first Plan which was presented.</p>	
14.	<p><i>Confidential item.</i></p>	
15.	<p>New Headteacher liaising and stakeholder engagement.</p> <p>The Interim Headteacher reported that he had met several times with Mr Robinson to discuss transition. Mr Robinson would also be present in school to allow the parents to meet him. Both Mr Cooper and Mr Robinson would be working together on stakeholder engagement.</p> <p>Mr Robinson stressed that his work with Mr Cooper on transition had been very beneficial.</p> <p>Questions from staff were relayed to the governors: What the induction process looks like? What the staff could expect?</p> <p>Mr Robinson gave an overview of the plans, including a training day.</p> <p>The Interim Headteacher explained that both him and Mr Robinson would be</p>	

	working according to the new Headteacher checklist document.	
16.	<p>Policies/Documentation.</p> <ul style="list-style-type: none"> • SEND Policy • RSE Policy • Teaching and Learning Policy <p><u>RSE Policy</u> Question: A governor enquired what the colour highlights in the text meant. Answer: The Interim Headteacher explained that they reflected the changes made over time as the policy was being worked on by him and the governors. The policy was approved by the governors.</p> <p><u>SEND policy</u> Question: A governor enquired whether the policy would be published on the website. Answer: The Interim Headteacher confirmed that was the case.</p> <p>The governors suggested that a more accessible to general public version of the policy was also published. The policy was approved by the governors.</p> <p><u>Teaching and Learning Policy</u> The policy was approved by the governors.</p>	
17.	<p>To receive records of visit from the School Improvement Adviser.</p> <p>The Chair reported that the School Improvement Adviser visited the school the previous week. The report would be shared in due course.</p>	
18.	<p>To report any training the governors have undergone since the last meeting and to consider any training needs.</p> <p>Mr Cooper, Mr Ford and Mrs Saraj took part in succession planning training.</p>	
19.	<p>To receive report from any governor visits to the school which took place since the last meeting.</p> <p>Mr Ford met with Mr Cooper fortnightly. They discussed staffing, remote education provision and Headteacher transition arrangements.</p> <p>Mr Buckby, Mrs Saraj and Mr Ford were invited to observe the remote learning provision.</p> <p>The governors praised the remote learning programme. Engagement and behaviour of pupils was very good. The teachers were very clear what they expected from pupils. The governors praised the enthusiasm of teachers.</p> <p>Mrs Saraj met with Mr Chilcott in her Maths link governor role.</p>	
20.	<p>To deal with any matters agreed for consideration under point 4 above – urgent other business.</p> <p><u>Reopening of the school</u> The Interim Headteacher gave an overview of the plans regarding the</p>	

	<p>reopening of the school after national lockdown.</p> <p>Question: A governor enquired whether organising the red nose day was suitable under the circumstances. Answer: The Interim Headteacher explained that the school would not supply red noses to the pupils; however, some of them might bring their own from home.</p> <p>Question: A governor enquired whether there was an update on the road safety issue. Answer: The Interim Headteacher reported that representatives from the school and parish council had discussed the road safety concerns with the County. Potentially a footpath on the right-hand side of the road could be created to improve safety. Road closure might not be considered as there was no sufficient turning area for the road.</p> <p>The governors discussed this in detail.</p> <p><u>Interim Headteacher's secondment.</u> After Easter, the Interim Headteacher would be on secondment with another school. This had been discussed by the governors who gave their acceptance.</p> <p>This was now formally approved by the governors.</p> <p>The Interim Headteacher offered to become an associate member on the Board. This would be considered by the governors in the future.</p>	
21.	<p>Date of next meeting.</p> <p>It was decided to hold a virtual meeting on Monday 17th May at 4 pm.</p>	

The meeting ended at **6:29 pm**

Actions			
Item	Task	Responsible	Closed
2	Clerk to notify the LA of Cllr. Jeffels' appointment.	DJU	

Signed.....

Date.....