

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

**Monday, 2nd October 2023 at 4.00 pm
At the school**

PRESENT Chair Headteacher	Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) - virtually Ms Karen Davis (KD) Mr Rob Longworth (RL) Ms Sarah Medd (SM) Rev Joe Kinsella (JK)	Co-opted Governor Parent Governor Staff Governor Parent Governor Parent Governor Co-opted Governor
IN ATTENDANCE Clerk	Ms Dominika Jureczko (DJ)	
NOT PRESENT	Mr Rob Harrison (RH)	Co-opted governor

The meeting started at 4:00 pm.

Item	Minute	Action
1.	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from RH. The absence was given consent.</p> <p>The meeting was quorate.</p>	
2.	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>To report any changes to the Register of Business Interests.</p> <p>There were no interests declared on this agenda and no changes to Register of Business Interests.</p>	
3.	<p>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.</p> <p>No Item was determined to be confidential.</p>	
4.	<p>Notification of urgent other business.</p> <p>There were none.</p>	
5.	<p>To approve as a correct record the minutes of the previous meeting held on 17th July 2023.</p> <p>The minutes and confidential minutes of the meeting held on 17th July 2023 were approved as correct record and signed by the Chair. <i>Rev Kinsella joined the meeting.</i></p>	

6.	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p><u>Governors to review roles and responsibilities.</u> Governors held an informal governance planning meeting, and roles and responsibilities were discussed.</p> <p><u>Percentage of children who bring packed lunch.</u> This was included.</p> <p><u>Chair to email passcodes for The Key resources to governors.</u> The Chair emailed passcodes to governors. Governors reported issues accessing The Key. Headteacher to investigate.</p> <p><u>Mrs Waller to update governors on the impact of the move to new energy provider.</u> To be provided next meeting.</p> <p><u>Headteacher to verify an anomaly in pupil data.</u> This was actioned and an amendment was done.</p> <p><u>Headteacher to provide regular updates about SEF.</u> Ongoing, Headteacher will do</p> <p><u>Governors to renew their safeguarding training by the end of September.</u> This action is outstanding. The Chair reminded governors to complete the training.</p> <p><u>Headteacher to provide minutes from staff meetings.</u> The Headteacher will provide an anonymised version.</p>	GR LW
7.	<p>Annual committees review.</p> <p>1. Committees The following committees were appointed:</p> <ul style="list-style-type: none"> a. Complaints b. Pupil Discipline c. Staff Discipline d. Staff Discipline Appeals e. Headteacher's Performance <p>2. Terms of reference Terms of reference for the committees were approved.</p> <p>3. Membership As the governing body is small, it was agreed that any three governors would be assembled to sit on the committees as available.</p> <p>4. The delegation of powers Committees were given delegated powers to act according to their terms of reference.</p> <p>5. Chairs and Vice-Chairs to the Committees It was agreed that committees would elect their own chairs.</p> <p>6. Appointment of the clerk to the Committees The governors appointed the NYCC Clerking Service to committees and Full</p>	

	Governing Body meetings.	
8.	<p>Appointment of governors with specific responsibilities.</p> <ul style="list-style-type: none"> • Safeguarding - BF • SEND - BF • H&S – R H • Finance – RL • Wellbeing – JK • Science CS • English – CS • Maths - CS 	
9.	<p>Annual review of governance documents</p> <p>1. Standing Orders Standing Orders were approved by governors.</p> <p>2. Code of Conduct Code of Conduct was approved and accepted by all governors.</p> <p>3. Skills Audit All governors to complete skills audit form and return to the clerk.</p> <p>4. Register of Business Interests It was agreed that all governors would return the proformas to the school office.</p> <p>5. Register of Gifts and Hospitality Governors were reminded to complete the register of gifts and hospitality as and when needed.</p>	
10.	<p>Governance matters:</p> <p>1. Chair's updates Informal meeting on Monday was held by governors to discuss the plan for the oncoming year. WhatsApp group was established to elevate communication between governors.</p> <p>Governors discussed the need to know the key focus for the school at any given time. WhatsApp access would help facilitate this.</p> <p>2. Succession planning The Chair reminded governors of his plan to retire from his position soon.</p> <p>Prospective chair to be identified at the meeting in December, Mr Ford will work with them over the Spring term to ensure smooth transition. Action: governors to identify prospective candidate.</p> <p>3. Vacancies and recruitment Advert was being prepared for governor recruitment.</p>	governors
11.	<p>Headteacher's report</p> <p>1. Pupil Premium 2. PE and sports premium</p> <p>Headteacher drew the governors' attention to his report, which was circulated with agenda papers. He highlighted the following:</p>	

School priorities for this term:

- Safeguarding
- Introduce Little Wandle phonics scheme

Question: Governors enquired whether staff considered any other schemes for phonics.

Answer: KD explained that there were other schemes considered. The Phonics Hub recommended Little Wandle as it was suited to the school.

- Spring term Maths (Yorkshire maths support to start early next calendar year)
- Year 2 SATs – pupils are progressing well
- Year 6 are working really hard

Updates:

- Safeguarding audit last term was very positive.
- Interviews for new GTA had been held and a successful candidate found.

Headteacher stressed the need for effective TA deployment, specifically to deliver proactive interventions on an ongoing basis.

- Morning Buddies scheme was covered by staff member who would receive this time in lieu.
- 65% of children come from outside of the catchment area. Staff need to be mindful of that going forward.
- There are over 24% of children with SEND. This will impact the school as they will need more support.
- Four new children joined the school this term.
- One child had an ongoing EHCP (Educational Health Care Plan) application.

Question: Governors enquired whether there was a limit for admitting SEND children.

Answer: Headteacher explained that was not the case.

Question: Governors enquired whether the school could decide whether to admit children.

Answer: Headteacher explained that if the child was out of the catchment area, there was scope to refuse admission.

Question: Governors enquired about classification of SEND (special educational needs).

Answer: Headteacher explained that if a child needed above and beyond what a class teacher would normally provide they would be classed as SEND.

Governors discussed the need for additional resources as SEND children need additional support.

Question: Governors enquired whether the school refused admission to any children.

Answer: Headteacher explained that was not the case,

Minibus

Headteacher investigated the possibility for obtaining a minibus. The cost would be around £8000 a month. There was a potential for receiving sponsorship to obtain a minibus. Otherwise, this would not be feasible financially.

	<p>Question: Governors enquired where the minibus would be parked. Answer: It could be parked in the enclosure in the playground.</p> <p>Question: Governors enquired what size the minibus would be needed. Answer: 17-seater.</p> <p>Minibus would protect school's pupil numbers going forward.</p> <p><u>Meal prices</u> The Headteacher was asked by a parent to raise concerns about the meal price increasing. It was currently £3.45 per meal. A governor noticed that other schools had a higher charge per meal.</p> <p>Question: Governors enquired how many meals per day the school was providing. Answer: Headteacher estimated there were around 40 meals provided.</p> <p>Governors discussed this in depth, considering the cost to the school per meal and the recent price increase from County Caterers. A governor noticed that portion sizes are bigger than in other schools. It was noted that the menu was set by County Caterers. It was noted that year 2 and 1 children meals were already being subsidised by the school. Governors stressed the school was not making profit from school meals and noticed that if they are subsidised by the school, the funds would have to be taken from another budget area.</p> <p>Resolved: that the school meal prices stay at current level. Governors would review this periodically.</p> <p><u>Pupil Premium</u> The Headteacher reported that there were 8 pupils eligible for Pupil Premium; however, the school would receive funds for them from next year as the census was in October.</p> <p>Plan for each individual child would be made so the impact could be measured on individual level. Pupil Premium strategy would be discussed at the next meeting.</p> <p><u>Sports premium</u> Headteacher was planning to upskill staff and create capacity for PE and sports. Funds would also be used to resource clubs and quality gymnastics lessons. Funding quality gymnastics lessons. Depending on funding, the plan was to bring more sports clubs, and hire coaches to upskill staff.</p>	
12.	<p>Safeguarding. Safeguarding audit had been completed and governors would monitor how the recommendations were being followed.</p> <p>Headteacher gave numbers of referrals to Early Help and Children's Services.</p>	
13.	<p>Health and Safety. Health and safety inspection had been conducted and link governor would</p>	

	report to governors on the findings.	
14.	To receive records of visit from the School Improvement Adviser. Safeguarding report to be provided to governors.	
15.	Policy reviews. The following policies were approved by the governors: <ol style="list-style-type: none"> 1. Budget Management policy – annex B includes scheme of delegation to the Headteacher 2. Charging and remissions 3. Child protection policy 4. Child protection manual 	
16.	To report any training the governors have undergone since the last meeting and to consider any training needs. <ol style="list-style-type: none"> 1. <i>Keeping Children Safe in Education</i> – updated 2023. Chair to check the register of staff who read it. Governors to sign the register at school office. 2. <i>Safer Recruitment</i> training. The school admin officer would to send training link to governors. 	
17.	To receive report from any governor visits to the school which took place since the last meeting. There were none.	
18.	To deal with any matters agreed for consideration under point 4 above – urgent other business. There were none.	
19.	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • Safeguarding • Provision for SEND • School meals • Employment of staff • Implementation of Little Wandle 	
20.	Date of next meeting. 11 th December 2023	

The meeting ended at **5:40 pm**

Actions		
No	Task	Responsible
1.	Headteacher to investigate issues accessing The Key.	GR
2.	Mrs Waller to update governors on the impact of the move to new energy provider.	LW
3.	Governors to renew their safeguarding training.	governors
4.	Headteacher to provide anonymised minutes from staff meetings.	GR
5.	Governors to identify a prospective candidate for the position of Chair of Governors	governors

6.	Chair to check the register of staff who read " <i>Keeping Children Safe in Education.</i> "	BF
7.	Governors to sign the register at school office to confirm they read and understood " <i>Keeping Children Safe in Education.</i> "	governors
8.	Governors to complete safer recruitment training.	governors

Signed.....

Date.....