

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

**5<sup>th</sup> October 2020 at 4.00 pm**

**The meeting was held virtually**

<b>PRESENT</b> <b>Chair</b> <b>Vice Chair</b> <b>Interim Headteacher</b>	Mr Bill Ford (BF) Mr Ed Dalby (ED) Mr Oliver Cooper (OC) Ms Clare Saraj (CS) Ms Sarah Medd (SM) Mr Peter Buckby (PB) Ms Megan Watts (MW) Ms Fiona Glaves (FG)	Co-opted Governor Co-opted Governor Parent Governor Parent Governor Co-opted Governor Staff Governor Co-opted Governor
<b>IN ATTENDANCE</b> <b>Clerk</b>	Ms Dominika Jureczko (DJ)	

The meeting started at **4.00 pm**.

Item	Minute	Action
1.	<b>Apologies for absence and to determine whether any absences should be consented to.</b>  There were no apologies.	
2.	<b>Declaration of Governors' interests. Register of Business Interests</b>  The governors were invited to return the Register of Business Interests form to school.  There were no declarations of interests on any item on this agenda.	<b>Governors</b>
3.	<b>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.</b>  Part of item 17 was determined to be confidential.	
4.	<b>Notification of urgent other business.</b>  There was none.	
5.	<b>To approve as a correct record the minutes of the previous meeting.</b>  The minutes were <b>approved</b> as correct record, to be signed by the Chair.  The governors discussed the procedure for considering the confidential minutes. The Clerk gave the NGA advice, whereby these would be deferred to a time when the governors can meet in person. <b>This was agreed by the governors.</b>	

6.	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><u>Item 6</u> The Chair reported that he had written a letter of thanks to the staff at the end of the summer term.</p>	
7.	<p><b>Governor recruitment.</b></p> <p>The Interim Headteacher had provided information about a possible candidate to join the Governing Board. He gave a summary of their experience and skills. It was agreed that their appointment would be considered at the next meeting.</p> <p>Clerk to add on next agenda.</p>	DJ
8.	<p><b>Annual committees review.</b></p> <p><b>a) Committees</b></p> <ul style="list-style-type: none"> <li>• <b>Complaints</b></li> <li>• <b>Pupil Discipline</b></li> <li>• <b>Staff Discipline</b></li> <li>• <b>Staff Discipline Appeals</b></li> <li>• <b>Resources</b></li> <li>• <b>School Improvement</b></li> </ul> <p>The governors decided to form the above committees.</p> <p><b>b) Terms of reference</b></p> <p>The terms of reference to the committees were agreed.</p> <p><b>c) Membership</b></p> <p>Since the Governing Board has a small membership, the Complaints, Pupil Discipline, Staff Discipline and Staff Discipline Appeals committees' membership would be drawn from the pool of all governors when the committee needs to meet.</p> <p>Resources Committee: Ms Medd, Mr Short, Mr Cooper, Mr Ford, Mr Buckley School Improvement Committee: Mr Dalby, Mr Cooper, Mrs Saraj, Mr Ford</p> <p><b>d) The delegation of powers</b></p> <p>The Complaints, Pupil Discipline, Staff Discipline and Staff Discipline Appeals committees received delegation to act within their terms of reference.</p> <p><b>e) Chairs to the Committees</b></p> <p>The committees would elect their Chairs.</p> <p><b>f) Appointment of the clerk to the Committees</b></p> <p>The North Yorkshire Clerking Service was appointed to clerk the Complaints, Pupil Discipline, Staff Discipline and Staff Discipline Appeals committees.</p>	
9.	<p><b>Annual skills audit.</b></p> <p>It was agreed that all governors would complete the NGA skills audit form and return it to the clerk.</p>	Governors

10.	<p><b>To appoint Governors with specific responsibilities.</b></p> <p>The following governors with specific responsibilities were <b>appointed</b>:</p> <ul style="list-style-type: none"> <li>• Safeguarding: Mr Ford;</li> <li>• Health and Safety: Mr Ford;</li> <li>• Priority 1: Mr Ford;</li> <li>• Priority 2: Mr Dalby.</li> </ul> <p>Link governors for curriculum areas:</p> <ul style="list-style-type: none"> <li>• English – Mrs Medd;</li> <li>• Maths – Mrs Saraj;</li> <li>• SEND and Pupil Premium – Mr Buckby;</li> <li>• Wider curriculum – Mr Dalby.</li> </ul>	
11.	<p><b>Governor visits to the school.</b></p> <p>The governors discussed holding the school to account during Covid-19 restrictions.</p> <p><b>It was decided</b> that each visit would be considered on case by case basis. Only essential visits would take place and the school would adhere to the Covid-19 guidance at all times. When possible, the governors would monitor their link areas remotely.</p> <p>It was noted that some of the governors have been to school: Mr Buckby and Mr Ford.</p>	
12.	<p><b>To confirm the Scheme of Delegation to the Headteacher.</b></p> <p>The Scheme of Delegation to the Headteacher, as included in the Business Management policy, was <b>confirmed</b> by the governors.</p>	
13.	<p><b>To review the Standing Orders and Code of Conduct.</b></p> <p>The Code of Conduct was approved by the governors, to be signed by the Chair.</p> <p>The governors delegated the task of amending the Standing Orders to include virtual meetings. To be formally approved at the next meeting. Clerk to include on next agenda.</p>	BF, OC DJ
14.	<p><b>Headteacher's Report.</b></p> <p>The Interim Headteacher presented his report highlighting the following:</p> <p><u>Admissions</u> The predictions were showing good pupil numbers. The governors noted a risk factor in retaining the pupil number levels in the further years.</p> <p><u>Attendance</u> It was noted that the schools were not being judged on attendance at this time. Also, those children who were self-isolating due to Covid-19 were not included in the figures.</p> <p><u>Safeguarding</u> The Interim Headteacher and Miss Watts were designated safeguarding staff members.</p>	

	<p>It was noted there were two children with EHCP (Educational Health Care Plans) who were being supported by the staff.</p> <p><b>Pupil Premium</b> The Pupil Premium funding decreased due to pupil numbers.</p> <p>It was noted that it was difficult to keep parental engagement at previous levels due to the Covid-19 restrictions. Wherever possible, staff were communicating with parents virtually.</p> <p><b>Question:</b> A governor enquired about the projected pupil numbers and how they were arrived at.</p> <p><b>Answer:</b> The Interim Headteacher explained that the strategic officer at NYCC provided a report these were based on. He stressed that the school's catchment area was very small, so it was important to also look towards other areas. It was difficult to predict these numbers, however.</p> <p><b>Question:</b> A governor enquired whether it was known where there was a higher birth rate in the area.</p> <p><b>Answer:</b> The Interim Headteacher explained that it was not included in the NYCC report.</p>	
15.	<p><b>School Development Plan</b></p> <p>The School Development Plan had been shared with all the governors.</p> <p>The Interim Headteacher explained that the Plan had been impacted by Covid-19 as some objectives could not be completed under lockdown and some were completed ahead of time, for example, the review of curriculum.</p> <p>The priorities from the last year would be continued while it was recognised that some areas had seen progress.</p> <p>The milestones included in the plan might need slight adjustment due to the changing Covid-19 situation.</p> <p><b>The governors accepted the School Development Plan.</b></p>	
16.	<p><b>COVID-19</b></p> <ul style="list-style-type: none"> <li>• <b>Update on school opening</b></li> <li>• <b>Catch-up Premium (incl. assessment data)</b></li> </ul> <p><u>Update on school opening</u></p> <p>The governors expressed their gratitude that the Interim Headteacher kept them up to date via regular messages throughout the Covid-19 measures earlier in the year.</p> <p>The Interim Headteacher reported that several children had to self-isolate; however, there were no confirmed Covid-19 symptoms among them. Three members of staff showed symptoms and were tested, which impacted on the workload for the other staff. There were no positive Covid-19 test results so far.</p> <p><i>Confidential report.</i></p> <p><u>Catch-up premium</u></p>	

	<p>The Interim Headteacher reported that the catch-up funding from the government amounted to around £80 per pupil. The schools had to justify how they were using the funds and the governors needed to hold the school to account for it.</p> <p>The Interim Headteacher presented the plan to use the funding:</p> <ol style="list-style-type: none"> <li>1. Assessment of all children to show which pupils were impacted by lockdown.</li> <li>2. Support and interventions put in place.</li> <li>3. Spring time – reassessment of children and their progress and how they were impacted by Covid-19 measures.</li> </ol> <p>The Interim Headteacher explained that those children who had to self-isolate were attending lessons via zoom. Zoom licenses would go against the funding to enable the children to attend classes remotely.</p> <p>Assessments for maths and reading had been completed so far. There were some anomalies in the data, which were accounted for by transient pupils.</p> <p>Targets had been set using FFT (Fisher Family Trust), which provides comparative data with other schools in similar areas.</p> <p>Maths data was presented to the governors.</p> <p><b>Question:</b> A governor enquired why year 3 data showed NA.</p> <p><b>Answer:</b> The Interim Headteacher explained this was due to the fact that comparative data was not available due to the fact there were no exams last year.</p> <p><b>Question:</b> A governor enquired whether staff were tracking progress of gifted and talented children.</p> <p><b>Answer:</b> The Interim Headteacher confirmed that was the case and added that the data was demonstrating that a large proportion of year 5 was being challenged.</p> <p>Reading data was presented to the governors. The Interim Headteacher highlighted that reading was a priority, especially in Key Stage 2. Progress in this area was as good as maths or writing and became a line of enquiry.</p> <p>Whole school combined data was highlighted. The Interim Headteacher highlighted that writing data was not available yet.</p> <p>Overall attainment was close to that from the last year. Interventions included speech and language therapy, maths and reading interventions.</p> <p>The governors thanked the Interim Headteacher for his report.</p>	
17.	<p>Resources</p> <ul style="list-style-type: none"> <li>• Pay Progression Recommendations from Interim Headteacher</li> <li>• Charging and Remissions Policy</li> </ul> <p><i>Confidential discussion.</i></p> <p><b>The Pay Committee approved the Interim Headteacher's recommendation for pay progression of staff.</b></p> <p><u>Charging and Remissions Policy</u></p>	

	This was deferred, to be reviewed at the next Resources committee meeting.	
18.	<p><b>Policies/Documentation</b></p> <ul style="list-style-type: none"> <li>• Child Protection Policy</li> </ul> <p>The policy was <b>approved</b> by the governors.</p> <ul style="list-style-type: none"> <li>• Behaviour Policy</li> </ul> <p><b>Question:</b> A governor enquired about the list of behaviours included in the policy.</p> <p><b>Answer:</b> The Interim Headteacher explained that the list is not exhaustive and includes examples.</p> <p><b>Question:</b> A governor enquired about spitting, which was dangerous in the light of the current pandemic.</p> <p><b>Answer:</b> The Interim Headteacher assured the governors that staff were aware this could be a problem and were vigilant.</p> <p>The policy was <b>approved</b> by the governors.</p> <ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> </ul> <p><b>Challenge:</b> A governor challenged the Interim Headteacher stressing that SEND and vulnerable pupils needed to be included in the policy.</p> <p><b>Answer:</b> The Interim Headteacher would add wording to accommodate the fact there was a higher chance for SEND pupils to be bullied.</p> <p><b>It was decided that this policy would be amended and brought to the next meeting.</b></p> <ul style="list-style-type: none"> <li>• Feedback Policy</li> </ul> <p>The Interim Headteacher gave an overview of the policy and the pedagogical reasons behind it. He highlighted that school would need to manage the parents' expectations of marking.</p> <p>A governor commented that the policy seemed to promote higher engagement with the children.</p> <p>The policy was <b>approved</b> by the governors.</p> <ul style="list-style-type: none"> <li>• SEN Info. Report</li> </ul> <p>The SEND report was provided for the governors' information.</p> <ul style="list-style-type: none"> <li>• PE Premium Report</li> </ul> <p>This was provided for the governors' information.</p> <ul style="list-style-type: none"> <li>• Safeguarding Report to Governors</li> </ul> <p>The governors received the report.</p> <ul style="list-style-type: none"> <li>• RSE Policy (consultation)</li> </ul> <p>The Interim Headteacher reported there was an ongoing consultation with the parents regarding the RSE policy, which had been adapted from NYCC model, and included things specific to the school.</p> <p><b>Question:</b> A governor enquired when the policy would come into effect.</p> <p><b>Answer:</b> The Interim Headteacher explained it needed to be approved by the governors at next meeting following the consultation.</p>	OC

	<p>The Interim Headteacher invited the governors to send him any comments on the policy to be taken into consideration.</p>	
19.	<p><b>NLE Support</b></p> <p>The Interim Headteacher reported that the school was previously supported by Nigel Ashley, a National Leader in Education (NLE). The support included coaching for the Interim Headteacher.</p> <p>The school was also receiving support from Sharon Robertson, NLE, which included three days of support for the Interim Headteacher and staff for developing teaching and learning. A project to develop teaching and learning would be prepared as a result.</p>	
20.	<p><b>HLTA Role</b></p> <p>The Interim Headteacher reported that a maternity leave cover teacher was employed.</p> <p>The issues within the recruitment process were highlighted: two out of three shortlisted candidates dropped out. The one remaining candidate was interviewed. The Interim Headteacher stressed that the interview process was rigorous and the candidate received a very high score and was highly qualified for the role.</p> <p>The Chair stressed that re-advertising had been considered and it was decided that the process was rigorous enough and the appointed person was well qualified. The whole process was all on record.</p>	
22.	<p><b>Interviewing Process</b></p> <p>The Chair decided to seek advice on conflict of interest in interviewing panels, considering the governing board is small. Advice would be sought and the governors updated at the next meeting.</p>	<b>BF</b>
21.	<p><b>School Vision and Values</b></p> <p>The Interim Headteacher reported that the School Vision and Values document was undergoing consultation with parents and the governors would be updated at the next meeting.</p>	<b>OC</b>
23.	<p><b>Ofsted Webinar</b></p> <p>The Interim Headteacher presented a summary of the Ofsted Webinar, highlighting that no school would be inspected before January due to Covid-19 nationwide measures.</p> <p>The inspectors would be checking how schools were coping with Covid-19 situation, however. There would not be any judgements or inspection findings from these visits.</p>	
24.	<p><b>To receive records of visit from the School Improvement Adviser.</b></p> <p>There were none.</p>	
25.	<p><b>To report any training the governors have undergone since the last</b></p>	

	<b>meeting and to consider any training needs.</b>  Mr Ford attended Headteacher Performance Management course and the Ofsted webinar.	
26.	<b>To receive report from any governor visits to the school which took place since the last meeting.</b>  There were none.	
27.	<b>To deal with any matters agreed for consideration under point 4 above – urgent other business.</b>  <u>Headteacher recruitment</u> The Chair thanked the governors for all their feedback on the Headteacher recruitment. He reported that the advert was live on the North Yorkshire website and would go live on the DfE's website soon.  The Chair thanked the governors for their support.	
28.	<b>Date of next meeting.</b>  It was decided to hold a virtual meeting on 14 <sup>th</sup> December at 4 pm on zoom.	

The meeting ended at 5:59 pm

Actions			
Item	Task	Responsible	Deadline
2	Governors to return completed Register of Business Interests.	Governors	
7	Clerk to add governor appointment to next draft agenda.	DJ	07/12/2020
9	Governors to complete the skills audit and return to the Clerk.	Governors	
13	Agree working for Standing Orders regarding virtual meetings.	BF, OC	
13	Clerk to include Standing Orders review on next agenda	DJ	
18	Interim Headteacher to present amended wording of Anti-Bullying policy.	OC	
22	Chair to seek advice on interview panels' composition.	BF	
21	Interim Headteacher to update governors on the results of School Ethos and Values consultation with parents.	OC	

Signed.....

Date.....