

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

**Monday, 7<sup>th</sup> March at 4.00 pm**

**The meeting was held virtually**

<b>PRESENT</b> <b>Chair</b> <b>Headteacher</b>	Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) Ms Sarah Medd (SM) Ms Megan Watts (MW) Mr Peter Buckby (PB)	Co-opted Governor  Parent Governor Parent Governor Staff Governor Co-opted Governor
<b>IN ATTENDANCE</b> <b>Clerk</b>	Ms Dominika Jureczko (DJU)	
<b>NOT PRESENT</b>	Rev Joe Kinsella (JK) Cllr David Jeffels (DJE)	Co-opted Governor LA Governor

The meeting started at 4.10 pm.

<b>Item</b>	<b>Minute</b>	<b>Action</b>
1.	<b>Apologies for absence and to determine whether any absences should be consented to.</b>  Apologies had been received from Mr Jeffels, Mrs Watts and Mr Buckby who would be late.  The meeting was not quorate.	
2.	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b>  There were no interests declared on this agenda and no changes to Register of Business Interests.	
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>  A staffing update was notified as confidential matter.	
4.	<b>Notification of urgent other business.</b>  There was none notified.	
5.	<b>To approve as a correct record the minutes of the previous meeting held on</b>  This item was deferred as the meeting was not quorate at this time.	

6.	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><u>Item 7 – Headteacher to investigate whether there were any incidents of bullying reported.</u> The Headteacher updated the governors that there were none.</p> <p><u>Item 7 – governors to review communication with parents.</u> This was ongoing.</p> <p><u>Item 8 – Chair to circulate notes from last School Improvement meeting.</u> This was actioned.</p> <p><u>Item 10 – Headteacher to share Statement of Intent document with governors.</u> This was actioned.</p> <p><u>Item 11 – Chair to contact the LA regarding road safety.</u> This was actioned by the Chair. A further discussion would follow later on this agenda.</p> <p>Mrs Medd joined the meeting. The meeting was quorate.</p> <p>The minutes of the meeting held on were <b>approved</b> as correct record, to be signed by the Chair.</p>	
7.	<p><b>Governance matters:</b></p> <p>1. Governance Development Plan update; There were no updates.</p> <p>Mrs Watts joined the meeting.</p> <p>2. Chair’s updates. The Chair informed the governors of an opportunity to receive governance support. After consultation with governors he agreed to the offer as the governors recognised this was an opportunity to review the progress the Governing Body made since the last governance review.</p>	
8.	<p><b>Reports from the committees</b></p> <p>i. School Improvement The committee had not met since the last Full Governing Body meeting.</p> <p>ii. Resources The committee had not met since the last Full Governing Body meeting.</p>	
9.	<p><b>Headteacher’s Report</b></p> <ol style="list-style-type: none"> <li>1. SEF</li> <li>2. Performance data</li> <li>3. School Improvement</li> <li>4. Staff CPD</li> <li>5. Monitoring</li> <li>6. Staffing</li> <li>7. Wellbeing</li> <li>8. Attendance</li> <li>9. Admissions</li> </ol>	

## 10. SEND

The Headteacher drew the governors' attention to his report, which had been circulated with agenda papers, and shared it on the screen.

### Covid update.

The Headteacher reported that the wave of Covid-related absence seemed to be over.

### War in Ukraine

This was addressed with the children in assemblies and staff were mindful that children were worried about the war.

### SDP and SEF

The Headteacher highlighted areas that required improvement. A governor commented that the school was exercising good leadership. The Headteacher was taking positive action. The impact on children result was not visible yet.

Subject leader highlighted that staff were trying to ensure that EYFS was not treated in isolation and that subject areas were led starting from EYFS, not year 1.

### Performance data

The Headteacher highlighted that year 6 data was very positive. FFT maths progress was very strong. At this point in the year the predictions were very positive.

**Question:** A governor enquired about the results of the mid-term assessment week.

**Answer:** The Headteacher explained that the way the assessment questions were set out did not necessarily mirror SATS. Staff used NFER tests as they gave a better indication of where the children were at.

**Question:** A governor enquired how the children liked the new tests.

**Answer:** The Headteacher reported that feedback from pupils was very positive.

### CPD

CPD for staff was ongoing. All staff were going to West Heslerton Primary School to talk to staff and share good practice.

New staff to attend tutoring course to be able to provide tutoring to children.

### Monitoring.

*Confidential update.*

Ms Laura Burkett visited the school and would come back to look at reading and literacy across the school.

### Pupil voice

It was noted that safeguarding and British values were a strength of the school according to the pupil voice results.

The Headteacher reported that the assessment and feedback policy had been reviewed.

Strengths of the school were presented in the report.  
Coverage across different subjects across the school was good and evident.

A governor commented that they had seen evidence of this was evident in children's books.

Areas for development were highlighted in the report.

**Question:** A governor enquired whether these areas were what the colleagues across the school would recognise.

**Answer:** The Headteacher explained that the document would be shared at the next staff meeting.

A governor commented that the fact staff recognised these areas for improvement was evident from the minutes of staff meetings.

#### Policies

The following policies were approved by the governors:

- Equalities statement;
- Marking and feedback;
- Budget Management policy.

The Headteacher informed that governors that a policy had to be in place for intimate care.

**Challenge:** A governor challenged the Headteacher that one-on-one intimate care (with one staff member present) might leave staff vulnerable to allegations.

**The governors decided to hold extraordinary meeting to discuss the approval of intimate care policy.**

#### Staff wellbeing

The Headteacher opened discussion about making time off available to staff for wellbeing reasons.

Mrs Medd left the meeting. Mr Buckby joined the meeting. The meeting was quorate.

**The governors agreed that time off work for wellbeing reasons should be at the Headteacher's discretion depending on individual circumstances.**

#### Attendance

The Headteacher reported that attendance was a concern. However, it improved recently and he was expecting the figures to rise.

**Question:** A governor enquired about the case of authorised absence.

**Answer:** The Headteacher gave an overview of the circumstances and assured the governors that guidelines were followed in this case.

#### Admissions

Pupil numbers were highlighted by the Headteacher.

10.	<p><b>Pupil Premium update.</b></p> <p>This was part of previous item. The governors received the report.</p>	
11.	<p><b>Safeguarding.</b></p> <p>The Headteacher reported that a Central Single Record review by NYCC had taken place. The results were positive.</p>	
12.	<p><b>Finance and premises.</b></p> <ol style="list-style-type: none"> <li>1. Benchmarking</li> <li>2. Procurement</li> <li>3. Site Management</li> <li>4. Schools Financial Value Standard – <i>to approve</i></li> </ol> <p><u>Budget monitoring</u> In-year balance was highlighted. The Headteacher reported that there was healthy carry forward; however, there was pressure on spending, for example decorating the school. It was planned to get new laptops and I-pads and quotes were being obtained. The Headteacher recommended moving funds from revenue into capital to facilitate these projects.</p> <p><b>Question:</b> A governor enquired whether decorating would include interior and exterior of the school. <b>Answer:</b> The Headteacher confirmed that was the case.</p> <p><b>Question:</b> A governor enquired whether it was possible to sell some of the laptops. <b>Answer:</b> The Headteacher explained that all laptops that were functional were being used in school.</p> <p>Mrs Watts re-joined the meeting.</p> <p>The governors agreed to move funds into capital to facilitate the decorating project and purchase of laptops.</p> <p>3-year capital project to be discussed at the Resources meeting.</p> <p><u>NYCC energy scheme</u> The current energy contract was to expire soon. The governors discussed whether the school should continue to use NYCC energy scheme and it was decided to continue using the current scheme as it was deemed to be good value for money.</p> <p>New school sign-in system was being planned. The governors had received quotations. <b>Question:</b> A governor enquired wheter the new system would be similar to that employed at Northstead School. <b>Answer:</b> The Headteacher was not able to confirm this; however, the new system would be similar in its functionality.</p> <p><b>The governors approved for the Headteacher to progress the sign-in system project.</b></p>	

<p>13.</p>	<p><b>Health and Safety.</b></p> <p>The Headteacher reported that a Health and Safety inspection had taken place. The results were positive.</p> <p><u>Road safety</u> The Chair shared report on road safety. Road safety was discussed with Laura Birkett who conducted the Health and Safety inspection. Wayne Thickett was also informed about the issue.</p> <p>The Chair shared Mr Thickett’s the report on the screen, highlighting the recommendations. While the governors found them useful, it was noted that they did not address the problem of the usage of the road outside the school. Mr Thickett recommended that the school contacts Highways.</p> <p>It was recognised that the profile of the issue has been raised. The governors formally accepted Mr Thickett’s report from his visit to the school.</p> <p><b>The governors decided to follow this issue up with Highways and the Police.</b></p> <p><u>Outside storage area</u> The school needs to bid for demolition of some of the buildings in the outdoor area.</p> <p>A governor noticed that one facility might have asbestos in it.</p> <p>The Headteacher was in contact with NYCC regarding this; however, he was not predicting there would be funds available to finance these works.</p> <p><b>The governors agreed that Headteacher would contact NYCC to investigate what the demolition would entail and its cost.</b></p>	<p>governors</p>
<p>14.</p>	<p><b>School Development Plan.</b></p> <p>The Headteacher shared the SDP (School Development Plan) on screen and invited questions from governors.</p> <p><b>Question:</b> A governor enquired about the improvement compared to the first SDP.</p> <p><b>Answer:</b> The Headteacher explained that the school had made good progress. Some areas were RAG-rated in amber, which meant they were in progress.</p> <p>A governor commented that from evidence in the documents received from the Headteacher, governor visits to the school and pupil data they could see progress was being made.</p> <p>A governor commented that the documents published on the school website show evidence of the amount of work staff put into school curriculum.</p> <p><u>Early years curriculum</u> A governor commented that staff attended meetings with staff from other schools to share good practice and receive feedback from peers. Staff found this practice very helpful.</p>	

	The governors discussed TA (Teaching Assistant) professional development and it was concluded staff was well trained.	
15.	<b>To receive records of visit from the School Improvement Adviser.</b>  There were none.	
16.	<b>Policy reviews.</b> <ol style="list-style-type: none"> <li>1. Budget Management –<i>includes the scheme of delegation to the Headteacher</i></li> <li>2. Feedback</li> <li>3. Equality</li> </ol> This was discussed during item 9.	
17.	<b>To report any training the governors have undergone since the last meeting and to consider any training needs.</b>  All governors have been asked to repeat training in safeguarding, FGM, Prevent and suicide prevention. Mrs Saraj completed all the above.	
18.	<b>To receive report from any governor visits to the school which took place since the last meeting.</b>  Mr Ford attended SCR review and met twice with the Headteacher. Buckby discussed the equality policy with the Headteacher.	
19.	<b>To deal with any matters agreed for consideration under point 4 above – urgent other business.</b>  There were none.	
20.	<b>How has this meeting impacted on the welfare and progress of our pupils?</b>  <ul style="list-style-type: none"> <li>• Welfare and safeguarding for children is being monitored;</li> <li>• Progress of curriculum development and how the pillars have been used were monitored;</li> <li>• Road safety was discussed.</li> </ul>	
20.	<b>Date of next meeting.</b>  Monday, 16 <sup>th</sup> May 2022 at 4:00 pm.	

The meeting ended at **6:03 pm**

<b>Actions</b>			
<b>Item</b>	<b>Task</b>	<b>Responsible</b>	<b>Closed</b>
7	Headteacher to investigate if there was an un-reported bullying incident.	GR	07/03/2022
6	Governors to explore effective ways of communication with parents.	governors	ongoing
10	Headteacher to share statement of intent with the governors.	GR	07/03/2022
11	Chair to contact the authorities regarding road safety.	BF	07/03/2022
11	Clerk to include road safety on the agenda.	DJ	07/03/2022

13	Governors to raise road safety with Highways and the Police.	governors	
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**Signed**.....

**Date**.....