

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

Monday, 12th October 2022 at 4.00 pm

The meeting was held virtually

PRESENT Chair Headteacher	Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) Ms Sarah Medd (SM) Karen Davis (KD) Rob Harrison (RH)	Co-opted Governor Parent Governor Parent Governor Staff Governor Co-opted governor
IN ATTENDANCE Clerk	Ms Dominika Jureczko (DJU)	
NOT PRESENT	Mr Peter Buckby (PB) Rev Joe Kinsella (JK)	Co-opted Governor 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 Mr Buckby and Rev Kinsella. The absences were given consent.</p> <p>The Chair informed the governors that Mr Jeffels had resigned from his position. The governors welcomed Mrs Davis to the Board as newly-elected staff governor.</p> <p>The meeting was quorate.</p>	
2.	<p>Governance review.</p> <p>It was decided to defer this item to next meeting. The purpose of this discussion was a review of the Governing Body's progress towards recommendations included in the report. Mrs Wilkinson would join the meeting in December.</p>	
3.	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary. 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>	
4.	<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>	

	Part of item 15 was determined to be confidential.	
5.	<p>Notification of urgent other business.</p> <p>The following item was agreed by the Chair:</p> <p><u>Appointment of Co-opted governor.</u> The Chair invited Mr Harrison to give an overview of his skills and experience.</p> <p>It was noted Mr Harrison could confidently challenge behaviour, attitudes and practices, had experience in Health and Safety, managing personnel and taking part in inspections.</p> <p>Mr Harrison left the meeting for the duration of the discussion and the vote. He was appointed unanimously as Co-opted governor. Proposed: Mr Ford, seconded: Mrs Saraj.</p>	
6.	<p>To approve as a correct record the minutes of the previous meeting held on 18th July 2022.</p> <p>The minutes of the meeting held on were approved as correct record, and signed by the Chair.</p>	
7.	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p><u>Governors to explore effective ways of communication with parents.</u> This is ongoing.</p> <p><u>Chair to draft a letter to parents.</u> The Chair formulated a letter to the parents on behalf of the governors which was circulated at the end of last term.</p> <p><u>Clerk to circulate a calendar of meetings.</u> This was actioned.</p> <p><u>Reports from governor visits to be submitted.</u> To be discussed later on the agenda.</p> <p><u>Road Safety Working Group update.</u> The Headteacher reported that signage had been put in place around the school in visible places.</p> <p>He also reported that unfortunately, despite his requests to NY Highways, the traffic was diverted around the school for the second time.</p> <p>Question: A governor enquired whether there were any incidents that arose from this. Answer: The Headteacher explained that there were no incidents he was aware of; however, the volume of traffic around the school rose significantly.</p> <p>Challenge: A governor noticed that one of the signs was not very visible to drivers. Answer: The Headteacher would discuss this with the LA during a meeting scheduled soon.</p>	GR

	The governors discussed the complication around the ownership of the land.	
8.	<p>Annual committees review.</p> <p>1. Committees The following committees were established:</p> <ul style="list-style-type: none"> • Complaints • Pupil Discipline • Staff Discipline • Staff Discipline Appeals <p>2. Terms of reference The Terms of Reference to Complaints, Staff Discipline and Staff Discipline Appeals committees were approved.</p> <p>The Terms of Reference to Pupil Discipline Committee were approved with an amendment. <u>Amendment:</u> update terminology to reflect current guidance.</p> <p>3. Membership</p> <ul style="list-style-type: none"> • Complaints: Mrs Saraj, Mr Ford, Mrs Medd, Mr Harrison; • Pupil Discipline – three governors as available; • Staff Discipline – three governors as available; • Staff Discipline Appeals – three governors as available. <p>4. The delegation of powers The committees received delegation to act within their terms of reference.</p> <p>5. Chairs to the Committees It was decided that committees would elect their chairs.</p> <p>6. Appointment of the clerk to the Committees The governors appointed the NYCC Clerking Service to committees and Full Governing Body meetings.</p> <p>Discussion about the School Improvement and Resources working groups was deferred to item 14.</p>	
9.	<p>Annual skills audit.</p> <p>The Chair invited governors to complete the forms and send them to the Clerk.</p>	Governors
10.	<p>To appoint Governors with specific responsibilities</p> <p>The following governors were appointed:</p> <ul style="list-style-type: none"> • Safeguarding – Mr Ford; • SEND and Pupil Premium – vacant, Chair to confirm with Mr Buckby; • English – Mrs Medd; • Wellbeing – Rev Kinsella; • Maths – Mrs Saraj; • Science - Mr Ford; • H&S – Mr Harrison. <p>It was decided the appointments would be reviewed after SDP (School</p>	BF

	Development Plan) and Ofsted report are available. Clerk to add to next agenda.	DJ
11.	<p>To establish a half-termly schedule of governor visits to the school.</p> <p>This was deferred to the next meeting as the Chair will meet with the Headteacher to further discuss SDP priorities.</p> <p>It was decided that English and Maths link governors would arrange their monitoring visits.</p>	
12.	<p>To review the Standing Orders and Code of Conduct</p> <p>The Standing Orders and Code of Conduct were approved. Proposed: BF, seconded: CS.</p>	
13.	<p>Annual review of Register of Business Interests. Register of Gifts and Hospitality.</p> <p>Governors to fill Register of Business Interests forms and return them to the school office. The governors were reminded to fill the Register of Gifts and Hospitality as and when needed.</p>	Governors
14.	<p>Governance matters:</p> <p><u>Chair's updates</u> The Chair drew the governors' attention to his update letter which had been circulated.</p> <p>He highlighted that a shared online space had been created to store link governor visit reports, LA records of visit, school policies and other documents.</p> <p>The governors found this very helpful.</p> <p><u>Governance Development Plan</u> The Chair reported that the plan being created and would take into consideration the recommendations from the recent Governance Review and Ofsted report. A copy will be available in the governors' folder once ready.</p> <p><u>Succession planning</u> The governors discussed succession planning, keeping in mind the Chair's term of office expires in May.</p> <p>The Chair proposed a working group for governor recruitment was established. This was agreed. The following governors were appointed to the group: Mr Ford, Mr Harrison, Mrs Saraj, Rev Kinsella. Working Group to report back to the Governing Board.</p> <p><u>Resources and Curriculum working groups.</u> The governors reviewed the working groups: Resources and Curriculum and their effectiveness. The Chair proposed that both groups are dissolved. Proposed: BF, seconded: SM. This was resolved.</p> <p>The Clerk gave examples of good practice from other governing boards,</p>	BF, RH, CS, JK

	<p>where some governors would lead on a topic, for example finance, and report back to the Board.</p>	
15.	<p>Headteacher's Report</p> <p>The Headteacher drew the governors' attention to his report, gave a summary and invited comments and questions.</p> <p>He reported that the school had an Ofsted inspection. The results would be available within two weeks. Improvement areas had been identified. SDP (School Development Plan) would be influenced by the Ofsted report; however, this could not be discussed at this point as the results were still confidential.</p> <p>The governors thanked all staff for their hard work. The Chair thanked governors for attending the meeting with the HM Inspector.</p> <p>A governor commented that she was impressed by very good atmosphere at the school during the inspection.</p> <p>The Chair thanked the Clerk for her support for the Governing Board.</p> <p><i>Confidential update.</i></p> <p><u>Pupil Premium plan</u> The plan was included in the Headteacher's report. There were 5 children receiving Pupil Premium funding. Part of it was allocated to employ TAs (Teaching Assistants) which would bring impact to those pupils. Part of funding was allocated to a personalised plan for each pupil.</p> <p>The Headteacher would like to increase the funding earmarked for targeted individuals by £1000. Each of these pupils had an individual profile and plan.</p> <p>Challenge: A governor noticed that year 4 pupils did not go on a residential visit last year and the same group would not go this year either. Answer: The Headteacher explained that staff alternate years and this cohort would go on a residential visit next year.</p> <p>The governors agreed for the Headteacher to allocate additional £1000 to individual plan section of Pupil Premium plan.</p> <p><u>Covid catch-up</u> The Headteacher reported that the school was receiving funding for Covid Catch-up and tutoring. He was monitoring the ongoing tutoring to determine its impact on the pupils. This will inform the school's future strategy for catch-up funding.</p> <p><u>Sports Premium</u> The Headteacher gave an overview of his plans to encourage the pupils to represent the school in various sports. He was planning to engage a coach to run sessions at the school and to give more opportunity for sports activity on school grounds.</p> <p>There were plans to demolish an old storage shed and install astroturf and create a sports trail. The Headteacher was obtaining advice from the LA</p>	

	<p>regarding funding this project.</p> <p>The governors approved this project.</p>	
16.	<p>Pupil outcomes</p> <p>The governors had received the data in July and the Headteacher reported that there were no changes.</p> <p>Staff were conducting a round of assessments this term so governors would be able to compare their results with last term.</p> <p>There were no questions.</p>	
17.	<p>School Improvement Plan priorities.</p> <p>This was deferred to next meeting.</p>	
18.	<p>Safeguarding.</p> <p>The Headteacher reported that a check was performed on the Single Central Record and it was up to date.</p> <p>Safeguarding audit had taken place and was attended by two governors.</p>	
19.	<p>Health and Safety.</p> <p>There were no further updates.</p>	
20.	<p>To receive records of visit from the School Improvement Adviser.</p> <p>There were no reports discussed.</p>	
21.	<p>Policy reviews.</p> <p>The following policies were approved by the governors:</p> <ul style="list-style-type: none"> • Appraisal • Child protection • Children missing education • Complaints • Health and Safety • Working together to improve attendance. 	
22.	<p>To report any training the governors have undergone since the last meeting and to consider any training needs.</p> <p>1. Keeping Children Safe in Education – updated. The governors had signed a list at the school office to confirm they have read and understood the document.</p> <p>2. Safer Recruitment training. The Chair invited the governors to undergo Prevent and Safer Recruitment training.</p>	
23.	<p>To receive report from any governor visits to the school which took place since the last meeting.</p> <p>Mrs Saraj and Mr Ford attended safeguarding audit and the report was</p>	

	available on file.	
24.	<p>To deal with any matters agreed for consideration under point 4 above – urgent other business.</p> <p><u>Staff wellbeing</u> A governor noticed that teachers’ wellbeing had not been discussed. This topic would be followed by like governor.</p> <p>It was noted that the Headteacher made sure staff had an opportunity to take some time and reflect on the Ofsted inspection. This had been really positive for staff.</p> <p>Challenge: A governor noticed a discrepancy between the staff meeting minutes and Headteacher’s report. The staff minutes had more detail which she found relevant to the topic.</p>	
18.	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • The governors received reports on Pupil Premium and Sports Premium. • They agreed to allocate funding to bring more impact to Pupil Premium children. • They approved the plans to create a sports trail on school grounds to promote sport. • The governors reviewed the committees and adopted a new strategy of working which will boost their effectiveness. • They ensured the vacancies are filled so ensure effective working. This would bring indirect impact on the children at the school. 	
19.	<p>Date of next meeting.</p> <p>The next meeting was agreed for 12th December. It would be held in person at the school and would start at 6:00 pm.</p>	

The meeting ended at **5:50 pm**

Actions			
Item	Task	Responsible	Status
7	Governors to explore effective ways of communication with parents.	Mrs Saraj, Mr Buckby, Mr Ford	ongoing
7	Road Safety Working Group to discuss next steps.	Mrs Saraj, Mr Buckby, Mr Ford	ongoing
7	Headteacher to discuss visibility of signage with NY Highways.	Mr Robinson	
9	Governors to complete skills audit forms and send them to the Clerk.	Governors	
10	Chair to confirm taking of responsibility role for SEND and Pupil Premium with Mr Buckby	Mr Ford	
10	Clerk to add SDP on next agenda.	Ms Jureczko	
14	Governor recruitment working group to report back to Governing Body.	Mr Buckby, Mr Ford, Mr	

		Harrison, Mrs Saraj	
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Signed.....

Date.....