

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

Monday, 13th December at 4.00 pm

The meeting was held virtually

PRESENT Chair Headteacher	Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) Mr Peter Buckby (PB) – until the end of item 11 Cllr David Jeffels (DJE) - until the end of item 10 Ms Sarah Medd (SM) - until the end of item 10	Co-opted Governor Parent Governor Co-opted Governor LA Governor Parent Governor
IN ATTENDANCE Clerk	Ms Dominika Jureczko (DJU)	
NOT PRESENT	Ms Megan Watts (MW) Rev Joe Kinsella (JK)	Staff Governor 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 Mrs Watts. The absence was given consent. The meeting was quorate.	
2.	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. There were no interests declared on this agenda and no changes to Register of Business Interests.	
3.	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. There were no items notified.	
4.	Notification of urgent other business. There was none notified.	
5.	To approve as a correct record the minutes of the previous meeting held on The minutes of the meeting held on were approved as correct record, to be signed by the Chair.	

6.	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>All matters arising were closed.</p>	
7.	<p>Governance matters:</p> <p>i. Governance Development Plan update; It was noted that the Governance Development Plan had been updated.</p> <p>ii. Chair's updates; <ul style="list-style-type: none"> o To confirm the approval of employment of staff; The Chair reported that a GTA (General Teaching Assistant) had been appointed. The governors had been consulted on this and now they formally confirmed their approval.</p> <p>The Headteacher informed the governors that one GTA role will need to be advertised due to staff member giving notice. The governors approved this.</p> <ul style="list-style-type: none"> o Premises works. The planned works would be discussed at the next Resources Committee meeting. <p>iii. Parents questionnaire results; The Chair shared the document with the meeting and highlighted that the items marked in blue referred to governance.</p> <p>A governor commented that the questionnaire responses were very positive.</p> <p>A governor suggested that the school needed to devise more ways to communicate with parents.</p> <p>Question: A governor enquired whether Ofsted would have access to these results Answer: The Chair assumed they would.</p> <p>The Headteacher flagged a return with a mention of bullying. He was not made aware of any incidents and would investigate whether there was one not reported.</p> <p>A governor suggested that the particular question be re-phrased and added to the next questionnaire to check whether the question had been misunderstood by parents.</p> <p>The governors agreed to look at the most effective ways of communicating with parents as the Governing Body.</p> <p>A governor suggested that governors introduce themselves on the school website so the parents know them a bit better and to reach out to them. Agreed. [action point for governors] Working party: Chair, Peter, Claire to develop communication with parents.</p> <p>iv. Register of Business Interests. [All governors except for Megan have returned their forms] All governors returned their forms.</p>	<p>GR</p> <p>governors</p>
8.	<p>Reports from the committees</p>	

	<p>i. School Improvement A summary of the last meeting to be circulated.</p> <p>Mr Ford and Mrs Saraj attended an Ofsted preparation meeting and found it very useful.</p> <p>ii. Resources</p> <ul style="list-style-type: none"> o To consider committee’s recommendation to approve the staff performance review. <p>The Resources committee recommended the staff performance review for approval. They found the process to be thorough</p> <p>The governors approved.</p> <ul style="list-style-type: none"> o To consider committee’s recommendation to approve the revised budget <p>The Resources committee met with the Bursar and reviewed the revised budget in detail. It was recommended for approval by the Full Governing Body.</p> <p>The Chair shared the minutes from the meeting and highlighted the key figures.</p> <p>The governors unanimously approved the revised budget.</p> <p>The Headteacher requested permission to move £4500 from revenue to capital for external and internal decoration and allocate revenue from 2022 to replace laptops. The quotes had been obtained.</p> <p>Question: A governor enquired what the new laptops were required for. Answer: The Headteacher explained that this was to replace old laptops. He requested that Schools ICT do an on-site review of equipment to identify which laptops need to be replaced.</p> <p>The governors approved this.</p>	BF
9.	<p>Budget monitoring report.</p> <p>This was discussed during item 8.</p>	
10.	<p>Headteacher’s Report</p> <p>i. Pupil progress report; ii. Curriculum development.</p> <p>The Headteacher drew the governors’ attention to his report, highlighted the key points and invited comments and questions.</p> <p><u>Curriculum</u> Systems were in place for every subject in the curriculum.</p> <p>The focus was on the key drivers and challenges in the school.</p> <p>Curriculum intent document was presented and key challenges highlighted.</p> <p>Developing subj leaders. The school joined Esk Valley Alliance which would give staff opportunities to develop. Time was given in staff meetings to give subject leads opportunity</p>	

<p>to share good practice.</p> <p>The current focus was on the sequence of learning to make sure the children revisit topics and gain sticky knowledge.</p> <p>Colour-coded plans for the next term were presented to show progress in planning.</p> <p>Example intent statements were shown for computing. The Headteacher explained that this was what staff intended to achieve in computing and highlighted the statements were connected with the school's ethos.</p> <p>The governors requested a copy of the intent document.</p> <p>A governor commented that it was key the governors recognised how the school vision was embedded in the school curriculum.</p> <p>The Headteacher shared the PHSE curriculum plan which included development areas, actions and deadlines.</p> <p>He stressed the need for clear individual plan for each subject and shared the new plan in science as an example. The plan allows children to build up on their knowledge from last year. Every subject would have a clear plan of progression. This was ongoing.</p> <p>Computing plan was shown to illustrate how it had a clear progression.</p> <p>A governor stressed that strong curriculum was key for the development of school. The governors were glad to see a progressive and sequential curriculum and were looking forward to challenging the school staff and the Headteacher on the evidence of impact.</p> <p>Question: A governor enquired whether the school's curriculum was compatible with secondary school curriculum. Answer: In Headteacher's opinion, the secondary school curriculum would revise and build on the knowledge the children receive in primary school.</p> <p><i>'Foundation subjects overview'</i> document was presented. It included milestones, intended knowledge and prior knowledge/learning. The Headteacher explained that the plan ensured the children would draw upon their prior knowledge.</p> <p>The school has mixed-age classes which made it difficult to determine each child's knowledge. Because of that, all milestones were included in planning and the children were learning the same concepts at different levels.</p> <p>Knowledge organisers were being embedded in practice this term. They included key vocabulary and knowledge.</p> <p>A governor noticed that the documents presented reflected a huge amount of work of the Headteacher and school staff. The governors thanked them for their work.</p> <p>Question: A governor enquired whether this would be published on the website Answer: The Headteacher explained that the website would be reviewed</p>	<p>GR</p>
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soon, including the curriculum section.

Pupil data

Headteacher shared the EYFS (Early Years Foundation Stage) results which were rag-rated. There were no questions.

Phonics screen

The Headteacher highlighted the fails and gave an overview of interventions put in place to secure improvement.

He stressed that children in Reception need more opportunities to write to impact their learning in year 1. This was already put in place.

Attainment and progress

The Headteacher reported that assessments last term were to be administered in line with the process. This term the Headteacher confirmed they were administered properly. PUMA and PIRA tests had been used.

The classes negatively impacted by Covid-19 were highlighted.

Staff have attended maths mastery course as part of their professional development.

Some results were impacted by new children joining the school, as the classes are small and each pupil represents a large percentage of the class overall result.

Question: A governor enquired about individual attainment targets which were included in the last report.

Answer: The Headteacher explained that the highlighted figure represented the current attainment, the FFT50 score was also highlighted for comparison.

Row 4 of the data was impacted by two children who are receiving support.

Row 3 was an anomaly and steps were put in place to ensure improvement.

Question: A governor enquired whether those children who previously had good results continued to do well.

Answer: The Headteacher highlighted the two pupils who were not attaining FFT50 scores. Children listed in row 3 of the table needed a lot of support to be able to hit their targets.

The Headteacher stressed that new, more accurate standardised tests were introduced. Impact of the new testing should be seen after the next data collection.

Question: A governor enquired whether the Headteacher noticed any changes in children as result of Covid-19.

Answer: The Headteacher explained that class 1 children had been impacted greatly.

Year 6 results were looking really positive. Their FFT50 scores were already hitting the targets, one pupil needed to be converted to achieve expected progress to attain targets.

Pupil Premium children's results were really positive in year 6.

	<p>Policies considered now as Mr Buckby needs to go. All approved.</p> <p><i>Confidential update.</i></p>	
15.	<p>Policy reviews.</p> <ul style="list-style-type: none"> i. Behaviour; ii. Allergens; iii. School Visits; iv. Pay; v. Healthy Packed Lunch Leaflet; vi. Developing performance. <p>This item was moved up on the agenda due to governor availability.</p> <p>All the above policies were approved by the governors.</p>	
11.	<p>Safeguarding.</p> <p>The Headteacher reported a safeguarding issue which concerned online safety. The issue had been dealt with.</p> <p>The governors discussed road safety outside the school. It was agreed that the Chair would contact the appropriate authority to bring it to their attention again.</p> <p>Road safety to be included as standard item on the agenda.</p> <p>Governor visit - SEND Mr Buckby visited the school. He had an opportunity to talk to some of the pupils. A report from the visit would be filed and shared with the governors.</p>	<p>BF</p> <p>DJ</p>
12.	<p>Health and Safety.</p> <p>This was deferred. There were no updates.</p>	
13.	<p>School Development Plan.</p> <p>The governors received the document and a discussion was deferred to the next meeting.</p>	
14.	<p>To receive records of visit from the School Improvement Adviser.</p> <p>There were none.</p>	
16.	<p>To report any training the governors have undergone since the last meeting and to consider any training needs.</p> <p>Mr Ford and Mrs Saraj attended Ofsted readiness for inspection training on 24th November.</p>	
17.	<p>To receive report from any governor visits to the school which took place since the last meeting.</p> <p>Mr Ford visited the school a number of times to meet with the Headteacher.</p> <p>Mrs Saraj visited the school on 11th October to look at maths action plan for the year, which was really comprehensive. She discussed PUMA</p>	

	assessment results with staff.	
18.	<p>To deal with any matters agreed for consideration under point 4 above – urgent other business.</p> <p>Mr Ford thanked the Clerk for visiting the school to sort out the Governing Body file. A lot of work was done to make sure the file was compliant. The Clerk provided information for the school website.</p>	
19.	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Headteacher’s presentation on curriculum helped governors to challenge him in the future. • The governors have accessible info to help them challenge. • The curriculum improvements most likely will have an impact on pupils and looking forward to seeing evidence of impact. 	
20.	<p>Date of next meeting.</p> <ul style="list-style-type: none"> • 7th March 	

The meeting ended at 6:16 pm

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

Signed.....

Date.....