

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

**Monday, 19<sup>th</sup> July 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) Mr Peter Buckby (PB) Ms Megan Watts (MW) Cllr David Jeffels (DJE) – from item 8. Ms Fiona Glaves (FG) Rev Joe Kinsella (JK) – from item 9.	Co-opted Governor  Parent Governor Co-opted Governor Staff Governor LA Governor Co-opted Governor Co-opted Governor
<b>IN ATTENDANCE</b> <b>Clerk</b>	Ms Dominika Jureczko (DJU)	
<b>NOT PRESENT</b>	Ms Sarah Medd (SM)	

The meeting started at **4.00 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 Cllr Jeffels, who would be late, and Mrs Medd. The absence was given consent.  The meeting was quorate.	
2.	<b>Declaration of Governors' interests on this agenda.</b> <b>Register of Business Interests – to notify the clerk of any changes.</b>  There were no interests declared on this agenda and no changes to Register of Business Interests.	
3.	<b>To consider the appointment of Rev Joe Kinsella as co-opted governor.</b>  The governors considered Rev Kinsella's substantial experience as a governor and his skills and experience that would complement those of the Governing Board.  Rev. Kinsella was unanimously appointed as co-opted governor.	
4.	<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 confidential item was declared.	

5.	<p><b>Notification of urgent other business.</b></p> <p>None.</p>	
6.	<p><b>To approve as a correct record the minutes of the previous meeting held on 17<sup>th</sup> May 2021.</b></p> <p>The minutes were <b>approved</b> as correct record, to be signed by the Chair.</p>	
9.	<p><b>Headteacher's report.</b></p> <p>The Headteacher drew the governors' attention to his report, highlighted key points and invited questions and comments.</p> <p>He reported there were no Covid-19 cases at the school.</p> <p>The Headteacher shared whole school attainment and progress highlighting that GLD (Good Level of Development) was lower than in some previous years. This was a key priority for the next academic year.</p> <p>Mrs Watts presented the response in autumn term:</p> <ul style="list-style-type: none"> <li>• Focus on key skills from September Interventions programme RWInc;</li> <li>• One-to-one Covid catch-up tutoring from autumn term;</li> <li>• Promotion on reading and writing at home from September. School leadership to consider employment of an additional TA;</li> <li>• CPD for EYFS (Early Years Foundation Stage) support in core areas;</li> <li>• Different reading / writing / maths areas in the classroom;</li> <li>• Mrs Watts to attend EYFS networks to moderate judgements / data impact.</li> </ul> <p>The Headteacher stressed the need for a robust response across the school to the GLD result.</p> <p><b>The governors requested a copy of the School Development Plan. Headteacher to provide.</b></p> <p><u>Phonics screen</u></p> <p>The Headteacher gave the results of phonics screening highlighting that 57.1% pass rate was low for the school.</p> <p><u>Summer 2021 attainment</u></p> <p>The Headteacher drew the governors' attention to the data and highlighted that the figures in brackets represented FFT (Fisher Family Trust) scores for comparison. Red cells represented those areas where more than one child would need to be converted next year.</p> <p>Steps for maths:</p> <ul style="list-style-type: none"> <li>• Implementation of maths mastery;</li> <li>• Skills checks to be completed half-termly;</li> <li>• PUMA – nationally standardised assessment to inform judgements from autumn;</li> <li>• NCETM mastery project to be started in September.</li> </ul> <p>Writing</p>	GR

	<ul style="list-style-type: none"> <li>• Development of writing sequencing across school development area next year;</li> <li>• Development of writing assessments;</li> <li>• Marking and feedback to link closely with success criteria;</li> <li>• Moderation with other schools.</li> </ul> <p>Reading</p> <ul style="list-style-type: none"> <li>• Reading attainment and progress were mixed due to new children joining the school. CPD offer for staff to continue in this area;</li> <li>• Guided reading training planned next year.</li> </ul> <p>The Headteacher stressed the importance of accuracy of assessments.</p> <p>He shared a progress planning meeting document to illustrate how staff analysed pupil data.</p> <p>The Headteacher gave an overview of priorities in School Development Plan for the next year:</p> <ul style="list-style-type: none"> <li>• Consistency in teaching;</li> <li>• Mastery approach to teaching maths;</li> <li>• Develop better use of assessments to inform learning for all pupils;</li> <li>• Implement effective marking and feedback;</li> <li>• Embed whole curriculum through effective subject leadership;</li> <li>• Address gaps in core skills in EYFS.</li> </ul> <p><b>Question:</b> Referring to marking and feedback a governor enquired whether staff were making sure that parents were aware of what was expected of their children.</p> <p><b>Answer:</b> The Headteacher explained that staff would talk to parents about this.</p> <p>The Headteacher gave an overview of the support the school would receive from the LA.</p> <p><i>Confidential discussion.</i></p>	
7.	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><u>Headteacher to provide a copy of the School Improvement Adviser’s report.</u> This was actioned.</p> <p><u>Headteacher to provide a copy of the “School Values” document.</u> This was deferred to the next meeting.</p>	
8.	<p><b>Governance matters</b></p> <p><u>Chair’s report to governors</u></p> <p>The governors received regular reports from the Chair over the course of the term.</p> <p>Mr Ford updated the governors that he made a number of visits to familiarise himself further with the school. These included two visits to classrooms to observe pupils and accompanying two school visits to observe safeguarding arrangements.</p>	

	<p><u>Communication between Governors and Staff and Pupils.</u> Mr Ford had met with Staff to talk about how communication with them could be improved. Various opportunities and arrangements were discussed.</p> <p>He had also met with the School Council and had agreed to meet again in the September term.</p> <p><u>Governor Development Plan</u> This was in progress and an update would be provided to the governors over the summer.</p> <p><u>Wellbeing report</u> The governors received the wellbeing report. Mrs Saraj gave a report from her visit to discuss wellbeing. The school was planning to apply for wellbeing award in September. The wellbeing policy was outstanding.</p> <p><u>Pupils' Voice</u> It was noted that most of the feedback was coming from the Wake Up, Shake Up club.</p> <p>The governors thanked Mrs Saraj for her reports.</p> <p>The Chair informed the governors that this was Mrs Glaves' last meeting as she had resigned from her position. The governors acknowledged the support, help and contribution she had made to the work of the Governing Board.</p> <p>The Chair informed the governors that Mr Dalby had stepped down from his position. The governors thanked him for his work.</p>	BF
9.	<p><b>Headteacher's report.</b></p> <p><u>SEND Information Report</u> The Headteacher drew attention to the annual report to governors and invited comments and questions.</p> <p><b>Question:</b> A governor enquired whether the parents had access to the document. <b>Answer:</b> The Headteacher confirmed that was the case as it was published on the school website.</p> <p><u>School Development Plan</u> The Headteacher shared the School Development Plan on screen with the governors and highlighted the key priorities.</p> <p><b>Question:</b> A governor enquired whether the Headteacher was confident that the school could bring the children up to the level they would be able to achieve without the disruption of Covid-19. <b>Answer:</b> The Headteacher explained that maths mastery and other approaches would be employed so he was quite confident that staff would be able to bring the children to that level.</p> <p><b>Question:</b> A governor enquired when the Headteacher expected to see the impact of the planned measures. <b>Answer:</b> The Headteacher explained that he would like to see the impact by</p>	

	the end of autumn term.	
10.	<p><b>Health and Safety.</b></p> <p>Premises inspection had taken place. The governors had received the report, which they found very positive.</p>	
11.	<p><b>Safeguarding.</b></p> <p><u>Annual report to the Governing Body</u> The governors received the report, which was very positive. The Headteacher highlighted that the very low number of referrals and concerns raised was positive.</p> <p>A safeguarding refresher training was planned for next academic year for staff, including Prevent, FGM and anti-radicalisation.</p> <p><b>Question:</b> A governor enquired whether all staff members had refresher basic safeguarding training. <b>Answer:</b> The Headteacher confirmed that most staff did, one member of staff could not attend and this would be addressed.</p> <p><u>Road safety.</u> <b>Question:</b> A governor enquired whether there were any updates regarding road safety efforts. <b>Answer:</b> There were no updates from County Highways about the issue.</p> <p>It was noticed that electric cars were so quiet that it was difficult to hear them coming down the narrow road just outside the school.</p> <p><b>It was decided to discuss this further in the autumn term.</b></p>	
12.	<p><b>To receive reports from committee meetings.</b></p> <p>Resources Committee. The governors had not received minutes from the meeting so Mr Robinson gave a verbal update.</p> <p>The budget was largely positive. The governors discussed having a long-term plan for the capital spend.</p> <p>School lunch crisis. Mr Robinson recommended to not increase the price and absorb the 9p per meal.</p> <p><b>The recommendation was approved by the governors.</b></p> <p>Speech and language provision was being funded from the Opportunity Area. This expenditure would continue into the next year. The Headteacher gave the cost of the service.</p> <p><b>Question:</b> A governor enquired whether the figure given represented the price of visit per term. <b>Answer:</b> The Headteacher explained that the figure was per half-term.</p> <p><b>Question:</b> A governor enquired whether the visit from speech and language therapist would include multiple pupils if they required it.</p>	

	<p><b>Answer:</b> The Headteacher confirmed that was the case.</p> <p><b>The governors requested the school obtained quotes from speech and language therapy providers to get best value for money.</b></p> <p><i>Confidential discussion.</i></p>	GR
13.	<p><b>Policies/Documentation.</b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Attendance Management</li> <li>• Equality</li> <li>• First Aid Procedure</li> <li>• Children in Care</li> <li>• Medical Policy</li> <li>• NQT Induction</li> </ul> <p>The above policies were deferred to the next meeting.</p> <ul style="list-style-type: none"> <li>• Appraisal policy</li> </ul> <p><b>The Appraisal policy was approved.</b></p> <p><b>The governors decided to create a working group for the purpose of reviewing and recommending policies. Mrs Saraj and Mr Ford were appointed to the group.</b></p>	
14.	<p><b>To receive records of visit from the School Improvement Adviser.</b></p> <p>School partnership improvement plan was received by the governors on the day of the meeting. The item was deferred.</p>	
15.	<p><b>To report any training the governors have undergone since the last meeting and to consider any training needs.</b></p> <p>Mr Ford attended safeguarding training. Mrs Saraj attended the School Improvement Network meeting and Headteacher's Performance Management training.</p>	
16.	<p><b>To receive report from any governor visits to the school which took place since the last meeting.</b></p> <p>Mr Ford gave a report from his visits during item 8. Mrs Saraj provided a report from her wellbeing link governor visit during item 8.</p>	
17.	<p><b>To deal with any matters agreed for consideration under point 4 above – urgent other business.</b></p> <p>Question: A governor enquired training for Ofsted framework. Answer: BF – was organising a bespoke training as part of partnership improvement plan. Will be organised early in the ac year.</p>	
18.	<p><b>Date of next meeting.</b></p> <p>It was decided to hold a meeting on 4<sup>th</sup> October 2021.</p>	

The meeting ended at **6:17 pm**

<b>Actions</b>			
<b>Item</b>	<b>Task</b>	<b>Responsible</b>	<b>Closed</b>
7	Headteacher to provide a copy of the School Improvement Adviser's report.	GR	19/07/2021
7	Headteacher to provide a copy of the "School Values" document.	GR	
9	Headteacher to provide a copy of the School Development Plan.	GR	
8	Chair to provide update regarding Governor Development Plan.	BF	
12	Headteacher to obtain quotes from speech and language therapy providers to get best value for money.	GR	

Signed.....

Date.....