

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

Monday, 12th December 2022 at 6.00 pm

The meeting was held virtually

PRESENT Chair Headteacher	Mr Bill Ford (BF) Mr Gareth Robinson (GR) Ms Clare Saraj (CS) Karen Davis (KD) Rev Joe Kinsella (JK)	Co-opted Governor Parent Governor Staff Governor Co-opted Governor
IN ATTENDANCE Clerk Guest Bursar	Ms Dominika Jureczko (DJU) Mrs Kathryn Wilkinson (Mrs Wilkinson) Laura Waller (the Bursar)	
NOT PRESENT	Mr Peter Buckby (PB) Ms Sarah Medd (SM) Rob Harrison (RH)	Co-opted Governor Parent Governor Co-opted governor

The meeting started at 6:00 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 Mrs Medd and Mr Harrison. The absences were given consent.</p> <p>The Chair informed the governors that Mr Buckby was taking a leave of absence, which was accepted by the governors.</p> <p>The Chair introduced Mrs Waller, the school Bursar and welcomed Mrs Wilkinson who attended the meeting as a follow-up to the governance review.</p> <p>The meeting was quorate.</p>	
2.	<p>Governance review.</p> <p>Mrs Wilkinson attended the meeting as a follow-up to governance review that she had conducted earlier in the year and to help evaluate its impact. She highlighted the changes to the Governing Body since action plan was produced, which included publication of the Ofsted report and changes in the membership.</p> <p>Mrs Wilkinson congratulated the governors and the school on the positive results of the Ofsted inspection.</p> <p>The action plan included:</p> <ul style="list-style-type: none"> • Governing Body monitoring and evaluating strategic objectives. 	

	<ul style="list-style-type: none"> Information from the Headteacher being triangulated. Includes external input and governor visits to the school. Policy planner to be implemented. How the GB knows how they comply with statutory duties. Training plan for governors. <p>The governors noted that many of the actions had been completed and the Headteacher reported that a schedule of policy reviews was in place.</p> <p>The Chair shared a document on the screen showing progress against the action plan. He highlighted that some actions were identified as urgent, for example:</p> <ul style="list-style-type: none"> Communication and documentation being available on the one drive folder for governors; Succession planning - a governor group had met and report would be included at a later item on the agenda. A new governor has been recruited. Resources and Curriculum committees have been discontinued. Annual governor calendar was in progress. <p>The Headteacher shared Overview of <i>SDP focus, monitoring and support 2022-23</i> document, which included governor visits to the school.</p> <p>A final report from Mrs Wilkinson will follow.</p> <p>The Chair thanked Mrs Wilkinson for her report and contribution which encouraged governors' confidence during the Ofsted inspection.</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> <p>No Item was determined to be confidential.</p>	
5.	<p>Notification of urgent other business.</p> <p>The following item was agreed by the Chair:</p> <ul style="list-style-type: none"> Finance 	
6.	<p>To approve as a correct record the minutes of the previous meeting held on 12th October 2022.</p> <p>The minutes of the meeting held on were approved as correct record and signed by the Chair.</p>	
5.	<p>Finance</p> <p><u>Revised budget</u> The revised budget document was shared on the screen. The Bursar</p>	

highlighted that core school funding would increase in 2023-24.

She gave an overview of some of the cost pressures this financial year, which included:

- Teachers' pay award;
- support staff pay award;
- energy cost increase (100% increase was budgeted);
- general inflation;
- price rises.

The school was a part of an energy relief scheme; however, the impact of this was not known yet.

Some traded services increased their prices - cleaning and caretaking.

Three-year forecast

The three-year forecast was shared on the screen.

The current year's positive position was highlighted. This would add to the carry forward.

Next financial year

The funds delegated to the school were based on census conducted in October.

The pay award was built into the budget. Energy costs and traded services were assumed to be at a high level. The in-year deficit position was highlighted. The carry forward would cover the deficit.

Further year's assumptions included same pupil numbers and funding at a similar level. And 3% for staff pay award. This in-year position carried a higher deficit, which would need to be addressed.

The Bursar stressed that changes to the funding were expected so the forecast would need to be re-evaluated.

Changes to SEND provision and high needs funding had been announced. Energy grant would be received into capital to be spent to offsetting the energy costs.

Confidential update.

Resolved: That the revised budget be approved.

Proposed BF, seconded: CS.

Catering costs

The Headteacher reported that e had received a notice from NY Catering regarding 9% increase in costs, which would have a knock-on effect on the school meals.

The Bursar explained that the governors can decide whether the school should cover this cost or raise the meal prices, highlighting that if the price was too high the number of meals bought would go down.

The governors discussed the price increase, considering there were families with multiple children at the school who would be most impacted by the increase.

	<p>Question: A governor enquired whether there was a threshold of a number of meals sold where they would be no longer viable. Answer: The Bursar stressed that the school should try and sell as many meals as possible which would keep the costs of meals lower.</p> <p>Question: A governor enquired at what level of meal intake the school would lose the cook who was being employed. Answer: The Headteacher was not able to give a precise number.</p> <p>Resolved: that the school meal price be increased to £3 from January, to be reviewed in the summer. Proposed: GR, seconded: CS.</p>	
10.	<p>Headteacher's report</p> <p>The Headteacher shared his report on the screen and informed the governors that the Ofsted report was published. An update on progress towards recommendations would be presented at the next meeting. Clerk to add on agenda.</p> <p>The governors congratulated the Headteacher and all staff on achieving a good Ofsted report.</p> <p>The Headteacher highlighted how the Ofsted recommendations were impacting the SDP (School Development Plan.)</p> <p>Resolved: governor visits to the school to follow SDP priorities so the governors can monitor progress against Ofsted recommendations.</p> <p><u>Pupil data</u> <i>Attainment summary Autumn 2022</i> document was shared on the screen. It included children's results and steps in place to bring impact.</p> <p>It was noted that year 3 results were very good; however, year 2 results were a concern. There were gaps in the knowledge in the year 2 cohort from year 1 which would be addressed.</p> <p>Reading comprehension skills in year 2 were not good.</p> <p>It was noted that large number of absences in year 6 impacted the cohort's results. The Headteacher explained that a number of topics that were included in the test had not been covered yet in class.</p> <p>Challenge: A governor enquired about steps taken to improve results in year 6. Answer: Mrs Davis would organise intervention groups for year 6.</p> <p><i>Standardised test scores overview</i> was shared on the screen. The results were anonymised.</p> <p>The Headteacher highlighted that he challenged teachers on individual pupils' results. Conversations about attendance and how the teacher would address the outcomes were being held.</p> <p>A governor commented that it was good to see the teachers were held accountable.</p>	<p>GR DJ</p> <p>Governors</p>

	<p><i>Overview of SDP focus monitoring and support 2022-23</i> document was shared.</p> <p><u>Attendance</u> The Headteacher reported a larger amount of term-time absences due to holidays in term time. None of them were authorised. The Headteacher assured the governors that attendance was being monitored and conversations with parents were being held to try and boost attendance.</p> <p>A governor commented that the fines were no longer a deterrent.</p> <p>A governor was planning to meet with the safeguarding adviser from the LA in new year and the topic would be brought then.</p> <p><u>Health and Safety</u> The Headteacher reported that an assessment visit from the County regarding Strep and scarlet fever had taken place. There are no strep or scarlet fever cases yet; however, the school had a clear plan what to do if it occurs.</p> <p><u>Staff wellbeing update</u> Mrs Davis presented an update on staff wellbeing. She reported that staff morale was very good on the back of good Ofsted results. Staff attendance was also very good.</p> <p>Challenge: A governor enquired about the progress of improving the school website. Answer: The Headteacher presented an offer from a provider and advised the cost of photography included in the package was not very good value for money.</p> <p>A governor recommended a website upgrade, so that staff are able to market the school better.</p> <p>The Headteacher informed the governors that a teacher would come back from maternity leave and gave an overview of plans for transition of class 1. He highlighted there might be a financial implication for the current teacher staying on for the transitional period.</p> <p>The governors discussed the plan. Resolved: Headteacher to go ahead with the transition plan.</p>	
11.	<p>School Development Plan This was discussed during item 10.</p>	
9.	<p>Governance matters.</p> <ol style="list-style-type: none"> 1. Governance Development Plan for 2022/23; This was deferred. 2. Vacancies and recruitment; The Chair reported that the succession planning group has met and he shared the report from the meeting on screen. The group considered potential future vacancies and recruitment strategies. <p>Parent governor election will take place.</p>	

	<p>Mr Ford announced his intention of stepping down as Chair in the near future and stressed the importance of succession planning.</p> <p>Future work and challenges the Governing Body will face were highlighted.</p> <p>The Chair shared a governor recruitment advert on the screen. Mrs Wilkinson praised the document as it was showing forward thinking and strategic planning.</p> <p>3. Review of governor responsibilities; This was deferred.</p> <p>4. Chair's updates; The governors receive regular updates from the Chair, which were noted. There were no additional items since the last update.</p> <p>5. Website audit; This was discussed during item 10.</p> <p>6. Results of skills audit. Clerk to chase governors about skills audit returns.</p>	DJ
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 – update;</u> This was deferred due to time constraints.</p> <p><u>Road Safety Group – update;</u> This was deferred due to time constraints.</p> <p><u>Reports from governor visits to be submitted - ongoing;</u> This was resolved. The governors submit their reports to the one drive folder which is accessible to all governors.</p> <p><u>Headteacher to discuss visibility of signage with NY Highways;</u> The Headteacher reported that the new post would be installed later in the week.</p> <p><u>Governors to complete skills audit forms and send them to the Clerk – included in item 9.6;</u></p> <p><u>SEND and Pupil Premium responsibility – part of review -item 9.3;</u> This was deferred to next meeting.</p> <p><u>Clerk to add SDP on next agenda – see item 11;</u></p> <p><u>Governors to review link appointments after School Development Plan and Ofsted report are available – on this agenda – item 9.3;</u></p> <p><u>To establish a half-termly schedule of governor visits to the school – see item 8;</u></p> <p><u>Governors to return Register of Business Interests to the school office – report;</u> The Register pro-formas have been returned.</p>	

	<u>Governor Recruitment Working Group to report back – see item 9.2:</u>	
8.	To establish a half-termly schedule of governor visits to the school. The governors agreed to conduct half-termly visits. Details to be discussed further.	
12.	Safeguarding. The Headteacher reported that Single Central Record check has been conducted.	
13.	Health and Safety. There were no further updates.	
14.	To receive records of visit from the School Improvement Adviser. The report from the School Improvement Adviser had been made available to governors via one drive. The focus of the visit was reading and literacy. Question: A governor enquired whether the school would continue being supported at the same level by the LA. Answer: The Headteacher explained that the school would continue to receive the same level of support until the summer, when it would start receiving one visit per term.	
15.	Policy reviews. The following policies were approved by the governors: <ul style="list-style-type: none"> • Acceptable ICT usage • Allergens • Pay Proposed: BF, seconded: CS.	
16.	To report any training the governors have undergone since the last meeting and to consider any training needs. Mr Ford attended staff discipline panel and appeals training.	
17.	To receive report from any governor visits to the school which took place since the last meeting. All reports were filed in the One Drive folder, which was accessible to all governors. There were no questions.	
18.	To deal with any matters agreed for consideration under point 4 above – urgent other business. The governors thanked all staff for a stunning Christmas play. Headteacher to forward thanks to staff.	GR
19.	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • The governors held the school accountable for the results of pupil assessments to ensure all pupils were receiving quality education. • The governors agreed arrangements for transition in class 1 to ensure the children were fully supported during this period. 	

	<ul style="list-style-type: none"> The governors discussed Governing Body membership to ensure the continuity and quality of governance. 	
19.	Date of next meeting. The next meeting was agreed for 6 th March 2023.	

The meeting ended at **8:01 pm**

Actions			
No	Task	Responsible	Status
1.	Governors to explore effective ways of communication with parents.	Mrs Saraj, Mr Buckby, Mr Ford	ongoing
2.	Road Safety Working Group to discuss next steps.	Mrs Saraj, Mr Buckby, Mr Ford	ongoing
3.	Governors to complete skills audit forms and send them to the Clerk.	Governors	
4.	Progress towards Ofsted recommendations – update from the Headteacher. Clerk to add on agenda.	Mr Robinson, Ms Jureczko	
5.	Governor visits to the school to follow SDP priorities so the governors can monitor progress against Ofsted recommendations.	Governors	
6.	Clerk to chase governors about skills audit returns.	Ms Jureczko	
7.	Headteacher to forward governors' thanks to staff.	Mr Robinson	

Signed.....

Date.....