**Brompton and Sawdon Community Primary School**

**Full Governing Body Meeting**

**Monday, 18th July at 6.00 pm**

**The meeting was held at the school**

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| **PRESENT**  **Chair**  **Headteacher** | Mr Bill Ford (BF)  Mr Gareth Robinson (GR)  Ms Clare Saraj (CS)  Ms Sarah Medd (SM)  Mr Peter Buckby (PB)  Rev Joe Kinsella (JK) | Co-opted Governor  Parent Governor  Parent Governor  Co-opted Governor  Co-opted Governor |
| **IN ATTENDANCE**  **Clerk**  **NGA**  **Guest** | Ms Dominika Jureczko (DJU)  Kathryn Wilkinson (KW) - virtually  Rob Harrington (RH) |  |
| **NOT PRESENT** | Cllr David Jeffels (DJE)  Ms Megan Watts (MW) | LA Governor  Staff Governor |

The meeting started at 6:05 pm.

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| **Item** | **Minute** | **Action** |
| 1. | **Feedback from governance review.**  The Chair welcomed Mr Harrington who was observing the meeting as a prospective governor.  Mrs Wilkinson, who led the governance review and was joining virtually, drew the governors’ attention to her report and highlighted the key points.  She explained that the governing body had made progress and the next step is to keep monitoring and evaluating the strategic objectives of the school.  The discussions held during the meetings of the committees, especially the Resources Committee, need to be evidenced.  The governors need to make sure they are focused on the strategic priorities of the school and an action plan needs to be formulated around those objectives.  Mrs Wilkinson set up a fact checking meeting with the chair.  A governor noticed an inaccuracy in section 5 (structures) of the report - safeguarding and SEND link governors were already in place.  A meeting was planned next term to discuss the formulation of governance action plan.  *Mrs Wilkinson left the meeting.*  The Headteacher drew the governors’ attention to the draft School Development Plan which had been circulated. |  |
| 2. | **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. |  |
| 3. | **To remind Governors of the need to declare interests, pecuniary or non-pecuniary.**  **To report any changes to the Register of Business Interests.**  There were no interests declared on this agenda and no changes to Register of Business Interests. |  |
| 4. | **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.**  None were determined to be confidential. |  |
| 5. | **Notification of urgent other business.**  There was none notified. |  |
| 6. | **To approve as a correct record the minutes of the previous meeting held on 16th May 2022.**  The minutes of the meeting held on were **approved** as correct record, and signed by the Chair. |  |
| 7. | **To consider matters arising from the minutes and for which there is no separate agenda item.**   1. Governors to explore effective ways of communication with parents – *update from the working group*;   Mrs Saraj gave a report from a meeting of the working group. A parental questionnaire was being planned. Some parents signalled they did not know what the governors’ role was. The school considered holding termly meetings with parents.  The Chair would draft a letter to the parents.   1. Reports from governor visits would be submitted to the Chair, who will provide a copy to be stored at school – *ongoing*;   Ongoing, the Chair is receiving reports from visits.   1. Road Safety Working Group to discuss next steps – *update*;   The group has not have the opportunity to meet.  A governor noticed that a road in the village was closed and traffic was being diverted through the road immediately in front of the school’s entrance which was a significant safety concern.  The Headteacher reported that new signage would be installed next week. This did not resolve the problem of increased traffic in front of the school and immediately in the path of children leaving the school, which was caused by the diversion.  **Question:** A governor enquired whether the school had been notified about the increased traffic being directed to just outside the front door of the school.  **Answer:** The Headteacher explained he did not receive any such notification.   1. Chair to circulate the white paper to all governors;   This had been actioned.   1. Headteacher to circulate the School Improvement Adviser reports.   This had been actioned. | **BF** |
| 8. | **Governance matters:**   1. Governance Development Plan update;   The Headteacher gave an overview of information he had received from North Yorkshire County Council regarding academisation. It was understood that the County would be looking to set up their own MAT. They were also planning to co-ordinate maintained schools joining MATs.  The governors discussed academisation, stressing that the Multi-Academy Trust (MAT) would need have an understanding of the local area before they would consider joining.  The governors will need to consider which MAT is the best fit for the school. There was also a concern that some schools in the area could be vulnerable to closing.  A governor gave his experience from academisation of schools he was a governor of. He encouraged discussions about academisation and researching which trusts have similar values.  Discussion about the governor review report was deferred to the next meeting.   1. Chair’s updates.   The Chair announced his intention to step down from his position as Chair in September.  The governors discussed succession planning and it was decided they would discuss division of responsibilities before the next meeting. |  |
| 9. | **Reports from the committees**   1. School Improvement   There was no report as the committee had not met since the last Governing Body meeting.   1. Resources   The Headteacher explained that there were no recommendations from the last meeting of the committee.  The school was predicting a small deficit budget next year, subject to small changes to pupil numbers. The next Resources meeting would formulate a plan to address this. |  |
| 10. | **Headteacher’s Report**  The Headteacher drew the governors’ attention to his report and invited comments and questions.  He highlighted the pupil outcomes.   * EYFS (Early Years Foundation Stage) showed improved GLD (Good Level of Development) * Year 1 reading and writing results decreased from previous years. The cohort was affected by Covid disruption. * Years 3-5 results in reading have improved. * Writing was lower than predicted.   **Question:** A governor enquired about year 5 results in writing.  **Answer:** The Headteacher highlighted that the group’s results were improving term-on-term.  Standardised test scores overview was presented.  Year 6 results in reading were in the top 5% in the country. The progress was very strong in this cohort across the board.  **Question:** A governor enquired why year 4 results in writing were so low.  **Answer:** The Headteacher explained that the group is small and the large percentage of the cohort has SEND.  A governor noticed that each child was responsible for 11% of the overall result.  **Question:** A governor noticed there was no greater depth result shown for year 1 and enquired whether this was because it was not assessed at this stage.  **Answer:** The Headteacher confirmed that was the question. Some children in that cohort have the potential achieve greater depth in the future.  **Question:** A governor enquired whether the Headteacher was planning to continue providing support from an additional TA (Teaching Assistant) to that group in the next year.  **Answer:** The Headteacher explained that was not the case. The staff were trained to use Read Write Inc and should be able to help the children move forward.  SPAG results are a concern and would be included in the next year’s priorities.  92% children passed their phonics screen.  Year 6 outcomes were really strong.  **Question:** A governor enquired when the next assessment would take place.  **Answer:** The Headteacher explained this would take place at the end of the autumn term.  **Question:** A governor enquired whether Ofsted looked at year 6 data.  **Answer:** The Headteacher explained that Ofsted would only look at the published data.  Rev Kinsella left the meeting. The meeting was quorate.  Staffing  The Headteacher reported that a member of staff was undergoing early years training and was being mentored by him.  *Confidential discussion.*  A new member of staff was appointed to teach in class 3.  Admissions  The Headteacher reported that another pupil would be starting Reception and a child in class 3 was leaving. The pupil numbers would be 68.  Pupil Premium  The Headteacher demonstrated the new Pupil Premium profiles to the governors. A copy (anonymised) would be circulated after the meeting. |  |
| 11. | **Safeguarding.**  The Chair and the Headteacher conducted an audit of Central Single Record.  Fire risk assessment was conducted. There were no major issues to address.  Signage would be installed around the school to increase road safety for children.  The deputy safeguarding officer to be trained next term. There were arrangements in place until this is completed. |  |
| 12. | **Health and Safety.**  There were no further updates. |  |
| 13. | **To receive records of visit from the School Improvement Adviser.**  There were none. |  |
| 14. | **Policy reviews.**  The following policies were approved by the governors:   * Appraisal * Induction of early years * Supporting children with medical needs * First aid procedure   **Question:** A governor enquired how many first aiders were in school.  **Answer:** The Headteacher explained that all staff were first aid-trained and some staff were trained as first aid paediatric.   * Exclusions. |  |
| 15. | **To report any training the governors have undergone since the last meeting and to consider any training needs**.  There were none to report. |  |
| 16. | **To receive report from any governor visits to the school which took place since the last meeting.**  Mr Ford met with the school council and discussed safeguarding.  Mr Buckby and Mrs Saraj took part in pupil voice exercise.  Mr Buckby visited the school for SEND. |  |
| 17. | **To deal with any matters agreed for consideration under point 4 above – urgent other business.**  The governors discussed sex and relationships education in school.  **Question:** A governor enquired whether sex education was handled in a sensitive way, and whether the staff separated girls and boys.  **Answer:** The Headteacher explained that boys had separate sex education sessions from the girls, and they watched the same educational videos. |  |
| 18. | **How has this meeting impacted on the welfare and progress of our pupils?**   * Staff arrangements will have a big impact on pupils. * The governors challenged the Headteacher about the pupil outcome. The Headteacher gave an overview of how he plans to bring further improvement and how it was included in the SDP. |  |
| 19. | **Date of next meeting.**  The next meeting was agreed for 3rd October at 6:00 pm. The meeting would take place in person.  Clerk to send calendar of meetings to the governors. | **DJ** |

The meeting ended at **7:55 pm**

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| **Actions** | | | |
| **Item** | **Task** | **Responsible** | **Closed** |
| 7 | Governors to explore effective ways of communication with parents. | Mrs Saraj, Mr Buckby, Mr Ford | ongoing |
| 7 | Chair to write a letter to the parents. | Mr Ford |  |
| 7 | Reports from governor visits would be submitted to the Chair, who will provide a copy to be stored at school. | Governors | ongoing |
| 7 | Road Safety Working Group to discuss next steps. | Mrs Saraj, Mr Buckby, Mr Ford | ongoing |
| 19 | Clerk to send a calendar of meetings to the governors. | Ms Jureczko |  |

**Signed.......................................................... Date..............................**