



‘Happiness Through Learning’



A meeting of the Governing Body of Brompton Community Primary School was held at the school on Thursday 3 October 2019 @ 5.30pm

Minutes

**Core Functions of GB:**

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

**Present:** Nigel Hebron, Chair (NH), Jane Byrne, HT (JB), Richard Lonsdale (RL), Lisa Forbes (LF), Paul Forbes (PF) David Manning, DHT (DM) Lorna Hazelwood (LH)

**Absent:** Elizabeth Price, Joolz Form, Louise Cuthbert – maternity leave

**In attendance:** Caroline Rayner (NYCC Clerk)

**PART ‘A’ – PROCEDURAL**

No.	Item	Actions
BCP/105/19	<b>Apologies for absence and to determine whether any absences should be consented to.</b> All apologies consented to.	
BCP/106/19	<b>To remind governors of the need to declare interests, pecuniary or non-pecuniary</b> None	
BCP/107/19	<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> None	
BCP/108/19	<b>Notification of urgent other business</b> There was no other urgent business notified.	
BCP/109/19	<b>Annual declarations and governance:</b> <ul style="list-style-type: none"><li>a) <b>Declaration of Business Interest Forms</b> The Clerk discussed the reason for these and their frequency, and asked all governors to complete one</li><li>b) <b>Register of Gifts &amp; Hospitality Forms</b> The Clerk explained the reasons for this form and asked if any governor received a gift that they thought they should declare then they please complete the form which will be kept in the school office.</li><li>c) <b>To consider the Instrument of Government</b> The Clerk discussed this and all governors were happy with the content and the minimum number of governors required for an FGB meeting to be viable</li><li>d) <b>To consider the Terms of Office</b> The Clerk spoke about the standard terms of office for governors and explained that the terms of office for the Chair and Vice Chair is usually 1 or 2 years and asked if the Chair had a longer term than this. The Chair confirmed that he didn't so the Clerk said that there would be a vote of the Chair and Vice Chair at the next meeting.</li></ul>	



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	<p><b>e) To consider the Standing Orders</b> The governors were happy with the content of this</p> <p><b>f) To adopt the National Governance Associations Code of Conduct</b> The Clerk explained the importance of the NGA Code of Conduct and that governors had to agree every year to follow it. Governors had read the circulated document. The Clerk asked all governors to sign to say that they agreed to follow the Code of Conduct.</p>	
BCP/110/19	<p><b>To discuss the importance of link governors within school and allocate subject areas to governors</b> The importance of link governors and visits to school was discussed and the Head felt it would be good if governors could try and visit at least once a year to meet with a curriculum lead and sit in a lesson and meet the children. The Head explained about the new Ofsted guidelines which have just been issued and that they are really concentrating on the curriculum and certain lessons. They “deep dive” into a couple of subjects and really investigate them thoroughly now, speaking to pupils after the lesson, spending time with the curriculum lead also which is a new element.</p> <p>The Head stressed that it would be good for each governor to have a subject “specialism” and link in with this key subject. She asked if any of the governors had a preference. The following list was formed.</p> <p>Maths/RE – Richard Lonsdale Arts/DT – Lorna Hazelwood Music – Lisa Forbes PE/PSHE – Nigel Hebron Science – Paul Forbes ICT – Joolz Form SEN/Pupil Premium – Elizabeth Forbes Safeguarding – Judith Clapham</p> <p>This was a great start and there are a few subjects still to allocate and we must find a link governor for English/Reading as this is one of the Ofsted key subject areas. We needed to check with Louise Cuthbert what her preference would be.</p> <p>It was hoped that governors could come in to school when they could spare some time.</p>	
BCP/111/19	<p><b>To determine members of Complaints Review panel</b> Governors were asked to consider being part of a complaints review panel if ever there was a complaint to the school. The clerk discussed the implications of not being ready if a complaint came to the school and how fast these things can escalate. Governors from other local schools can also offer their services to assist if this is required.</p> <p>It was agreed that the Chair would be a panel member along with Judith Clapham and another would be needed too. Paul Forbes would ask the question if he was allowed to carry out this type of role as he would be interested in doing it if required. He will report back at the next meeting. The current Complaints training on offer was reiterated and Paul may be interested in this if he can be on the panel.</p>	PF



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BCP/112/19	<p><b>To approve as a correct record, the Minutes of the meeting held on 11<sup>th</sup> July 2109.</b> The minutes from the previous meeting were approved as a correct record.</p>	
BCP/113/19	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item above</b> None</p>	
BCP/114/19	<p><b>Correspondence</b> The Chair asked if there was any recent correspondence and the HT provided him with recent items.</p>	
BCP/115/19	<p><b>Governor Training</b> The Clerk discussed the training that was currently available and circulated copies of this. There are two governors booked onto the introduction to Governance course which is coming up soon.</p>	
BCP/116/19	<p><b>Head teachers Report including premises, staffing update, safeguarding/child protection</b> The Head gave a brief update about the staff and said that Miss Archard has settled in really well. There was however some bad news about the Health of Miss Wallace who is the TA in Year 5/6. We wish her a speedy recovery. There are currently 198 pupils on the roll, not including the Nursery.</p> <p><u>Outcomes for Pupils - Specific Groups</u> – Currently 31 pupils on SEND register and the head went through the breakdown for these. The Head reported that there has been a Spanish Family arrive at school last month and the two children speak very little English so Mr Manning is now teaching the school how to speak Spanish and the children are really enjoying it. He is using Google translate to speak with them and interact with them and it seems to be going well.</p> <p>We currently have 59 pupils that are eligible for PP.</p> <p><u>Playground Update</u> – Streetscapes have carried out the work on the playground in the summer holidays and it wasn't the best weather. The Head has found that the work is sub-standard in a number of places. The tarmac quality was very poor and it does need resurfacing. There was standing water on the tarmac and indentations in it as it was too soft when the furniture was out back on to it. The retaining wall work was awful and this had to be redone. The Head does not want the blue soft surface installing again as this is not of a suitable quality.</p> <p>The play equipment they originally wanted had been discontinued and the contractor managed to get different items in place at their own expense. The contractor has been incredibly rude to her and during the whole installation there was poor health and safety on site, with no thought given to risks to the children.</p> <p>The work is not to standard and it's not what the school thought they were getting. The Head would like to know what she can do next as not getting anywhere with it now. The contractor has been on his honeymoon so not been in touch recently. She wondered if the Chair should to speak to them about it. He said that there would be nothing to gain from that he feels as they may not talk to him anyway.</p>	



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	<p>A governor advised that over time the tarmac will harden and it can take around six weeks to do so and that the Head should have been advised of the dos and don'ts. A governor said there are so many rules that they have to abide by with play equipment that surely there must be something we can say to them.</p> <p>There is no official contract in place but it was authorised by the head via email. The Head should wait till they approach her for money.</p> <p>The Chair said to involve the Health and Safety team from NYCC as ultimately it is their money after all and they can have a look at it to see if they think it's not safe for the children to use. The head will look into this. Not been a very nice experience for her. She confirmed that so far they had not been given any money for the work.</p> <p>A governor said that it will not be worth their time or effort to pursue it too far and they won't take to court as it will back fire on them as they haven't done a very good job. The Head will update at the next meeting.</p> <p><u>Safeguarding/Child protection update</u> – One family with child protection. A brand new family with a younger aged child had moved into the area and attended school but was excluded very quickly as he wasn't fit for mainstream school. He is currently not in school and social services are dealing with him now. They have moved from County to County very often and this one is a serious child protection issue.</p> <p>There were no more questions.</p>	
BCP/117/19	<p><b>Policies for Review</b>          There were none at the meeting but the Pay Policy is imminent as this has been issued and will be circulated when ready. This should be the next day or do. The Head needs to carry out appraisals over the next two weeks.          The head reported that Nicky Milton is the School Business Manager now rather than the bursar and this will provide help in a lot of other areas than before for not much more cost.</p>	
BCP/118/19	<p><b>To discuss Head Teachers Performance Review</b>          This was mentioned as the date will be in November for the review.</p>	
BCP/119/19	<p><b>To discuss governor vacancies</b>          There are no vacancies but Louise Cuthbert is now on maternity leave and the head will try and speak to Jules Form to discuss his current position.</p>	
BCP/120/19	<p><b>To set the date of the School Council meeting – governors to attend</b>          The date of 21 November was confirmed.</p>	
<b>PART “B” – Other Business</b>		
BCP/121/19	<p><b>To deal with any matters agreed for consideration under item 4 above</b>          None</p>	
BCP/122/19	<p><b>“Website Wednesday” - governors to check the school website before the meeting for updates, information &amp; compliance and raise any issues.</b>          The head asked for the governors to try and check the school website before they come to the FGB meeting and make her aware of any discrepancies or errors. This will help us all to be aware of what's on there and keep governors</p>	



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	<p>up-to-date with the information.</p> <p>The Deputy Head also asked if the individual pen-portraits could be carried out so that these can go on the school website.</p>	
BCP/123/19	<p>The Deputy Head went through a more detailed version of the end of year results and SATs.</p> <p>26 children each worth 3.85% each. Maths has dropped slightly this year but still ok and we are happy with the score.</p> <p>This year we have more children in Year 6 so more children in the cohort which means the percentage will drop.</p> <p>Grammar Punctuation and Spelling (GPS) was lower than expected this time so need to concentrate on this in this academic year. The twelve Pupil Premium children did really well in Maths and quite well in Reading too. Four Children were SEND this year and there is quite a difference between them and the non-SEND pupils but this is to be expected. The Combined score has dropped a little.</p> <p>KS1 the SEND proportion quite high as there are fewer numbers so something to be mindful of going forward. In KS1 the Reading and Writing went up slightly. Trying to improve greater depth in this cohort. Phonics was sitting around the same results as last year.</p>	
BCP/124/19	<p><b>“What Impact have we made”</b></p> <p>Know a way forward with the playground          Allocated link governors          Made aware of the School mental health award scheme by the Head          FGB will be raising the profile of the FGB with the children. The Head said that the children love to meet governors          Confirmed the meeting dates for the year ahead          The FGB discussed the dates and determined that the meeting in November would be removed and the next one after this would be December 5<sup>th</sup> 2019 with Nicky Milton the school Business Manager present also.          January 23<sup>rd</sup> 2020          February 27<sup>th</sup> 2020          March 26<sup>th</sup> 2020          May 14<sup>th</sup> 2020          July 2<sup>nd</sup> 2020</p> <p>This would take the total number of meetings to nine across the year so will reduce the schools SLA from ten. The clerk will make the necessary arrangements for this.</p> <p>The Head mentioned that the costs of letting the school hall will increase in cost as she has realised that it is far too cheap compared to other places locally. The costs of the wrap around club in particular is too low so this will increase.</p>	
BCP/125/19	<p><b>Date and time of next meeting</b>          Thursday 17 October 2019 at 5:30pm</p>	
BCP/126/19	<p><b>AOB: None</b></p>	
<p>Signed:</p>		



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Position:

Date: