



A meeting of the Governing Body of Brompton Community Primary School was held virtually Via Zoom on Thursday 10 December 2020 @ 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); David Manning, DHT (DM); Lorna Hazelwood (LH), Paul Forbes (PF) and Lisa Forbes (LF) Richard Lonsdale (RL)

Absent: Louise Cuthbert (LC);

In attendance: Caroline Rayner (NYCC Clerk) & Nicola Milton (NYCC Bursar)

PART ‘A’ – PROCEDURAL

No.	Item	Actions
BCP/075/20	Welcome and apologies for absence, and to determine whether any absences should be consented to. All apologies consented to.	
BCP/076/20	To remind governors of the need to declare interests, pecuniary or non-pecuniary None.	
BCP/077/20	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	
BCP/078/20	<p>Budget Management Policy including Comparative Statistics/Revised Budget/SFVS</p> <p>The three-year forecast was discussed and NM went through the details. Very encouraging figures and pupil numbers are rising which is promising for future budgets as this means more revenue.</p> <p>Pay awards for teaching and non-teaching staff have been announced and these costs have appeared here. A 2.0% increase on all teaching staff pay scales (apart from Main Pay Scale) are included in BPS from September 2021 and a further 2% for September 2021 and a further 2% for September 2023. For Main Pay Scale 4% has been added for September 2021 and a further 4% for September 2022, and a further 2% has been included for September 2023.</p> <p>NM offered a word of caution – Free School meals, deprivation, mobility data is current year as we have no other data at present. As this changes, so will the resulting income and this can go down if pupil numbers in these categories reduce.</p> <p>The variances are listed and where these have come from. Assumptions are also listed and have been provided. Forward years used for these.</p> <p>Pupil numbers is currently predicted to be slightly less for 22/23 and</p>	



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assuming a full roll call of 30 for Reception pupils, so this has an effect on the funding available.

Pupil Premium – these are based on best guess and on the January census. Of course this figure can change especially with the current pandemic and people losing their jobs for example but school will only be paid for the figure from January census even if more pupils in need.

Figures have changed as certain things have not gone ahead due to Covid – Before and After school club – not changed much really. Some of the staff are on supply, these staff are more expensive, and the school seems to have carried it a bit. She is anticipating this will go up in forward years as well. The school has done very well compared to some schools and this is good to see.

NM said that the majority of traded services energy costs have had an inflation on energy costs and this is not good as it's a cost we can't avoid.

There were no further questions and the budget was approved

NM spoke briefly about the comparison schools and that she tried to get schools similar to Brompton. Local schools are used as these are more similar to our setting. This criteria is 200-250 pupils with a nursery without an enhanced mainstream in similar demographic areas, with no sparsity funding. The graphs showed that the salaries at Brompton were a bit higher than average compared to other schools.

Admin hours are lower – 57 hours a week compared to other schools are at 70 plus. However, our school also buys into the full Bursar service and has an additional 60 hours for Business Manager support. These hours are not reflected in the graphs and could partly explain some of the difference in admin hours.

Admin and clerical hours are shown from page 11 onwards. The grades of staff are also listed.

HLTA hours are less and our GTA hours are higher. More in line with other schools. Some schools have HLTAs that's may teach classes and cover teachers PPA so they can do more hours. NH asked if we should have more HLTAs to provide better results. JB said that they are asked to do a lot of work for very little reward and very hard to recruit these days. The thought of having them is always in their minds as they are very much needed and provides something extra. However, it is difficult to attract them.

Supply cost per pupil is half the budget.

Some schools use the traded services on offer from the council so some schools have higher costs.

Maintenance costs – hours were less than the group average. However, grounds maintenance costs are more than double others so we think it has to be due to the size of the schools grounds.

NM advised that the school needs to make sure that they get value for money – check the SLA. Cleaning and caretaking costs were also less than the group average.



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	<p>The school is embarking on a lighting upgrade and this will reduce the electric costs over the coming years.</p> <p>Costs to SEN seem to be three times the group average.</p> <p>Two out of the nine schools are reporting a budget deficit and we carry a carry forward balance of £94k so in quite a good position.</p> <p>Benchmarking</p> <p>NH asked about the ICT costs and that the school seems to spend more than other schools, so are we out of sync with the rest of the group. NM said that some other schools take the spend for this out of capital costs and other take it out of revenue so it has a difference in numbers. We are comparable compared to other schools.</p>	
BCP/079/20	<p>Notification of urgent other business There was no other urgent business notified.</p>	
BCP/080/20	<p>To approve as a correct record the minutes of the meeting held on 15 October 2020 The minutes were approved as a correct record. It was noted that LH had written a letter of thanks to Mrs Massey. Thanks were offered for doing this.</p>	
BCP/081/20	<p>To consider matters arising from the minutes and for which there is no separate agenda item None</p>	
BCP/082/20	<p>Correspondence None</p>	
BCP/083/20	<p>Governor Training - governor update LH had attended the Safeguarding Training – it was very anecdotal to be honest. JB said that the staff will carry out the same one on 4th Jan 2021.</p>	
BCP/084/20	<p>Safeguarding/Child protection Policy has been updated recently. No further pupil concerns and nothing to report since the last meeting.</p>	
BCP/085/20	<p>Policies for Review (if any) The following policies had been issued before the meeting. Governors were advised to read them and if they had any questions to email the JB or DM. Child protection policy Wellbeing policy Emotional, Health and Wellbeing policy These will need to be agreed at the next meeting.</p>	
BCP/086/20	<p>Health and Safety update The latest Health and Safety report had been circulated and NM had gone through the document.</p> <p>There are some visual inspections that need to be carried out as and when is possible. Richard is the rep and he will pop round when school is closed to do these.</p> <p>JB thought it was quite a harsh inspection as we are doing a lot of it already.</p> <p>There needs to be a lockdown policy in place and a practice carried out for if the school ever needs to go into a full lockdown – a lockdown drill like a terror attack. NM said she could ask other schools who have carried one out to see what they learnt from it. It was determined that this would be useful. Please</p>	



	<p>could governors provide feedback to Jane about this asap, as she feels this would be quite frightening to most pupils.</p> <p>A fire drill also needs to be carried out asap but there are concerns with doing a whole school one at the moment and JB feels that this will need to be carried out class by class in the current circumstances as not enough space to social distance if it's the whole school.</p> <p>LH asked if there was a video that could be used for this and NM was not sure if there was. LH said that maybe a good day to do the terror attack drill would be an inset day as most staff will be in school but the children not so the staff can carry it out and be fully aware of what to do and then can guide pupils if needed when this is carried out.</p> <p>The manual handling policy is out of date and needs updating.</p> <p>4 January 2021 is an inset day and JB said will carry out the lockdown policy then if possible and NM advised her to write on the policy that they have as she goes through it.</p>	
BCP/087/20	<p>Pupil premium/Sports premium No update</p>	
BCP/088/20	<p>Outcomes of External Evaluation e.g. SEA or H&S visit Have also had an SEA visit from Michele Hattersley on Nov 16th she is new to the school and she didn't know the school at all. It was hard to give her the ethos of the school and what we do. She has another assessment next week with NH and PF supporting.</p>	
BCP/089/20	<p>Staffing The school have employed another TA for the current Covid situation as staff can't move between year groups currently. Very good for PPA cover as they know children very well. TAs are only having half an hour lunches currently to keep children safe on lunch times and they are having a half hour pay in lieu. PPA is working in a different way too and there are two external staff coming in to support Years 5/6 and Mrs Bell covers Years 3/4 and Mrs Armstrong covers Years 1/2</p> <p>The school is going to be open on 18 December as a child care offering even though the government has advised the majority of schools will be closed. Some parents will still need childcare help.</p>	
BCP/090/20	<p>Premises No update</p>	
PART "C" – OTHER BUSINESS		
BCP/091/20	<p>"Website Wednesday" - governors to check the school website before the meeting for updates, information & compliance and raise any issues. Pen portraits still needed for PF, LF and the clerk.</p>	
BCP/092/20	<p>"What Impact have we made"</p>	
BCP/093/20	<p>Date and time of next meeting 21 January 2021</p>	
BCP/094/20	<p>AOB DM briefly mentioned that the Attainment reports had only just been circulated prior to the meeting and he appreciated that nobody would have had time to read them. He asked if anyone would like to discuss now or</p>	



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	<p>absorb the data and come back to him. Governors said that they preferred to read the data provided and get back to him with any questions. DM said that the attainment is looking good and we are above lots of other school. Can discuss next time if many questions.</p> <p>No KS2 SATS this academic year.</p> <p>Thanks given to PF for sorting out the selection boxes for the pupils.</p>	
<p>Signed:</p> <p>Position:</p> <p>Date:</p>		