



A meeting of the Governing Body of Brompton Community Primary School was held virtually via Zoom on Thursday 20 May 2021 @ 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); Louise Cuthbert (LC) Richard Lonsdale (RL), Lisa Forbes (LF), Lorna Hazelwood (LH)

**Absent:** Paul Forbes (PF)

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

**PART ‘A’ – PROCEDURAL**

| No.        | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Actions |
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| BCP/049/21 | <b>Welcome and apologies for absence, and to determine whether any absences should be consented to.</b><br>All apologies were consented to.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| BCP/050/21 | <b>To remind governors of the need to declare interests, pecuniary or non-pecuniary</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
| BCP/051/21 | <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><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
| BCP/052/21 | <b>Notification of urgent other business</b><br>There was no other urgent business notified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |
| BCP/053/21 | <b>To approve as a correct record the minutes of the meeting held on 25 March 2021</b><br>The minutes were approved as a correct record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |
| BCP/054/21 | <b>To consider matters arising from the minutes and for which there is no separate agenda item</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
| BCP/055/21 | <b>Correspondence</b><br>Training email had been circulated to all                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |
| BCP/056/21 | <p><b>To agree 21/22 Start Budget</b><br/>£144.77k finish – figures were agreed for the year on the outturn.</p> <p>The start budget was discussed and there are some good strong carry over amounts<br/>Pupil numbers are good and rising each year.</p> <p>Staffing is a little complicated and all assumptions are listed. Key assumptions for staff salaries has been set at 1% Pay award for April 2021, 2022, 2023 and 2024 for support staff. No increase for teaching staff for September 2021 but an increase of 2% has been included across all grades and allowances from Sept 2022, and a further 2% for 2023 and 2024.</p> <p>In addition to the AWPU (age weighted pupil unit), school receives additional delegated funding for other factors such as Mobility, EAL, Deprivation, Free school meals and prior attainment. This can mean that school receives a different amount of funding even if the pupil numbers remain the same.</p> <p><b>Staffing assumptions</b><br/>New GTA posts from September at 32.5 per week</p> |         |



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|            | <p>Two new full time teaching posts from September<br/>All MSA posts have ended and these are now GTA staff as they are covering Capital sits at the same funding level as previous years</p> <p><b>Revenue Income</b><br/>The detailed draft budget shows that the Teachers Pay grant of £1034 is for nursery staff as only Reception to Y6 grant is paid as part of S251 funding. Delegated budget is shown for each year and shows the early years funding for each term, with an assumption of 22 children. Nursery funding is assumed to be the same going forward for other years.<br/>SEN funding – there are five currently but this will drop off next year to three in Summer 2022.<br/>PP – free school meals funding of £1345 each assuming 53 children are taking them. Service children £310 each.</p> <p>NM stated that the funding allocation is changing and school will need to apply to virtual schools for the money for LAC pupils.</p> <p>Income received from use of facilities and services, such as uniform sales and Netball club brings in extra revenue. In addition, there is the income from paid for school meals across the year too currently at £2.30 per meal.</p> <p>Bewerley residential for the children did not happen due to the pandemic so that amount was carried over.</p> <p>Free school meal funding for all KS1 children is still on going and the upkeep of these is important to get more funding when these children move into KS2.</p> <p>Sports funding is £16000 per school plus and extra £10 per pupil for Y1-6.</p> <p>Covid-19 catch-up funding is available for 2121/22 budget at £33.33 per pupil.</p> <p><b>Revenue Expenditure</b><br/>Agency supply staff costs listed to cover maternity supply cover at £150 per day over 70 days</p> <p>Also find things such as Training budget, Supply teacher insurance premium, Employers liability scheme, Grounds maintenance, and Traded services that schools buy into such as Employment support Services, Legal, Health &amp; Safety, HR, ICT technicians under Revenue expenditure.</p> <p>Services – There will be a 2% increase for Electric costs but a 12% decrease in Gas costs as the County Council have negotiated a deal.</p> <p>Learning resources - Most schools have larger carry forwards due to unspent PE grant funding. This section cover things like ICT resources, Learning resources for all subjects, residential trips, ad hoc purchases.</p> <p>It’s all about trying to get the best value from the services.</p> <p>Capital Expenditure - outdoor learning area – £3000 cost allocated for this.</p> <p>Everyone agreed the budget</p> <p>NH said that the school needs to spend a bit more and that JB is planning some things and having some refurbishments carried out. Do not want to carry a too large amount.</p> |  |
| BCP/057/21 | <p><b>Health &amp; Safety</b><br/>Papers had been circulated prior to the meeting.<br/>NM said that there had been a paperwork check recently and the EVC Policy needed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |



## ‘Happiness Through Learning’



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|                                      | <p>updating. A termly visual inspection needs to be carried out by the H&amp;S governor, which is RL and he said this would be fine and can come in one evening. JB will be in touch with him to arrange.</p> <p>Manual Handling training is being carried out soon – 23 June is the next visit by H&amp;S representative and could arrange the training then.</p> <p>Fire risk assessment is all-ok but a fire drill needs to be carried out.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| BCP/058/21                           | <p><b>Safeguarding/Child protection</b><br/>No incidents to report<br/>JB, DM and LC have completed the Safer Recruitment Training recently.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| BCP/059/21                           | <p><b>Policies for Review (if any)</b><br/>None this time but there will be some to review at the next meeting to do with each of the subject areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| BCP/060/21                           | <p><b>To Consider the Staff Monitoring Report</b><br/>Staff are monitored during their lessons and report writing to parents is a regular thing and consistent. Assessment of pupils is also good. Everyone in Year 1 is passing his or her Phonics and this is excellent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| BCP/061/21                           | <p><b>Governor Vacancies</b><br/>The school is carrying some vacancies and needs to try to attract some new governors to ensure the quorum is maintained. JC will approach the parents again that were interested previously, before Covid-19 started.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>PART B – RESOURCES</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| BCP/062/21                           | <p><b>Pupil Premium/Sports Premium</b><br/>PP pupils 33.3%<br/>42% at FS1 are EYPP<br/>No SP update</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| BCP/063/21                           | <p><b>Staffing</b><br/>Mr Sims leaves this July but he will still work two days PPA time to promote outdoor learning. He is also using the school for outdoor learning and paying the school to use the premises, which is good.<br/>LC has helped in the recent recruitment and JB is pleased to announce that Amy and Laura will commence soon in the Year 3 and 4 classes. There were some good candidates, which is promising, and the shortlisting carried out was good and it very close.</p> <p>Midday Supervisory Assistants (MSAs) are ceasing to be used going forward as the school will use the TAs to cover the lunchtime periods from now on.</p> <p>There will be two classes in Year 6 for the next academic year and this will offer smaller class sizes – one of 12 and one of 13. Mr Manning and Miss Craddock will take one class each and this will help the pupils to reach their best potential. NM said this has been possible due to the number of Pupil Premium pupils in the school so this does have some benefit. There is also a spare classroom available.<br/>JB will move the current classes around for a better fit/more streamlined approach.</p> <p>Also, looking at restarting the Before and After wrap around club at some point soon.</p> |  |
| BCP/064/21                           | <p><b>Premises update</b><br/>Not discussed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| BCP/065/21                           | <p><b>To consider Performance Management</b><br/>Not discussed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>PART “C” – SCHOOL IMPROVEMENT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| BCP/066/21                           | <p><b>Progress against SDP priorities</b><br/>This has been RAG rated (Red, Amber, Green) and presently there is not a lot of red which is good. There is a fair bit of Amber, which is to be expected and these will need re-visiting throughout the year. A review of the SEF is also due to be carried out.<br/>There have been no more visits from the SEA so far.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |



**'Happiness Through Learning'**



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| BCP/067/21  | <b>Headteacher Report</b><br>Mr Sims is doing lots of training in different things and there are going to be two beehives in the school, which the children are excited about.<br><br>Sports Day will be held this year and the After school clubs are starting again |  |
| BCP/068/21  | <b>Review of Governance</b><br>Not discussed                                                                                                                                                                                                                          |  |
|             | <b>PART D - OTHER BUSINESS</b>                                                                                                                                                                                                                                        |  |
| BCP/0069/21 | <b>To deal with any matters agreed for consideration under item 4 above</b><br>None                                                                                                                                                                                   |  |
| BCP/070/21  | <b>"Website Wednesday" - governors to check the school website before the meeting for updates, information &amp; compliance and raise any issues.</b><br>The website is as up-to-date as possible and easy to use for visitors.                                       |  |
| BCP/071/21  | <b>"What Impact have we made"</b>                                                                                                                                                                                                                                     |  |
| BCP/072/21  | <b>Date and time of next meeting</b><br>8 July @ 5:30pm – NM asked to be placed a bit later on the agenda as has two meetings very close in time                                                                                                                      |  |
| BCP/073/21  | <b>AOB</b><br>The footbridge seems to have stalled a bit and no progress to report                                                                                                                                                                                    |  |
| Signed:     |                                                                                                                                                                                                                                                                       |  |
| Position:   |                                                                                                                                                                                                                                                                       |  |
| Date:       |                                                                                                                                                                                                                                                                       |  |