



A meeting of the Governing Body of Brompton Community Primary School was held virtually via Zoom on Thursday 11 November 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); Lorna Hazelwood (LH); Paul Forbes (PF) and Lisa Forbes (LF) part

**Absent:** Richard Lonsdale

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

**PART ‘A’ – PROCEDURAL**

No.	Item	Actions
BCP/116/21	<b>Welcome and apologies for absence, and to determine whether any absences should be consented to.</b> All apologies were consented to.	
BCP/117/21	<b>To remind governors of the need to declare interests, pecuniary or non-pecuniary</b> None	
BCP/118/21	<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> None	
BCP/119/21	<b>Notification of urgent other business</b> There was no other urgent business notified.	
BCP/120/21	<b>To approve as a correct record the minutes of the meeting held on 30 September 2021</b> The minutes were approved as a correct record.	
BCP/121/21	<b>To consider matters arising from the minutes and for which there is no separate agenda item</b> None	
BCP/122/21	<b>Correspondence</b> None	
BCP/123/21	<b>Governor Training</b> None – but some to come in January which will be sent through once details are known	
BCP/124/21	<b>Safeguarding/Child Protection</b> JB confirmed that there are three pupils on child protection; two children in need; and another child who has had sporadic visits to the school but not yet joined, who Miss Craddock and Mr Manning are helping. Also two involved with early help and two that are looked after children.  No safeguarding issues  Only two cases of Covid at the moment.  JB did update the governors that there will be no big performance for Christmas unfortunately and no parents will be present. However, have had a Remembrance day service today and that was nice.	
BCP/125/21	<b>Policies for Review (if any)</b> None at the moment. However the Model Pay policy needs approving but it is just being finalised now and then will be circulated to all for approval via email.	<b>Clerk</b>



BCP/126/21	<p><b>To discuss Head Teachers Performance Review</b> This will take place on 6 December so will be discussed at the next meeting.</p>	
BCP/127/21	<p><b>Analysing School Performance Review (ASP)</b> DM had circulated a paper prior to the meeting and it gave an overview of the performance of pupils based on their age related expectations.</p> <p>It shows how Years 1-6 are performing and how many are below, on track or above expectation. Each year group should be at the beginning e.g. 1b for a year 1 child. Some children are at higher and lower levels of course.</p> <p>If children are at the higher level then we need to maintain good practice and keep their levels high. Those that are not at the higher level have intervention to help them achieve better. It also varies per year group with strengths in different areas.</p> <p>NH asked if there are too many at the high level then is it harder to manage their expectations. DM said no as to be honest we try to work at the higher level across the whole class and then the lower achievers are helped to get better.</p> <p>Writing is a lower one this time around, as it is harder to get parents to help them with this as they usually read with them or help with maths as part of homework. DM said that the stamina of children’s writing can be hard to maintain. Of course, more exposure to writing will help them to improve. In year 6, we can identify the weak pupils and intervene.</p> <p>Autumn term 1 progress (bottom) 60% of children have made the next step from the end of summer to the Autumn term</p> <p>LH is surprised that the maths percentage is high but DM said this would be worked on. The working below data for Year 4 is low and she asked if there was any intervention currently in place for them. DM said that there are a number of SEN children in the lower group, in Year 4, and that affects the figures but their progress is still good.</p> <p>JB said that the teachers appraisals are being carried out, and they have been very good, but every year group has a different story to tell for whatever reason. However, JB is concerned with some of the results in Year 5, there are a high proportion of PP and SEN pupils, and the spread of results is wider.</p>	
BCP/128/21	<p><b>Health &amp; Safety update</b> Reports and files have been looked at today and NM asked if there are any children with mobility issues in case of a fire in the school. JB said that there is one child and there is a plan in place already.</p> <p>NM said that the Fire Safety Policy needs updating and this has started. First Aid training needs to be refreshed, including paediatric –JB confirmed that the whole school would complete this training asap. Autumn term risk assessments to be carried out. NM said that the school also needs to carry out a fire drill in the near future.</p> <p>NM asked about the governor health and safety inspection visit and LH advised that she was happy to carry this out. A date was chosen of 25 November as NM is visiting the school then too so an ideal time.</p> <p>It had been noted on the report, that the carpet in Jane’s office is lifting in some places so needs an eye keeping on it or it may need replacing.</p> <p>NM stated that most items on the report have now been handed over to the cleaner, the caretaker and an external contractor now for action.</p>	



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<b>PART ‘B’ RESOURCES</b>		
BCP/129/21	<p><b>Skills Audit</b> Clerk will send these out to all the governors for them to complete.</p> <p>JB stated that a teacher has approached them from Applegarth School to be a Co-opted governor. He is called Tony Whiteley and needs relevant info. The other governors thought this was a good idea.</p>	<b>Clerk</b>
BCP/130/21	<p><b>To consider Performance Management</b> As already stated above, JB has nearly completed all the staff appraisals and should be completed by end of next week. There was a late start with them unfortunately. All going well and looking good for the staff.</p>	
BCP/131/21	<p><b>Pupil Premium</b> Looking at the PP strategy statement and JB is also looking at two other grants – the schooled tutoring grant and the school led tutoring grant. These have to be allocated correctly or funding will be lost.</p> <p>Need to check who the PP governor is and JB will get back to the governors with the governor subject responsibilities list.</p>	<b>JB</b>
<b>PART ‘C’ SCHOOL IMPROVEMENT</b>		
BCP/132/21	<p><b>SEF – Overall Effectiveness/Leadership and Management</b> SEF and School Development Plan – NH attended a meeting with JB recently and the representative was very happy, keen and spoke about the school positively. There will be a health check on our admin and there will be a safeguarding meeting to follow.</p> <p>JB confirmed that the school Admin team is now confirmed and in place - Mrs Scott and Mrs Pennett in place now.</p>	
BCP/132/21	<p><b>Progress against SDP priorities</b> As above</p>	
<b>PART ‘D’ - OTHER BUSINESS</b>		
BCP/133/21	<p><b>To deal with any matters agreed for consideration under item 4 above</b> None</p>	
BCP/134/21	<p><b>“Website Wednesday” - governors to check the school website before the meeting for updates, information &amp; compliance and raise any issues.</b> LH said that she could not get onto the school website and DM said that the Security Certificate needs updating and he will action this asap.</p>	<b>DM</b>
BCP/135/21	<p><b>“What Impact have we made”</b></p>	
BCP/136/21	<p><b>Date and time of next meeting</b> 2 December 2021</p>	
BCP/137/21	<p><b>AOB</b> Part 2 of the Art teachers assessment is due and LH is coming to do that next Wednesday. There should be a key priorities form in the SDP and there is a timetable linking in with the terms. JB can send it out if LH does not have it.</p> <p>School Council meeting not until after January so a governor can attend when this is due to be held.</p> <p>Mrs Armstrong will be back soon from Maternity which is good news and Mrs Love will be working with Mrs Hyde in the after school and by end of November</p>	
<p>Signed:</p> <p>Position:</p> <p>Date:</p>		



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