



A meeting of the Governing Body of Brompton Community Primary School was held virtually via Zoom on Thursday 30 September 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); Lisa Forbes (LF) and Paul Forbes (PF)

Absent: Louise Cuthbert; Richard Lonsdale; Lorna Hazelwood

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

PART ‘A’ – PROCEDURAL

No.	Item	Actions
BCP/097/21	Welcome and apologies for absence, and to determine whether any absences should be consented to. All apologies were consented to.	
BCP/098/21	Chair and Vice chair vote The vote was carried out and Nigel Hebron was voted in as Chair with Paul Forbes as Vice-Chair	
BCP/099/21	To remind governors of the need to declare interests, pecuniary or non-pecuniary None	
BCP/100/21	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/101/21	Notification of urgent other business There was no other urgent business notified.	
BCP/102/21	Annual declarations and governance <ol style="list-style-type: none"> Declaration of Business Interest Forms – <i>this will be re-circulated to all governors for completion. It must still be signed even if there is nothing to declare and handed in at the school.</i> Register of Gifts & Hospitality Forms - <i>a blank copy will be re-circulated to all governors in case it is needed in the future.</i> To consider the Instrument of Government - <i>this is being updated and will be re-circulated very soon.</i> To consider the Standing Orders – <i>this is being updated and will be re-circulated very soon.</i> To adopt the current National Governance Associations Code of Conduct - <i>this will be re-circulated to all governors for completion. Once read please can all governors let me know and I will record this and send the list to the school.</i> 	
BCP/103/21	Governor vacancies No more	
BCP/104/21	To approve as a correct record the minutes of the meeting held on 15 July 2021 The minutes were approved as a correct record.	
BCP/105/21	To consider matters arising from the minutes and for which there is no separate agenda item None	
BCP/106/21	Correspondence None	



'Happiness Through Learning'



BCP/107/21	<p>Head teachers Report including premises, staffing update, safeguarding/child protection, Covid-19 update</p> <p>There is still no definite admin team at the moment and have been asking Mrs Barr to help and some of the after school staff, so it's been a bit hard to get things done really. However, Mrs Pennett and Mrs Norton have stepped up to help and they have really saved the team and been amazing. Mrs Pennett has actually found a newfound love for being in the office again. Therefore, Mrs Pennett has applied for the job this time, someone else will be interviewed too out of the applications received, and Mrs Norton will remain as the after school staff member with another person, who will be appointed. Thanks were given to Nicky Milton, School Bursar, too who has helped immensely.</p> <p>JB said that the school also brought in additional staff from the FMS team and this has really helped, as she knew all the systems. NM stated that she was a new team member who is also a school business manager and knows a lot of the systems so it made sense for her to spend some time here</p> <p>Illness levels are rising in general as expected at this time of year and there are 3 pupil Covid-19 cases, 7 who are isolating and one family are shielding as child going into hospital.</p>	
BCP/108/21	<p>Policies for Review (if any)</p> <p>None to review currently. There will be the SEF and School Development Plan. There is a new School Education Advisor (SEA) called Donna Makepeace and she would like to meet the Chair, Head and one other to discuss the SEF and SDP on 20 October between 9am-10:30am. JB asked if NH was available and he thought that he was but would have to confirm later.</p> <p>This is quite a big document to update so will take time.</p>	
BCP/109/21	<p>June and August Monitoring reports</p> <p>NM briefly went through the August monitoring report</p> <ul style="list-style-type: none">• End of Aug carry forward of £9,770• The variances are listed 1-9 to show what has changed and why.• Page 2 of the summary report shows an almost £12k difference between the June and August reports and this was mainly due to staff absences.• Overspend in the Breakfast/Afterschool club staff– been reduced to less now but the numbers are very good and healthy.• Savings showing in the admin team costs where to do with the interim measures that were for staffing changes in September and again in January. Also worth noting that the school will be appointing on a lower pay grade than Mrs Smith was on.• Learning resources overspend was mainly down to the purchase of white boards/Microsoft enrolment that were not in the start budget. <p>Money has gone up since the start of the budget, which is good. Just need some stability in the admin team now.</p> <ul style="list-style-type: none">• We are looking at renewing the IT systems in the new year so this will come out of capital and needs to be done.• Outside shelters have been erected and planning another one too. <p>NH mentioned increasing our surplus by approx. 50% and that we need to be investing in the pupils and the school all the time. NM said that we cannot work to the zero figure as easily as other types of business. NH asked if we were really investing enough to get the best out of pupils. JB said we are planning more improvements and need to expand the school to fulfil the potential of taking more pupils in the school comfortably. We have about 32 children per class and are currently turning children away. We have made a new classroom for the split year 6 class that is working well but we need more space. There is a lot to be done and the need to expand the building – there will be more on this at a later time.</p>	



'Happiness Through Learning'



	<p>NH said there is surplus there and we need to be careful in case of challenge. NM argued that the capacity issue is the main thing to resolve for now and this money will be used for that.</p> <p>NM advised that there is £30K SEN funding and £80k PP funding. Some of this money has been spent on a special needs TA for a child that needed lots of extra support and assistance.</p>	
BCP/110/21	<p>Health & Safety NM advised that the walk round took place in June and the report came out in the summer. However, she still has not had the chance to read in full yet. There has been a contractor come to the school and they addressed the rough wood issues. NM mentioned that the finger shields in the breakfast club and the main hall need replacing and the Fire blanket needs a proper check as soon as possible.</p> <p>NM will work her way through it and will come back with an update at the next meeting – it's a change of use to the building and she expected there to be issues raised with this.</p> <p>The paperwork check took place this week and it seemed to go ok.</p> <p>Richard Lonsdale needs to come in and do the governor health and safety check and NM asked the clerk to send him an email and ask him when he would be free to carry out the check and to liaise with her direct. CR will send the email and copy NM into it.</p>	<p>NM</p> <p>CR</p>
	<p style="text-align: center;">PART B - OTHER BUSINESS</p>	
BCP/111/21	<p>To deal with any matters agreed for consideration under item 4 above None</p>	
BCP/112/21	<p>"Website Wednesday" - governors to check the school website before the meeting for updates, information & compliance and raise any issues. Will update the photos on the website more regularly, of what the children have been doing especially now they can do more things. The two new teachers are settling in well now and this is good to see.</p>	
BCP/113/21	<p>"What Impact have we made"</p> <ul style="list-style-type: none">• To keep in mind that finances are for today's children not the future• Good to see the children back and we are carrying out full assemblies now, and not staggering as much at the start and end of the day as used to, so lovely to see a larger proportion of parents at the start and end of the day.	
BCP/114/21	<p>Date and time of next meeting</p>	
BCP/115/21	<p>AOB JB added that there is still a one-way system in place in the school and this is still working well.</p>	
Signed:		
Position:		
Date:		