



A meeting of the Governing Body of Brompton Community Primary School was held virtually via Zoom on Thursday 9 December 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 and Tony Whiteley – newly appointed Co-opted governor

**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 11 November 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> Website issue has been sorted now and licence renewed  DM advised that the Pupil Premium statement has been completed and will be on the website next week	
BCP/122/21	<b>Correspondence</b> None	
BCP/123/21	<b>Detailed Budget/Budget Summary</b> <u>Summary report</u> 3 year forecast shows no issues at the moment Carry forward of £176k projected at the end of this financial year.  As we go through the years to 2023/24 the in-year revenue deficit increases. However, these are offset by the carry forward. Pupil numbers are going up and this is encouraging, but there are a number of teaching staff who are not yet at the top of payscale and others that will move to upper pay scale, which will impact the budget.  Staffing numbers assumptions were discussed and are outlined in item 6 on the summary report. From January there will be two full time admin posts.  The Pay award for 2021 has not yet been decided on but have been looking at a 1.75% for admin staff with a further 2% for April 2022 and 2023. No pay award for	



## ‘Happiness Through Learning’



	<p>September 2021 for teaching staff with an assumed 2% across all grades from September 2022 and 2023.</p> <p>Catering – the fixed meal price increases from September 2021 to £2.37. We currently charge parents £2.30 and have UIFSM funding of £2.34 per meal. This means that there is a loss. Governors to consider increasing the meal price to parents to £2.40 to minimise the loss.</p> <p>Assumptions are listed as usual and NM asked if there were any questions. It was noted that the two teachers listed at the bottom are progressing to the upper pay scale.</p> <p>The governors were asked if there were any questions on each of the pages of the detailed report. There were no questions.</p> <p>NM also advised that there are going to be new plans and ideas for the before and after school club coming soon.</p> <p>PF asked if the outdoor learning area was still going ahead as it is listed with a question mark – NM sad this was something that was added to the start budget at the beginning and she has kept it on there as it had been allocated. Its added as capital project and will be spent before the end of the academic year</p>	
BCP/124/21	<p><b>Health &amp; Safety</b> Working through the walk round document that was carried out recently and the blinds are being replaced/fixed as and where needed.</p> <p>Finger guards are completed.</p> <p>Risk assessments have been completed now and will be sent out to all staff for reading and filing.</p>	
BCP/125/21	<p><b>Outcomes of External Evaluation e.g. SIA or H&amp;S visit</b> No recent SIA visit – The lady is called Donna Makepeace now.</p>	
BCP/126/21	<p><b>Governor Training - Governor School Improvement meeting &amp; Whole School Safeguarding Beacon Partnership – details sent via email already</b> The clerk reminded the governors about the upcoming training and it was hoped that someone would attend. Joining instructions had been sent out.</p>	
BCP/127/21	<p><b>Safeguarding/Child Protection</b> No changes from last time</p>	
BCP/128/21	<p><b>Governor responsibilities</b> Clerk to send out the revised list of responsibilities once amended.</p>	Clerk
BCP/129/21	<p><b>Terms of Office</b> The Terms of Office were discussed a some had expired</p> <ul style="list-style-type: none"> <li>• Lorna Hazelwood was re voted as a co-opted governor for 4 years.</li> <li>• Dave Manning was re-elected as a Staff governor for next 4 years - this was concluded after a ballot had been taken out by the head and nominations asked for any representatives from the school staff,</li> <li>• Richard Lonsdale's term has expired and JB said she would see what he wanted to do.</li> </ul> <p>Clerk will re-issue the new term of office to also include Tony Whiteley.</p>	Clerk
BCP/130/21	<p><b>Pupil Premium/Sports premium</b> As BCP/121/21 above PP children – from Jan an academic mentoring scheme is starting to help children who may be falling behind. This is specific for Years 2 and 5.</p>	
BCP/131/21	<p><b>Pay Policy – governor approval from the previous meeting</b> The Pay policy had been circulated to all governors after the previous meeting to read and then raise queries at this meeting?</p> <p>LH asked about Covid illness periods and this then exceeding the limit on their sick pay allowance which may in turn affect their increment. JB said that the council have</p>	



	set up an exception criteria for those staff that are off school with Covid that will not affect their sickness record and also will not affect their increment.	
BCP/131/21	<p><b>To discuss Head Teachers Performance Review</b></p> <p>NH briefly discussed the performance review that had taken place and JB has done well on all the targets that she had been set. There have been clear objectives set again for this year.</p> <p>JB’s personal development has been mentioned this year and the effort she puts into everything but there is a need to allow her some more breathing time and this will mean the other senior leaders stepping up. JB is at the top of her pay grade so can’t be moved up any further and there needs to be a discussion about this to see if there is any further scope - may be able to look at an increase in pupil numbers and to see if this puts the pay scale into a different banding for a larger school.</p>	
	<b>PART ‘B’ SCHOOL IMPROVEMENT</b>	
BCP/129/21	<p><b>Benchmarking Report Autumn 21</b></p> <p>DM had circulated the report prior to the meeting and explained that the format of benchmarking has changed recently and the report has been made more user friendly.</p> <p>When looking at teaching staff metrics we are slightly lower than comparable schools on the FTE teacher average by 2.1 - can be due to staff maternity leaves for example or when they were employed within the year.</p> <p>It’s important to know that we are looking at other schools of similar size and pupil numbers and there are 45 in our benchmark group.</p> <p>DfE Self- assessment dashboard compares 2019/20 with 2021/22 and shows different data for the school.</p> <p>Premises costs are a bit more but broadly in line with the others – within 20% of similar schools.</p> <p>Our utility costs seem to be very high at the moment compared to other schools and are currently monitoring oil usage as the school is going through quite a lot of oil. This could be due to having the windows open all the time for Covid but need to keep checking the levels.</p> <p>When you look at the data it should help to show you what you can learn about the school</p> <p>There are a larger number of support staff which would indicate higher numbers of SEND pupils and we scored high on this but this isn’t always a bad thing.</p>	
BCP/130/21	<p><b>Feedback from recent Termly Visual Inspections (TVIs)</b></p> <p>LH had attended the school on 25 November to carry out the TVIs with Nicky Milton and she found that on the whole everything was in a good condition.</p> <p><b>Inside</b></p> <ul style="list-style-type: none"> <li>• Peeling paint in certain areas that needs addressing</li> <li>• Storage may become an issue in the future as storage is at capacity and things are being kept in the corridor</li> <li>• Blinds hanging loose was an issue in the classrooms</li> <li>• The fire door in year 5 not working properly</li> </ul> <p><b>Outside</b></p> <ul style="list-style-type: none"> <li>• Crumbling brick work on the playground</li> <li>• Green play shelter on the fields – the base of it as children enter, seems to be bending a bit and uneven – needs looking at. Could be a trip hazard.</li> </ul>	



## 'Happiness Through Learning'



	<ul style="list-style-type: none"><li>• Foundation unit outside there is a sloping flower bed leading to the playground and in wet weather the soil and bits of glass seem to wash down onto the playground area. Maybe more plants added to prevent soil erosion.</li><li>• Sand pit needs a new cover</li></ul>	
	<b>PART 'D' - OTHER BUSINESS</b>	
BCP/133/21	<b>To deal with any matters agreed for consideration under item 4 above</b> None	
BCP/134/21	<b>"Website Wednesday" - governors to check the school website before the meeting for updates, information &amp; compliance and raise any issues.</b> <ul style="list-style-type: none"><li>• DM said that the correct website certification is now in place as discussed earlier.</li><li>• PF asked if there were new sections on there - Governors meetings are on the website along with all of the agendas and minutes. DH also said that he has made sure that everything that Ofsted may need to see is on there and is easy to find.</li><li>• TW asked if it is a new website and Dave said no but it has been developed over the years.</li><li>• TW asked what they used for the curriculum and it was confirmed that theirs is bespoke to the school.</li></ul>	
BCP/135/21	<b>"What impact have we made"</b> <ul style="list-style-type: none"><li>• Health and safety – making it really safe and secure for the children</li><li>• Jane mentioned the new mentoring scheme starting for Years 2&amp;5 which is a positive</li><li>• Strengthening the GB with the addition of a new governor</li><li>• Financial stability for pupils going forward</li><li>• Governor subjects have been confirmed</li><li>• Set Jane targets as education for all and the community and are linked to the school development plan</li></ul>	
BCP/136/21	<b>Date and time of next meeting</b> 20 January 2022	
BCP/137/21	<b>AOB</b>	
Signed:		
Position:		
Date:		