

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2019

Date: 13th March 2019

Time: 6:15pm

Venue: The School

GOVERNORS PRESENT

Ms S Newsam (Chairperson), Mr S Langley (Headteacher), Ms C Davies (Vice Chairperson), Mrs J Rogers, Mrs L Sinnott, Mrs L Thomas, Mr M Glynn, Mrs C Fullalove, Mrs H Drury.

IN ATTENDANCE

Mrs S Camacho Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Mrs C Norton, Mr D Underwood, and Mrs N Clifford and these were noted by governing board.

Mr P Ressel was absent.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests in any agenda items;

- Mrs C Fullalove declared that she worked at a local primary school.
- Mrs H Drury declared that she worked at a local secondary school.

Governors were reminded that they should declare any interest which arose during the meeting.

3. **HEADTEACHER'S TERMLY REPORT**

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:

Governors were directed to the contextual information for the school, it was highlighted that the number of pupils eligible for pupil premium grant had reduced by eighteen. **Have we received the calculation for the reduced numbers?** The Deputy Headteacher confirmed that the reduction had been confirmed just prior to the meeting, however further information was yet to be received.

It is stated in the report, that there are ninety two children on the SEND register, is that an increase? The Headteacher explained that if there was a concern with a pupil they were now added onto the register. Nine pupils on the register had EHCP plans. **Does that list include pupils in nursery?** The list did not include nursery pupils, although there were a few pupils in nursery that had been identified with significant needs.

Previously in was discussed, that in future, teachers would be clearer with parents about their child's progress at discussions at parents evening, is this still going ahead? The Headteacher confirmed this to be the case.

Governors were informed of the upcoming change to the Ofsted framework in September.

The Headteacher referred governors to the section on behaviour and highlighted that there had been an improvement in comparison to data from last year, with levels of exclusion

lowering. Governors were informed of the support offered to these pupils and had been commended by the LA EYFS lead.

The Headteacher reported two racist incidents and thirteen physical interventions involving five pupils.

The Headteacher explained that although there were a few pupils who required one to one support, due to the recent staffing restructure the school was unable to offer this support. **Is there a focus on the future year 1?** Governors were advised this would require planning. **Has there been reduced timetables for some pupils?** The Headteacher explained that a reduced timetable could only be arranged with the agreement of parents and if it was in the best interest of the pupil.

Is there a way of planning for next year's reception intake, do we have information of who is arriving? The Headteacher explained current transition arrangements from nursery and suggested that in some cases information sharing required an improvement. There were differences between a pupil attending a small nursery setting and transitioning to a large primary school and this should also be considered. Support which was required for a number of pupils impacted on the budget and ECHP plans did not cover the support required. Governors requested that this should be raised with the Acting Director of Education.

ACTION 1

Do we offer forest schools? The Headteacher confirmed this to be the case. There were a number of pupils who received a bespoke curriculum as they were unable to access the early year's curriculum.

The Headteacher fed back to governors the outcome of the recent Health and Safety audit which had been complimentary. Recommendations were being acted on and a pathway had been cleared to remove potential trip hazards. **Is that going to be a significant cost to the school?** The Headteacher agreed, although the school had been successful with a lottery bid which was to pay for the work. Work to complete the playground markings were delayed as the company went into liquidation. **Had we paid the company in advance?** The Headteacher stated that the company would have been paid on completion.

The School incident team had met to review the evacuation plan and the fire alarm system had been updated, a practice lockdown was due to be arranged. **What would the arrangements be, if any children were deaf?** Arrangements were shared. The Deputy Headteacher pointed out that there were agreed arrangements for pupils who were vulnerable and/or had medical needs, this was part of the plan. Preparation was also required for a number of pupils as part of any planned drill.

The Headteacher reported that the stage on the LA protocol remained green. A training date for governors with the SIA was to be confirmed later in the meeting.

The Headteacher took governors through the current staffing structure and recent changes. **In regards to changes to admin arrangements, where did the hours come from?** This was shared.

The Headteacher was thanked for his report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

4. SCHOOL DEVELOPMENT PLAN

a) Progress on curriculum development for 2019

Copies of the following documents were circulated to governors prior to the meeting:

- Curriculum Design for 2019 PowerPoint Presentation
- Broadstone Hall Curriculum 2019 INSET day PowerPoint Presentation
- Core Learning Values BHPS PowerPoint Presentation
- The Broadstone Hall Curriculum statement 2019-2020 SEN & EYFS
- Core Learning Values topic review circle 2019

- Core Learning Values book cover

The Headteacher took governors through each of the documents on the smartboard. Governors were encouraged to ask questions.

Curriculum design for 2019- PowerPoint presentation.

The Headteacher took governors through a PowerPoint presentation which explained the curriculum design for 2019. Governors were advised that following discussions with the Schools Improvement Adviser there had been a focus this year on reviewing the curriculum. There had been a number of changes since the curriculum was last reviewed in 2016 including the introduction of mixed age classes. **Can pupils come out of a mixed age class?** The Deputy Headteacher explained that pupils would be in a mixed age class for two years, due way the curriculum was taught, unless there was a serious issue. **Is this the first year there has been a year 5/6 class?** This was confirmed. The Deputy Headteacher summarised how the curriculum was taught in this class.

Is there any good practice guidance regarding how often the full curriculum should be reviewed? The Headteacher explained that the curriculum was reviewed at Broadstone every two years due to the mixed year classes. Ofsted were keen that the curriculum met the needs of the children. Each class and cohort was different and the curriculum would be adapted based on this. **Does that mean the curriculum is always evolving?** The Headteacher agreed and had been the focus at a recent INSET day.

Governors were informed of the focus from Ofsted on building on previous learning and a curriculum based on intent, implementation and impact. The Deputy Headteacher shared an example of pupils learning curriculum vocabulary in year 1 that was then repeated later in year 5 and the importance of pupils retaining and building on such knowledge.

Broadstone Hall Curriculum 2019 INSET day PowerPoint Presentation

The Headteacher took governors through a PowerPoint presentation that was shared with staff at a recent INSET day. Staff members had completed a questionnaire to inform the curriculum. One recommendation from the Ofsted inspection was to share best practice in year groups, this was an ongoing priority. There was a focus on 'one voice' to ensure that all staff were working towards the same goal. **How far are we from one voice now?** The Headteacher explained that it was a priority, although as there was a high number of staff members, it would take time. The Headteacher shared examples of recent positive changes. **What areas aren't staff on board with?** The Headteacher explained the importance of sharing best practice and demonstrating this using the school as an example rather than using other schools, a video was recently shared with staff which demonstrated pupils at the school completing marking triangles with staff, this had a very positive impact. **Does everyone agree all values?** This was to be considered later in the meeting.

The Headteacher explained that the intent of the curriculum could be monitored using pupil voice. **What is pupil voice?** Governors were informed that books would be monitored and pupils would be spoken to. **Would feedback from children assist with this?** The Deputy Headteacher and Headteacher highlighted the importance of gaining feedback from pupils.

The Headteacher summarised plans for the implementation of the curriculum and medium term planning for the summer term. **Are the sequences about consolidation and embedding?** The Deputy Headteacher confirmed this to be the case and stated that the curriculum was a spiral which developed over the years. The Headteacher explained that the school's curriculum was built on co-operative working practices and pupils were making progress through self-editing. There was a focus on narrative immersion for pupils with speaking, listening and reading quality texts before writing.

Core Learning values 2019 PowerPoint Presentation

The Headteacher took governors through the PowerPoint on core values for 2019. Governors were referred to the core learning values which were being shared with pupils and were the golden thread through the curriculum.

Are there any plans to change homework? The Headteacher confirmed that this had been previously discussed following advice from a consultant, who had suggested a template topic sheet for a half term. **If the curriculum is changing may that impact on homework?** The Headteacher explained that homework was set as consolidation from classes and extra practice. Governors considered current arrangements for homework and recent research regarding its impact. Governors were reminded that homework was an operational decision for the Headteacher.

Could we offer books to support children? Governors were reassured that parents had been informed of books that they could purchase that could assist their child.

The Headteacher explained that the proposed core learning values had been developed with staff input and it was agreed that the tow values to further develop were resilient and confident learners. **Do you need some work to support staff to reflect those values?** Governors were informed that the values were being introduced over the next few months with both pupils and staff.

Curriculum statement 2019/20 SEN and EYFS

The Headteacher took governors through the curriculum statement that was shared prior to the meeting. **Is this the statement that would be shared on the school website?** This was confirmed.

Core Values book cover

Governors were referred to the core values book cover which was to be introduced and promoted through assemblies and circle time. **Will you do pupil awards on these values?** This was confirmed.

The Headteacher presented a medium term planning sheet to governors. **Is that an example of a half term plan?** This was confirmed. **Are these planning sheets for individual teachers to complete?** Teams of teachers would compile these. **Would it be possible to look at a completed plan?** The Headteacher agreed to share a completed version, in September. **ACTION 2**

Is the school spider the website on an app? No. Is there a way to have the school website on an app? It was agreed this would be looked into. **ACTION 3**

Governors commented on the excellent work developing the curriculum offer and thanked staff on their hard work and involvement.

5. CORE BUSINESS

a) Policies

Anti-bullying Policy

Governors were referred to the updated model policy which had been circulated prior to the meeting. The Headteacher explained that the definition had been amended and had a slightly different emphasis than the social media policy. The Headteacher shared an example of an incident and explained how it would be dealt with in relation to the social media policy. **If a bullying incident happened on social media with two pupils, how can there be no consequence in school?** The Headteacher explained that any issue would be raised with parents of the pupils involved and if required, additional advice would be sought from the LA and could be referred to the police.

Following a short discussion it was agreed that the policy should be considered further. Governors delegated further consideration to the Data Committee. **ACTION 4**

Drug Policy

Governors were referred to the model drugs policy that was circulated prior to the meeting. It was noted that although the school had a drug education policy, this policy was aimed at

safeguarding. **Is there a statement on residential trips assessment?** This was confirmed. The Headteacher stated that he had a number of queries regarding the policy. The Clerk encouraged the Headteacher to contact the LA lead. **ACTION 5**

Data Protection Policy

Governors duly APPROVED the Data Protection Policy that was circulated prior to the meeting.

Do we have a DPO in school? This was confirmed.

Consent Policy

Governors were referred to the Consent Policy which was circulated prior to the meeting. **Do you ask permission from parents when pupils commence in reception?** This was confirmed.

Governors duly APPROVED the Consent Policy. It was noted that the Policy was guidance for the school and therefore was not required to be uploaded onto the school website.

Does the school's privacy notice mention CCTV or third party software? The Deputy Headteacher confirmed this was managed in relation to the use of maths software. The Headteacher undertook to review whether this notice included the management of CCTV on the premises. **ACTION 6**

The meeting went on to consider whether further consent was required from parents and arrangements in regards to safeguarding. It was agreed the Headteacher and Deputy Headteacher would seek further advice. **ACTION 7**

b) Section 128 checks for Governors

The local authority (LA) had recommended that Section 128 checks are carried out by the school and that the Single Central Record was updated with this information.

The Headteacher reported that the School Business Manager would oversee the process. **ACTION 8**

6. RESOURCES

a) Budget update

The Chair of Resources Committee confirmed the Resources Committee had met, although the minutes were not yet available. At committee an anticipated £175,000 surplus position was reported, this surplus was required to continue to balance the budget in future years. A review of the budget had noted no significant variances.

Consideration was also given to funding for the works to the playground and arrangements for the Afterschool Club. Numbers of pupils eligible for pupil premium had reduced and concerns were expressed regarding the national pension increase.

There were a few issues with miscoding which the School Business Manager was investigating.

b) Approval of the budget 2019/20

The Chairperson confirmed the budget had been signed.

c) Approval of School Fund Audit Arrangements

Governors were informed the school fund monies had been diverted into the main school budget.

d) To consider and approve any changes to the Buyback of LA Services

The Headteacher reported that the buybacks had been considered by the School Business Manager and there were no proposed changes to the previous year.

e) Scheme of delegation

The Headteacher reported that a meeting had been arranged on 22nd March to consider the SFVS submission and scheme of delegation.

Details of an upcoming training event on SFVS were to be shared post meeting. **ACTION 9**

7. MINUTESa) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on **14th November 2018** copies circulated previously, be approved and signed by the Chair and authorised for publication.

Post meeting note; Mrs H Drury and Mrs C Norton's apologies had not been noted in the minutes.

b) Action Points from Previous Governing Board Minutes

The actions raised at the autumn term meeting were duly reviewed as follows:

ACTION	ACTION REQUIRED	ACTION FOR	UPDATE
1	Governors considered advertisement and recruitment methods, further discussion was to be held at Steering Committee.	Steering Committee	Recruitment had commenced and a nomination for LA governor was being progressed.
2	Chairperson undertook to oversee induction of new governors and the staff governor would arrange a tour of the school. Further consideration would be given to the role at the Steering Committee.	Chair/Staff governor/ Steering Group	The process was ongoing.
3	Business Continuity Plan meeting to be arranged for December.	HT	This meeting was to be rearranged. ACTION 10
4	Behaviour policy to be considered at Data Committee.	Data Committee	
5	The Headteacher undertook to clarify if pupils under the age of five in reception were removed from the attendance data.	HT	This was discussed below.
6	Both the Behaviour and Attendance Policies were deferred for ratification at the spring term meeting.	FGB	Governors delegated the attendance policy to the Data Committee. ACTION 11
7	Review the curriculum offer at the summer term meeting and ask for a LA review.	FGB	Completed. The SIA had been asked for his views
8	Sentence to be added to the SEF and SDP that these were actions over and above usual practice.	HT	Completed.
9	Names of governors to be added to waiting list.	Clerk	Completed.
10	Dates of all committee to be set.	FGB	Completed.
11	INSET dates deferred to the spring term meeting.	FGB	INSET days were shared with governors.

c) Matters Arising from Previous Governing Board meeting

Attendance- The Headteacher explained that attendance data was collated for all pupils from Reception regardless of whether a pupil was five years old or not. **Does it count as an absence if the pupil is off on a Friday?** The Headteacher explained that even if a pupil was on a part time timetable, it would affect attendance levels even if it was an approved absence. **Can we do anything about those pupils that are not attending for five days?** The Headteacher explained that all pupils were fulltime, although there had been a couple of requests for flexible schooling and this be reviewed in the summer term.

What about transition from reception to year 1? Do they have to evidence what they are doing? The Headteacher reported that arrangements would be reviewed and pupil progress considered, if required arrangements could be terminated.

d) Update from Data Committee

The Chair of Committee summarised discussions at the committee meeting in regards to the assessment data. Governors felt that there were two year groups whose assessment continued to appear cautious. The Deputy Headteacher confirmed this was being considered and highlighted that the profile of the cohort had made an impact and additional moderation had assisted in teacher's confidence with the assessment process.

Governors were informed that progress of those eligible for pupil premium was expected to improve following the upcoming pupil progress meetings. It appeared from the data that in Reception there was a 30% difference between girls and boys, although this was an appraisal target. Maths groups for girls were to continue as part of one of the schools priorities. Year 6 writing was likely to be moderated this year. **What are the concerns regarding writing?** The Headteacher stated that the end of year prediction for writing was lower than for maths and reading. The Deputy Headteacher was training to be a moderator for the LA and it was felt this would assist.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- SEND – Local Area Inspection Update
- Governance Update
- GOVAS – Stockport Governor Conference

Governors noted the guidance within the reports at the Steering Committee.

Governors were informed that the Acting Director for Education was due to visit the school.

Mrs L Thomas and Mr M Glynn confirmed their recent attendance at critical incidents training.

9. DATESa) Full Governing Board

Wednesday 19th June at 6:15pm

b) Committee Meetings

Steering Committee: Saturday 11th May at 9:30am

School Management Team- Friday 29th March.

Data Presentation- 4th April at 5:30pm.

10. ANY OTHER BUSINESS

a) End of Term of Office

There were none to note.

b) Committee membership

This was discussed and updated as appendix A.

c) School Residential Trips

The governing board duly APPROVED the following residential trips:

- Robinwood – Year 6 in July

d) Approval of INSET days

The Headteacher proposed that the INSET dates were held on the first day of September, a day preceding the October and February half terms and the remainder to be arranged as twilights.

Governors duly APPROVED the proposal for the INSET days for 2019-20.

e) School group

The Headteacher reported that the school was a group 3 school due to its size.

8:42pm Mrs H Drury withdrew from the meeting.

The Headteacher reported that a staff member's dog had been in school as part of the World Book Day and summarised the positive benefits it had on the pupils and raised the possibility of this being extended. Governors considered the benefits and potential issues this could raise and requested that the Headteacher seek further advice from the LA particularly in relation to risk assessing any proposals. **ACTION 12**

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:47 pm.

BROADSTONE HALL PRIMARY SCHOOL
SPRING TERM 2019 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

ACTION	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The support which was required for a number of pupils did impact upon the budget and ECHP plans did not cover the support required. It was agreed this would be raised with the Acting Director of Education.	HT	Spring term
2	Present an example medium term planning sheet at next meeting.	HT	Summer term
3	Investigate the possibility of the school website as an app.	HT	Summer term
4	Anti-bullying policy was delegated to data committee to consider further.	Data committee	Summer term
5	Seek further advice from Tanya Cross.	HT	Post meeting
6	Review school privacy notices to confirm if this referred to CCTV.	HT	Post meeting
7	Consider consent arrangements.	HT/DHT	Post meeting
8	Section 128 checks for governors to be managed by the SBM	HT/SBM	Spring term
9	Details of an upcoming training event on SFVS were to be shared.	Chair	Post meeting
10	Business Continuity Plan meeting to be rescheduled.	HT	Post meeting
11	Attendance policy to be considered further at the Data Committee.	Data committee	Summer term
12	Seek further advice and risk assess dogs on the school premises.	HT	Post meeting

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD**COMMITTEES 2019/20**

CHAIRPERSON
Sarah Newsam (one year appointment)
VICE-CHAIRPERSON
Cindy Davies (one year appointment)
DEVELOPMENT GOVERNOR
Vacant

RESOURCES (Finance, Staffing, Premises)	DATA COMMITTEE	STEERING COMMITTEE
Headteacher Louise Sinnott (Chair) Clair Norton Helen Drury Catherine Fullalove Laura Thomas Martin Glynn Jane Rogers (DH) SBM in attendance	Headteacher Helen Drury (Chair) Peter Ressel Catherine Fullalove Martin Glynn Sarah Newsam Cindy Davies Nicola Clifford Dave Underwood Jane Rogers (DH)	Headteacher Chairperson Vice-Chair Chairs of Committees All other Governors are welcome to attend.
PAY PANEL	PAY APPEALS	PUPIL DISCIPLINE
Cindy Davies Laura Thomas Louise Sinnott	Sarah Newsam Clair Norton Helen Drury	+ Three Governors to be selected, dependent upon availability, conflict of interest or prior involvement one other governor
HT PERFORMANCE MANAGEMENT	COMPLAINTS	SAFEGUARDING/ ATTENDANCE GOVERNOR
Helen Drury Sarah Newsam Louise Sinnott	Three Governors to be selected, dependent upon availability, conflict of interest or prior involvement	Nicola Clifford
SEND / PUPIL PREMIUM / LAC GOVERNOR	ASSESSMENT & IMPROVEMENT	MATHS GOVERNOR
Cindy Davies	Sarah Newsam	Vacant
WRITING AND ENGLISH		
Vacant		

March 2019