

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2019

Date: 19th June 2019

Time: 6:15pm

Venue: The School

GOVERNORS PRESENT

Ms S Newsam (Chairperson), Mr S Langley (Headteacher), Ms C Davies (Vice Chairperson), Mrs L Sinnott, Mrs L Thomas, Mr M Glynn, Mrs C Fullalove, Mrs H Drury, Mrs C Norton, Mr D Underwood, Mr P Ressel and Mrs N Clifford.

IN ATTENDANCE

Mrs K Nixon Governor Support Officer

Bold = Governor question

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed and the meeting convened at 6.23pm. Apologies for absence were received from Mrs J Rogers and these were noted by governing board.

a) **Vacancies**

The Chair reminded the meeting there was a LA Governor and Co-opted Governor vacancy. Governors heard that Cllr Sedgwick had not responded to an invitation to join the board as LA Governor. Mrs Davies was asked to contact Cllr Sedgwick again to find out if he was still interested in joining the board.

ACTION 1

Could the LA recommend someone for the co-opted governor vacancy? Governors discussed the current board vacancies. The Chair advised the meeting that Mrs Davies's term of office as parent governor would come to an end in November.

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. **SCHOOL DEVELOPMENT PLAN (SDP)**

a) **The 2019 Ofsted Framework and how this will impact on curriculum development in 2019-20**

Governors were referred to the presentation circulated prior to the meeting; the Headteacher said the presentation was based on LA training provided on the new Ofsted framework. The Headteacher highlighted the following to the meeting;

- It was expected there would be more focus on quality conversations between inspectors, senior leaders and subject co-ordinators, about the curriculum offered at the school.
- The new inspection judgements would be reflected in the updated SEF. It was added the SEF would be issued in September.
- The Headteacher explained the school's personal development focus would continue, with aim of supporting pupils to be ready for learning.
- Both section 8 and section 5 inspections would be two days long.
- Validated data would be used as a starting point for discussions and there would be less emphasis on internal or un-validated results.
- There would be more focus would be on evaluating a well thought out, planned and well taught curriculum.
- The Headteacher added the standards would be based on the end of year results for Year 6 and progress from Year 2.

What about the internal data for Years 1, 3, 4, and 5? The Headteacher said the results for these years would not be used as it was not validated, unlike the SAT results.

- The Headteacher explained school standards would not be ignored for Years 1, 3, 4 and 5. Adding, teachers, SLT and governors needed to have an awareness of pupil data across the school.
- Governors were told the school's own core curriculum document outlined subject knowledge goals across all year groups. The Headteacher said three I's; intent, implementation and impact, would help to structure planning and applying the curriculum.
- The meeting heard, it was anticipated sequences of lessons would also be considered in as part of inspections. The Headteacher explained learning was progressive and sequential, as pupils moved up through the school.

What about for split classes? The Headteacher said the school used year group expectations to set the curriculum outcomes for the each year group. It was added the information was set out in the school's core skills document.

- The Headteacher said the curriculum statement would set out the subject knowledge targets for pupils and was based on the national curriculum.
- Governors were told long and medium term planning would set out the sequences of knowledge and learning. It was added that planning would reflect how pupil knowledge would be built up, year on year. The Headteacher referred governors to the school's core curriculum document.
- The meeting was told the subject leaders and SLT needed to build their confidence in presenting in detail, on how sequential planning supported pupil knowledge.

What do staff need to do? The Headteacher explained the focus for staff had been more on raising attainment than curriculum and the new framework, required a shift in focus for staff. Once implemented, the Headteacher said, staff would be aware of the objectives of the new framework and be supported in, understanding and articulating curriculum goals.

Is there a need to do some staff training to meet the change of focus on curriculum? The Headteacher said he would review with Mr T Gadsby, school improvement advisor (SIA), from next year. It was added that staff were building on their existing knowledge and the aim was to share consistent good practice across the school.

Will the statement and values be on the school website? The Headteacher confirmed the school website would be updated from September onwards.

- The school would be re-launching the core learning values through assemblies and lessons in the new year, to reflect the curriculum statement

Is it possible to have a brief statement accessible to parents? Governors discussed issuing an overview to parents about the new Ofsted framework and school curriculum.

- The Headteacher told governors data on attendance, pupil exclusions and pupil mobility would still be referenced during inspections.

What do you mean by mobility? The Headteacher explained it was the number of pupils who left or joined the school over the year.

Would these trigger an inspection? The Headteacher confirmed poor attendance or high levels of exclusions could trigger an inspection. It was added the school had evidence to demonstrate pupil context and work done by the school, with regards attendance or exclusion matters.

What difference will parents see? The Headteacher confirmed the key messages of the school's wider curriculum and core values would be communicated to parents. Governors were told parents would probably not notice a great deal of change. Governors discussed rewarding achievements around the core values, to promote understanding at home and add value to pupils.

- The Headteacher said the school would continue to support pupils to build resilience, confidence and life skills. Governors heard the school wanted to maintain the existing level of SEND staffing, to support pupils and build on existing provision.

The Headteacher was thanked for his presentation; the Chair invited governors to discuss the presentation.

The board use to have subject link governors, do we need to revisit this? Governors discussed the matter. The Chair said the committees needed to consider curriculum integration as a key part of governance.

Should we invite teachers to the pre-meeting buffet? Governors discussed the matter. The meeting AGREED to consider inviting staff to meetings to support governors understanding of curriculum. The Chair confirmed the matter would be considered by the Steering Committee and raised at the autumn term FGB for discussion.

ACTION 2

4. CORE BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on **13th March 2019** copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from Previous Governing Board Minutes

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

ACTION	ACTION REQUIRED	ACTION FOR	UPDATE
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	The Headteacher told the meeting he had not made contact with Mr A Beswick, Acting Director of Education. It was added that contact had been made directly with the SEND team and a visit would be arrange as soon as feasible.
2	Present an example medium term planning sheet at next meeting.	HT	Governors were reminded medium term planning had been discussed previously.
3	Investigate the possibility of the school website as an app.	HT	Governors discussed the differences between the school website and spider

			app. The Headteacher confirmed the matter would be reviewed. Ongoing. ACTION 3
4	Anti-bullying policy was delegated to data committee to consider further.	Data committee	Reviewed and approved.
5	Seek further advice from Tanya Cross.	HT	The Headteacher clarified the Drug policy was different to the Drug Education policy. Ongoing ACTION 4
6	Review school privacy notices to confirm if this referred to CCTV.	HT	Governors discussed the matter Ongoing ACTION 5
7	Consider consent arrangements.	HT/DHT	Related to privacy notices above. Ongoing ACTION 6
8	Section 128 checks for governors to be managed by the SBM	HT/SBM	Governors discussed the matter Ongoing ACTION 7
9	Details of an upcoming training event on SFVS were to be shared.	Chair	The meeting heard that the new SVFS was already in use and no further action was required.
10	Business Continuity Plan meeting to be rescheduled.	HT	Governors were told the plan was in the process of being updated. Ongoing ACTION 8
11	Attendance policy to be considered further at the Data Committee.	Data committee	Reviewed and approved.
12	Seek further advice and risk assess dogs on the school premises.	HT	The Headteacher told the meeting a risk assessment was in place and available on the school website.

c) Matters Arising

The meeting was reminded the Data Committee had approved the Anti-Bullying and Attendance policies. Governors were invited to comment on the Anti-Bullying and Attendance policies; none were received and the policies were duly RATIFIED by the governing board.

d) Committee Minutes

The Chair of the Data Committee was invited to present to the meeting. Governors were advised the Data Committee had considered the analysis of pupil data. The committee Chair proposed the group evaluate school data one week after the school's data points at week 12, week 24 and week 36. Governors discussed and APPROVED the proposed committee meeting dates for week 13, week 25 and week 37.

The meeting was told the committee had reviewed the Year 2 request for additional support. Due to meeting timings, governors heard, the committee had approached the Resources Committee to propose funding the Year 2 support, which was then approved. Governors discussed the benefits of the two committees working together. The meeting was advised KS1 would need to review cohort support next academic year.

The Chair of the Resource Committee was invited to present to the meeting. The meeting was informed the school had a surplus as a result of restructuring and other cost savings. The Headteachers added the risk of a deficit budget had been reduced, in the short term.

e) Policy Review Document

This matter was not discussed at the meeting.

f) Preparations for Revised Model Pay Policy (2019)

The Clerk informed governors that the revised model pay policy would be issued at the beginning of the autumn term.

Governors considered the membership of the pay committee. The Clerk reminded the meeting that Mrs Davies, who was a member of the Resources committee, term of office would come to an end on 4th November 2019.

5. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting. The Headteacher highlighted the data summary to the meeting and invited questions.

Are the KS1 impact issues related to staff absences? The Headteacher confirmed this.

Can you compare the results to a previous staff absence period? The Headteacher explained the results were not comparable, as the data referred to a different cohort with a different level of SEN pupils. The Headteacher added the SEND support team were working with the cohort and said the additional support approved by the committees, would benefit the group. Governors heard the school was seeking external agency help for a behavioural support need.

What about for transitions? The Headteacher said he was discussing behaviour support with the LA, as several pupils had been identified with high levels of need across several year groups.

Are there any volunteer groups who could help the school support these pupils? Governors discussed the role of volunteers in the school. The Headteacher explained specific skills and knowledge was required, when supporting pupils with high levels of need and it was not appropriate for untrained volunteers to work with these pupils.

The Headteacher read aloud from the Health and Safety report summary. The Headteacher said emergency drills would take place once the school bell system had been updated. Governors discussed the use of the bell system during an emergency at the school. The Headteacher confirmed parents would be notified in advance of any practice drills.

Governors were told the school was rated green on the SIA plan. The Headteacher added he would review the Year 6 SAT data with Mr Gadsby, before the end of the year.

The Headteacher presented a summary of teacher and year group allocations, for the next academic year. The Headteacher added the school SENCO, Mrs Clifford, would move to full time. Governors were told this change was to meet the increasing level of need, presented by pupils and provide support to other staff members. The Headteacher said he had discussed the change with the SIA and other local Headteacher's to ensure the SENCOs role was proportionate.

Have the EY, KS1 and KS2 leaders been confirmed? The Headteacher said he had spoken to staff. Governors were told Mrs Jessop, KS1 leader, was happy to remain at 4 days.

How is the Year 5 and 6 split working? The Headteacher said the split was working well, adding that pupils had settled well and parents were happy. Governors were told there were 68 pupils in the current Year 6 group and fewer Year 5s, in the mixed class. The Headteacher told the meeting the picture would be different next year, as the cohort only had 15 pupils. The meeting heard there were strong, experienced teachers working with the pupils. The Headteacher said the Year 5 mixed group would remain with the same teacher as they moved into Year 6, as some were not comfortable transitioning to new year groups or classes.

When do parents find out about next year teachers? The Headteacher said parents were notified just before school reports were sent home. Mrs Clifford said pupils with SEND were supported during the summer term, to help them with transitions to new classes and teachers. In these cases, the meeting heard, some parents and pupils would already be aware of who their child's next teacher would be.

Will Reception be three classes? The Headteacher confirmed this. It was added pupil allocation was agreed by the teachers and was dependant on a number of factors such as; pupil resilience, friendship groups and level of support needed.

The Headteacher said the aim was for every pupil to have an opportunity to be in a mixed class. Governors were told it was not feasible to guarantee every pupil would definitely be in a mixed class, as it was dependant on their stage of development and teacher judgements.

The Headteacher referred the meeting to the school's safeguarding audit; circulated prior to the meeting and presented at the meeting. Governors discussed the following actions raised by the audit;

- Pupil friendly safeguarding policy
- Operation Encompass. The Headteacher outlined the objective of Operation Encompass and proposed that the school joined the operation. Governors APPROVED the proposal for the school to take part in the joint operation and for parents to be notified about Operation Encompass.
- Governors asked the Headteacher to discuss the use of CCTV at the school with Julia Story (see action 5 and 6 above)
- Lockdown procedure, including invacuation and evacuation. Governors confirmed the processes would be reviewed at the autumn FGB meeting. **ACTION 9**

Do you have risk assessments for large scale events? The Headteacher said there were no risk assessments for whole school events, such as the school fair. Governors discussed security arrangements for large events. The Headteacher was asked to review the outstanding/red safeguarding audit responses and notify Mrs Julia Story, with an update where appropriate.

Does the school remind regular visitors about the mobile phone policy? Governors discussed the mobile phone policy. The Headteacher told the meeting he would remind school office staff of their duties to speak to all visitors about the mobile phone policy. **ACTION 10**

The Headteacher updated the governors upon other matters arising from the Headteacher's Report;

- Behaviour in school: One racist incident. Nine exclusions, relating to four pupils. One bullying incident. No homophobic incidents.
- 16 incidents of physical interventions, relating to four pupils.
- No young carers

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

6. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan Induction, Training and Succession Planning

This was not discussed at the meeting.

b) Terms of Office for Chairperson, Vice Chairperson

Governors duly AGREED a continuation of the current arrangements. Terms of office would remain at one year from the date of the autumn term meeting 2019; the Chair and Vice Chair would remain in office until the date of the autumn term meeting 2020.

c) Expressions of Interest for Vice Chairperson and Chair of Committee (Autumn Term Onwards)

The Clerk advised the meeting that the election of a new Vice-Chair and Chair of Committees would take place in the autumn term FGB meeting. The Chair confirmed to the meeting that it was her intention to resign as Chair to the governing board in the autumn term. Governors were encouraged to speak with the Chair if they had an interest in any of the governing board roles.

7. RESOURCES

a) Budget update

The budget was not presented to the meeting.

Update on a budget matter was discussed under Confidential appendix 1.

b) Approval of the budget 2019/20

The Chairperson confirmed the budget had been approved.

c) Approval of School Fund Audit Arrangements

The Headteacher advised the meeting the school fund was being managed as part of the main school budget.

d) Scheme of delegation

The Headteacher confirmed the Resources committee had considered and approved the SVFS and scheme of delegation.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

The Chair reminded governors that all matters raised in the briefing papers had already been discussed by both committees. Governors were invited to comment on the briefing papers; none were received.

9. DATES

a) Full Governing Board

The meeting AGREED the following FGB dates for 2019-2020:

Wednesday 13th November 2019, 6.15pm

Wednesday 11th March 2020, 6.15pm

Wednesday 17th June 2020, 6.15pm

b) Committee Meetings

Governors AGREED that the Steering Committee would meet on Saturday 7th September at 9.30am

10. ANY OTHER BUSINESS

a) End of Term of Office

The Chair told the meeting Mrs Davies's term of office as Parent Governor would end before the autumn FGB meeting. Mrs Davies said she would like to continue to support the board. Governors discussed board membership and were reminded of the current Co-opted Governor vacancy.

Mrs Davies was proposed as a candidate for co-option to the governing board. Governors discussed the matter; a vote was taken and it was unanimously AGREED that Mrs Davies be appointed to the governing board as a Co-opted Governor for a four year term of office, with effect from 19th June 2019. The Headteacher and Clerk were asked to agree an election timetable for the parent governor vacancy in the autumn term. **ACTION 11**

It was proposed that another staff governor position be considered for the governing board. The Clerk advised the meeting a change in the number governors would require the board to approve the restructuring and reconstitute. Governors discussed the proposal. The Chair confirmed the matter would be discussed at the autumn FGB meeting. **ACTION 12**

b) Vacancies

As discussed above.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.50 pm.

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

ACTION	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Contact Cllr Sedgwick to determine if still interested in governor position	Mrs Davies	Post meeting
2	Consider future meetings with staff and/or subject governor roles to develop understanding of curriculum.	Steering Committee/ Chair	Autumn committee meeting
3	Investigate the possibility of the school website as an app.	Headteacher	Autumn FGB meeting
4	Seek further advice from Tanya Cross about the Drugs policy.	Headteacher	Autumn FGB meeting
5	Review school privacy notices to confirm if this referred to CCTV.	Headteacher	Autumn FGB meeting
6	Consider consent arrangements (privacy notices)	Headteacher/ Deputy Headteacher	Autumn FGB meeting
7	Section 128 checks for governors to be managed by the SBM	Headteacher	Autumn FGB meeting
8	Issue Business Continuity Plan	Headteacher	Post meeting
9	Review lockdown procedure, including invacuation and evacuation	Headteacher	Autumn FGB meeting
10	Remind office staff to notify all school visitors of the mobile phone policy	Headteacher	Post meeting
11	Conduct a Parent Governor election	Headteacher and Clerk	Autumn FGB meeting
12	Consider the appointment of additional members of staff to the governing board	Chair, Board and Clerk	Autumn FGB meeting