

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2019

Date: 13th November

Time: 6:15pm

Venue: The School

GOVERNORS PRESENT

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

IN ATTENDANCE

Mrs S Camacho Governor Support Officer

1. **OPENING THE MEETING AND ELECTION OF CHAIR**

a) **Election of Chair**

It was noted that Mrs L Thomas had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

Mrs L Thomas withdrew from the meeting.

It was proposed by Mrs S Newsam seconded by Mrs H Drury and unanimously RESOLVED that Mrs L Thomas be elected Chair for the agreed term.

Mrs L Thomas was invited back into the meeting and informed of the board's decision.

Mrs L Thomas requested that Mrs S Newsam chaired this meeting as she had prepared the meeting agenda with the Headteacher and this would allow for Mrs L Thomas to shadow her for this first meeting. Governors agreed to this request.

Mrs S Newsam in the chair.

2. **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by Mrs S Newsam. Apologies for absence were received from Mrs L Sinnott and Mr M Glynn.

a) **Ratify appointment of LA governor**

Governors were reminded that the board had previously nominated Cllr Sedgwick as the LA governor and this had since been approved at the LA Panel.

Governors duly RATIFIED Cllr Sedgwick's appointment as LA governor for a four year term of office.

Cllr D Sedgwick, was warmly welcomed to his first governing board meeting and personal introductions were made round the table.

b) **Outcome of the parent governor election**

Governors were informed that a parent governor election had commenced and there had been four nominations, the election was due to end next week.

The possibility of appointing an additional staff member onto the board had been raised at the last meeting, however it had since been confirmed that following the outcome of the parent governor election the governing board would be at capacity.

3. ELECTION OF VICE CHAIR

Election of Vice-Chair

There was a discussion regarding possible interested parties.

Mrs H Drury declared an interest in the position of Vice-Chair. Additional nominations or expressions of interest were invited; there were no further candidates.

Mrs H Drury withdrew from the meeting.

It was proposed by Cllr D Sedgwick, seconded by Mrs C Norton and unanimously RESOLVED that Mrs H Drury be elected Vice Chair for the agreed term.

Mrs H Drury was invited back into the meeting and informed of the board's decision.

4. DECLARATION OF INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests; The following declarations were made:

- Cllr D Sedgwick works in marketing for an education publishing company.
- Mrs C Fullalove works in a local primary school
- Mrs H Drury works in a local secondary school
- Mr D Underwood manages afterschool sports clubs at the school. .

The Chairperson explained that Mr Underwood's business interests had been managed by him not being a member of the Resources Committee and the same arrangement would be followed for Cllr Sedgwick.

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

b) Business Interest Form

Copies of the Business Interest form 2019-20 had been circulated prior to the meeting. Governors were requested to complete and sign the forms and return them to school for upload to the website. **ACTION 1**

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for existing governors and that Section 128 checks had been carried out. DBS checks would be progressed for newly appointed governors. **ACTION 2**

5. 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 first section of the report which outlined the context of the school. The Headteacher highlighted that pupil numbers had reduced slightly, the PAN for reception was 75 and there had been 60 applicants, the previous year there had been 175 applicants. The Headteacher had been told by admissions that there had been a drop in the birth rate. **Has there been an increase since then, is the birth rate going up again?** This was not known. The Schools Improvement Adviser had suggested that the Headteacher contacted admissions in January to ascertain future projections on pupil numbers. **How were applications for nursery?** The school was able to offer additional fulltime places, as numbers were lower. The Headteacher was hoping that the reduction

in pupil numbers was a blip, however if it did continue then consideration may need to be given to the PAN. He was aware that another local school had a bulge year. **Which school has increased in numbers?** This was shared. The Headteacher confirmed the arrangement at that school was for one year. Governors queried why those admissions wouldn't have been referred to Broadstone Hall. **Were there any appeals?** There were no appeals this year as numbers were lower than the PAN, the school had been oversubscribed the year before.

Governors were referred to the contextual information in the report, the Headteacher highlighted that the number of pupils with SEND needs was rising. **Is that information up to date, as there was different figures regarding EHCP in another document?** The Headteacher confirmed the most up to date data was within his termly report, the figures in the SEF were from the census.

The Headteacher referred governors summer term, data, which had been considered at length by the data committee which met in July. In early years 71% of the cohort had achieved a good level in development which was the same as the LA average, although under national. Phonics passes had increased, although the results were under the national average; this was an area for development for next year. In KS1 there had been a slight dip in results, which was thought to be due to the cohort, there were 21 pupils on the SEN register. Greater depth standard in reading was above national and writing was slightly below. **Is that the year group the data committee asked for extra support for?** This was confirmed.

In regards to KS2 their results were pleasing given the complex nature of the cohort, the school was above the national average in reading, slightly below in writing and in line for maths, it was the first time the combined score for the school was the same as the national average following a four year upward trend. Greater depth standards were comparative to the national and LA average. Progress measures were above average for reading, average was 0 for Broadstone Hall it was at 2.5 which meant the school was in the top 25 in the country.

Governors were referred to the section on behaviour and informed that there had been a slight rise in the number of exclusions, increased support was available for a small minority of pupils who were also receiving provision from the behaviour support team.

The school had been visited by the LA health and safety coordinator and recommendations were being actioned. **What else can be done to the school site for it to be more secure?** The Headteacher stated that there wasn't much else, however he was working with external agencies to confirm this.

The school management team had met and an electronic bell system had been installed, arrangements were to be drawn up for a practice lock down. **Is there clear guidance on this, so there is no stress on pupils?** The Headteacher pointed out that there had been a recent unplanned lock down, but agreed parents would be informed prior to any planned lock down. **When parents are written to, can they be asked to not add reports on social media when something is happening at the school, as the school wouldn't and it would be expected that parents wouldn't either?** The Headteacher agreed this could be considered by the management team at their next meeting.
ACTION 3

Governors were referred to the School Improvement Adviser's Termly Report and one voice consultation report which had been circulated to governors prior to the meeting. **Does the one voice meeting happen once a year? Could a governor attend the next one?** The Headteacher agreed to ensure this.
ACTION 4

The Headteacher took governors through the staffing section which outlined recent changes and updates on maternity leave and cover arrangements. A recent INSET day had focused on staff wellbeing in challenging circumstances. The Headteacher reported on recent levels of staff absence and felt governors should be mindful of this. **Are there issues within school or home that is affecting staff?** This was shared. The meeting went on to consider the increased expectation from the new Ofsted framework on teachers and subject leaders. Feedback from recent Ofsted inspections was shared. **What has been put in place since the INSET?** The Headteacher explained that strategies had been shared with staff in regards to how they could manage their workload. **Will this be repeated?** The Headteacher confirmed it would be repeated on a regular basis. There was a nominated staff member in charge of wellbeing and where appropriate staff would be referred to external agencies. The Deputy Headteacher added that there was a return to work process and referrals to occupational health. **Is it an automatic trigger?** Yes as there was a duty of care to staff. Governors noted that they also had a duty of care to the Senior Leadership Team.

The Headteacher informed governors that there was a possibility that school funding may increase in the future, however currently there was financial pressure on the school in addition to less staff members and an increased number of pupils with challenging needs. The Deputy Headteacher added that many pupils with complex emotional needs were not able to get support from external services. The Headteacher agreed and pointed out that the school had to prioritise referrals of only pupils with the highest needs to external agencies and the educational psychologist.

6. SCHOOL DEVELOPMENT PLAN

a) Overview of One Voice Conversation with SSIA

Governors were referred to the one voice conversation report, which highlighted that the school was taking effective action on the Ofsted recommendations. **Our priorities were based on an inspection based on the previous framework, how do these reflect now?** The Headteacher confirmed that one of the priorities had been to improve feedback and marking, and as this was no longer in the framework and therefore may not be asked in a future inspection.

Challenging the most able pupils continued to be a priority and recent data demonstrated this and this formed part of pupil progress meetings. Handwriting remained an area of focus, every fortnight a selection of books from a range of subjects were reviewed.

Key priorities from last year were reviewed as part of the one voice conversation process and it was agreed boy's attainment in EYFS and phonics had improved. **Which cohort is it that had challenges with phonics?** This was shared.

Recent data demonstrated that progress was being made in all the priorities and the SIA was pleased with this progress. Results for pupil premium in year 6 had increased which was due to a range of opportunities which had been implemented such as homework clubs. There had been a large improvement in maths attainment for girls and they had outperformed boys for the first time. **Do you think that could be put down to the girl only maths groups?** Yes. The Deputy Headteacher added that out of the group 25 had met their expectations and the results of the remainder had been very close and appeals had been submitted. **Could that be linked to girls reading standards as well?** The Deputy Headteacher confirmed attainment was high in reading and a new programme for maths mastery would also assist in improving attainment, although girls did appear to be less willing to take risks in maths, work on growth mind-set would also help. **Could teachers talk or teach about girl role models in maths to aspire more girls?** The

Headteacher agreed this was a possibility. The Deputy Headteacher added that in the last three year 6 cohorts girls had been a minority and this may also have had an impact.

The development of the curriculum was a priority for this year, there was an expectation with the new framework to rate subjects on and decide which the best were and which required development. **Are subject leaders doing this?** The Headteacher confirmed this to be the case. In the new framework the focus was on subject leaders and not the SLT. The Schools Improvement Adviser had worked with subject leaders so they were empowered to articulate the position of their subject. There was a good package of training from the LA and a recent INSET day had focused on subject leader development, all subject leaders had a coordinator day and work watches on Wednesdays were linked to subjects. A pupil voice was planned.

A governor commented that there was a role descriptor on a primary curriculum link governor and suggested this was agreed. The Chair reported that from a discussion with the SIA it was suggested that subject leaders came to present to governors about their curriculum area. The meeting went on to consider various ways this could be managed to ensure governors had an overview of all subjects. It was noted that with the new framework subject leaders would be asked to articulate their subject and plans to Ofsted rather than the senior leadership team and staff should be supported in that and governors were learning together with them. It was agreed that a meeting would be arranged with subject leaders and governors. **ACTION 5**

Governors were referred to the SEF that had been circulated prior to the meeting.

Is there a SEF for subject leads? The Headteacher confirmed there were skeleton action plans for subjects and leaders were utilising these. The Headteacher demonstrated an example plan on the smartboard.

Governors commented that the SEF for this year appeared to be more balanced on a wider curriculum.

The Headteacher took governors through the priorities for this year as outlined in the report.

Governors requested that the One Voice report was re-circulated. **ACTION 6**

Stage on the LA School Protocol of the School Improvement Adviser's Termly Report

A copy of the termly update had been circulated prior to the meeting.

Proposal at Steering to use SDP item at future FGB meetings to understand curriculum development

This was agreed.

7. GOVERNOR DEVELOPMENT/BOARD

a) End of Term of Office

The meeting was informed that there were no governor's term of office was due to end.

b) Consideration of Vacancies

It had been previously noted that there were would be no vacancies on the board following the outcome of the parent governor election.

c) Consideration of Committees

Governors discussed and reviewed committee structure and membership, and link governors as per Appendix 1.

Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board.

Governors unanimously **RESOLVED** that Mrs H Drury continue as Chairperson of the renamed Data and Standards committee for the agreed term.

Governors unanimously **RESOLVED** that Mrs L Sinnott be elected Chairperson of the Resources committee for the agreed term.

d) Policy List

Governors considered the updated Policy List and the review date cycle.

e) Review of Revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2019-20 was duly adopted.

f) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 28th March 2020 at Marple Hall School.

8. BUSINESS

a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on **19th June 2019** copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from the Previous Minutes

The actions from the summer term minutes were reviewed as follows:

ACTION	ACTION REQUIRED	ACTION FOR	UPDATE
1	Contact Cllr Sedgwick to determine if still interested in governor position	Mrs Davies	Cllr Sedgwick had been appointed.
2	Consider future meetings with staff and/or subject governor roles to develop understanding of curriculum.	Steering Committee/ Chair	Discussed had been considered.
3	Investigate the possibility of the school website as an app.	Headteacher	Deferred to the spring term. ACTION 7
4	Seek further advice from Tanya Cross about the Drugs policy.	Headteacher	Deferred to the spring term. ACTION 8
5	Review school privacy notices to confirm if this referred to CCTV.	Headteacher	Deferred to the spring term. ACTION 9
6	Consider consent arrangements (privacy notices)	Headteacher/ Deputy Headteacher	As above.
7	Section 128 checks for governors to be managed by the SBM	Headteacher	How often are DBS checks done and who has these? The Headteacher explained

			that the SBM managed DBS checks.
8	Issue Business Continuity Plan	Headteacher	The Health and safety team had considered the Plan.
9	Review lockdown procedure, including invacuation and evacuation	Headteacher	This had been discussed at the Health and safety meeting.
10	Remind office staff to notify all school visitors of the mobile phone policy	Headteacher	A poster was displayed in the visitor waiting area. It was suggested that the school developed a multimedia policy. The Headteacher confirmed there was reference to the use of multimedia was in many of the school policies.
11	Conduct a Parent Governor election	Headteacher and Clerk	This had commenced.
12	Consider the appointment of additional members of staff to the governing board	Chair, Board and Clerk	This was discussed earlier in the meeting.

Matters arising

It was highlighted that the Director of Education was to be invited into the school to consider SEND issues, however an interim Director had recently been appointed.

c) Model Pay Policy 2019

Governors were referred to the model pay policy which was circulated prior to the meeting. The Headteacher confirmed that consultation upon the 2019 pay policy had commenced. **Does that consultation include unions?** This was confirmed.

Governors RESOLVED to delegate approval of the Pay Policy 2019 to the Pay Panel.

Membership of both the pay panel and appeals panel was agreed as per appendix one. Remit for the Pay Panel had been shared prior to the meeting.

d) Model Governor Visits Policy

Governors considered and APPROVED the policy which had been circulated prior to the meeting.

e) Safeguarding Policy

Governors had received the model policy earlier in the term and the school's personalised version of the policy just prior to the meeting. The Headteacher reported that there were minor changes made to the schools version of the policy.

Governors considered and APPROVED the safeguarding policy.

f) Schools Financial Value Standard (SFVS) Letter

Governors noted the letter from Peter Hughes, local authority Finance Manager, advising of changes to the SFVS requirements. Governors were informed that the Chair of Resources and the School Business Manager were considering this.

9. RESOURCESa) Committee Minutes

The minutes of the committee meeting held on 15th October 2019 were displayed on the smartboard for governor information.

The Chairperson confirmed she had signed the budget on behalf of the governing board.

In the minutes there is reference to a carry forward position of £203,000, is that a good position? This was confirmed. **Is that over a three year period?** The Headteacher confirmed there was an expected surplus over the next three years, with a possible deficit in the fourth year, however this would be monitored.

Governors were informed the proposed salary uplift of 2.75% had been included in the budget

The Headteacher explained that there had been a rise in pupil funding to £4,000 from 2021/22, this was an increase of £500 a pupil, however there had been a reduction in admissions to the school which had resulted in a reduction of £105,000 in funding. **What is the percentage reduction, is that in numbers?** There had been fifteen less pupil admissions this year and concern that this would continue in future years. **Will they reduce in the first year or will the school be protected?** This was not clear, the Headteacher felt it was a concern that pupil numbers had dipped and felt it was important to highlight this to governors. **Is it a healthy position?** The Headteacher agreed, but pointed out that numbers of pupils with ECHP and high needs had increased and provision available may require consideration in light of the recent staffing restructure.

Has the low admission numbers been raised formally with the LA? The Headteacher confirmed he had raised it with the Schools Improvement Adviser and Admissions. The school had been at capacity for seven years with waiting lists and appeals, this was the first year it had dipped.

The meeting went on to discuss a local school which had taken on a bulge class this year and the possible impact this may have had. Governors raised their concern regarding the possible future impact of this on the school and it was agreed a letter would be submitted to the LA from the governing board. **ACTION 10**

Is a response being compiled to the schools financial consultation? The Headteacher confirmed he would be responding.

A governor highlighted that it appeared the school would receive a reduction in funding and there wasn't a rationale within the documentation. **When is the deadline, could a response be submitted from the governing board?** It was agreed that the Chair of Resources, Headteacher and School Business Manager would compile a response from the governing board and the correspondence recirculated. **ACTION 11**

c) Ratification of Policiesd) Budget Update10. DATA COMMITTEEa) Committee Minutes

The Chair of committee advised that a meeting was held in July at which the committee considered the summer term data and benchmarked KS1 data against other schools, which raised a concern. The Deputy Headteacher explained that the validated scores had since been received and there were no concerns. Moderation was currently managed within the cluster, however there were plans to moderate in future with other schools in Stockport that had similar contexts.

11. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governance Update

Governors were invited to consider their own training and development needs and those of the whole governing board. **ACTION 12**

GOVAS update

School Improvement – One Voice

The guidance was noted.

Safeguarding – Changes to KCSIE

A revised version of *Keeping Children Safe in Education* (KCSIE), effective from 3rd September 2019, has been published; governors noted the key changes. The Headteacher confirmed that all staff had read and understood the revised document.

SEND update

Governors noted the SEND questions which could be used to frame a discussion around the implementation of the Entitlement Framework. A governor fed back on an event they had recently attended. Governors were informed that the school was working through the document and a survey had been circulated to parents of pupils with high needs/SEN this was then to be extended to all parents. **What do you think of the entitlement framework?** This was shared.

Assessment update

VERY Provisional LA Primary Data

The information was noted.

Early Years Outcomes

Governors noted the questions to support the understanding of EY work within their school. **ACTION 13**

Restorative Approaches

School Estate

The guidance was noted.

12. DATES

a) Full Governing Board

Spring term: Tuesday 10th March at 6:15pm

Summer term: Wednesday 7th June at 6:15pm

b) Committee Meetings

Steering date: Saturday 11th January

c) May Bank Holiday Date Change

Governors were reminded that the first May bank holiday had been moved from Monday 4th to Friday 8th May 2020 to coincide with the 75th anniversary of VE day. Parents have been informed.

13. ANY OTHER BUSINESS

a) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility and advised that the LA must have a postal address to contact governors.

c) Admissions Consultation

The Headteacher requested that a massive note of thanks be recorded to Mrs S Newsam for all her hard work as Chair of Governors and support to the school. Thanks were also extended to Ms C Davies as Vice Chairperson.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:45pm.

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

ACTION	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Governors were requested to complete and sign the forms and return them to school for upload to the website	Governors	Post meeting
2	DBS checks would be progressed for new governors.	SBM	Post meeting
3	The Headteacher stated that the management team were due to meet again and they would could consider information shared with parents and pupils.	School management team	As appropriate
4	Governors to be involved in the next one voice conversation meeting.	HT	As appropriate
5	Arrange meeting with subject leaders and governors.	HT	As appropriate
6	Re-circulate one voice conversation report	Clerk	Post meeting
7	Investigate the possibility of the school website as an app.	HT	Autumn term
8	Seek further advice from Tanya Cross about the Drugs policy	HT	Autumn term
9	Review school privacy notices to confirm if this referred to CCTV. Consider consent arrangements (privacy notices)	HT	Autumn term
10	Letter to be compiled from the GB and submitted to the LA regarding admissions.	GB	Post meeting
11	Compile a response from the governing board on the finance consultation. Circulate finance consultation correspondence	Chair of Resources/SBM/HT Clerk	Autumn term
12	Governors were invited to consider their own training and development needs and those of the whole governing board.	FGB	Autumn term
13	Governors noted the questions to support the understanding of EY work within their school.	FBG	Autumn term