

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2021

Date: 22nd June 2021
Time: 6:00pm
Venue: Microsoft Teams

GOVERNORS PRESENT

Mrs L Thomas (Chair), Mr S Langley (Headteacher), Ms F Bond, Mrs N Clifford, Mrs H Drury, Ms S Newsam, Mrs L Sinnott, Ms J Rogers, Mr D Underwood, Ms C Davis.

IN ATTENDANCE

Mr A Bagguley Acting Deputy Headteacher
Mrs S Camacho Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Mr M Glynn and Mrs C Norton these were accepted by the governing board. Cllr D Sedgwick was not in attendance.

2. **DECLARATION OF BUSINESS INTERESTS**

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

- Mrs Drury works in a local secondary school
- Ms Rogers works at Reddish Vale Nursery and a governor
- Mr Underwood manages the afterschool sports clubs at school
- Ms Bond works at a primary school in Manchester
- Mrs Fullalove works at a local primary school

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

3. **DECLARATION OF A.O.B.**

The Chair declared that one item had been requested, which would be considered at item 12.

4. **CHAIR'S ACTION**

The Chair advised there had been no chairs actions since the previous meeting.

5. **HEADTEACHER'S TERMLY REPORT**

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

Have any questions been sent in advance? The Headteacher confirmed no questions had been submitted.

Governors were asked to raise any questions or comments. None were raised.

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

Mrs L Sinnott in attendance.

6. STANDARDS AND CURRICULUM

Governors were informed the committee met on the 24th May 2021, there were no minutes available.

The Chair of Committee explained that the committee had considered a data presentation which had been circulated to the board prior to the meeting. It was highlighted by the committee that staff appeared to be hesitant with the data and identifying if pupils were meeting expectations. It was agreed that staff would be reminded that they were being asked if pupils had met their expectations based on what had been taught, following a meeting with the Headteacher the data increased. **Will this process be repeated before data is submitted?** The Headteacher agreed, he had facilitated meetings for all teachers, which had been difficult with bubble closures and could be difficult to manage three times a year, however it had been useful. The Deputy Headteacher added that it had ensured judgements were robust. The Headteacher reported that it had not been possible to cover the full curriculum, reports to parents would reflect this; pupils had been assessed on what they had been taught, there would be a full curriculum offer next year.

Governors were advised that the Ofsted framework was being updated, the Headteacher hoped there would be recognition of the impact lockdown had on attainment and progress, as pupils had not caught up yet.

Normally the board would see the comparison with years 2 and 6, how do we know how our children have coped with the work they have missed, how can we compare to other similar schools and cohorts? The Headteacher confirmed this issue had been raised. Prior to Covid comparisons were made with cluster schools. From September comparisons would be made with the most similar school in the cluster; St Thomas'. **Is teacher assessment going next year?** This was confirmed. Phonics assessments may be reintroduced in the autumn term for year 1, that would be the first national data set.

Will both committee meetings be clerked by the LA? The Headteacher confirmed if it was affordable, both committees would in future be clerked by the LA.

Governors were asked if they had any queries on the presentation? There were no further questions raised.

7. RESOURCES

a) Resources/Finance Committee Minutes

The minutes from the spring term meeting held on **5th March 2021** were circulated prior to the meeting and noted by the board.

It was noted that the draft minutes from the summer meeting held on **24th May 2021** had been circulated to the Headteacher and Chair for comment and had not been shared wider.

b) Budget update

The Chair of Committee agreed to summarise the key discussions from the recent meeting; the full governing board was required approve the budget for 2021/22, the budget was being managed well, there was a deficit expected in three years' time, although this was not a current concern. The key concern was to address the in-year deficit caused by staffing up to a three-form entry PAN with lower admission numbers and income, the financial year ended with a surplus which had carried forward to relieve the pressure, by year 3 there would be a deficit.

The key thing for resources and FGB was a need for clarity from the LA regarding the PAN and how to address this, by reducing classes or support in terms of admission numbers. The Headteacher explained that as seventy-five pupils were leaving the school sixty admissions were coming in, this had been the situation for the third year, if this continued in two years the deficit

would be £160,000. Due to pupil numbers the school had to provide a third class, which impacted on staffing, the school was currently staffing a 2.5 entry and high needs pupils.

Governors were informed the prediction for the surplus for this year was £320,000, by year 2 it was £188,000 and year 3 there would be a £59,000 deficit, there were many uncertainties and the committee and FGB were required to consider this.

c) Letting policy

The Committee had considered the policy.

Mr D Underwood withdrew from the meeting due to a conflict of interest.

Discussions had been in relation to whether the school should charge the same rate or a different rate to organisations such as brownies which would benefit school children. The committee had approved the lettings policy and deferred a decision on charges to ascertain the view of the governing board. The Chair highlighted that the SLA's also required further review and proposed that these were considered earlier, in the autumn term, alongside consideration of the letting policy. It was proposed that an action group be formed. **ACTION**

Governors were informed that the school could retain 12% of a surplus, the current figure was above that, although there were exceptional circumstances with Covid.

Mr D Underwood returned to the meeting.

d) Approval budget 2021/22

Governors were informed there were several areas impacting on the budget; admission numbers, additional costs from Covid and lower numbers in breakfast club. The Headteacher commented that there were financial challenges, which supported retaining the current surplus position and evidence to debate this with the LA. A review of the resource's minutes and health and safety identified several areas which required attention in the school at a cost of £78,000. Correspondence had been sent to all schools with a large carry forward. **Are they sending letters back, what is the motivation and how should the school respond to the letter? Governors considered and agreed that both perspectives were shared, funds had been utilised to support data and curriculum and a claw back may be detriment because of the current circumstances.**

A governor shared discussion about funding from the DfE and schools retaining funds.

Following a brief discussion, it was agreed that a letter would be compiled by the Headteacher, School Business Manager and Chair explaining the position of the school and the proposal for spend. **ACTION**

Are there any remaining concerns? There were none raised.

Governors duly APPROVED the budget 2021/22.

e) Approval of Scheme of Delegation 2020-21

Governors were referred to the scheme of delegation which was circulated prior to the meeting.

Is the delegation information in the terms of reference? Governors were informed arrangements should be in the committee terms of reference, the LA templates remits were shared and considered in the autumn term.

f) Approval of Statement of Internal Control

Governors were referred to the statement of internal control which had been circulated prior to the meeting.

The Chair of Committee highlighted that the statement had been considered as part of the SFVS submission and the board had met all requirements. Governors were to consider the finances six times a year at committee and full governing board meetings. To address this a report would

be presented from the School Business Manager at full governing board meetings from the autumn term. **ACTION**

On number 5- what are the weaknesses they are referring to? The Chair of Committee reported that this was referred to the financial position which was being dealt with this year.

Governors duly APPROVED the Statement of Internal Control.

Governors noted that the finance team had done a remarkable job managing the budget in a difficult time and ending the year with a surplus, they were aware of the risks and the one weakness identified on the statement of internal control was manageable.

g) Approval of Best Value Statement

Governors were referred to the Best Value Statement which was circulated prior to the meeting.

Governors duly APPROVED the Best Value Statement.

h) Approval of the SFVS

Governors were informed the SFVS had been approved by finance, the submission had been considered in detail by the committee, there were no issues raised.

Is the process to change the PAN known, what does it involve and how long does it take?

The Headteacher said he had discussed this with Chris Harland at the LA, it was a two-year process as the LA had to consider pupil numbers across the area; a change to PAN affected other local schools. Interim funds had been given to allow the school to continue with three reception classes, it had been raised that the school was vulnerable as it was a short-term measure and there was a long-term issue. A meeting was to be arranged with the SIA and the governing board. It was noted that the future deficit position was based on admission numbers which may trigger a long-term solution.

What happens after this academic year? The Headteacher suggested that in Chris Harland was re-contacted.

Governors considered whether a reduction in PAN was in the best interests of the school. The Headteacher pointed out that at the last two/three governing board meetings, there had been discussions to reduce the PAN, the LA was asked for a reduction from September and the school was informed it couldn't for three years. Pupil numbers had reduced over the last two years and were likely to continue to reduce.

Governors noted that the future deficit position was not due to poor financial management it was due to the PAN. **The PAN is not causing any other issues is it?** The Headteacher said no.

What action should the board take? It was agreed a letter from the Chair of Governors, Headteacher, Chair of Resources and School Business manager would be submitted to the Local Authority in September. **ACTION**

Is it worth as part of the claw back discussion, that this issue could be raised? This was agreed.

8. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the full governing board meeting held on **16th March 2021**, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Review of Action Points from the Previous Meeting

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
5	Contact HR for further advice and Chris Harland.	Headteacher	The Headteacher had sent an update to governors prior to the meeting regarding the support given from the LA.
8b (Action point 1)	Contact the LA regarding the PAN for the admissions consultation	Headteacher	This would be actioned for autumn 2021. ACTION
8b (Action point 6)	Consider length of term of office for Chair and Vice-Chair	Governors	This was an item on the agenda.
8b (Action point 13)	Follow up on the understanding of the EY work taking place; link governors to make contact	Headteacher and link governors	This action was carried forward. ACTION
9a	Approval of the 2012/22 budget	Resources Chair, Headteacher, Chair of Governors	Completed.
9e	Approval of School Fund Audit Arrangements	Governors	Governors were informed the school fund had been closed. Auditing the Friends of Broadstone was not the board's responsibility.
9f	Consider changes to the buyback of LA services	Resources Committee/ Governors	This was to be discussed in the autumn term
9h	Approval of Scheme of Delegation Grid	Full governing board	Completed.
9h	Add Statement of Internal Control, Best Value Statement and Scheme of Delegation Grid to Resources Planner	SBM/ Resources Chair	Completed. Will the School Business Manager inform us what needs to be agreed? Yes. The Headteacher advised that the template for each term had been received.
9h	Clarify if there are any other budgetary documents/deadlines needed to be complied with.	Headteacher /SBM	The Headteacher confirmed the deadlines for each term had since been confirmed.
12	Clerk to advise GSO of new meeting date for summer term meeting	Clerk	Completed.
13	Calculate minimum hourly rate possible for renting the school	SBM	This was being progressed by the School Business Manager action carried forward. ACTION
13	Review Lettings Policy to take account of different terms to be offered	Resources Committee	This action had been carried forward. ACTION

c) Policy Approval

The following policy was circulated prior to the meeting and NOTED by the governing board:

- Protection of Biometric Information of Children in Schools and Colleges

Governors were informed this was a new statutory policy, there were no plans to implement the policy.

d) Confirmation of GovernorHub details

Governors were requested to update their personal details on GovernorHub before the end of term. **ACTION**

The Clerk undertook to send information through to the School Business Manager to update the website *Get Information About Schools* in line with statutory requirements. **ACTION**

e) Pay Policy Preparations

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

Governors considered the membership of the pay committee.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors were referred to the briefing papers which were circulated prior to the meeting and were considered at the Steering Committee, the Headteacher gave the following updates:

- Governance Update
- Governor Development
- Ofsted Updates- LA SEND local area visit was due. Ofsted inspections were to recommence from this summer term
- Early Years Update- staff had received training.
- Early Career Teachers (formerly NQTs)- the school was not intending to have ECT in September.
- RE Syllabus 2021-2027- this had been updated.
- Holiday Activities and Food Programme- a summer school was to be held at Broadstone Hall, funding for this would cover one to one support for several children to access the one move programme.
- Stockport and Tameside Partnership Opportunities
Midterm update

Governors noted the guidance within the reports.

10. GOVERNOR DEVELOPMENT

a) Review and discuss Governor Skills Matrix and identify training/development needs.

Governors were referred to the outcome of the skills matrix which had been circulated just prior to the meeting. The Headteacher, Chair and School Business Manager had discussed the potential risk areas which were identified from the audit and discussed how these could be addressed. A budget training event was being considered. This audit would inform future recruitment to the board and succession planning

Governors were encouraged to access training based on areas for improvement and their roles on committees. The Clerk highlighted the training which was available on the budget, data and safer recruitment in addition to the NGA online courses.

b) Vacancies

Governors noted a vacancy on the board for a co-opted governor.

c) Terms of Office for Chair and Vice Chair

What is the usual term of office? The clerk advised that it was usually one- or two-years dependent upon circumstances of the school and the decision of the board, examples were shared.

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 2021; the Chair and Vice Chair would remain in office until the date of the autumn term meeting 2022.

d) Expressions of Interest for Chair, Vice Chair and Chairs of Committees

Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest. **ACTION**

11. DATES

a) Full Governing Board

Tuesday 12th October at 6:00pm

b) Committee Meetings

Curriculum and standards Committee -Tuesday 5th October at 5pm

Steering Committee -Saturday 16th September

Resources Committee - date to be confirmed in the week of 12th October. **ACTION**

12. ANY OTHER BUSINESS

The Headteacher thanked Ms Newsam for her years of dedication as the previous Chair at the school and as a governor. He thanked Mr Baggeley for his fantastic work as acting Deputy Headteacher over lockdown and developing the remote learning offer. Ms Rogers was to return from next week as Deputy Headteacher.

An additional item was raised, which has been minuted in a confidential appendix.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:00 pm.

BROADSTONE HALL PRIMARY SCHOOL
SUMMER TERM 2021 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

ACTION	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Review SLA and letting policy charges. Governors to volunteer for the task group.	FGB	Autumn
2	A letter would be compiled by the Headteacher, School Business Manager, Chair of Resources and Chair of Governors explaining the position of the school and the proposal for spend.	HT/SBM/Chair	Post meeting
3	A budget report would be presented from the school business manager at future full governing board meetings.	SBM	Autumn FGB
4	A letter from the Chair of Governors, Headteacher, Chair of Resources and School Business manager would be submitted to the Local Authority in September.		
5	Contact the LA regarding the PAN for the admissions consultation	HT	Autumn
6	Follow up on the understanding of the EY work taking place; link governors to make contact.	Link gov	Summer
7	Calculate minimum hourly rate possible for renting the school	SBM	Summer
8	Review Lettings Policy to take account of different terms to be offered	Resources	Autumn
9	Governors were requested to update their personal details on GovernorHub before the end of term.	Governors	Summer term
10	The Clerk undertook to send information through to the School Business Manager to update the website <i>Get Information About Schools</i> in line with statutory requirements.	Clerk	Summer term
11	Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest.	Governors	Post meeting
12	Resources Committee date to be confirmed.	Chair of Resources	Post meeting