

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2020

Date: 10th March 2020

Time: 6.15pm

Venue: The School

GOVERNORS PRESENT

Mrs L Thomas (Chair), Mr S Langley (Headteacher), Ms F Bond, Mrs N Clifford, Mrs H Drury, Mr M Glynn, Ms S Newsam, Mrs C Norton, Ms J Rogers, Cllr D Sedgwick, Mrs L Sinnott

IN ATTENDANCE

Ms J Castledine Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Ms C Davies, Mr D Underwood, and for late arrival from Ms Newsam and accepted by the governing board. No apologies had been received from Mr Ressel.

Post meeting note: apologies were received from Mrs C Fullalove whilst the meeting was in session.

Ms Bond was welcomed to her first governing board meeting.

2. **DECLARATION OF BUSINESS INTERESTS**

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

- Mrs Drury declared that she is a member of staff at Priestnall 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; questions were invited and key points were noted:

- Lower numbers in Year 3 and Reception were noted; this could be an issue for the school if lower numbers continue. Conversations with other local primaries indicate a similar picture; schools may have to fill spaces with children from out of area. ***Is it a low birth rate year?*** This was not thought to be the case. Governors discussed this concerning issue, noting the requirement to plan on the SFVS for future pupil numbers and the possibility of the local authority reducing the school's PAN.

Data

- Data was shared with the governors and noted as being in line with national expectations over all. The Headteacher highlighted pupils' progress, particularly in reading.

Personal Development, Behaviour and Welfare

- Exclusion information was shared. ***Is the number of fixed term exclusions (FTE) reported today high or low – what do you expect over the course of a term? Please could you give us comparisons in future reports – e.g. number from***

previous terms, number for autumn term 2019? ACTION. The Headteacher advised that the number was falling due to recent pupil movement out of the school. The issue of a permanent exclusion had also reduced the number of FTEs. The school is continually working to reduce the number of FTEs by refining its support provision for a small group of challenging pupils.

- 16 physical interventions were recorded over the autumn term, involving less than 5 children. Staff have had Team Teach training and will only intervene – in a reasonable and proportionate manner – if it is in the child’s best interests and to prevent harm to the child or other people.
- One racist incident was recorded.

Health and Safety

- Preparations are underway for the annual audit. Staff are being trained on the Critical Incident Lockdown Drill; a practice should take place before Easter and parents will be informed of this.
- **What is your practice regarding Coronavirus?** The school has 60 bottles of handwash; assemblies have covered good hygiene practice. **Have HR given any information about pay for staff who cannot work due to Coronavirus?** Guidance is anticipated in the next few days.

Staffing

- The current staffing structure was shared. Two members of staff are on maternity leave, one is on long term sick leave.

Wellbeing

- The school plans to develop a stand-alone wellbeing policy for staff.
- There is a small wellbeing team at the moment consisting of Ms Newsam, the Headteacher and two members of staff who have undertaken wellbeing training. The team will expand next year.
- **Has the wellbeing information had an impact?** People appear more aware of their own wellbeing. A governor stated that it is hoped that an environment can be created where staff and pupils can flag up that they are not feeling OK and ask for help. The Headteacher noted that there are a few anxious pupils at school and some staff who have struggled with stress-related illness. **Has sickness absence reduced?** Sickness absence is reducing gradually. A course is running locally to support parents of anxious children; some school parents are accessing this. The Headteacher stated that he would like to investigate the possibility of facilitating the course. **ACTION**

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. ONE VOICE REPORT

The Headteacher updated the governors upon the One Voice conversation; the report had been circulated prior to the meeting:

- The school’s improvement adviser – Tom Gadsby – suggested that the school should focus on subject leadership for the year, as Ofsted are focussing upon curriculum development, implementation and impact. Subject leaders need to feel empowered to speak about their subject area and progress; in the past the Headteacher has usually spoken to Ofsted about this. A governor noted that she had attended a governor and staff meeting. She fed back that staff had spoke about their subjects with great positivity and enthusiasm.
- Key priorities for the year and action points were noted.

- The Headteacher explained that most subject leads' next steps would involve visiting classrooms to see their subject being taught. More in-depth moderation will also be undertaken.
- Tom Gadsby has advised that Ofsted will always carry out a reading Deep Dive; the Headteacher has a small amount of input into the other Deep Dives. The Headteacher stated that music, DT and RE were current concerns – national curriculum guidance for music is quite unclear. Governors briefly discussed ways in which music opportunities could be accessed.
- ***When Y6 go into Y7 do you get feedback on how your pupils are prepared for the high school curriculum?*** The feedback is usually very positive.
- ***Does the PSHE curriculum have to be introduced from September?*** The Headteacher confirmed this.
- In response to a governor question, the Headteacher confirmed that The Hub would be part of the school's Ofsted inspection in relation to safeguarding.

Cllr Sedgwick and Mrs Norton left the meeting 7.26pm.

5. GOVERNOR DEVELOPMENT

Governors asked whether a further opportunity to meet with staff could be created. **ACTION**

The Chair stated that she would like to undertake a skills audit. Governors were encouraged to attend local authority training courses to develop their skills. The Clerk undertook to send the NGA skills audit document to the Chair. **ACTION**

Mrs Sinnott asked whether any training was available to support understanding of school funding; the Clerk undertook to look into this. **ACTION**

A brief discussion was held regarding the recent circulation of the schools' funding pack. Governors expressed dissatisfaction at the amount of time given for them to access the documents and understand a complex financial report.

The Deputy Headteacher asked whether any governors would be available to observe the SATS process on the mornings of 11th – 14th May. **ACTION**

Stockport Governor Conference

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

6. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 13.11.19, copies circulated previously, be approved and signed by the Chair and authorised for publication.

Steering notes from the meeting held on 11.1.20 had been circulated prior to the meeting and were duly noted by the governing board.

b) Action Points from the Previous Full Governing Board Minutes

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

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	Completed. Headteacher to check that governor section is up to date ACTION

2	DBS checks would be progressed for new governors.	SBM	Completed
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	Carry forward (refers to Lockdown information) ACTION
4	Governors to be involved in the next one voice conversation meeting.	HT	Carry forward ACTION
5	Arrange meeting with subject leaders and governors.	HT	Completed
6	Re-circulate one voice conversation report	Clerk	Completed
7	Investigate the possibility of the school website as an app.	HT	Completed
8	Seek further advice from Tanya Cross about the Drugs policy	HT	HT to speak to Tanya in the summer term (coming to talk to staff) ACTION
9	Review school privacy notices to confirm if this referred to CCTV. Consider consent arrangements (privacy notices)	HT	Completed
10	Letter to be compiled from the GB and submitted to the LA regarding admissions.	GB	Carry forward (HT write letter, Chair sign it) ACTION
11	Compile a response from the governing board on the finance consultation. Circulate finance consultation correspondence	Chair of Resources/SBM/HT Clerk	Discussed at Resources and item 5. Link between pupil admissions and funding noted
12	Governors were invited to consider their own training and development needs and those of the whole governing board.	FGB	Discussed at item 5
13	Governors noted the questions to support the understanding of EY work within their school.	FBG	HT to ask EY teachers to give a presentation at a future FGB meeting ACTION

c) Pay Recommendations

The Pay committee confirmed that recommendations presented by the Headteacher had been considered and decisions made.

d) Consideration of Governor Vacancies

There are no vacancies on the governing board.

A brief discussion about governor attendance at meetings ensued; the Clerk agreed to speak to a colleague about this for guidance. **ACTION**

e) Policy Review

There were no policies due for review.

f) Policies for Approval

The following policies had been circulated prior to the meeting:

- Anti-Bullying – Ms Newsam undertook to look at the updated policy from the local authority prior to its approval. **ACTION**
- Data Protection – defer approval to the summer term meeting. **ACTION**
- Managing Medical Conditions – the Headteacher confirmed that he had personalised the policy to the school and would share it with the standards committee via Mrs Drury. **ACTION**
- Privacy Notice – this was APPROVED by the governing board
- Wellbeing - this was APPROVED by the governing board
- Young Carers – the Headteacher confirmed that he had personalised the policy to the school. He undertook to send it to Ms Newsam for its consideration and approval at Resources committee. **ACTION**

g) Safeguarding Audit

The Headteacher confirmed that the audit has been received. Mrs Sinnott volunteered to work with the Headteacher on the audit.

The Chair noted a *Keeping Children Safe in Education* consultation. Governors agreed to send any comments to the Chair so that a response on behalf of the whole governing board could be submitted by the end of March. **ACTION**

h) Pupil Premium Report to Governors

The Report will be deferred to the summer term meeting. **ACTION**

7. RESOURCES

Mrs Sinnott, Chair of Resources committee, updated the meeting.

Governors were made aware that the school has a surplus of £241,000; clawback would be triggered at £243,000. The committee had carefully discussed the issue and agreed that it would be wrong to retain a substantial surplus when the School Development Plan contained priorities which required financial support. Some funds will be carried forward to next year for the development of the Green Room (a wellbeing space).

Breakfast Club is making a profit; The Hub is almost on budget after experiencing a challenging time and a net profit of £9,000 is anticipated by the end of the year.

The committee suggested asking Year 5 parents to pay a deposit for the Robinwood residential trip a year early in order to try and secure commitment well in advance. The Headteacher explained that the school was not concerned about the cash flow aspect, it was more about having confidence in the numbers wishing to attend. It was hoped that an early financial commitment would hopefully reduce the numbers dropping out later on. **How much is the deposit?** It is £60 but the school will offer funding support where appropriate.

Mrs Sinnott advised that she had spoken to the Headteacher regarding some internal control procedures. The Headteacher undertook to share information with the governing board about how the procedures have been tightened up. **ACTION**

Mr Glynn left the meeting 8.19pm

Could funds be made available to support curriculum-related purchases? The Deputy Headteacher advised that subject leaders were asked to tie expenditure to their curriculum and demonstrate how it would impact upon pupils' outcomes.

It was agreed that Resources committee should continue to keep up to date with the school's financial position in order to monitor spending.

8. STANDARDS AND CURRICULUM

a) Committee Minutes

The minutes of the committee meeting held on 19.12.19 were noted by the governing board.

b) Matters Arising from the Previous Minutes

- A VENN diagram has been requested to show make up of each cohort (gender, Pupil Premium, SEN etc.)
- A conversation has taken place with the writing lead with regard to Year 5 writing
- Attendance is lower in some year groups (1, 4 and 6). It was noted that the school has considered issuing Attendance Awards, but not necessarily for 100% attendance
- The Deputy Headteacher will send pupils progress data to the committee before the end of term. Questions from committee members were invited to be submitted to the Chair prior to the next meeting

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance Update
- Early Years Update
- Stockport Guidance on Responding to Anxiety-Based School Avoidance

Governors noted the guidance within the reports.

10. DATES

a) Full Governing Board

Wednesday 17th June, 6.15pm

b) Committee Meetings

Curriculum and Standards 31st March

Resources date to be confirmed by the Chair.

11. ANY OTHER BUSINESS

a) End of Term of Office – APPROVED

The meeting was informed that Mrs Drury's term of office would end on 13th March 2020. It was noted that she would be eligible for re-appointment. Mrs Drury was invited to leave the room whilst the governors discussed her re-appointment. As the meeting was no longer quorate, Mrs Norton re-joined electronically. Mrs Drury was brought back into the meeting and APPROVED into the position of Co-Opted governor for a four year term of office with effect from 14th March 2020.

b) School Residential Trips

Approval of residential trips to be deferred to the summer term meeting.

ACTION

c) Approval of INSET days

The Inset days have already been approved by the governing board.

d) Committee Membership

The Chair asked whether she could step down from membership of the pay committee. It was AGREED that committee membership should be added to the summer term agenda for discussion.

ACTION

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.42pm.

**BROADSTONE HALL PRIMARY SCHOOL
 SPRING TERM 2020 GOVERNING BOARD MINUTES
 MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3	Headteacher's Report to give comparable data – eg. number of FTEs issued over the past two terms, this time last year	SL	Summer term FGB
3	Headteacher to ask whether the school could run a course for parents to support anxious children	SL	Post meeting
5	Headteacher to identify a date for a staff and governors meeting	SL	Post meeting
5	Send NGA Skills Audit document to Chair	Clerk	Post meeting
5	Enquire whether a Schools Funding training session will be run by the LA	Clerk	Post meeting
5	Governors to volunteer to observe a SATS session – mornings of 11 th – 14 th May	NC to request via Governorhub	Post meeting
6b	Headteacher to check that governor section of the school website is up to date	SL	Post meeting
6b	Management team to consider information to be shared with parents regarding Lockdown Drill practices	SL	Post meeting
6b	Governors to be involved in next One Voice conversation meeting	SL	Post meeting
6b	Headteacher to speak to Tanya Cross about drugs policy (during visit to speak to staff)	SL	Post meeting
6b	Headteacher to write letter to the LA (signed by the Chair) regarding admissions	SL & LT	Post meeting

6b	Early Years teacher to be invited to talk to governors at a FGB meeting (focus upon answers to questions in autumn 19 briefing papers)	SL to invite	Post meeting
6d	Clerk to speak to colleague (Shonagh Camacho) about a governor's attendance	Clerk	Post meeting
6f	Ms Newsam to read through updated Anti-Bullying policy from the LA – bring to summer term FGB for approval	Clerk/SN	Post meeting
6f	Approval of the Data Protection policy to be added to the summer FGB agenda	Clerk	Post meeting
6f	Headteacher to send personalised Managing Medical Conditions policy to Mrs Drury for consideration at next Standards committee	SL/HD	Standards committee – spring term meeting
6f	Headteacher to send personalised Young Carers policy to Ms Newsam for consideration at next Resources committee	SL/SN	Resources committee – summer term meeting
6g	Governors invited to read through KCSIE proposals and submit any comments to the Chair. Chair to submit GB response to the consultation	All governors/LT	Chair to submit response by 21.4.20
6h	Pupil Premium Report to Governors to be added to summer term FGB agenda	Clerk	Summer FGB meeting
7	Headteacher to update governors upon internal control procedures as discussed at Resources committee	SL	Update to be shared post meeting by email with FGB
11b	Approval of school residential trips to be added to summer term agenda	Clerk	Summer FGB
11d	Membership of pay committee to be considered at summer term FGB meeting	Clerk	Summer FGB