

**BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**AUTUMN TERM 2021**

Date: 12<sup>th</sup> October  
Time: 6pm  
Venue: Video Conference

**GOVERNORS PRESENT**

Mrs L Thomas (Chair), Ms J Rogers (Deputy Headteacher) Mrs N Clifford, Mrs H Drury, Mrs L Sinnott, Ms C Davis, Mrs C Fullalove.

**IN ATTENDANCE**

Mrs S Camacho Governor Support Officer

Clerk **OPENING THE MEETING AND ELECTION OF CHAIR**

**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 C Norton, seconded by Mrs H Drury and unanimously RESOLVED that Mrs L Thomas be elected Chair for the agreed term.

*Mrs L Thomas was invited to return to the meeting and informed of the outcome of the vote.*

**Mrs L Thomas in the chair.**

1. **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Ms F Bond, Mr M Glynn, Mr S Langley. Cllr Sedgwick was not in attendance. Mrs L Sinnott would be arriving late in the meeting and Mrs C Fullalove had to withdraw at 8pm. It was noted the meeting was quorate, although the agenda may need to be revised to ensure decisions were made whilst quorate.

2. **ELECTION OF VICE CHAIR**

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

*Mrs H Drury withdrew from the meeting.*

It was proposed by Mrs L Thomas 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 to return to the meeting and was informed of the outcome of the vote.*

3. **DECLARATION OF ANY OTHER BUSINESS (AOB)**

The Chair invited governors to declare any items for discussion under AOB;

The Chair declared two items of any other business; one which would be raised under item 4.

A governor requested that a thank you was minuted for the Chair and Vice Chair for their work in the last year over the pandemic.

#### 4. DECLARATION OF INTERESTS

##### a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

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

##### b) Business Interest Form

Copies of the Business Interest form 2021-22 had been circulated prior to the meeting. Governors were requested to complete and sign the form electronically and return it to school business manager for upload to the website. It was noted that several governors had submitted this in the summer term, governors were encouraged to complete to retain the autumn cycle. ACTION

##### c) DBS Checks and Section 128 Checks

The Deputy Headteacher confirmed that section 128 checks and DBS checks were in place for all governors apart from one which was being progressed.

**Have they been informed?** This was confirmed.

Governors were informed that a DBS was a requirement, and the governor was unable to attend meetings until the process was complete, a deadline had been given if the DBS was not completed, they would be removed from the board.

### CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION

#### 5. SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION FORM (SEF)

Governors were referred to the SDP documentation that was shared prior to the meeting.

**Has there been feedback from local schools who have been recently inspected?** The Deputy Headteacher explained that the recent inspections were not the standard inspections, the inspection window had been extended to seven years. A governor shared feedback from a local school which had been inspected. The Deputy Headteacher explained that reading, writing, and maths were the priority areas and subject leads had to be aware of all elements of their subject programme and ensuring they could articulate this, work on this was planned.

Governors were taken through the areas of work for quality of education. **Where it states cost to include, is that an acronym?** It referred to including a cost element; it was a recommendation of audit that there should be a cost element added to the school priorities.

**How do staff feel about the requires improvement on teaching and learning and quality of education on the SEF?** The Deputy Headteacher agreed it was difficult, because from the description of what was considered 'good', pupils were lower and there

was no allowance for the impact of covid, GLD was 36%, in previous years it had been 68%. This was accurate as pupils had missed chunks of their early education. It didn't reflect the work of staff and there was no consideration of the impact of the last two years. **Did everyone think it was fair?** There was no national data set to compare, which was tricky in terms of evaluation.

The meeting went on to discuss the pressure for staff working in primary schools and the increase in accountability for subject leaders in an Ofsted inspection.

Governors were taken through the section on behaviour and attitudes; feedback from pupil voice was being progressed, the four-core values work had commenced, this was an important focus and ensuring inclusion of hard-to-reach pupils. **How can this be developed, last year there were discussions about talking heads, did that progress?** The Deputy Headteacher agreed to clarify. **ACTION**

*6:30pm Mrs C Norton withdrew from the meeting.*

**What other support could be offered?** Outdoor social events had been arranged to promote a sense of community. **Did they attract those parents?** Several attended a recent social event.

*6:31pm Mrs C Norton in attendance.*

The Deputy Headteacher commented that being able to bring parents back in for face to face for parents' evenings may assist. **Are there plans for open days for parents?** There were plans for a reception parents open day. **What about the option for online if they don't attend face to face?** This may be issues with parents accessing virtually, arrangements would be considered using guidance from the LA and risk assessment. A recent phonics session was very well attended.

**Will there be an updated RA?** The Deputy Headteacher confirmed it would be updated on LA advice.

SEND parent focus groups had continued online. **Those that don't attend, do you know why?** Governors were informed that there were a range of reasons, parents had been asked their preference for times of events and this was alternated. There were plans for a session on transition to high school.

Governors were informed of the plans for the Covid funding recovery grant, 50% of the PP cohort were in upper KS2, there were plans to recruit mentors. **Would they float across classes?** It was planned that the mentors would support one year group and deliver one to one support and extra interventions where required. **How long is the funding from the government for?** It was for one year, a TA role for upper key stage 2 and year 6 was being advertised. There had been low attainment in particular year groups.

**Could the school use the Kickstart programme funding into work?** The Deputy Headteacher explained that there were issues with ensuring that the candidates had the suitability and skills required for the roles.

The recovery curriculum and Ofsted inspection would be the focus of staff meetings, to share practice and develop a consistent approach, the new EYFS curriculum was being introduced. **What is the reason for the delivery not being consistent, is that a cultural issue in key stages?** The DHT reported a high level of staff movement within the school across year groups, in addition to recruitment of new teachers, this change was more evident in KS2, and more stable lower down the school. Covid had impacted on curriculum and staff absence.

Staffing levels were continuing to be monitored, there was a high level of absence. **What are the reasons for the absence?** Governors were informed there were a variety of reasons, examples were shared. **If the school was unable to get supply cover would the school be at safe staffing levels?** The Deputy Headteacher reported that lower levels would impact on staff continuing the sustained improvements and arrange subject release time. **Were parents supportive of this?** There had been no complaints.

Governors were informed of the plans to improve the EYFS playground, which were approved by the Finance Committee. New fencing was installed behind the kitchen over the summer holidays.

CPD for teachers was continuing to be held virtually, recent training had been held on SEND, maths mastery and team teach was planned. Mrs Clifford was due to commence her SENCO training.

Governors were informed the SEF was a very similar document with the same priorities and context.

## 6. CORE BUSINESS

### a) Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits

Governors discussed and reviewed committee membership as per Appendix 1.

### b) Appointment of Linked Governors

Governors discussed the link governor roles and decided that the current link roles would continue and considered at the spring term meeting. **ACTION**

A link governor confirmed they would be attending the SEND briefing on the 3<sup>rd</sup> November.

It was suggested that there was a link role for pupil premium. Following a discussion, it was agreed pupil premium would be a standing item on the curriculum and standards committee. **ACTION**

### c) Policy List

**Who holds the policy list for the school?** The School Business Manager. It was agreed the statutory list and the school version would be compared and considered at the spring term meeting. **ACTION**

### d) Review of revised Governor Code of Conduct

Governors were referred to the previously circulated document. The Governing Board Code of Conduct 2021-22 was duly adopted.

### e) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meeting held on **22<sup>nd</sup> June 2021 and EFGB 20<sup>th</sup> September 2021**, copies circulated previously, be approved and signed by the Chair and authorised for publication.

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

<b>ACTION</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	Review SLA and letting policy charges.	FGB	Letting policy would be considered at resources committee. <b>ACTION</b>

	Governors to volunteer for the task group.		7:17pm Mrs Sinnott in attendance.
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	The Deputy Headteacher said she was unaware of an update. <b>ACTION MOVED FORWARD</b>
3	A budget report would be presented from the school business manager at future full governing board meetings.	SBM	Completed
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.		Governors were informed this had been discussed at resources committee, there had been a change in responsibility in the LA. A follow up correspondence had been sent to the LA officer querying the response.  Governors were advised there were 52 places in KS1 and EYFS.  This action was deferred to the spring term Committee and FGB. <b>ACTION</b>
5	Contact the LA regarding the PAN for the admissions consultation	HT	As above.
6	Follow up on the understanding of the EY work taking place; link governors to make contact.	Link gov	Ms Bond was the EYFS lead Faye. <b>ACTION</b>
7	Calculate minimum hourly rate possible for renting the school	SBM	<b>Will that be included in the lettings policy discussions?</b> This was confirmed.
8	Review Lettings Policy to take account of different terms to be offered	Resources	Ongoing
9	Governors were requested to update their personal details on	Governors	Completed

	GovernorHub before the end of 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	Completed.
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	Completed
12	Resources Committee date to be confirmed.	Chair of Resources	Completed.

f) Approval of Policies

Governors considered and APPROVED the following policies which had been circulated prior to the meeting:

- RSE
- Exclusion

Governors were informed that following advice from the Schools Improvement Adviser the Behaviour Policy was to be reviewed and considered for the spring term. **ACTION**

It was noted the Pay Policy had not been released. **ACTION**

Safeguarding Policy this was deferred to spring term meeting. **ACTION**

g) Keeping Children Safe in Education 2021

Governors undertook to read the revised document and confirm on GovernorHub. **ACTION**

h) Approval of Removal of One Contact Day from 2021-22 Term

The Deputy Headteacher shared the advice from the LA to remove a contact day at the end of the summer term due to the Queens Jubilee. **Does this mean school will close on the Monday?** This was confirmed. Governors noted the possible impact on attendance.

**Would it be possible to add the day on the Whit Holidays?** The Deputy Headteacher undertook to clarify. **ACTION**

7. BOARD/STRATEGIC DEVELOPMENT

a) Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)

Governors were informed the skills audit had been completed, this would inform future recruitment to the vacant co-opted positions. The meeting went on to consider how to increase diversity on the board. It was highlighted that the Chair's term of office ended in the spring term. The Chair and Vice Chair indicated that they were standing in their final year, succession planning was required.

b) End of Term of Office

Mr D Underwood term of office ended on 19.09.21 as co-opted governor.

Mrs L Thomas term of office ended as parent governor in the spring term. Governors referred to previous discussions of the importance of consistency and the importance of retaining Mrs Thomas's skills and experience.

It was proposed by Mrs C Norton, seconded by Mrs H Drury and unanimously RESOLVED that Mrs L Thomas be appointed as a Co-opted Governor with immediate effect.

A parent election would be held for the vacant post later this month.

It was noted that Mrs N Clifford staff governors term ended on 31.12.21. governors were advised this required a staff election.

Governors considered the two vacancies on the board and were keen to appoint to increase the diversity and recruit members from the wider community. **ACTION**

c) Board Vacancies

Discussed at item 8 b.

d) Stockport Governor Conference

Governors were advised that the 2022 GOVAS conference had been arranged for 26<sup>th</sup> March.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors noted the following:

- Governance update and governor development
- SEND 1
- SEND 2
- Safeguarding
- Schools Finance
- Early Years Update
- Procedure for School Trips- the Deputy Headteacher agreed to review. ACTION

**CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS**

9. HEADTEACHER'S TERMLY REPORT

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

The Deputy Headteacher referred governors to the report and noted pupil numbers and PAN had been discussed earlier. Governors were referred to the profile of the school.

**With the risk assessment, what do precautions for covid look like since September?**

The Deputy Headteacher explained that numbers had increased, a meeting had been scheduled to review and then the situation improved. Staff were being reminded to be vigilant with any symptoms arranging a PCR, the last resort was to return to bubble arrangements.

The Deputy Headteacher referred to the information on safeguarding there was no additional update, there had been incidents of self-harm at the beginning of the term, support from agencies had been offered to families.

The remote learning offer continued to be in place for positive cases, even if pupils were well enough, they could not attend school, they would access online learning.

In view of the impact of Covid on the school and staff dealing with issues on a regular basis, the Behaviour Policy was to be reviewed. Levels of exclusion had risen in the simmer term; agencies were supporting where appropriate.

**What are the Covid arrangements?** Governors were informed that if numbers increased the school would seek governor approval to step aside from the government guidance and introduce additional arrangements such as requesting lateral flow tests or isolation. The meeting went on to discuss arrangements in local high schools and the difficulty of arrangements for ventilation in the autumn term.

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

The Chair requested an item of any other business be considered at this juncture of the meeting.

*8:05pm – Mrs Rogers and Mrs Clifford withdrew from the meeting.*

The minutes of this discussion are contained in a confidential appendix.

**10. WELLBEING**

*Mrs Rogers and Mrs Clifford returned to the meeting.*

*8:46pm -Mrs Fullalove withdrew from the meeting.*

**11. CURRICULUM AND STANDARDS**

- a) Committee Minutes
- b) Teaching & Learning/Curriculum Update

The Chair of Committee highlighted that the data considered by the committee, years 5 and 6 were receiving extra resources for support. Moderation was continuing and this was the focus at phase meetings, staff had been cautious in predicting end of year results. Governors were informed arrangements for directed time for phase leaders.

- c) Covid Recovery Plan

**CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL**

**12. RESOURCES & BUDGET****a) Committee Minutes**

The minutes of the committee meeting held on the **24<sup>th</sup> May 2021** were circulated and noted by the governing board.

The committee had met on the **5<sup>th</sup> October 2021**, the minutes were not yet available.

**b) Budget Update**

The following reports had been circulated prior to the meeting:

- CFR 30.09.21
- Finance committee meeting report
- Finance Manual October 2021
- Final internal audit report

The Chair of Committee explained that the SBM had presented a budget report at committee, as expected there was a surplus position, this would reduce in two years, due to the current PAN and pupil numbers, overall, the budget was being managed well, there were no concerns.

Governors were referred to the Finance Manual.

Governors duly APPROVED the Finance Manual.

Governors were referred to the internal audit report and informed the main findings were tendering of the IT contract and the letting process. The Deputy Headteacher confirmed these areas were due to be reviewed in the spring term. In addition to advice regarding the catering process.

The Deputy Headteacher advised the Health and safety audit had been moved to November. An incidents meeting had recently been held, and the minutes were being drafted.

**Is there a wellbeing meeting in school?** The Deputy Headteacher confirmed there was a group although membership wasn't live and would be reviewed, a governor could be linked to wellbeing. A governor suggested a wellbeing charter. It was noted that any new initiatives should be considered alongside the workload assessment.

**c) School Financial Value Standard (SFVS) Preparations****d) School Fund Audit Certificate OR Approval of School Fund Audit Arrangements****e) Report on Pupil Premium (PP) & Sports Grant****f) Internal audit report**

This had been considered at 13 b.

**13. PREMISES & HEALTH & SAFETY (H&S)****14. DATES****a) Full Governing Board**

To be agreed post meeting.

**ACTION****b) Committee Meetings**

To be agreed post meeting.

**ACTION****c) Pay Committee and Performance Management Committee**

To be agreed post meeting.

**ACTION**

 15. ANY OTHER BUSINESS

There were no items raised.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.59 pm.

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

<b>ACTION NUMBER</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	Governors to complete declarations of interests forms and send them into the school business manager	Governors	Post meeting
2	Link roles to be considered at the spring term meeting	FGB	Spring
3	Pupil premium to be a standing item at the standards and curriculum committee.	C&S	Spring
4	Policy list to be considered at the spring term meeting.	FGB	Spring
5	Review lettings policy and SLA	Resources	Ongoing
6	Action carried forward- letter to the LA regarding the change to PAN	HT/Chair	Autumn
7	Clarify if the EYFS link governor met with the subject lead	DHT	Post meeting
8	Review behaviour policy	HT	Spring
9	Review pay policy	FGB	Autumn
10	Consider new safeguarding policy spring term	FGB	Spring
11	Consider recruitment to the vacant positions whilst considering widening diversity on the board	FGB	As appropriate
12	Send parent and staff governor election packs to school.	Clerk	Autumn
13	Review lettings process and IT SLA	Resources	Spring

14	Dates to be circulated post meeting	Clerk	Post meeting
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**APPENDIX 1**

# Broadstone Hall Primary School

## Committee Details

### Headteacher Performance Management

Name	Type of Governor	Roles	Term Starts	Term Ends
Helen Drury	Co-opted governor	Vice Chair Curriculum Chair	14 Mar 2020	14 Mar 2023
Louise Sinnott	Co-opted governor	Chair of Resources	16 Mar 2021	15 Mar 2025
Laura Thomas	Co-opted governor	Chair Development Governor	12 Oct 2021	11 Oct 2025

### Pay Appeals

Name	Type of Governor	Roles	Term Starts	Term Ends
Helen Drury	Co-opted governor	Vice Chair Curriculum standards	14 Mar 2020	14 Mar 2023
Clair Norton	Co-opted governor		01 Sep 2018	31 Aug 2022
Laura Thomas	Co-opted governor	Chair Development Governor	12 Oct 2021	11 Oct 2025

### Pay Panel

Name	Type of Governor	Roles	Term Starts	Term Ends
Cindy Davies	Co-opted governor	SEND governor	16 Jan 2019	19 Jun 2023
Catherine Fullalove	Parent governor		18 Oct 2018	17 Oct 2022
Louise Sinnott	Co-opted governor	Chair of Resources	16 Mar 2021	15 Mar 2025

### Resources Committee

Name	Type of Governor	Roles	Term Starts	Term Ends
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Nicola Clifford	Staff governor	Safeguarding	01 Jan 2018	31 Dec 2021
Catherine Fullalove	Parent governor		18 Oct 2018	17 Oct 2022
Martin Glynn	Co-opted governor	Health and Safety Governor	14 Nov 2018	13 Nov 2022
Simon Langley	Headteacher	Headteacher		
Clair Norton	Co-opted governor		01 Sep 2018	31 Aug 2022
Jane Rogers	Co-opted governor	Deputy Headteacher	16 Mar 2021	15 Mar 2025
Louise Sinnott	Co-opted governor	Chair of Resources	16 Mar 2021	15 Mar 2025

## Standards and Curriculum

Name	Type of Governor	Roles	Term Starts	Term Ends
Faye Bond	Parent governor		22 Nov 2019	21 Nov 2023
Cindy Davies	Co-opted governor	SEND governor	16 Jan 2019	19 Jun 2023
Helen Drury	Co-opted governor	Vice Chair Curriculum standards	14 Mar 2020	14 Mar 2023
Jane Rogers	Co-opted governor	Deputy Headteacher	16 Mar 2021	15 Mar 2025
David Sedgwick	Local Authority Governor		13 Nov 2019	12 Nov 2023
Laura Thomas	Co-opted governor	Chair Development Governor	12 Oct 2021	11 Oct 2025