

## BRANTON PRIMARY SCHOOL

### GOVERNING BOARD MINUTES - SUMMER TERM 2019

A meeting of the Governing Board was held on Tuesday, 4 June 2019 at 4.30 p.m. in the School.

**Present:** Mrs Joyce Jenkins (chair)  
Mrs Zoe Ryan (Headteacher)  
Miss Rachel Plunkett  
Mrs Janice Johnston  
Mrs Janice Woods  
Mrs Wendy Pattison  
Mr Gary Scholfield

**Also present:** Mrs Susan Mitchell (Clerk to Governors)

#### **PART 1(Classified non-confidential)**

Items discussed under Part 1 of this agenda will not be classified as confidential; consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

#### **REGULAR ITEMS**

*Action*

##### **1. Apologies for Absence**

Apologies were received and consent given for the absence of Mrs Wilson.

Mr Rogerson was also absent from the meeting. The Chair agreed to contact Mr Rogerson regarding his attendance.

##### **2. Membership Update**

Governors noted there was currently 3 vacancies.

Governors agreed to change Mrs Pattison's category of Governorship from Associate to Co-opted Governor with immediate effect.

##### **3. Re-Constitution**

Governors discussed the current membership and vacancies and agreed to reduce the current constitution of 12 members to 9 members with immediate effect. The Clerk agreed to carry out the necessary paperwork. **Action:Clerk**

#### 4. Annual Declaration of Interests

The Registers of Governor and Staff Interests was circulated for completion by Governors and staff. The register would be updated by all parties and retained in school for audit purposes. Governor details would be published on the school website.

Governors noted that details of their attendance at full and committee meetings were also required to be published. The Head agreed to manage this process.

**Action: Head**

#### 5. Declaration of Interest in Agenda Items

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

#### 6. Consideration and Adoption of Minutes

Minutes of the following full governing board meeting(s), having been circulated to the Governors, were adopted and signed as a true record:

- 5 March 2019

Minor amendments were recorded as follows:

- Governors noted the meeting date had been changed from 11 June to 4 June

#### 7. Action Grid

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- The Clerk had included reconstitution as an agenda item as above.
- The Head had not yet contacted Cllr Murray regarding possible contributions from members allowance for capital projects. **Action:Head**
- The Head & Mrs McCann had ensured the operational budget for 2019/2020 had been submitted to County by May 1 2019.
- The Head and Mrs Johnston confirmed there would be a presentation for Rev. Penfold on Sunday 9 June.
- Mrs Wilson had been unable to undertake her appointed PP M&E visit due to unforeseen circumstances. -need to arrange gov visit (Gary to liase with the Head. Joyce for SEND and Sports funding. Tim for H&S if unavailable Jan.
- Mrs Pattison had undertaken a Learning Walk - see item 12 for details..

## 8. Other Matters Arising

Governors discussed the following items:

- Boiler - Governors noted there had been a delay with plans for the boiler. County have since visited the school to undertake measurements and confirmed would commence asap.
- Furniture - The Head confirmed a lot furniture would need to be relocated due to building works being carried out to improve the learning environment for pupils (velux windows, partitions, kitchenette etc). It was envisaged all works would be completed by September. **Governors queried if the ventilation would be sufficient in such a small area for kitchenette?** - The Head confirmed H&S had not raised any objections but it was envisaged an extractor fan would be fitted. Mrs Pattison agreed to liaise with Mr Wicombe if there was any further issues that may arise with ventilation following the works carried out.
- Broadband - The Head confirmed Steve Smith from County had been in contact to explain the DfE had initiated a "Rural Connectivity Programme" and Branton had been chosen as one of the 13 schools to be awarded with Fibre Optic Broadband. **Governors asked if this would make broadband faster for staff and pupils?** - The Head confirmed this would hopefully improve connections significantly for the whole Branton Community.

## 9. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Resources committee, dated 23/4/19 & 3/5/19.

Governors noted:

- Numbers confirmed and acknowledged as being very fluid.
- Transport - It was felt transport often had a negative impact on numbers and Branton was often disadvantaged due to its location. Governors discussed at length the implication of free transport being awarded to families with religious beliefs. 3 tier choices also had a negative impact with families choosing to move pupils into the 2 tier system. **Governors felt it would be interesting to collate the figures on how many pupils from catchment were transported to Church schools.** Governors expressed their concern that the Council should be undertaking some cost analysis in order to cut expenditure. It was therefore agreed to write to Cllr Daly, with a copy to Mr Jackson regarding free church transport costs. **Action: Chair**

## SCHOOL ACCOUNTABILITY ITEMS

### 10. Head Teacher's Report

Governors received the verbal report from the Head Teacher.

**Governors questioned/noted/agreed/discussed:**

- SATS - Update received.
- Phonics - Data will be shared with Governors via email when available. **Action: Head**

- EYFS - Governors noted the data had been based on previous numbers and it was envisaged pupils would reach Good Level of Development (GLD).
- Attainment Data - The data required further analysis which would be shared via email. Pupils were noted to be either on track to reach expected if not greater depth.
- Nursery - **Governors asked for confirmation of numbers in Nursery and were they likely to be retained?** - The Head confirmed there was currently 14 and it was hoped 4 would move into reception in September. Behind that a group of 7 were coming through and some were siblings, again it was envisaged these would stay at Branton. Governors noted the Nursery was very popular with lots of ongoing enquiries.
- **Governors asked if other schools in the catchment area had After School Clubs?** - The Head confirmed a neighbouring school did provide the service but not every night. Governors discussed the Cookery Club which was available within the community.
- Attendance - The Head highlighted this as a potential issue as figures were below the national average at 93% (96%). **Governors asked for clarification of rules for absences?** - The Head confirmed she did not authorise any holiday applications as this was no longer allowed. Some absences were attributed to medical issues. **Governors suggested 2 sets of data be produced for comparison as well as contacting the EWO regarding potential concerns.** Letters are sent to parents in line with absence procedures. Governors noted EWO's only get involved if attendance falls below 90%. **Governors asked what social media is used to communicate with parents?** - The Head confirmed quite a lot of parents utilised FaceBook. **Governors asked how often the website was updated and were there any limitations?** - The Head confirmed the website was updated as often as necessary. The website was ran by Eschool and any changes incurred a cost and as far as she was aware there were not limitations. Mr Scholfield agreed to take over responsibility for updating the website. **Action: Head/Mr Schofield to further pursue.**
- SDP - The Head confirmed the priorities would be redone and forwarded to Governors when available. Branton had signed up for support from the Diocese and this was noted to have been exceptional.
- Complaint - 1 ongoing.

## 11. Budget Update

Governors received a verbal summary of the school's current budget position from the Head Teacher.

Governors noted that the operational budget for 2019/2020, along with an indicative budget for 2020/2021 and 2021/2022 had been drawn up and submitted to County by 1 May 2018.

### Governors noted:

- Difficulty accessing reports from County, with March being the only available printout available.
- Mrs Pattison agreed to contact Alison Elsdon at County regarding the lack of information available to the school and Governors as this greatly impacted on their ability to accurately monitor figures. **Action: Mrs Pattison**
- **Mrs Woods left at this point 6.10pm**
- The Head agreed to share the latest report via email. **Action: Head**

## 12. Governor's Reports

Governors received and considered the verbal report from Mrs Pattison on her Learning Walk. Governors noted:

- The visit itself had been enjoyable and extremely informative.
- Pupils were observed as having a very clear understanding of religious beliefs.
- Premises and cooking facilities had been observed.
- Following the road safety survey undertaken by Mr Snowdon, road safety had been considered and discussed in depth. Concluding that there was a clear need to install a flashing 20mph sign outside of the school to be in operation at the beginning and end of the school day. The Head agreed to contact Cllr Murray regarding traffic management. **Action: Head**

Mrs Jenkins agreed to undertake a monitoring & evaluation visit for Governors focusing on SEND and Sports Funding. **Action: Mrs Jenkins**

The Head agreed to contact Mr Rogerson to undertake a H&S monitoring & evaluation visit and if he was unavailable Mrs Johnston would step in. **Action: Head/Mr Rogerson/Mrs Johnston**

Mr Schofield agreed to liaise with the Head regarding monitoring & evaluation visit. **Action: Mr Schofield/Head**

## 13. Safeguarding

Governors took the opportunity to discuss safeguarding issues in the school. Mrs Johnston was the Governor with responsibility for safeguarding issues.

It was further noted that forthcoming building works to be carried out would necessitate risk assessments being carried out.

CPOMS - The Head confirmed the system which was very good, had been recently implemented. The Head further clarified what the system was utilised for.

## LOCAL AUTHORITY REPORTS

### 14. Governor Behaviour Protocol

Governors noted the new draft protocol that had been prepared for consideration by the Governing Board. Governors considered whether such a procedure would be relevant for their school and agreed to look at the detail of the draft provided by the Authority to see if it met the needs of the school and Governing Body. It was agreed that the protocol would be adopted and that a copy would be given to each Governor in place and to all new Governors as part of their induction procedures.

### 15. GDPR Update

Governors noted the latest update in respect of the General Data Protection Regulations. Governors noted planned work to be undertaken and that the current Data Protection Officer was Mrs Susan Mitchell .

## 16. Urgent Business

Governors discussed the following item(s) of urgent business:

Pentagon Play - The Head confirmed the company had contacted school and offered their assistance in accessing varying pots of money (grants) and further explained they were hopeful Branton would be awarded with a grant to purchase outdoor equipment of approximately £10k (Outdoor Learning Hub). They would complete the necessary paperwork for the grant and if successful would provide the outdoor equipment. The Head agreed to contact Cllr Murray for additional funding. **Action: Head**

Recycling - **Governors asked for clarification of recycling works the school were carrying out?**- The Head confirmed the school utilised reusable bottles, were involved in the beach watch (restricted to years 5 & 6), plastic straws are not used and have a policy of not using clingfilm on sandwiches.

Warm Hub - The Head agreed to investigate involving the older generation with songs eg folk as raised by Governors. Mrs Johnston agreed to contact freelance reporters to the event as a way of promoting the School in the Community as well as providing an article for possible publication. The Head agreed to ensure parental consent was/had been provided for the event. **Action: Head/Mrs Johnston**

Sign - Governors agreed they would like a more visual sign on the main road (A697) to promote/highlight where the school was actually situated. Mrs Pattison agreed to email traffic management. The Head agreed to liaise with local farmer to seek permission for a larger sign to be placed in his field. The Head also agreed to contact the Parish Council and Cllr Murray. **Action: Mrs Pattison/Head**

## 17. Future Meetings

Governors agreed dates of future meetings as follows:

- Wednesday 4 December, 2019 at 4.30 p.m.
- Tuesday, 3 March 2020 at 4.30 p.m.
- Tuesday, 9 June 2020 at 4.30 p.m.

There being no further business, the meeting closed at 7.55 p.m.

**INFORMATION ITEMS - Governors noted items available to the Chairs' and Vice-Chairs' meetings:**

**Termly Briefing Papers Including:**

- NCC Annual Report
- New Ofsted Framework
- Cultural Governors
- Mediation Briefing Note
- HR Briefing Note
- Succession Planning
- North of Tyne / Opportunity North East

**Chair** \_\_\_\_\_

**Date** \_\_\_\_\_

## **PART 2 (Classified Confidential)**

Matters discussed in this part of the agenda were classified as confidential and minuted as such. Any reports circulated with the agenda papers were enclosed for Governors only, coloured pink and marked "not for publication".