

**BRANTON PRIMARY SCHOOL  
GOVERNING BODY MINUTES SPRING TERM 2019**

**Meeting: Tuesday 5 March 2019 at 4.30pm in the School.**

**Present:** Mrs Joyce Jenkins (Chair)  
Mrs Zoe Ryan (Headteacher)  
Miss Rachel Plunkett  
Mrs Jan Johnston  
Mrs Wendy Pattison  
Mr Gary Schofield

**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**

**1. Apologies for Absence**

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

Mr Rogerson was also absent.

**2. Membership Update**

Governors welcomed Mr Schofield to his first meeting as a Co-Opted Governor.

Governors noted the resignation of Mr Oates and recorded thanks for his service to the school.

Governors agreed to add Re-Constitution to the agenda next term and the Clerk agreed to carry this forward.

Governors discussed the difficulties of recruiting Governors. Current membership was noted to be 12 plus 1 associate, with 3 vacancies at present.

**Action by:**

**Clerk**

### 3. Declaration of personal or pecuniary interest in any agenda item

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

### 4. Consider & Adopt Minutes of Governing Body Meetings

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

- 9 October 2019

### 5. Review Action Grid – delegated tasks

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

The Headteacher had pursued Parent Governor vacancy and Mr Rogerson had been duly appointed.

The Headteacher updated the Governors regarding the boiler replacement. **Governors asked where the funds came from for the replacement boiler?** - The Head confirmed County would fund the project as the boiler was no longer compliant.

Mrs Pattison had pursued Co-Opted vacancy and Mr Schofield had been duly appointed.

The Headteacher had presented overall attendance data including special categories and shared this within committee meeting.

The Headteacher continued to keep parents informed of relevant staffing changes as and when it was deemed appropriate.

Voluntary Accounts was noted to be an agenda item.

The Resources committee had reviewed Autumn HR policies (pay, appraisal etc)

Governors had signed and returned the Code of Conduct.

The Head had published the revised Complaints policy & procedures on the school website.

Mr Jackson attended the formal presentation of the Carver as organised by the Chair.

Mrs Wilson had not yet undertaken her appointed PP visit due to unforeseeable circumstances.

**Mrs Wilson**

Mrs Pattison had undertaken a Learning Walk.

Mrs Woods & Mrs Wilson continued to consider supervisory roles whilst utilising the climbing wall at PTA events. Ongoing.

## 6. Other Matters Arising

The Governors discussed the following items:

- Pod - The Head confirmed an ongoing dispute with the company. The Clerk advised Governors consider legal ramifications before taking any future decisions.
- Capital Projects - The Head confirmed bids had been submitted for planned future works (skylights & lighting was agreed to be a high priority). **The Head confirmed no quotes had been received regarding the installation of skylights as question by Governors.**
- The Head agreed to approach Councillor Murray for any additional monies that he could award to the school via his members allowance.
- **Governors asked if the £5k had ever been awarded?** - The Head confirmed this was included within in replacement boiler costs.
- E Learning - The Clerk advised Governors to contact Miss Liddell or Mrs Hinchliffe regarding difficulties being encountered whilst trying to access.

Head

## 7. Receive Minutes of Committee Meetings

- Resources committee, dated 7/2/19
- Strategic Policy & Direction committee, dated 7/2/19

## 8. Annual Review of Committee Membership, Delegation and Terms of Reference

Governors considered committee membership, delegation to the Head Teacher and terms of reference of committees.

It was agreed that no changes were required. The Clerk noted the instruction to remove for next term from Governors.

Clerk

## 9. Headteacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. Other information circulated included:

- Pupil Progress Report 2019
- SIP Report

## Items Under Discussion

- Overview
- Attendance
- Behaviour / Discipline / Exclusions
- Equalities
- Bullying & Discrimination
- Complaints
- Home/Community Links
- Admissions / Leaver Destinations
- Performance Management
- Pay Progression
- Staff Absences
- Staffing
- Governors
- Discipline / Grievances
- Finance
- CPD & School Visits
- Premises / Buildings / Health & safety

## Governors Questioned/noted/agreed/discussed:

- School Development Plan - Governors noted the SDP had been reviewed to include "Success Criteria" as agreed by the School Improvement Partner, Mr Geoff Love.
- School Improvement Partner - Governors noted the next visit by Mr Love would be carried out on 25th March 2019.
- Complaint - The Head confirmed there was currently 1 ongoing complaint.
- Staffing - The Head updated the Governors regarding the current staffing within school.
- Finance - The Head explained there was an amount of £60k which had been included within the current contingency. This was an error by County Accountancy and would be rectified asap.

## 10. Budget Update

Governors received and considered a written summary of the school's current budget position from the Headteacher as covered in the above item.

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

It was agreed that the Head & Mrs McCann would take this forward.

**Head/Mrs McCann**

## **11. Governors Reports**

Governors noted there were no received reports to receive.

## **12. School Voluntary Accounts**

Governors received a certified copy of the school's voluntary account.

## **LOCAL AUTHORITY REPORTS**

### **13. Complaints Procedures**

Governors noted the revised Complaints Procedure that had been prepared for consideration following the publication of revised guidance from the department for Education. Changes included:

- Revised timescales
- Complaints campaigns
- Introduction of optional mediation
- Glossary of Roles & Responsibilities

Governors agreed to adopt the revised procedure and publish on the school website.

### **14. General Data Protection Regulations**

Governors noted the latest update on the General Data Protection Regulations and the work that would be undertaken during the Spring Term through the SLA, including:

- Retention Schedule - available electronically
- Flow Charts - Subject Access & Data Breaches - available for posters
- Full Website Check with GDPR Focus

## **CONCLUDING ITEMS**

### **15. Urgent Business**

Governors discussed the following items of urgent business:

Retirement - Governors noted Rev. Penfold would be retiring in the Summer and her last service was due to be held on 9th June 2019. It was noted Rev. Penfold had been a member of the ministry for the past 12/15 years and would be a huge miss to the whole community. Mrs Johnston agreed to act as the link between the PCC and school whilst the position remained vacant. Governors further agreed to arrange some form of acknowledgement for Rev. Penfold and the Head and Mrs Johnston agreed to carry this forward.

**Head/Mrs  
Johnston**

## 16. Dates of Future Meetings

Governors agreed dates of future meetings as follows:

- Summer Term 2018 - 11 June
- Autumn Term 2019 - 12 November

There being no further business, the meeting closed at 6.30 p.m.

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

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

### **PART 2 (Classified confidential)**

Matters discussed in this part of the agenda will be classified as confidential and minuted as such. Any reports circulated with the agenda papers are enclosed for governors only, coloured pink and marked 'Not for Publication'