



# MINUTES

**BROOMFIELDS JUNIOR SCHOOL**  
**Curriculum, Standards and Safeguarding Governor Meeting – Autumn 2023**  
**Thursday 28<sup>th</sup> September 2023 – 4.30pm**

**PRESENT:**

Name	Governor Type	Term To
Annie Devaux (AD)	Co-opted governor	18.10.2025
Matthew Hennessey (MH)	Staff governor	05.01.2026
Fergus Laing (FL) (Chair)	Co-opted governor	11.05.2024
Rachel Morris Brown (RMB)	Headteacher	
Helen Plant (HP)	Staff governor	
Claire Robertson (CR)	Parent governor	16.02.2026
Cathryn Sloan (CS)	Parent governor	03.02.2024
Melissa McMillan	Parent governor	13.10.2026
<b>APOLOGIES:</b>		
Katharine Short (KS)	Staff Governor	28.09.2024
Jo Andrews (JA)	Community Governor	27.04.2024
Paul Larder (PL)	Parent Governor	03.02.2024
Richie Sutherland (RS)	Parent Governor	13.10.2026

**IN ATTENDANCE:** Stephanie Williams (Governance Professional)

The meeting was quorate

## Part One – non confidential business

### Standard items

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#### **1. Welcome**

The Chair welcomed everyone who was in attendance.

#### **2. Absence and apologies**

Apologies were received from Paul Larder, Richie Sutherland, Jo Andrews and Katharine Short.

**Agreed:** The full governing body consented to the absence of the above.

#### **3. Declaration of personal interests for any item on this agenda**

No interests were declared for any item on the agenda

#### **4. Chair's emergency decisions**

There were none noted.

#### **5. Items for any other business**

RMB mentioned Ofsted to be discussed later in the meeting.

#### **6. Governing body membership and roles**

RMB and FL had discussed the size of the Governing Body and there were currently 12 Governors when all were in attendance. There were 5 Parent Governors. Cathryn Sloan's term was due to finish in February 2025 but would need to consider whether if she remained she was to move to Co-opted. CS confirmed that she was happy to serve a further term and to move to a Co-opted Governor.

Paul Larder's term was also due to complete soon and RMB / FL would discuss this with him, and also the move to Co-opted Governor.

**Action: RMB and FL to discuss with PL his term as Governor.**

RMB said it was good to have feedback from 5 Parent Governors so they would need to look at recruiting more Parent Governors to bring the number back up. The Governors agreed to move this forward to recruit for a further 2 Parent Governors.

In terms of the recruitment of Governors within the community RMB would speak with a current volunteer at the school who may wish to join. Using social media and TCAT they would then go out to the community to recruit – the constitution was for up to 15 Governors so there was room to recruit more.

Governor roles – RMB mentioned that this had been discussed in the previous meeting and referred Governors to the table on the website. The Governors confirmed that they were happy with the roles as currently agreed.

## **7. Previous minutes, matters arising and action log**

### 1. Ratify Curriculum, Standards and Safeguarding Minutes – 20.07.2023

RMB went through the action matrix from the 20.07.2023 meeting. The actions discussed were as follows:

It was confirmed that MM would stand as the new Safeguarding Link Governor.

CR and HP had held a meeting to discuss SEND and CR confirmed that she had prepared a Report for upload onto GovernorHub. CR wanted Governors to know that HP was a fantastic advocate for parents and pupils.

It was confirmed that the Whatsapp group had been updated and was now correct.

**Resolved:** The minutes from the 20.07.2023 Curriculum, Standards and Safeguarding meeting were confirmed as a correct record subject to one amendment in terms of the name of a Governor on the table for Link Governors.

## **8. TCAT Scheme of Delegation**

RMB and FL had attended a TCAT meeting over the Summer and the Scheme of Delegation had been re-written. The document had been uploaded to GovernorHub. RMB talked Governors through the new document and the various changes that had been implemented. The document had finished consultation and was now a live document. RMB said it was useful to go back to and would clarify the Governors' roles and accountabilities.

RMB confirmed the document was in the folder for the meeting but would also refresh the Governors as to where this would be kept going forward.

**Action: RMB to confirm to Governors where the document would be saved on GovernorHub for ease of reference.**

There were no questions or comments from Governors.

## **9. Governor Code of Conduct and Handbook**

RMB confirmed that this had been uploaded to GovernorHub. MM agreed for RMB to use her personal email for I Am Compliant. RMB said that she had sent this through for Governors to read and sign and they should have received an email.

The TCAT Governor Code of Conduct set out the 7 Nolan principles of public life that were to be followed as Governors. The document outlined the responsibilities of Governors and the strategic functions that were to be their focus and clearly set out the role of Governors.

RMB highlighted confidentiality and the importance of this as a Governor for the school.

**Action: Governors to ensure that they have signed the Code of Conduct through I Am Compliant.**

## **10. Broomfields Priority Action Plan**

RMB said that HP had attended the TCAT meeting for RMB the previous week and it was important to include items of key focus on the Action Plan.

MFL with a focus on French was included as a key focus. RMB discussed feedback on the way French had been taught at Broomfields previously and the improvements that could be made to help engage the pupils. The Head of MFL was working on slimming down the curriculum. MH fed back to the Governors regarding how the changes were working and what he had learned from the training, including the implementation of more games and fun things that would help with engagement. RMB said it was good to have a new injection of CPD for staff.

There was a new approach to spelling and RMB explained how this was structured within lessons. All pupils had been assessed using Spelling Shed. Phonics had been moved to when guided reading sessions took place so that no pupils were missing out on the spelling input.

Reading was continuing as a focus and they were looking at possible interventions. Some of the revised reading framework was being implemented and this was encouraging pupils to enjoy reading more. RMB said another focus was reading for enjoyment as fewer children, generally are picking up a book to read for enjoyment due to screen time being more popular, for example. Library visits have been planned in.

In terms of music there had been a change of scheme to Sing Up. They were making sure that all children in every Year group were learning a different instrument – and this was encouraging children to expand their experiences, vocabulary and understanding as far as music was concerned. RMB said they were trying to ensure that pupils had as many opportunities as possible.

In terms of Religious Education, the Lancashire Syllabus is used. A different scheme is currently being researched to look at providing some more engaging ideas and resources.

The Timetables Scheme in maths was currently being implemented. MH said that this was being implemented across all Year groups. He took the Governors through the way this scheme was taught in classes and the use of repetition. There was an hour lesson on timetables on Monday. Every afternoon there was a two-minute activity on timetables. MH said the pupils loved this and were really improving. RMB confirmed that by the end of year 4, pupils were expected to know all their timetables and that Y5 and Y6 is recap. RMB said that they needed to get the consistency across school in terms of parents knowing what timetable / facts their child is learning each week.

**Action: RMB to ensure that information was going out to parents, so they were clear on what was being done with the Timetables Scheme.**

Broomfields has moved to Insight and will be using this throughout the year which should generate some good reporting analysis.

In terms of PSHE and Mental Health, RMB mentioned myHappyMind which was Government funded and would be rolled out across the whole school. All pupils would have a lesson on Tuesday which would be a myHappyMind lesson. The purpose was to support positive mental health and was based on scientific research. RMB said that schools that had already rolled this out said the benefits were superb. The Governors were shown what this entailed and what the benefits were. This covered a lot of the PSHE objectives, so the PSHE teaching had been slimmed down where there was some overlap. Appointing 2 Happiness Heroes for each class. HP said that she was preparing a page on the website for school leadership roles which would include the Happiness Heroes and other roles that pupils were undertaking.

The Emotional Literacy Support Assistant (Sarah Taylor) had completed training last year and was now delivering sessions each day to key pupils. These were for pupils that needed emotional support for various reasons such as parent splits, bereavement, anger etc. This was a six-week programme. Every programme was tailored precisely to the needs of the child.

RMB said there was a huge focus on attendance which would be discussed in more depth later in the meeting.

TCAT were looking at all schools having the same structure to their websites.

RMB mentioned AI and how this may be used to help with teacher workloads. AD said they needed to be aware that anything inputted into this type of system was then retained, so they needed to be careful in terms of data protection and confidentiality.

Discussed the building works and how these were moving forward. TCAT had been supportive in terms of attempting to minimise disruption for pupils.

MM mentioned the reading practices and Reading Champions – asked whether this had developed and was being continued. RMB said this would be continuing once her class was settled in. MM said it had been good for reluctant readers in the school where she worked.

Open discussion ensued regarding used uniform items being offered to parents. RMB said that regular opportunities are given for parents to view good quality lost property items

## **11. Headteacher's Report**

RMB moved onto the Report which had also been uploaded onto GovernorHub ahead of the meeting. On the whole children had started back brilliantly. Year 5 was a complex year group with a high percentage of SEND but they had transitioned well. There were 2 students with additional needs that they were currently working with to help them to settle and feel less anxious in lesson time. Meetings with the parents had taken place to work on support plans.

RMB said Year 3 moving to Year 4 had transitioned well, including the SEND pupils. One of the pupils transitioning to Year 6, that had been a cause for concern, was currently doing well.

The staggered lunchtimes were working well and were much calmer. RMB said they would continue to develop The Hub that was used for key pupils so they had somewhere quiet to go during the lunch break and take part in engaging activities.

There had been some movement between year groups in terms of teachers which RMB discussed with the Governors – including the movement of Year Leads. The school has also reviewed and altered the daily timetable which is becoming embedded now. MH confirmed it was going well.

Teaching Assistants had been moved around and they were now starting to settle into any changed year group. The school was potentially losing one of the Mid-Days who may be moving abroad, so would possibly need to recruit.

Discussed a CPD Programme called Unleashing Greatness that had been released by the Local Authority and which focussed on teaching and learning. The Local Authority had said that TCAT could take part as little or as much as they wanted. RMB said it was a good opportunity.

In terms of Pupil Numbers there had been meetings with Sarah Taylor at Cobbs. At the moment Broomfields were 11 short of full. RMB went through the numbers.  
**Action: RMB and FL to arrange a meeting with Cobbs to discuss the future in respect of pupil numbers.**

The numbers from the Local Authority showed that there was a large difference between the numbers of pupils that schools could cope with and the numbers actually in school. Open discussion regarding recruitment of pupil numbers and the predicted numbers going forward.

TCAT had brought on board a new member of staff in engagement and marketing, and this would help to move things forward.

2 new pupils had joined Broomfields, separate from the normal Y2 to Y3 transfers. 1 pupil had left and moved to private school. 1 pupil with significant complex needs had moved to a SEN school that would better meet his needs.

RMB mentioned last year's attendance (2022-2023) finished at 95.6%. This was above National Average. For outstanding, Ofsted talk about attendance being greater than 96% and lower than 10% in persistent absenteeism (PA). Included in the report were tables showing the breakdowns in attendance figures. This highlighted that there was an issue with disadvantaged pupils and PA. Open discussion ensued regarding reasons for PA.

In terms of Safeguarding there were some concerns within Year 3. RMB went through the numbers in terms of the various categories of needs. The Vulnerable List has been redone and shared with the SLT.

HP had a meeting with Jess Bates (Mental Health Schools Team) and discussed engagement with parental interventions. A course was offered for 8 sets of parents in January 2024. HP also asked for a staff meeting based around anxiety, particularly in relation to Autism. JB asked if she could run a session for Year 6 pupils who were anxious about the transition to high schools. In the current Year 6 cohort there was a lot of anxiety regarding that transition. CS asked if there was the possibility of Year 7's coming back to talk to the current Year 6 about what the transition was like. RMB suggested having these discussions early and getting feedback from current Year 7's would be beneficial and had passed this on to the staff at Bridgewater. Open discussion regarding assistance in the transition from Year 6 to Year 7.

Safeguarding Training – RMB prepared a step-by-step guide so that Governors could do their training. RMB took the Governors through a demonstration on the website. HP would also provide the link.

**Action: HP to send out the link to the Safeguarding training to Governors, and also training for Chair to FL.**

**Action: Governors to complete Safeguarding training on the Education Connect website.**

HP had sent out a link to National College for all Governors. FL as Chair would need to complete a different set of training and HP would send this over. RMB had sent out a link in I Am Complaint for the KCSiE update and Governors needed to sign as complete.

**Action: Governors to read and sign the KCSiE update.**

**Action: RMB to upload a revised Headteacher's Report which includes a summary of the changes.**

## 12. Outcomes

RMB had prepared a document for end of Key Stage 2 outcomes which had been uploaded to GovernorHub. This showed attainment and the progress scores. RMB led Governors through the content of the report.

MM raised a concern regarding outcomes in Maths following Covid-19. RMB commented that Maths was a concern following the pandemic, interventions and high quality teaching were in place and progress throughout the year had improved.

### **13. SEND**

HP had uploaded 3 documents, following the meeting with CR and had prepared the statistics for September 2023. HP talked the Governors through this document which included a table showing the areas of need and the numbers of pupils in these areas. The Social, Emotional and Mental Health stood at 29 pupils. Speech, Language and Communication Needs was at 32. These were the highest areas of need. HP had also prepared tables which highlighted the needs in respect of Year groups. In this document HP had also included her key areas of focus based on the SEND audit she had carried out. She would like to focus on pupil voice to get more feedback.

HP had also included documents based on information that was available on the website for parents to view. One document outlined the offers for pupils with SEND – however this was a work in progress and was not yet complete.

### **14 Attendance**

This had been covered in the Headteacher's Report and was minuted above.

### **15. LGB Objectives**

RMB mentioned more immersion in school life and wellbeing – RMB and HP are putting together a plan currently to focus on these two targets. AD also discussed the various tools that teachers used in school but that it would be interesting for Governors to understand what these tools were. RMB said they would present these for Governors so they could see them firsthand.

*MM left the meeting at 6.44pm.*

### **16. Governor Safeguarding Report – Autumn**

This had been included in the Headteacher's Report and had been minuted above.

### **17. Safeguarding Training**

This had been covered in the Headteacher's Report and was minuted above.

### **18. Policies**



Safeguarding Policy September 2023  
Keeping Children Safe in Education 2023  
TCAT Safeguarding Statement – removed as this had not yet been sent through by TCAT.

### **19. Future Meeting dates**

- Progress, Quality and Assurance: Monday 16<sup>th</sup> October at 4.00pm
- Finance, Business and Personnel: Thursday 30<sup>th</sup> November at 4.30
- Progress, Quality and Assurance: Monday 22<sup>nd</sup> January at 4.00pm – to be rearranged.
- Curriculum, Standards and Safeguarding: Thursday 1<sup>st</sup> February at 4.30pm
- Finance, Business and Personnel: Thursday 21<sup>st</sup> March at 4.30pm
- Progress, Quality and Assurance: Monday 29<sup>th</sup> April at 4.00pm
- Finance, Business and Personnel: Thursday 13<sup>th</sup> June at 4.30pm
- Curriculum, Standards and Safeguarding: Thursday 18<sup>th</sup> July at 4.30pm

**Action: RMB to rearrange the meeting for the 22<sup>nd</sup> January 2023.**

### **20. Any other business.**

Ofsted – RMB reminded Governors that in the ‘Inspection’ folder there were various documents for Governors to familiarise themselves with ahead of an Ofsted inspection.

**Action: Governors to familiarise themselves with the documents uploaded into the ‘Inspection’ folder to prepare for the Ofsted inspection.**

Chair thanked everyone for their attendance.

**Part one of the meeting closed at 6.59pm.**

**Part Two of the meeting** – there were no matters to report.

Signature: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

## ACTION MATRIX

Min No	Who	Action Required/Update	When/RAG
6	RMB / FL	Discuss term of Governor with PL and option to move to co-opted.	ASAP
8	RMB	To confirm to Governors where the TCAT Scheme of Delegation is to be saved on GovernorHub.	Next meeting
9	ALL	Governors to ensure that they have signed the Code of Conduct	ASAP
10	RMB	To ensure information going out to parents on what was being worked on in school so they can help at home.	Update
11	RMB / FL	To arrange a marketing meeting with Cobbs to discuss pupil numbers	ASAP
11	HP	To send out the link to Safeguarding Training for Governors and also for the Chair.	ASAP
11	ALL	Governors to complete the Safeguarding training on the Education Connect website.	ASAP
11	ALL	Governors to read and sign the KCSiE update.	ASAP
11	RMB	RMB to upload the revised Headteacher's Report to include a summary of the changes.	ASAP
19	RMB	To rearrange the PQ and A meeting on the 22 <sup>nd</sup> January 2024 due to clash	ASAP