



MINUTES

BROOMFIELDS JUNIOR SCHOOL
Curriculum, Standards and Safeguarding Governor Meeting – Spring 2024
Thursday 1st February 2024 – 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	
Claire Robertson (CR)	Parent governor	16.02.2026
Cathryn Sloan (CS)	Parent governor	03.02.2024
Jo Andrews (JA)	Community Governor	27.04.2024
Paul Larder (PL)	Parent Governor	03.02.2024
Richie Sutherland (RS)	Parent Governor	13.10.2026
Michaela Stachini (MS)	Parent Governor	
James Edwards	Community Governor	
APOLOGIES:		
Helen Plant (HP)	Staff governor	
Melissa McMillan	Parent governor	13.10.2026
Katharine Short (KS)	Staff Governor	28.09.2024

IN ATTENDANCE: Stephanie Williams (Governance Professional)

The meeting was quorate

Part One – non confidential business

Standard items

1. Welcome

The Chair welcomed everyone who was in attendance. There were two new Governors – Michaela Stachini and James Edwards. All existing Governors introduced themselves.

2. Absence and apologies

Apologies were received from Katharine Short, Helen Plant and Melissa McMillan.

Non-attendance: Elizabeth Malone was a new Governor but she was not in attendance.

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

SAT support had been added to the agenda for inclusion.

6. Governing body membership and roles

FL welcomed the new Governors. RMB confirmed that it had been agreed to keep Governor roles as they currently were and to look at any changes from September 2024.

7. Previous minutes, matters arising and action log

1. Ratify Curriculum, Standards and Safeguarding Minutes – 28.09.2023

RMB raised actions from the meeting.

Discussion was had with PL regarding a move from the Parent Governor to Co-opted Governor role. This move had been agreed.

TCAT Scheme of Delegation was saved in the Key Documents to make this easy for Governors to locate. RMB would request TCAT update the document.

ACTION: RMB to request the update of the Scheme of Delegation by TCAT.

RMB demonstrated for Governors how to complete the Compliance on GovernorHub. In the September Curriculum, Standards and Safeguarding Headteacher Report there were instructions on how to access the governor training.

RMB explained that a detailed weekly sway regarding weekly learning was emailed for the benefit of parents. Governors were to consider whether there was anything-else useful that could be provided for parents.

Q: what is the purpose of this from RMB's view?

RMB confirmed it was important for parents to know what their children were learning, and how they could also help to contribute to that learning by providing trips or extra learning at home.

RMB confirmed that the marketing meeting had been held with Cobbs. The marketing team from TCAT had produced leaflets.

Q: have there been any changes to figures that need to be updated?

RMB confirmed that an update would be provided later in the meeting. Several parents had come to look around Broomfields on the back of the marketing and following a tour of Cobbs. The initial numbers from Reception had been released and RMB had emailed to ask for an update.

MS raised the posters that had been displayed around the area. The Grappenhall Heys poster had some good buzz words on it. The Cobbs poster was displayed next to this and although was striking it did not have anything that caught attention. RMB said that Grappenhall Heys did do their marketing well.

AD asked whether it would be worth the Cobbs poster being reconsidered and updated. RMB said that she could mention that this had been raised at a meeting.

ACTION: RMB to discuss with Cobbs the location of Grappenhall Heys poster and comments raised regarding wording of posters.

RMB mentioned the change of date of the Progress, Quality and Assurance meeting which had taken place.

Resolved: The minutes from the 28.09.2023 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.

Finance, Business & Personnel Minutes from 30.11.2023 were noted.

8. Priority Action Plan Review

RMB said that a lot of aspects of this were going well. It was a plan which considered the next 2 – 3 years.

Developments in the French Curriculum were going well, and a lot of revision had taken place in terms of Teaching & Learning. The French lead was working with the TCAT Languages Lead to revise the planning. Teachers have tried, given the scheme of work and resources, to teach as best they can even if not specialists in the field. This was a rolling 2 – 3-year programme in terms of developing the French curriculum. RMB said there had been some discussion regarding whether there would be a future change from French to Spanish if Bridgewater changed the language they taught. Governors were welcome to come into the school to discuss with the French lead regarding the curriculum.

Broomfields had formally bought Spelling Shed which has a phonetic approach to the teaching of spelling. This happened every morning at 9.00am and children were in different sets and interventions for this. Gaps in pupils' learning are being addressed. RMB discussed the testing that was in place for spelling which included the informal teacher assessments and the data collection points that did not demonstrate weekly progress. This was going well, and the pupils were enjoying it.

JA mentioned an acronym crib sheet and RMB asked whether there was one available.

ACTION: SW to provide an acronym crib sheet and send to RMB.

RMB said that a lot was being done in terms of reading and she would discuss this further when talking about the Reading Review later in the meeting.

Music was going well, and most teachers were finding the resources useful in terms of Accent Music Delivery and Sing Up. RMB said it was important to have a good quality scheme and feedback received confirmed that this was the right move to have made. There was a certain level of music knowledge and skills expected when moving to Secondary School so this scheme was helping to support with those.

In terms of Religious Education the new scheme had just been purchased and RMB would update in the future.

Times Tables implementation was going well in school. MH discussed how this was being done and how it was being evaluated compared to how it had been managed last year. The new scheme had been started in September. MH said the children really enjoyed this way of learning and were having good results.

Q: what is the understanding behind using the largest number first in the multiplication teaching?

MH confirmed that it revolved around consistency and to keep the learning as easy as possible.

RMB said there was good feedback from teachers and the children were learning more. Other TCAT Primaries would now be using this as Broomfields had trialed it.

STEM was going well, and the Science Lead led on all Primaries in TCAT. She had been taking part in Science Reviews in other primary schools. MH was undertaking computing training. RMB said that staff were making the most of the free STEM training that was coming out from TCAT. MH confirmed he had dates to hopefully get the Year 4 to Fab Lab. Insight was the name of the software that they were getting to grips for use with assessment data. RMB would update Governors on this at a following meeting.

In terms of foundation subjects RMB said they were looking at how staff could be secure on how well the pupils could remember and understand what they have been taught. Tasks will be planned in that allow a child to demonstrate the knowledge and skills learnt. Any areas for development can then be planned into future learning and planned into retrieval tasks.

RMB mentioned My Happy Mind which was being enjoyed by pupils and it was important for them to understand how the brain worked and how to support each other. The feedback had been really good. It was expensive so would need to look at whether funding continued in the future.

SEND was a focus for TCAT and is on the school's priority action plan. TCAT SEND training was fantastic this year and was continuing for the rest of the year. This was impacting positively on school in terms of using certain assessments and approaches in the classroom. HP was now ensuring that she was disseminating information to staff.

RMB said that there was still work to be done in terms of lunchtime development and the use of the hub, plus further activities for the pupils to take part in.

Support for vulnerable pupils was going well and pupils are finding their ELSA sessions a positive experience. There was a parenting session every Thursday afternoon for key parents, and this was having an impact on how they were supporting their children and their own knowledge is being developed.

Q: is any of the material being shared with the wider parent community?

RMB said that she would ask. HP did put some of the tips and hints on the website and weekly sway.

ACTION: RMB to ask HP regarding parenting material that could be shared more widely.

Attendance was good and would be discussed further in the Headteacher's Report..

There was a key piece of work done with Bridgewater High School on the curriculum from Y5 to Y8 and high school staff were hoping to continue this in the Summer Term. This would enable pupils to transition and make even better progress as they embark on Y7 and Y8.

RMB discussed Oxplore which was a project with TCAT that was linked with Oxford University. This was currently paused for primary schools due to the fact that it was a piece of research which was now ended for the primary pupils.

In respect of Professional Development RMB mentioned that the majority of staff would be accessing Team Teach training in March to ensure consistency in terms of approaches to supporting pupils with needs and stressing the importance of de-escalation.

RMB said the TCAT AI breakfast was the next day. This was about improving teacher workload and where the use of AI would be most beneficial. RMB said that this journey was just starting and she would provide an update at a later meeting. Open discussion ensued regarding how AI may be useful. MH added that it could also be used to help assess children and the biggest concern was GDPR and the information inputted into the system.

RMB confirmed that an architect was coming to Broomfields the following week. This would be to look at the development of the external area. In terms of improvement to the 1970s parts of the school another architect would be visiting the following week to work on ideas.

9. Education Scorecard

This was for Governor information and had been uploaded to GovernorHub in the meeting folder. RMB welcomed feedback.

ACTION: Governors to look at the document and provide any feedback to RMB.

RMB led the Governors through what was included in the Scorecard.

Q: if a child has a medical problem does this impact on the suspension figures?

RMB said that all those involved did have complex SEMH needs. However, she had to help the pupils understand acceptable behaviour and RMB confirmed that the support was in place.

Discussion regarding unauthorised and authorised absences and how this impacted the attendance figures.

Q: are suspensions always the same pupils?

RMB said that this was not always the case. A suspension is a significant sanction to make it clear to the pupil the seriousness of what they had done.

10. Reviews

Science Review – the Director of STEM at TCAT and Science Lead for TCAT had carried out a Science Review in the Autumn Term. RMB had uploaded the Report. She went through the strengths and areas for development that had been outlined.

In strengths it was mentioned that Broomfields went beyond the National Curriculum. RMB said it was worth challenging some of the wording used in the Report as it came across as a negative when it was a positive in terms of the time spent studying Science weekly. The areas for development were the same as those for other TCAT Primary Schools. RMB said that she needed to go back to TCAT regarding the shared TCAT Science Curriculum that had been discussed. They would use the scheme to enhance what was already being taught.

Q: is there anything in the Report regarding alignment with the expectations of High School?

RMB said that this would be a good piece of work to complete.

Reading Review – the Head at Great Sankey Primary School was the Primary Reading Lead for TCAT. She had visited Broomfields before and was able to see the progress that had been made on previous actions. There were some superb strengths that had been picked up on, including a lot of focus and support for the lower 20% of pupils. She did mention the importance of choosing books carefully. The end of year data was strong in reading and Broomfields were working on raising the enjoyment of reading. It was important that books matched the pupil's phonic ability. It was important to promote reading at home and staff checking the reading records to ensure they were consistent.

In terms of actions, it was stressed that the impact of interventions needed to be clear.

There were no Governor questions.

11. Headteacher's Report

RMB had uploaded the Headteacher's Report to GovernorHub. The Citizenship Award had been bought in this year and it had been wonderful for those pupils who had wanted to be involved. This had raised the importance of being a good citizen and developing values. This was an Award done outside of school. It was a competition resulting in a trophy.

The Christmas productions were also good.

Parents' Evenings had had excellent attendance and parents really wanted to support their children in terms of progress. HP met many parents in her role as SENCO.

There had been a lot of sporting events and music performances to celebrate.

Glenda Cunningham retired at Christmas – she was a long-term member of staff. There had been no change in the Teaching Assistants. A small amount of change in Mid-Day Assistants and would need to recruit more for lunchtime.

Admissions – Governors needed to be aware of Pupil Numbers (leavers and new pupils) and the reasons, particularly for pupils leaving. This was to ensure that Broomfields were not Off Rolling any problematic pupils.

Q: would Governors have that knowledge?

RMB said this information was provided in the Reports during Governor meetings and it was the school's responsibility to provide strong reasoning behind any moves.

RMB went through the pupils that had left and this information was contained within the Headteacher's Report.

Q: is the popularity of Lymm High School a concern?

RMB said that in the case of one pupil that had left it was due to where they currently lived. She had not heard a lot about Lymm High School, however CR mentioned that it did have a good reputation and the Head had a positive impact on the school.

Q: from an Ofsted point of view is the information in the Headteacher's Report all that we would need to have?

RMB confirmed that it was. It was about the school being open with Governors about reasons why any pupils would have left.

The attendance figures were included in the Report. Broomfields were above National in all the different groups of pupils. There was also a graph provided for the Governor's ease of reference in terms of dips in attendance. This data was compared to other FFT schools. RMB confirmed that the Attendance Officer was very supportive in terms of letters to parents and also meetings.

Q: in terms of booking holidays is there a move to being stricter in this regard?

RMB confirmed that some Local Authorities did fine for this, however Warrington did not. If there were too many Unauthorised Absences then they would go down the route of fast track to prosecution. A letter regarding holidays in term-time was sent out to parents. RMB said there were not a huge number of requests for holidays at the moment.

In terms of Safeguarding, school do not have any Child Protection families currently. They do have 1 Child in Need family and they were working with social workers. RMB went through the other figures. HP had provided an overview of all SEND children.

12. Outcomes

RMB had prepared a PowerPoint presentation regarding outcomes. RMB led the Governors through the document. It was noted that the calendar years on the Year 3 Outcomes schedule needed to be amended.

MH mentioned that in terms of Year 4 maths there had been test questions regarding decimals and this had not yet been covered. MH said that also it was about learning how to do the tests and reading the questions.

Q: where were Year 6 in terms of covid-19?

RMB confirmed that they were Years 2 and 3.

13. SEND

HP had prepared 2 documents which had been uploaded to GovernorHub. The first document was the SEND Offer and the TCAT SEND Hub said it was important for this Offer to be available for parents and the Local Authority.

The second document contained the SEND statistics to provide an overview of what was happening across the school. There was also a document on B-Squared if Governors were interested in reading this further.

14 Progress on LGB Objectives

RMB mentioned that there were 2 Objectives – to become more immersed in the life of the school and the Wellbeing of Staff. She had prepared a document which outlined the actions being taken in respect of these.

MH sent an email out to Governors regarding some of the key events that were coming up in Year 4. AD confirmed that she was attending the school on the 4th March 2024.

ACTION: RMB to upload the Governor Objectives document to GovernorHub in a new folder entitled Governor Objectives.

RMB said that if any Governors had unexpected availability to go into school, then to email RMB and let her know.

RMB had requested the new TCAT Wellbeing Strategy.

ACTION: RMB to upload the TCAT Wellbeing Strategy to the Governor Objectives folder on GovernorHub.

CS mentioned a previous staff survey and a low response rate. As a Governing Body a survey would be a way of ensuring that staff were feeling supported. Anonymity was raised as an issue. Open discussion regarding how to proceed with a staff survey to ensure the maximum response.

Question: how do the Governing Body support the staff with the Ofsted inspection hanging over them?

RMB confirmed that she could pass on the Governor support to staff and could build this into the survey.

Question: how often do you do self-audits?

RMB confirmed that this was what the Reviews from TCAT were for.

15. Safeguarding Overview

There was nothing further to report.

16. TCAT Safeguarding Audit outcomes

The Review document had been uploaded to GovernorHub for the Governors' attention. RMB went through the different strengths that had been raised and also the actions.

There were no Governor questions.

17. Safeguarding Training

RMB confirmed that Governors were to complete training and confirm to HP.

18. Safeguarding Policies to note:

- a) TCAT Looked After Children Policy – it was mentioned that there should be an annual Report for Governors. RMB confirmed this would be done at the end of year in the Summer meeting.
- b) TCAT Prevent Statement
- c) TCAT Prevent Risk Assessments – it was confirmed that the Chair was to do Prevent Training.
ACTION: RMB to provide Prevent Training link for FL.
- d) Gender Questioning Children Guidance – consultation – for information

There were no further Governor questions.

19. Attendance

There was nothing further.

20. Future Meeting Dates

- Progress Quality and Assurance: Monday 26th February at 4.00pm
- Finance, Business and Personnel: Thursday 21st March at 4.30pm
- Progress, Quality and Assurance: Monday 29th April at 4.00pm
- Finance, Business and Personnel: Thursday 13th June at 4.30pm
- Curriculum, Standards and Safeguarding: Thursday 18th July at 4.30pm

21. Any other business.

SAT Support – RMB asked that if any Governor had availability to provide 1:1 support then SAT week was 17th May 2024. RMB would send out the timetable. The week beginning the 22nd April 2024 was the week for SAT preparation.

ACTION: RMB to send out the SAT timetable to Governors.

Chair thanked everyone for their attendance.

Part one of the meeting closed at 7.09pm.

Signature: _____ **Date:** _____
Chair

ACTION MATRIX

Min No	Who	Action Required/Update	When/RAG
7	RMB	To request the update of the Scheme of Delegation by TCAT	
7	RMB	To discuss with Cobbs the location of Grappenhall Heys poster and to pass on comments raised regarding the wording used by Cobbs.	
8	SW	To provide an acronym crib sheet.	
8	RMB	To ask HP regarding parenting material that could be shared more widely with parents	
9	ALL	Governors to look at the Education Scorecard and provide feedback.	
14	RMB	To upload the new Governor Objectives document to GovernorHub in the folder entitled Governor Objectives.	
14	RMB	To upload the TCAT Wellbeing Strategy to Governor Objectives folder on GovernorHub.	
18	RMB	To provide the Prevent Link training for FL.	
21	RMB	To send out SAT Timetable to Governors.	

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