



# MINUTES

**BROOMFIELDS JUNIOR SCHOOL**  
**Business, Finance and Personnel Meeting – Autumn 2023**  
**Thursday 30<sup>th</sup> November 2023 – 4.30pm**

**PRESENT:**

Name	Governor Type	Term To
Jo Andrews (JA)	Community governor	27 Apr 2024
Annie Devaux (AD)	Co-opted governor	18 Oct 2025
Matthew Hennessey (MH)	Staff governor	5 Jan 2026
Fergus Laing (FL) - Chair	Co-opted governor	11 May 2024
Rachel Morris Brown (RMB)	Headteacher	
Helen Plant (HP)	Staff Governor	29 Apr 2024
Melissa McMillan (MM)	Parent Governor	24 Nov 2026
Richie Sutherland (RS)	Parent Governor	24 Nov 2026
<b>APOLOGIES:</b>		
Cathryn Sloan (CS)	Parent governor	03 Feb 2024
Claire Robertson (CR)	Parent governor	16 Feb 2026
Paul Larder (PL)	Parent governor	03 March 2024
Katharine Short (KS)	Staff Governor	28 Sept 2024

**IN ATTENDANCE:** Stephanie Williams (Governance Professional)  
Sarah Messenger– Finance Officer

**The meeting commenced at 4.34pm**

The meeting was quorate.

*The items were not discussed in the order listed on the agenda due to the attendance of invited speakers/participants. However, the minutes reflect the numbering on the agenda.*

## Part One – non confidential business

### Standard items

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#### **1. Welcome**

The Chair welcomed everyone in attendance.

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

Apologies were received from Claire Robertson, Paul Larder, Katharine Short and Cathryn Sloan.

**Agreed:** The full governing body accepted the apologies as received.

#### **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 had been none.

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

None reported.

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

RMB confirmed that at the last meeting there had been a discussion regarding the current number of Governors on the Board. The constitution allowed for 15 Governors, so it was agreed to recruit extra. RMB approached James Edwards (Grandparent of pupil) and FL had also discussed the role with him. JE is happy to join the Board.

It was agreed to recruit 2 Parent Governors. There had been 2 nominations received – Michaela Stachini and Elizabeth Malone. FL and RMB will be in contact with the parents for a meeting and they were looking to introduce them to the Governing Board in the New Year.

RMB provided a presentation showing the structure for Governors and confirmed that in the Spring the following moves would take place: PL would move from a Parent Governor to a Co-opted Governor. CS would move from a Parent to Co-opted. JE would become a Community Governor alongside JA. All Governors that were present agreed with the above.

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

### **Actions – BFP 15.06.2023**

Confirmed MM as Safeguarding Governor.

Governor Mornings – RMB mindful that would like this to happen as soon as possible in the New Year.

Whatsapp Group – had been completed.

Declarations – FL again showed Governors how to find the Declarations and Confirmations tab on GovernorHub.

**ACTION: RMB to discuss Declarations with KS and PL as these had not yet been completed.**

**ACTION: RMB to resend the email from September 2023 containing instructions to access the Safeguarding video.**

Open discussion ensued regarding the various confirmations and declarations that required completion by Governors.

**Resolved:** The minutes from the 15.06.2023 Business, Finance and Personnel meeting, and 28.09.2023 Curriculum, Standards and Safeguarding were confirmed as a correct record.

## **8. Buildings, Health & Safety**

RMB had uploaded the Report from Peter Starkey. She confirmed that there was an roof insulation project taking place and unfortunately, due to delays this would not be completed by the original proposed date. This would now be continued in the New Year. Once the roof was completed, they would move onto the pipework for the underground heating system. RMB had asked for more detail regarding the heating system for each room. This work would be done when pupils were not in school.

PS had been working hard on quotes to enable bids to be submitted with TCAT. These included refurbishments of the main entrance pathway to eliminate trip hazards with the current flags; car park automatic barriers to help with the management of the car park area; and internal door replacements which would lift the internal aesthetic of the school.

TCAT would transfer all the quotes PS had provided into the correct bids ahead of the January deadline. RMB discussed the various ideas that would be pitched to TCAT for funding and the order in terms of importance.

The IAMCompliant Scorecard was included by PS to show the Governors how hard PS worked to ensure that all compliance was kept up to date.

The Health & Safety Audit from June was included along with updates from PS. RMB said there were some additional risk assessments in terms of the Curriculum in classes such as DT to ensure safety when handling certain items. RMB confirmed it was important to remain on top of the risk assessments for the various lessons.

**ACTION: RMB to upload the entire Health & Safety Audit Report to GovernorHub.**

RMB discussed access to the playground and field which had been raised by PS. This access was used for machinery and any vehicular access. The school needed to look at widening the pathway or enforcing it to allow vehicles to access. PS would go out for quotes on this and then they would consider when and how to put in the bid. HP added that if a fire engine needed access to one side of the building they would struggle currently.

The Governors discussed the gritting for the bad weather and mentioned a gritter currently used at Bridgewater and any options to have something similar or utilise this one. This was also included in the Report.

RMB mentioned that some painting was taking place in school to update the decor, and this was being done outside of school hours.

**Governor Health & Safety Report** - AD confirmed that she would be available in the Spring Term for a school health and safety inspection with Fergus.

**ACTION: FL will contact AD to discuss dates to meet for the Governor Health & Safety Report in the New Year.**

**Accident Report** – there had been a low number of incidents. 5 Accident Book entries for pupils and 1 for staff. There had also been 3 hospital visits.

**Q: do you have the comparative figures for the previous years?**

RMB confirmed that she would bring this up on the screen for the Governors.

JA expressed that it would be useful to have the comparative figures to see whether there was any increase in figures during particular times of the year.

RMB went on to lead Governors through the details of the accidents that had been recorded.

Business Score Cards – RMB wanted to go through the Action Tracker with the Governors. In terms of development of Microsoft Teams across the whole school this had now made considerable progress. This was to improve staff working as the server was currently full. MH worked on how to set the TEAMS up and would be moving this over and aiming for consistency.

**ACTION: RMB to arrange for a copy of the Business Score Card to be uploaded onto GovernorHub for Governors to access.**

## 9. Policies

TCAT Broomfields Pay Policy – there was only a small amount of localisation that needed to be added to the Policy. AD asked whether there was an option to change the figures for the Pay Committee to be quorate as there were only 3 members on the Committee and they would always all need to be present. RMB suggested raising the number of Governors on the Pay Committee. JA suggested adding one of the new Governors.

Governors agreed to adopt the Policy.

## 10. Future Meeting Dates

- Progress, Quality and Assurance: Monday 22nd January at 4.00pm
- Curriculum, Standards and Safeguarding: Thursday 1st February at 4.30pm
- 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

AD reminded RMB that the January date needed to be changed as it clashed with the TCAT SLT.

**ACTION: RMB to amend the date for the January meeting and notify Governors.**

## 11 Any Other Business

There was nothing to discuss.

**Part one of the meeting closed at 7.01pm**

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

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

<b>Min No</b>	<b>Who</b>	<b>Action Required/Update</b>	<b>When/RAG</b>
7	RMB	To discuss outstanding Declarations with KS and PL.	ASAP
7	RMB	To resend the email from September 2023 containing instructions to access the Safeguarding video.	ASAP
8	RMB	To upload the Health & Safety Audit Report to GovernorHub.	ASAP
8	FL	To contact AD to discuss dates for the Governor Health & Safety Report visit in the New Year.	Ahead of New Year.
8	RMB	To arrange for a copy of the Business Score Card to be uploaded onto GovernorHub for Governors to access.	ASAP
10	RMB	To amend the date for the January FGB and notify Governors.	ASAP