

Minutes of Virtual Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 24 September 2020 7.00pm by Zoom

Present: Caroline Johnson (HT) Stephen Ruddick Katharine Handley-Archer
Jane Patrick Edward Culver
Richard Norris Lindsay Holley Naomi Carle

Attending: Pauline Ford (clerk)

Apologies: Andrew Pilkington **Absent:** Julian Gadsby

Reference No.	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for September <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.09/20	The clerk opened the meeting. APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Andrew Pilkington. ELECTION OF CHAIRMAN 1.2 Lindsay Holley and Stephen Ruddick self nominated to be Co-Chairs. There being no other nominations Lindsay Holley and Stephen Ruddick were duly elected as co-Chairs for the academic year 2020/21. 1.3 JG was thanked for his chairing during 2019/20.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.09/20	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None.	
03.09/20	DECLARATIONS OF INTEREST 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. SR is a self-employed tutor. LH is Assistant Headteacher at Denefield Secondary School.	
04.09/20	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 8 July 2020 (<i>previously distributed</i>) were approved; to be signed by the Chairman at the first opportunity. Melissa Whittaker joined the meeting at 7.10pm.	
05.09/20	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed. RN had completed a H&S walk on 1 September, just prior to school opening, notes to be forwarded. Plans for Open Days/tours? The HT has run a couple or tours when children are off site, one family and HT only. She is looking at advertising in Facebook, creating a leaflet for distribution to nurseries next year, putting a video on the school website too include photos, y6 talking about the school. Potentially offering school field and facilities to local nurseries for sport event etc.	RN
06.09/20	HEADTEACHER'S REPORT 6.1 The Headteacher's report had previously been circulated and read by all. She talked through some of the areas. Attendance has been good, in line with WB. 13 absences/9 due to waiting for Covid tests. One unauthorised absence was due to welfare but was not exceptional circumstances.	

	<p>Behaviour – the one bullying incident has interventions in place. No complaints received, many compliments on how well the children had settled in. The HT has been asked to support a small group of WB NQTs for a payment of £400. It involves a Zoom meeting one hour per fortnight with them until the Spring term. All NQTs receive this support.</p> <p>The spitting incident was a child with SEN. It has been addressed with both families</p> <p>Outcomes for pupils</p> <p>Assessments are taking place this week, using the summer assessment from the previous year to benchmark lost learning. She was expecting a dip but a number of children have not slipped. The area of loss is spelling; it is taught in a formal way in school, not replicated at home. There is no writing stamina at the moment. School is identifying small groups for additional support. Fiona Coulam (ex teacher) will come in twice weekly. The HT is also recruiting a p/t TA to release HLTA time to run interventions.</p> <p>EC joined the meeting at 7.15pm</p> <p>LH asked if any growth areas have been seen. Yes, reading. SR asked about funding for the teacher coming in. Catch up funding is about £12,000, paid in three tranches, roughly £80 per child.</p> <p>Staff Wellbeing. There has been a lot of pressure on staff. The two NQTs cannot catch up as a group. School is holding a mix of virtual and actual staff meetings; non-contact time can be taken at home. The HT speaks to most staff every day. Staff are staying in school too late in the evening, but this can be for mutual support. How late? Between 7.00 and 9.00pm but not every day.</p> <p>The HT commented that all the staff have been amazing and gave her thanks to them. A BUPA workshop on wellbeing intervention has been booked.</p> <p>Would school close due to a lack of staff? School has to stay open, even if there is an overspend on the budget due to supply costs.</p> <p>A p/t TA has been recruited to work with a child with SEN.</p> <p>6.2 SDP The Governors found the SDP to be very comprehensive. They asked about post Covid and mental health. School practised a soft landing approach; in the first two weeks there were fun activities but school found that the children were more ready for teaching and learning. Future FGB meetings to have staff and pupil wellbeing as an agenda item. It is an agenda item at the weekly staff meeting. Children with issues are already known to school and are having ELSA sessions. A positive by product of being in bubbles is that the classes have gelled together because they are together all the time. They have created their own support networks and incidents at lunchtime are much reduced. The adult /child ratio is much netter. LH asked if this is sustainable in the long term. It depends on budget constraints.</p> <p>The HT is looking for a high level of passes in Phonics, 90%, but of the Year 1 cohort of 18 two will not achieve the mark of 32. Data needs to be at least on par with the national average.</p> <p>The recovery curriculum for NQTs, how will it be assessed this year. The standards are the same; there will be no difference to achievements. The NQTs are receiving a lot of support with MW and HD as mentors. They are doing well.</p> <p>Reading focus. An assessment tool is used for benchmarking to ensure readers are secure and able to stretch themselves. PIRA is used for summative assessments and comprehension skills. Summer tests were used last week. Common language is used across the school from VIPERS.</p> <p>Parents have been surveyed to check access to remote learning. The plan for remote learning had been circulated to governors. The Governors felt it would be useful to make contact now and send out the information on remote learning but explain it would only be used in the event of lockdown.</p>	clerk
08.09/20	<p>COMMITTEE REPORTS</p> <p>FINANCE</p> <p>8.1 A Finance Committee meeting was agreed for 15 October. Some support staff cover has been required when their children have been required to isolate. An EHCP has been approved at the higher funding level; giving £4700 income. The staffing costs were already budgeted for. Congratulations offered to NW for the successful application.</p> <p>A claim had been made for Covid expenses of £1400, not yet received. £600 is guaranteed, the balance is not. A second claim for £600 will be made this term.</p>	

	<p>The teachers' pay increase was in the budget at 3% but the M1 increase is higher resulting in £900 extra cost.</p> <p>The are no particular issues with the budget currently. There has been a leak in the boiler room. The Chair of Finance gave thanks to the SBM; she has undertaken a huge workload. She is now able to work from home one day per fortnight for uninterrupted tasks.</p> <p>8.2 No Curriculum updates, meeting is 8 October.</p>																	
09.09/20	<p>POLICIES</p> <p>9.1 Behaviour policy had been reviewed and updated. RESOLVED: That, having been proposed and seconded, the Behaviour policy be approved.</p> <p>9.2 Child Protection & Safeguarding policy had been updated; it is a WB model policy. Also added a Covid addendum. RESOLVED: That, having been proposed and seconded, the Child Protection & Safeguarding policy and Covid addendum be approved.</p> <p>The NQT Induction policy is a West Berks model policy RESOLVED: That, having been proposed and seconded, the NQT Induction policy be approved.</p>																	
10.09/20	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. No children missing off roll, new arrivals school has contacted previous school. SCR has been updated with DBS numbers and references for NQTs. All Governors to read new KCSIE (Sep 2020) and indicate on GovernorHub.</p> <p>10.2 Health & Safety –RN visited school on 1/9, report to be uploaded to GovernorHub. Updated Risk Assessment was circulated, showing track changed updates.</p> <p>10.3 Governor school email addresses to be used.</p> <p>10.4 Meeting dates agreed</p> <p>10.5 The Code of Conduct to be emailed to all Governors, to be printed and signed, or they can collect a copy from school.</p> <p>10.6 10.5 The Standing Orders and Terms of Reference were agreed. RESOLVED: That having been proposed and seconded the Standing Orders be accepted. RESOLVED: That having been proposed and seconded the Terms of Reference for the FGB be accepted</p> <p>10.7 Link Governors to be agreed. EC to take safeguarding, 10.8 A Staff Governor election is to take place, KHA's term finishes in October</p>																	
12.09/20	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM all virtual meetings at 7.00pm</p> <table border="0"> <tr> <td>FGB Thursday 24 September 7.00pm</td> <td>C: 14 January 2021</td> </tr> <tr> <td>C: 8 October</td> <td>F: 28 January</td> </tr> <tr> <td>F: 15 October</td> <td>FGB: 25 February</td> </tr> <tr> <td>FGB: 12 November</td> <td>F: 11 March</td> </tr> <tr> <td></td> <td>FGB: 22 April</td> </tr> <tr> <td></td> <td>F: 20 May</td> </tr> <tr> <td></td> <td>C: 17 June</td> </tr> <tr> <td></td> <td>FGB: 8 July</td> </tr> </table>	FGB Thursday 24 September 7.00pm	C: 14 January 2021	C: 8 October	F: 28 January	F: 15 October	FGB: 25 February	FGB: 12 November	F: 11 March		FGB: 22 April		F: 20 May		C: 17 June		FGB: 8 July	
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13.09/20	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chairman declared the meeting closed at 8.20pm.</p>																	
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda September 2020 • Minutes July 2020 • Notes from informal meeting 1 September 2020 • Dates of meetings 2020 -21 • Record of Actions July 2020 • HT Report September 2020 • Risk Assessment 																	

	<ul style="list-style-type: none">• Budget Report Pd 5, Budget Monitoring Main school, PPG, Sports Premium,• Covid costs report• Policies – Behaviour, Child protection & Safeguarding + Covid addendum• Plan for Remote Learning• Standing Orders• Terms of Reference• DOCUMENTS PRESENTED AT THE MEETING•	
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Minutes Taken By: Pauline Ford, Clerk to the Governors 24 September 2020