

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 7 July 2022 7.00pm

Present: Caroline Johnson (HT) Stephen Ruddick Katharine Handley-Archer
Jane Patrick
Richard Norris Naomi Carle Nicki Williams

Attending: Pauline Ford (clerk)

Apologies: Lindsay Holley Andrew Pilkington Naomi Carle Richard Norris Edward Culver **Absent:**

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> SR in Chair	See separate action sheet
01.07/22	APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Lindsay Holley, Andrew Pilkington, Naomi Carle and Richard Norris Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.07/22	NOTIFICATION OF ANY OTHER BUSINESS 2.1 SR had a matter to discuss	
03.07/22	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.	
04.07/22	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 28 April 2022 (<i>previously distributed</i>) were approved and signed by the Chair. The Part II minutes of the meeting held on 28 April 2022 were approved and signed by the Chair	
05.07/22	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed. Skills Audit to be completed by all Governors for September meeting. School House parking is still an issue: they sometimes have three cars and a van parked in school car park.	
06.07/22	HEADTEACHER'S REPORT 6.1 The Headteacher's report including SEF had previously been circulated. She highlighted some of the points. There had been a second racist incident – a child referred to as 'Brownie'. The child had been spoken to and given a consequence and parents informed. The safeguarding flow chart that school uses to raise any concerns to be put on GovernorHub for Governors to see protocols followed SEN complaint was not an issue; a misunderstanding as parent only saw part of a perceived incident. Access to drinking water was due to a misunderstanding by a child.	

Compliments A governor suggested that a message could be put on the website along the lines of 'Receiving a compliment/ positive comment makes our day!'

Sports Day had worked well with sprint races on Day 1 and on Day 2 there had been a carousel of activity stations – cricket, javelin, water games for KS1 in the morning and KS2 in the afternoon for parents to watch, followed by the Summer Fair. Students from Bradfield college had supported the sports activities.

Data

The data is looking as good as National. KS1 results are better than previously expected. KS2 Maths is not as good as expected but still in line with National. Attendance was poor for three children, meaning they did not get planned interventions.

Y4 Multiplication checks – there is no national or comparative data. 75% correctly answered 20 out of 25 questions or more.

Y1 Phonics 82% achieved the pass mark of 32.

PPG/SEN data is not ready at the time of the meeting.

Curriculum - Diversity through planning; there are gaps in resourcing eg books.

Forest School has been brilliant, increasing independence and risk taking.

The RSE curriculum is in place; the impact will be checked later. There will be more Subject Ambassador discussions.

New Subject Leads are in place for September. Action plans are all on GovernorHub to help with handovers. It was noted that some of the plans were more detailed than others. The HT replied that some subjects, such as maths and RE, were more embedded. Others such as History and Geography were not so well-known.

CPD The HT had carried out observations rating them as good, one had vastly improved with good pace. Expectations are high but it can be 'patchy' across the school in quantity and quality of work. This needs work as Ofsted will look at progress in a book. It is now embedded that teachers teach the less able with the TA taking the class. All TAs are deployed well.

Support staff Performance Reviews have been completed. The HT will start the teacher Performance Reviews to handover to new HT.

The Behaviour Incident report will be uploaded to GovernorHub. This shows behaviour trends and number of children/number of incidents.

New staff will be trained in Therapeutic Thinking. Pupil Forums are useful.

Wraparound Care. School was unable to recruit a manager for the Orchard, so has an arrangement for Premier Education to run it. This will not generate any income for school but also removes the administration load from the SBM. The quality of care will be maintained, fees will increase but would have been raised by school.

There will be an increased awareness of peer on peer abuse as part of antibullying training next year, involving parents staff and children. MyConcern needs to be used more to record incidents.

Early Years 75% have achieved Good Level of Development, down on preCovid years but better than 2019 National 63/65%.

Staffing

School has appointed a part time caretaker, currently employed at Downsway school. There are some serious maintenance issues he will be able to deal with, limiting the cost of call out charges and saving the SBM's time and involvement.

A new teacher has been appointed to teach Year 5, which has 2 EHCP children in class, and another to teach Year 3.

Sports Funding continues for 2022-23; school has had good competition results with the Y5/6 cricket team through to the county finals.

Pupil absence rates are still high; school may need to consider fining.

The Governors thanked the HT for a very comprehensive report.

6.2 The SEF had not been updated.

Karen Fakes joined the meeting at 8.00pm. Governors introduced themselves and KF gave the FGB a potted history of herself.

6.3 The WB Health & Safety Needs assessment document from the visit in November 2021 had been updated.

08.07/22	<p>FINANCE</p> <p>8.1 There was no update available. The SBM informed the FGB that there would be additional costs for cover due to staff shortages because of Covid. Sports Premium had been allocated for 2022/23. The HT had obtained two grants of £2k from the Therapeutic Thinking Team for adult support. She had had to inform a parent that school would not be able to adequately support their child with an EHCP if they transferred them. It would have a huge impact on the EYFS teacher and SENCO, meaning 3 out of 18 in the class would have an EHCP.</p> <p>CURRICULUM</p> <p>8.2 Draft Minutes were available. As the Chair of Curriculum committee was absent, he will be asked to forward his report to the clerk for circulation.</p>	
09.07/22	<p>POLICIES</p> <p>9.1 E-safety. The Governors had some queries (E-safety governor, one or three year policy?) so this will be represented at the September meeting. EC to be asked if he would take on role of E-Safety Governor.</p> <p>9.2 Equalities – this is based on a WB model policy and has been updated. RESOLVED: That, having been proposed and seconded, the Equalities policy be approved.</p> <p>9.3 Intimate Care This has been updated, no changes RESOLVED: That, having been proposed and seconded, the Intimate Care policy be approved</p> <p>9.4 Education, Visits and Journeys This has been updated, no changes RESOLVED: That, having been proposed and seconded, the Education, Visits and Journeys policy be approved</p>	
10.07/22	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. NW had visited to inspect the SCR. Report to be sent to clerk. School needs to inform parents of safeguarding activities, add in acceptable use policy re school photos, retention and use</p> <p>10.2 Health & Safety Julian Routledge from WB H&S had visited to discuss role of HS governor with JP. She will have H&S visit to school next week.</p> <p>10.3 Wellbeing had been discussed in HT report. Staff would appreciate a visit from a Governor. School to email list of school activities for end of term that Governors may wish to attend.</p> <p>10.4 HAP update. No applicants from previous advertising. Readvertise for September interviews. Karen Fakes in role part time (3 days per week) for Autumn term with Tom Millward (2 days plus 1day AHT in addition to a class).</p> <p>10.5 New Governors the clerk informed the FGB that Naomi Carle had resigned as a Foundation Governor as she was moving away from the area. The leaves two Foundation Governor vacancies plus the ex officio for the parish priest- no one in post. Most skills are covered; the ideal candidate would have HR or marketing knowledge.</p> <p>10.6 Governor visit reports – reports on H&S, Foundation Forest School, Literacy had all been uploaded to GovernorHub</p> <p>10.7 Meeting dates 2022-23 The provisional dates were agreed.</p> <p>10.8 The Heat Decarbonisation report of visit in March arranged by the Diocese had been circulated. The is no budget available for any suggested changes.</p>	
11.07/22	<p>ANY OTHER BUSINESS</p> <p>11.1 SR thanked the Headteacher for her three years at the school and said she should be proud of her achievements. School and Governors will miss her greatly and wish her well as she moves on to a new challenge.</p>	

12.07/22	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM all meetings at 7.00pm</p> <table border="1" data-bbox="256 300 1430 544"> <tr> <td data-bbox="256 300 842 544"> <p>2022 – 2023 FGB Thursday 22 September 2022 7.00pm C: 6 October F: 13 October FGB: 10 November</p> </td> <td data-bbox="842 300 1430 544"> <p>FGB: 9 February 2023 F: 9 March FGB: 27 April F: 18 May C: 15 June FGB: 6 July</p> </td> </tr> </table>	<p>2022 – 2023 FGB Thursday 22 September 2022 7.00pm C: 6 October F: 13 October FGB: 10 November</p>	<p>FGB: 9 February 2023 F: 9 March FGB: 27 April F: 18 May C: 15 June FGB: 6 July</p>	
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13.07/22	<p>CLOSE OF MEETING There being no further business, the Chair thanked KF for attending and declared the meeting closed at 8.50pm.</p>			
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda July 2022 • Minutes April 2022 • Record of Actions April 2021 • HT Report July 2022 • WB Health h& Safety Needs Assessment follow up • Heat Decarbonisation Site report • Curriculum Committee minutes May 2022 • Policies – E-Safety, Equality, Education, Visits & Journeys, Intimate Cre • Governor visit reports – JP H&S, JP Foundation Forest School, NC Literacy • Potential dates of meetings 2022-23 • DOCUMENTS PRESENTED AT THE MEETING • Part II minutes 28 April 2022 			

Actions:

Meeting to be arranged with resident, SBM and JP re parking at School House

Skills Audit to be completed by all Governors for September meeting.

As the Chair of Curriculum committee was absent, he will be asked to forward his report to the clerk for circulation.

School to email list of school activities for end of term that Governors may wish to attend

Minutes Taken by: Pauline Ford, Clerk to the Governors 7 July 2022