

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 22 September 2022 7.00pm

Present: Karen Fakes (HT) Stephen Ruddick Katharine Handley-Archer
Andrew Pilkington Richard Norris

Attending: Pauline Ford (clerk)

Apologies: Lindsay Holley Nicki Williams Jane Patrick **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>	See separate action sheet
01.09/22	The meeting was opened by the clerk. APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Lindsay Holley, Nicki Williams and Jane Patrick Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting. ELECTION OF CHAIRMAN Stephen Ruddick self-nominated to be Co-Chair with Lindsay Holley. There being no other nominations Stephen Ruddick was duly elected as Co-Chair for the academic year 2022/2. Lindsay Holley self-nominated to be Co-Chair with Stephen Ruddick. There being no other nominations Lindsay Holley was duly elected as Co-Chair for the academic year 2022/23. SR in Chair	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.09/22	NOTIFICATION OF ANY OTHER BUSINESS 2.1 EC wished to raise LGBTQ - no policy covers this, SR wished to discuss Governor training	
03.09/22	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.	
04.09/22	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 7 July 2022 (<i>previously distributed</i>) were approved and signed by the Chair.	
05.09/22	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed. Skills Audit to be completed by all Governors for November meeting.	
06.09/22	HEADTEACHER'S REPORT 6.1 The HT report had been completed by KF after 6 days in school. She had found the school had a dedicated staff. Inset days have been changed from December to 21 and 31 October to be in line with WB. The Queen's death had been marked by a special worship, condolence book and display or art work. There had been lots of helpful information from the Oxford Diocese.	

	<p>The HT reported to the FGB that target setting meetings with teachers, HT and SENCO had raised some concerns. The use of Target Tracker appeared to have skewed some of the data, including some children graded as ARE when in fact they were at risk. This has generated some over optimistic reports to some parents. School uses PUMA maths tests which teachers use to inform judgements. These may not have been in correlation with Target Tracker results. Scores were low in 2021/22 because of impact of Covid.</p> <p>A progress report of current Y6 from Y2 data indicates progress for this group should be ok. Governors discussed this, asked challenging questions and it will be on the Curriculum agenda in October. It was suggested that staff should be told that governors welcome accurate reporting.</p> <p>6.2 The previous HT had started the SDP.</p> <p>Anti-bullying to have a new review before July 2023. KF will report back on the survey.</p> <p>Two SEN children have behaviour issues, all incidents are recorded on MyConcern.</p> <p>School hopes to increase parental involvement; currently there are no parent volunteers in school.</p> <p>The three priorities are</p> <p>A Attainment C Curriculum E Environment</p> <p>Governors should be aware of these and know the school's Christian vision and values and show them. SIAMs to be on every FGB agenda.</p> <p>The curriculum needs to show impact, Link Governors should have actions on SDP.</p> <p>Number on roll is now 142 which is a concern. Single year group classes cannot be sustained on 14/15 pupils. School is organising parent tours for potential Foundation 2023 children.</p>	
08.09/22	<p>FINANCE</p> <p>8.1 RN gave a verbal update. Current surplus is £19387, with year-end expected to be £4530. However energy costs are soaring, maintenance costs have increased, staff costs have increased; teaching staff increase was budgeted for at 4.5% but is 5%.</p> <p>Orchard club has a deficit of £1673, set up costs were included in last year's budget but there was no income in August/ staff were still on contract until 31 August.</p> <p>8.2 The Register of Authorising Officer was signed by S Ruddick as CoChair. SBM will ask L Holley sign in school.</p> <p>CURRICULUM</p> <p>8.2 AP gave a verbal update. The data is of concern, as discussed in HT report.</p> <p>Governors need to be allotted link subjects.</p> <p>It would be beneficial if costings for TAs could be known prior to budget setting rather than be reactionary. The SBM replied that the profile of the school is changing; better forecasting of support staff is needed but unexpected enrolment of SEN children affects budget plans if 1 to 1 support is found to be required.</p>	
09.09/22	<p>POLICIES</p> <p>9.1 Child Protection & Safeguarding is a WB model policy and has been updated</p> <p>RESOLVED: That, having been proposed and seconded, the Child Protection & Safeguarding policy be approved.</p>	
10.09/22	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. NW had submitted a report of changes to KCSIE 2022. Governors in attendance confirmed they had read it.</p> <p>10.2 Health & Safety JP submitted her report of the H&S visit to school in July.</p> <p>10.3 SIAMS values were discussed</p> <p>10.4 Wellbeing EC was concerned about teacher's workload, staying late at school.</p> <p>10.5 HAP update. The HAP had met on 22/9 to shortlist candidates against the person specification. Two were invited to interview on Thursday 29/9. Both have excellent references and have subsequently visited school.</p> <p>The FGB wished to thank both Co-Chairs for the work they have done for the HAP.</p>	

	<p>10.6 New Governors AP's term ends in November 2022 and he is unlikely to be able to continue as a Governor due to workload. JP's term ends December 2022. SR has a potential Foundation Governor, Veronica Bronwyn. A governor will make contact. AP left the meeting at 8.10pm.</p> <p>10.7 Standing Orders and Terms of Reference to be approved at November meeting</p> <p>10.8 Governor visit reports – form can be found on GovernorHub for completion at every governor to school.</p>			
11.09/22	<p>ANY OTHER BUSINESS</p> <p>11.1 Governor training - Governors to undertake SIAMs training where possible</p>			
12.09/22	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM all meetings at 7.00pm</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>2022 – 2023 FGB Thursday 22 September 2022 7.00pm C: 6 October F: 13 October FGB: 10 November</p> </td> <td style="width: 50%; vertical-align: top;"> <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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13.09/22	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair declared the meeting closed at 8.25pm.</p>			
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda September 2022 • Minutes July 2022 • Record of Actions July 2022 • HT Report September 2022 • SDP 2022 – 23 • Budget Monitoring Pd 5 Main School, Out of Hours, PE & Sports Premium, Pupil Premium and Notes • Policies – Child Protection & Safeguarding • Governor visit reports – JP H&S checklist, • Summary of changes to KCSIE 2022 • Membership & Working structure • DOCUMENTS PRESENTED AT THE MEETING • 			

Actions:

Skills Audit to be completed by all Governors for September meeting.
SIAMs to be on every FGB agenda.
Link Governors should have actions on SDP
Standing Orders and Terms of Reference to be approved at November meeting

Minutes Taken by: Pauline Ford, Clerk to the Governors 22 September 2022