

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 10 November 2022 7.00pm

Present: Karen Fakes (HT) Stephen Ruddick (CoCHR) Katharine Handley-Archer
Lindsay Holley (CoCHR) Nicki Williams Jane Patrick

Attending: Tom Millward (AHT) Pauline Ford (clerk)

Apologies: Andrew Pilkington Edward Culver **Absent:** Richard Norris

| Reference No. | Minute | Action |
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| | 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 (attending virtually) | See separate action sheet |
| 01.11/22 | APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Andrew Pilkington and Edward Culver. Richard Norris was absent; contacted and was unable to attend 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 | |
| 02.11/22 | NOTIFICATION OF ANY OTHER BUSINESS 2.1 None | |
| 03.11/22 | DECLARATIONS OF INTEREST 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. No responses. | |
| 04.11/22 | MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 22 September 2022 (<i>previously distributed</i>) were approved and signed by the Chair. | |
| 05.11/22 | 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. | |
| 06.11/22 | HEADTEACHER'S REPORT 6.1 The HT gave a verbal update. There is 1 ongoing safeguarding issue with the LA. Behaviour is challenging. MyConcern is used for reporting safeguarding issues but there had been too many low concern incidents recorded, clouding the more serious issues. They have now stopped using it to report low level behaviour issues but will continue tracking behaviour of children on Individual Behaviour Plans or causing concern. All safeguarding incidents are reported. The focus is currently curriculum and behaviour. The two new teachers have settled in well, as has the caretaker. The HT will use the WB format for the HT written report once per term (the second half of each term) with a verbal update at the February FGB. There has been one accident with a broken limb (child tripped). No suspensions or bullying incidents. | |

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| | <p>The HT is meeting with the Education Welfare Officer in two weeks. There are four families/six children with attendance concerns. 16 children have attendance below 80%, this equates to four days absence. She had phoned one family with attendance at 80%. Whole school attendance is 95.6%, nationally it is 93.8%. 17 are below 90%.</p> <p>She felt school was a safe environment and children enjoy school.</p> <p>There are no Prevent or racist incidents.</p> | |
| 08.11/22 | <p>FINANCE</p> <p>8.1 SBM gave a verbal update.</p> <p>CURRICULUM</p> <p>8.2 LH gave a verbal update. The Curriculum committee had met prior to this meeting and had discussed the data issue in great depth. It was due to training issues and teachers not all having complete understanding of how to use Target Tracker. All statutory reporting had been moderated and was accurate. There may have been some over positive reporting to parents, if a child was borderline they may have been marked up. There has been staff training on Target Tracker and will be provided for greater governor understanding.</p> <p>There was no SDP update.</p> | |
| 07.11/22 | <p>SIAMS</p> <p>7.1 One of the new teachers, CH, is very experienced with the SIAMS process, as is the HT. They both feel that the children know the values but are not secure of what they mean at Bradfield school, there is no secure theological background. The values include Resilience and Joy; Resilience is very similar and is a facet of courage which is already a value. Our vision is to live by Jesus' example and the value of joy is not a value that Jesus' encourages apart from the Joy of knowing God. The values need to be reviewed for their appropriateness.</p> <p>There should be two prongs seen within school; Worship and RE. The new SIAMS framework was released last week. HT will write an action plan with CH and LH. (This may be the new headteacher if appointed)</p> <p>Assembly should be referred to as Worship.</p> <p>Change of Values to be included in handover to new HT. An in-school working party to be set up, including pupils, to explore this. In school the Theological Vision must be all encompassing. SIAMS framework to be added to February agenda.</p> <p>Governors were concerned about CH workload of Link for History, Art, DT, Worship and SIAMS.</p> <p>7.2 SIAMS governor to be appointed; there is a self-evaluation tool provided by the Diocese.</p> <p>7.3 JP has spoken to Arch Deacon about there not being a local priest. It is not known when one will be appointed. One visit per month to school is provided by Lynn Bliss</p> | |
| 09.11/22 | <p>POLICIES</p> <p>The HT explained that the recent Government upgrade of exclusions required the updating of the Positive behaviour, Anti-Bullying and Exclusions policies as a suite of behaviour policies. Exclusions are now recorded as suspensions and have to be reported to the LA. Therapeutic Thinking means that there are consequences for children's actions rather than punishments. It takes longer to deal with issues in the Therapeutic Thinking style.</p> <p>9.1 Positive Behaviour is a WB model policy and has been updated RESOLVED: That, having been proposed and seconded, the Positive Behaviour policy be approved.</p> <p>9.2 Exclusions is a WB model policy and has been updated RESOLVED: That, having been proposed and seconded, the Exclusions policy be approved.</p> <p>9.3 Anti-Bullying is a WB model policy and has been updated</p> | |

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| | <p>RESOLVED: That, having been proposed and seconded, the Anti-Bullying policy be approved.</p> <p>9.4 Attendance is a WB model policy and has been updated to record arrival between 9:00 and 9:30am as late. After the register has closed at 9:30am it will be marked as absent</p> <p>RESOLVED: That, having been proposed and seconded, the Attendance policy be approved.</p> <p>9.5 Teacher's Pay is a WB model policy and has been updated to include the new pay scales</p> <p>RESOLVED: That, having been proposed and seconded, the Teacher's Pay policy be approved.</p> | |
| 10.11/22 | <p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. NW has a planned safeguarding meeting at school next week. All governors must complete online safeguarding training and confirm they have read Keeping Children Safe in Education Sep 2022. The HT confirmed that issues in WB include geographical textual – County Lines and criminal exploitation. Different levels of support are available to schools; which start with My Family Plan.</p> <p>10.2 Health & Safety JP submitted her report of the H&S visit to school started in July and completed in October. Next visit is December.</p> <p>10.3 Wellbeing Teachers were working really hard and Governors were concerned about teacher's workload, staying late at school. Each teacher has their own key. It was suggested that school should possibly be closed at 6.00pm daily to prevent late working. Governors discussed holding a Christmas social event. There will be a mince pies and coffee session for staff and governors, and the new HT to be invited. Date tba.</p> <p>10.4 HAP update. The HAP had met on 8/11 to shortlist candidates against the person specification. Two were invited to interview on Thursday 17/11. If a suitable applicant is found there will be a FGB on 17/11 at 5.30pm. SBM will email interview timetable.</p> <p>10.5 The Standing Orders and Terms of Reference were agreed</p> <p>RESOLVED: That having been proposed and seconded the Standing Orders be accepted.</p> <p>RESOLVED: That having been proposed and seconded the Terms of Reference for the FGB, Finance Committee and Curriculum committee be accepted</p> <p>10.6 Governance form completion The Code of Conduct and Register of Business Interests were signed by those Governors not present at September meeting</p> <p>10.7 Governor visit reports – JP had assisted when children had taken donations to the Foodbank. The children had a greater understanding of community and the work being done. Thanks to HD, CD and JP for organising/attending this activity.</p> <p>10.9 Governor training – all governors need to complete on line safeguarding training. WB training list to be shared.</p> <p>NW added that she had recently attending Therapeutic Approaches training which she had thought very poor; she will share the link.</p> <p>10.10 New governors – explore possibility of moving RN to Foundation governor, parent election can then be held</p> | |
| 11.11/22 | <p>ANY OTHER BUSINESS</p> <p>11.1 NONE</p> | |
| 12.11/22 | <p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM all meetings at 7.00pm</p> | |

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| | <p>2022 – 2023 FGB Thursday 22 September 2022 7.00pm C: 6 October F: 13 October FGB: 10 November</p> | <p>C: 2 February 2023 FGB: 9 February F: 9 March FGB: 27 April F: 18 May C: 15 June FGB: 6 July</p> | |
| 13.11/22 | <p>CLOSE OF MEETING 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 November 2022 • Minutes September 2022 • Record of Actions September 2022 • Policies – Anti-Bullying, Exclusions, Positive Behaviour, Attendance, Teachers Pay • Governor visits reports – Foodbank visit, H&S checklist, • Terms of Reference FGB, FC, Curriculum • Standing Orders • DOCUMENTS PRESENTED AT THE MEETING • | | |

Actions:

Skills Audit to be completed by all Governors for next meeting.
SBM will email HAP interview timetable.
All governors need to complete on line safeguarding training.
WB training list to be shared.

Minutes Taken by: Pauline Ford, Clerk to the Governors 10 November 2022