

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 9 February 2023 7.00pm

Present: Jessica Davies (HT)
Lindsay Holley (CoCHR)
Edward Culver

Stephen Ruddick (CoCHR)
Jane Patrick
Richard Norris

Katharine Handley-Archer
Andrew Pilkington

Attending: Pauline Ford (clerk)

Apologies: Nicki Williams Tom Millward (AHT)

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> LH in Chair	See separate action sheet
01.02/23	APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Nicki Williams and Tom Millward. Jessica Davies was welcomed to the meeting 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	
02.02/23	NOTIFICATION OF ANY OTHER BUSINESS 2.1 HT Report format, KF leaving, verbal report SEN, teachers paying for resources	
03.02/23	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.	
04.02/23	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 10 November 2022 (<i>previously distributed</i>) were approved and signed by the Chair.	
05.02/23	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed. Skills Audit to be completed by all Governors for March.	
06.02/23	HEADTEACHER'S REPORT 6.1 The HT gave a verbal overview of her first six weeks in post. Safeguarding There had been one Section 47 report, this is the most serious child protection level involving multi agencies. She has completed her Designated Safeguarding Lead (DSL) training, TM (AHT) and NH (SENCO) remain as Deputy Designated Safeguarding Leads. CPOMS is recommended by WB to record safeguarding and behaviour issues and now costs approximately the same but MyConcern requires a four month notice of termination School will continue to use MyConcern at the moment. There is a new LAC child in KS2. Behaviour She has noticed some significant behaviour issues in Year 1 and has invited the Therapeutic Thinking team to look at the class dynamic.	

	<p>Wellbeing This week is Children’s Mental Health week, the focus for Friday’s assembly.</p> <p>The HT reported she is now getting a clear picture of the school. She has met with all staff on a 1 to 1 basis. The commonality is their concerns re behaviour. She has held parent coffee afternoons for each year group, conducted informal Learning Walks and formal observations of English lessons. The strengths and weaknesses observed are reflected in the data. She has undertaken lots of CPD including DSL training, SIAMS training, Preparation for Ofsted and MyFamily plans courses. All staff have had two sessions of de-escalation training.</p> <p>6.2 SDP update. The SDP will continue on from the previous HTs’ work. Targets include Quality of Education Raise attainment in writing Close gap between boys and girls, having looked at SEN data this is not an issue relating to SEN pupils Continue to develop foundation subjects Increase parental engagement- return to preCovid levels Behaviour & Attitudes Have high expectations Strategies Therapeutic Thinking not fully embedded Personal Development Learning Behaviours, embed in curriculum and link to vision – being reflective, resilient, resourceful and reciprocity. HT has noted that learning is quite passive in school; children can struggle if anything challenges them and teachers should use opportunities as they arise The Christian Vision needs reviewing to include the learning vision Leadership & Management Work with middle leaders- develop monitoring skills. LH asked if the HT had been impressed with the school during her first weeks. Yes, the staff are experienced, they work hard and well together. There is a lot of camaraderie and team work. Morale has picked up and staff are excited for the next chapter. The children have so much potential and are mostly polite and well behaved. They are keen to please and have shown initiative. For example, Y3 have studied Turkey and following the earthquake disaster have set about raising funds. She also noted that KS2 has strong teaching levels. There are obviously differences in experience levels; she has seen stronger practice in some teachers /subjects. It is a tough climate for teachers now, any changes will be introduced gradually, not overnight, and with kindness and support. The HT will end out pupil and parent questionnaires to get a baseline view. The current School Improvement Adviser is Chris Tompkins. She has had an informal chat with the HT and is visiting on 8 March to conduct an English Learning Walk. Her focus has been middle leader development. The HT wishes to focus on development of curriculum. Three days support is provided by WB for all new HTs with Rose Carberry and Kate Peretti. The HT has reviewed the SDP which had some interim HT targets. Data to end of Autumn term Writing has lower As Expected than Maths or English results in all years. SEN progress is not consistent across the school. Moderation with other schools is needed and skill up middle leaders for this.</p>	
07.02/23	<p>SIAMS</p> <p>7.1 The HT has attended the updated SIAMS Framework training; it is now a pass or fail model. School must have Christian values which underpin everything. It must have real understanding and an explanation for why the vision has been chosen e.g., a parable to illustrate the journey pupils are making. School has children from all backgrounds, maybe not as expected from a village school, and this needs to be reflected. The Vision will be a big piece of work, with consultation with parents,</p>	

	<p>children and Governors and needs to be completed soon leading to the creation of a Behaviour Curriculum followed by the Learning Behaviours.</p>	
08.02/23	<p>FINANCE</p> <p>8.1 RN gave a verbal update. Draft minutes and Pd 9 Budget monitoring and notes had been circulated. The increase in support staff pay had been unknown at time of previous budget monitoring but was now included in budget. Current year end forecast is showing a surplus of £4530 with Pd 10 looking better. Risks remain of inflation and fuel costs.</p> <p>One teacher is on sick leave; 1/2 term cover is approximately £2200.</p> <p>Teachers' strike day incurred loss of pay about £1001 which is retained by school. School had to close that day but was able to give plenty of notice to parents due to teacher goodwill in notifying HT in advance.</p> <p>LH asked if there was anything governors or parents could do to help stretch the budget.</p> <p>The SBM explained about the Disproportionate High Needs funding received. Funding is based on expected EHCP in school which is 3.6, school currently has five so WB will pay extra £6k per child after this.</p> <p>Therapeutic Thinking grants of £4k received.</p> <p>Wraparound care Premier had not been able to take over without their Ofsted registration. This is now in place and a manager and other staff have been recruited and they will start from 20 February. They will offer half sessions and take childcare vouchers. Thanks were given to the SBM for her work in continuing to run the Orchard Club and coordinating the transfer.</p> <p>CURRICULUM</p> <p>8.2 LH gave a verbal update. She had met with the SENCO on 4 January. At 16% SEN is significantly higher than National 13% and WB 12.5%. EHCP are 4.2% against National 2.3% and WB 1.9%.</p> <p>School needs to make sure that SEN pupils do not impact the rest of the school progress, data suggests this is not currently an issue. SEN register shows 19 out of 24 are boys. It is good to have a male role model in AHT in school.</p> <p>The highest percentage is for Specific Learning Difficulty e.g., dyslexia and Social, Emotional or Mental Health needs (SEMH). The use of 'small gardens' provision of safe spaces helps.</p> <p>The Therapeutic plan is really strong for pupil of highest need. School will apply for more Therapeutic Thinking training for everyone and some Physical Restraint Handling to help with managing situations safely. School has a graduated approach – plan, do, review.</p> <p>Pupil progress Concern meetings are held with all relevant staff.</p>	
09.02/23	<p>POLICIES</p> <p>9.1 Admissions Arrangements is a WB model policy and has been updated RESOLVED: That, having been proposed and seconded, the Admissions Arrangements policy be approved.</p> <p>9.2 Supporting Children with Medical Conditions is a WB model policy and has been updated RESOLVED: That, having been proposed and seconded, the Supporting Children with Medical Conditions policy be approved.</p> <p>9.3 Complaints is a WB model policy and has been updated. The Governors asked for the clerk's email address to be added to the policy. RESOLVED: That, having been proposed and seconded, the Complaints policy be approved.</p> <p>9.4 Financial Management policy & procedures is a WB model policy and has been updated. RESOLVED: That, having been proposed and seconded, the Financial Management policy & procedures policy be approved.</p> <p>The Register of Authorising Officers was updated to reflect the appointment of HT.</p>	

10.02/23	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues, discussed in HT report. One new pupil; safeguarding papers received.</p> <p>10.2 Health & Safety JP submitted her report/checklist of the H&S visit to school. She has also completed virtual H&S training with WB</p> <p>10.3 Wellbeing – discussed in HT report</p> <p>10.4 New Governors</p> <p>Andrew Pilkington informed the FGB that he would be unable to continue as a Governor for a second term due to work commitments</p> <p>Three potential new Foundation governors identified and RN to move to Foundation governor. There will then be parent governor election held.</p> <p>10.5 Governor Reports – LH gave a verbal report of her SEN visit, see 8.2</p> <p>10.6 Governance form completion The Code of Conduct and Register of Business Interests were signed by the HT</p> <p>10.7 Skills Analysis forms – all governors to complete, is not already done so, to assist SBM with completion of SFVS</p>			
11.02/23	<p>ANY OTHER BUSINESS</p> <p>11.1 Policies re LGBT are WB model policies and are ok, EC has checked against Elstree School policies. Resources can be found with Stonewall and Mermaids.</p> <p>11.2 The HT will present a written report termly, format to be identified</p> <p>11.3 Teachers should not be paying for resources themselves; either ask SBM to purchase via procurement card or present the receipt for reimbursement. The procurement card is for use by HT and SBM only.</p> <p>11.4 Flowers to be ordered for KF in thanks for role of Interim Head Teacher last term.</p>			
12.02/23	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM all meetings at 7.00pm</p> <table border="1" data-bbox="256 1227 1430 1496"> <tr> <td data-bbox="256 1227 842 1496"> <p>2022 – 2023</p> <p>FGB Thursday 22 September 2022 7.00pm</p> <p>C: 6 October</p> <p>F: 13 October</p> <p>FGB: 10 November</p> </td> <td data-bbox="842 1227 1430 1496"> <p>C: 2 February 2023</p> <p>FGB: 9 February</p> <p>F: 9 March</p> <p>FGB: 27 April</p> <p>F: 18 May</p> <p>C: 15 June</p> <p>FGB: 6 July</p> </td> </tr> </table>	<p>2022 – 2023</p> <p>FGB Thursday 22 September 2022 7.00pm</p> <p>C: 6 October</p> <p>F: 13 October</p> <p>FGB: 10 November</p>	<p>C: 2 February 2023</p> <p>FGB: 9 February</p> <p>F: 9 March</p> <p>FGB: 27 April</p> <p>F: 18 May</p> <p>C: 15 June</p> <p>FGB: 6 July</p>	
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13 02/23	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair declared the meeting closed at 8.45pm.</p>			
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda February 2023 • Minutes November 2022, • Draft minutes of Finance meeting 15 November 2022 • Draft minutes of Curriculum meeting 10 November 2022 • Policies – Admissions Arrangements, Supporting Children with Medical Conditions, Financial Management policy & procedures, Complaints • Governor visits reports – H&S checklist, • DOCUMENTS PRESENTED AT THE MEETING • Part II minutes for the HAP 22 September, 8 November and 17 November 2022 			

Actions:

Skills Audit to be completed by all Governors for March.

Minutes Taken by: Pauline Ford, Clerk to the Governors 9 February 2023