

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 18 May 2023 6.30pm

**Present:** Jessica Davies (HT)                      Stephen Ruddick (CoCHR)                      Katharine Handley-Archer  
Lindsay Holley (CoCHR)                      Jane Patrick                      Jemma McKay  
Edward Culver                      Richard Norris                      Ray Ellis

**Attending:** Pauline Ford (clerk)

**Apologies:** Nicki Williams Tom Millward (AHT)                      **Absent:**

Reference No.	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for September</b> <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i> LH in Chair	See separate action sheet
01.05/23	<b>APOLOGIES FOR ABSENCE</b> 1.1 Apologies were received and accepted from Nicki Williams and Tom Millward. Ray Ellis and Jemma McKay were welcomed to the meeting as a Foundation and a parent Governor respectively. The governors introduced themselves and JM and RE each gave a short introduction. All governors were reminded that matters to be discussed were highly confidential. <b>Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting.</b>	
	<b>THE MEETING WAS QUORATE/<del>NOT QUORATE</del></b>	
02.05/23	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 The HT wished to discuss behaviour and after school provision. The clerk informed the FGB that SR intended to resign from the Governing Board with effect from August 2023 due to family and work commitments. With LH also unable to continue as CoChair this will lead to vacancies of Chair and Vice Chair or CoChairs and governors were asked to think about if they would be willing to stand. He thanked everyone for their support, effort and commitment.	
03.05/23	<b>DECLARATIONS OF INTEREST</b> 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. None received. SR informed that he is tutoring a Bradfield pupil.	
04.05/23	<b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 9 February 2023 ( <i>previously distributed</i> ) were approved and signed by the Chair.	
05.05/23	<b>MATTERS ARISING</b> 5.1 The Record of Actions was updated; outstanding matters had been completed. <b>A governor asked if the Therapeutic Thinking team had visited and if there were any pupils with EHCP changing schools. No pupils moving.</b>	
06.05/23	<b>HEADTEACHER'S REPORT</b> 6.1 The HT had prepared a short HT report Safeguarding – safeguarding added to each staff meeting agenda to look at various scenarios. Therapeutic Thinking is now having a positive impact. Staff understand better what consequences they can give.	

HT has undertaken a peer Safeguarding review with another school.

**6.2 SDP update.** The SDP will be rewritten to run September- August. The governors thought that the introduction of a sensory space and Food Tech area were very exciting. **They asked about extracurricular PE and sports fixtures – where did they fit in?** **Currently, school is short staffed, suffering from staff absence and cannot accommodate extracurricular sports activities.** A second year ECT will take on the role of Sports Lead. The Junior Duke of Edinburgh scheme was mentioned.

### **Quality of Education**

Raising standards in writing. WB English Adviser Emily Daley is visiting school next week to look at children/classrooms and then review.

Next steps: moderation of writing – not all staff confident in levelling writing

### **Pupil Premium**

Lists in classroom of PPG children for all staff to know who these pupils are and have positive daily interactions. Expectations are to be consistently high with high levels of challenge and to engage parents. Class seating plans are to come. The Pupil Premium strategy is in date until end of 2023 but needs reviewing in order to reflect current circumstances. The Pupil Premium strategy is in date until end of 2023 but needs reviewing in order to reflect current circumstances.

### **Foundation Subjects**

Developing the curriculum is a priority for all foundation subjects. It will be a focus on next Inset day in July to look at Curriculum Intent. All curriculum subjects, including statements and progression of key concepts, have been audited.

### **Behaviour & Attitudes**

No Outsiders has been introduced in school to promote tolerance, equity, diversion and inclusion. Each week the HT has an assembly with a good news story. She teaches classes each week on 'Big issues' and is seeing an impact. In June there will be a Family Learning week with parents invited to school to attend sessions with their children. This week will also include Sports Day. Nurture group models are being researched.

### **SEN**

Strategic SEN review meetings with the SENCO have been added to monitoring timetable.

The SIA Kate Pieretti will visit on Monday to review provision for lowest attainers and intervention work.

It is expected that two children who may require EHCPs will be joining Foundation in September.

### **Complaints**

No complaints were received at the time of writing the HT report but since then she has had a number of complaints from parents about behaviour. This is on the agenda as AOB. She cannot impact teaching and learning because of the time spent on the behaviour of two to four children. Behaviour also gave rise to a safeguarding issue. The HT has spent 20 hours during last 3 weeks dealing with behaviour and some children are frightened. She has given three fixed term suspensions in the last week, having tried all avenues prior to this: Therapeutic Thinking, small garden, 1 to 1 support which is not funded.

The HT was complimented for taking this decision, which was the right decision. It was confirmed that she was following correct procedure. **Would there be any LA comeback? Not so long as the correct procedure is followed.** The Diocese SIA will be visiting school after May half term and the HT will discuss with them. LH was then able to give governors a more complete understanding of the exclusion process, the use of Virtual school who will write reports and the transfer to iCollege and the process if there is a permanent exclusion.

### **6.3 After school provision**

Premier Education, who provide the before and after school care, had notified school that they were removing provision with four days' notice. The SBM had contacted WB Legal department and then the HT spoke to Premier. They have agreed to provide before and after school care until 5.30pm until July 2023 but there must be a school staff member in attendance. If they can get more staff they will continue. School has been recommended two alternative providers, operating inhouse is not an option. Historically, after school care was provided by the Sunshine Club, then taken inhouse,

	<p>then Premier from January 2023. The best option would be to join with another school but this creates transport problems. The contact with Premier is very 'woolly' with their liability for cancellation only £100. <b>School will continue to explore options and report back.</b></p>	
07.05/23	<p><b>SIAMS</b> 7.1 School is required to have a SIAMS Governor; Ray Ellis agreed to take on role. School is not expected to have a SIAMS inspection for 12 months.</p>	
08.05/23	<p><b>FINANCE</b> 8.1 RN gave a verbal update. Draft minutes for 23 March, 27 April and 16 May 2023 had been circulated. The challenge of creating the budget had included teacher pay strikes, inflation and electricity/heating. These costs are not funded and have risen significantly. The only income for school is from pupil numbers: intake of 20-24 is needed for Foundation. 19 are due in September 2023. The first draft of the budget calculated a £100,000 deficit. Three scenarios were created and discussed by the Finance committee – Scenario 1 is to maintain 7 classes, Scenario 2 is to change nothing currently, apart from teacher pay increase, Scenario 3 is to drop to 6 classes. All scenarios include the introduction of Nurture groups but this has staff implications. School will not renew any fixed term contracts for support staff if their service is under two years. Full details are recorded in the April FC minutes. This budget will give a £18,000 deficit in year 1, £10,000 deficit in year 2 and £23,000 surplus in year 3. It has been to School Accountancy and agreed by them</p> <p>Having fully discussed the matter all Governors on the Finance Committee were in agreement with the scenario of maintaining seven classes and the introduction of Nurture groups and recommended this to the Full Governing Board. <b>A question was asked about PPA time for teachers being reduced. They currently get significantly more time than the legal limit of 10% and will still be within this. Will there be any TAs in the classrooms? No, only for those children who are funded but not attending Nurture. Nurture groups will have TAs paid by attached funding.</b> <b>RESOLVED: That, having been proposed and seconded, the School Budget Plan for 2023/2024, was approved.</b> The form was signed by the HT and a CoChair. Thanks were given to the SBM, HT and Chair of Finance for their hard work. RN will be in school on Friday morning to talk to the staff.</p> <p><b>CURRICULUM</b> 8.2 No updates</p>	
09.05/23	<p><b>POLICIES</b> 9.1 None presented.</p>	
10.05/23	<p><b>GOVERNING BOARD MATTERS</b> 10.1 Safeguarding &amp; PREVENT. No issues, discussed in HT report. Governor report from February visit attached. 10.2 Health &amp; Safety JP submitted her report/checklist of the H&amp;S visit to school. Next visit will be in June. There is a problem with School House roof; this is a PCC issue 10.3 Wellbeing – staff will be aware of finance discussions and Nurture groups. Visit to school next half term. 10.4 New Governors JM and RE appointed, one Foundation Governor outstanding, will be two from September. Chair/CoChairs needed for September 2023 10.5 Governor Reports – safeguarding, H&amp;S checklist 10.6 Future Funding moved to July agenda 10.7 Governor training If attending training please report back to FGB. Governors welcome to drop into school on Inset day, 7 July</p>	

	<p>10.8 Skills Analysis forms – RE and JM to complete, SR Finance</p> <p>10.9 RE and JM appointed to Curriculum committee</p> <p>10.10 Meeting dates and times Discussion about starting at 6.00pm in school. Committees will continue to be virtual. HT to look at potential meeting dates.</p>			
11.05/23	<p><b>ANY OTHER BUSINESS</b></p> <p>11.1 Behaviour discussed in 6.1</p>			
12.05/23	<p><b>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM</b> all meetings at 7.00pm</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>2022 – 2023</b></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 style="width: 50%; vertical-align: top;"> <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 6.00pm virtual</p> <p>FGB: 6 July 6.00pm</p> </td> </tr> </table>	<p><b>2022 – 2023</b></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 6.00pm virtual</p> <p>FGB: 6 July 6.00pm</p>	
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13.05/23	<p><b>CLOSE OF MEETING</b></p> <p>There being no further business, the Chair declared the meeting closed at 8.45pm.</p>			
Appendix	<p><b>DOCUMENTS EMAILED</b></p> <ul style="list-style-type: none"> <li>• Agenda May 2023</li> <li>• Minutes February 2023, Record of Actions February 2023</li> <li>• HT half termly report May 2023</li> <li>• School Development plan</li> <li>• Draft minutes of Finance meeting March, 27 April and 16 May 2023</li> <li>• Policies – none</li> <li>• Governor visits reports – H&amp;S checklist, safeguarding KCSIE update Sep 2022, Visit Feb 2023</li> <li>• Governing Board structure</li> <li>• ODBE Why join a MAT, Understanding academy trusts</li> <li>• Potential meeting dates 2023-2024</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> <li>•</li> </ul>			

**Actions:**

Skills Audit to be completed by all Governors for July.

**Minutes Taken by:** Pauline Ford, Clerk to the Governors 18 May 2023