

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 7 July 2023 6.00pm

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

Attending: Pauline Ford (clerk)

Apologies: 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> SR in Chair	See separate action sheet
01.07/23	APOLOGIES FOR ABSENCE 1.1 No apologies were required 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	
02.07/23	NOTIFICATION OF ANY OTHER BUSINESS 2.1	
03.07/23	DECLARATIONS OF INTEREST 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.	
04.07/23	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 18 May 2023 (<i>previously distributed</i>) were approved and signed by the Chair.	
05.07/23	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed. A Governor asked about suspensions - three children, one is a Looked After Child (LAC) full funding has eventually been agreed, the child will be in Nurture. The tough stance on behaviour has been well received by staff, any parental comments. One parent queried why another child had not received a suspension in a separate incident relating to their child. Anecdotally, parents approve of the no nonsense approach. 5.2 Lease of field – WB met with landowner, SBM to follow up.	
06.07/23	HEADTEACHER'S REPORT 6.1 The HT report had previously been circulated and read by all. Foundation intake for September 2023 is currently 21 and may increase by 3/4. 21 are leaving in Y6, some leaving in other years for private education. One new pupil in Reception with EHCP funding. The HT added that virtually all potential pupils she shows around the school have additional SEN. Two support staff have not had their fixed term contracts renewed. Attendance is good.	

Safeguarding The HT is trying not to suspend any pupils before the end of term; two are in small gardens/ not in class at all.

There have not been any bullying or racist incidents.

Staffing The HT updated the FGB on the new Leadership team structure. She has been too involved in all incidents and needs to create a cascade of responsibility with the appointment of Phase Leaders. KS2 Lead will be LB, CH will teach in Y2 and is SENDCO and will take her training, after this she will be KS1 Lead. The AHT needs to protect his leadership and subject time; he will teach Y4. He currently covers classes a lot. The behaviour processes will be passed to him.

PPA time will be covered by a new sports provider MNR Coaching for three afternoons per week and TA CC who will be in Nurture in the mornings. She is employed as a TA but is a qualified teacher.

Statutory testing

KS2 test data is not back yet, writing has been moderated.

KS1 Teacher Assessed data Writing at 68.4% is over last year's National figure of 58%. The percentage making Expected level is very high at 92.9%.

Phonics Y1 is 80% pass, higher than the Nation at 75%.

EYFS Performance data – 4 children have not made Good Level of Development (GLD); one has since left school, two have significant EHCP and one child has a speech problem and cannot blend. There are five EHCP applications in progress; two to be completed before the current SENDCO leaves.

Internal Performance Data

All results are shown in the HT report and discussed by the FGB. Focus has been on SEN. Quality First teaching is needed; every child needs a good daily diet. Pupils working at Greater Depth need to be stretched more.

The governors noted the results of attainment and progress for all year groups and offered their congratulations.

The HT added that the data is accurate; it reflects the heavier focus on moderation and the reduction of low-level disruption in the classroom. There is a big difference in the engagement of the children. Staff are seeing the benefits of the training in Rosenshein's Principles, there has been an impact on learning.

KS2 test data is due on 12 July; it has been delayed by a week. There has been significant progress in Writing - focus has been top priority.

Priorities are Reading for SEND pupils; new guidance has just been published, a review of SEND systems – there will be some changes to make provision better. There will be a focus on Nurture and Behaviour Steps to reduce low level disruption and raising the profile of Pupil Premium children; some are not making expected progress, with a focus on Y3.

£4k funding has been secured from the Therapeutic Thinking team for the Nurture group. The creation of the room has made the school so much calmer. No Outsiders approach is embedding, creating a positive attitude. The HT has had meetings with some parents who are concerned about the promotion of transgender and the author of the programme. Other parents have concerns about being gay, a sin in the Muslim religion. No Outsiders covers everything in the Equalities Act; these subjects are also taught in Personal, social, health and economic education (PHSE) and Relationships and Sex Education (RSE).

Priorities are all detailed in the HT report

6.2 After school provision

A new provider has been agreed. Mighty All Stars has a strong Christian ethos and will offer many activities including crafts and skipping.

6.3 Nurture Room will be staffed by EA, Lead TA, KD and CC.

6.4 During staff CPD there has been a robust focus on behaviour.

A Governor commented that there has been huge amount of change in recent months with minimal capacity. School should now take time to absorb this. EC offered to undertake exit interviews for those staff leaving, if wanted by those staff, using an agreed set of questions, and then feedback a written report.

	<p>6.5 Behaviour Steps The HT has created Behaviour Steps guidance having looked at the incidents on MyConcern. This will not apply to most children who are well behaved, only a handful who exhibit the behaviours. It will improve the well-being of staff; they now know how to respond to any situation and all classes will have the same experience. School will use CPOMS to record incidents, MyConcern is clunky, CPOMS reduces the cognitive load. All children will be told of the consequences, there will be some training for them. This formalises communication with parents by using step 2 to 5 letters and children are now feeling safe in school.</p>			
07.07/23	<p>SIAMS 7.1 Ray Ellis has taken role of SIAMS Governor; future grading will be Yes or No.</p>			
08.07/23	<p>FINANCE 8.1 RN gave a short verbal update. The budget has been signed off; school is in a better position than originally predicted. He had led the meetings with staff not having their fixed term contracts renewed.</p> <p>CURRICULUM 8.2 Draft minutes of the June meeting had been circulated</p>			
09.07/23	<p>POLICIES 9.1 None presented.</p>			
10.07/23	<p>GOVERNING BOARD MATTERS 10.1 Safeguarding & PREVENT. No issues, discussed in HT report. Governor report from July visit attached. She had attended Safeguarding Network meeting, KCSIE 2023 updates circulated. All governors to complete Cyber Security on SmartLog 10.2 Health & Safety JP had visited 5/7 No issues. She has emailed Diocese re loose roof tiles with a request to put up a net to catch if they slide from roof. The Condition of Building Inspection highlighted the roof; quotes have been obtained but are too expensive at around £300k, school will have to pay 10%. There is the five year electrical inspection this summer. 10.3 Wellbeing – 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, 10.6 Future Funding moved to September agenda 10.7 Governor training RE and JM to attend Governance 1 training on 27/9, clerk to book. 10.8 Skills Analysis forms – RE and JM completed 10.9 Committees/Link governors to be agreed in September 10.10 Meeting dates and times 6.00pm start in school acceptable to all. Committees will continue to be virtual. HT to look at potential meeting dates for 2023/24.</p>			
11.07/23	<p>ANY OTHER BUSINESS 11.1 Thanks were given to SR for being CoChair for past three years and his time as a governor since December 2016.</p>			
12.07/23	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM all meetings at 6.00pm</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>C: 2 February 2023 FGB: 9 February F: 9 March FGB: 27 April F: 18 May C: 15 June 6.00pm virtual FGB: 6 July 6.00pm</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>C: 2 February 2023 FGB: 9 February F: 9 March FGB: 27 April F: 18 May C: 15 June 6.00pm virtual FGB: 6 July 6.00pm</p>	
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13. 07/23	<p>CLOSE OF MEETING There being no further business, the Chair declared the meeting closed at 7.35pm.</p>	
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda July 2023 • Minutes May 2023, Record of Actions May 2023 • HT half termly report July 2023 • Draft minutes of Curriculum meeting June 2023 • Policies – none • Governor visits reports – safeguarding KCSIE update Sep 2022, Visit July 2023 • Governing Board structure • ODBE Why join a MAT, Understanding academy trusts • DOCUMENTS PRESENTED AT THE MEETING • 	

Actions:

EC offered to undertake exit interviews for those staff leaving, if wanted by those staff, using an agreed set of questions, and then feedback a written report.

All governors to complete Cyber Security on SmartLog

RE and JM to attend Governance 1 training on 27/9, clerk to book.

HT to look at meeting dates for 2023/24

Minutes Taken by: Pauline Ford, Clerk to the Governors 6 July 2023