

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 3 October 2023 6.00pm

**Present:** Jessica Davies (HT)  
Jemma McKay

Katharine Handley-Archer  
Edward Culver

Jane Patrick  
Richard Norris

Ray Ellis

**Attending:** Pauline Ford (clerk)

**Apologies:** Lindsay Holley Tom Millward (AHT)

**Absent:** Nicki Williams

| Reference No. | Minute   | Action                    |
|---------------|--|---------------------------|
|               | <b>Minutes to be read in conjunction with the Record of Actions for September</b><br><i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>  | See separate action sheet |
| 01.10/23      | The meeting was opened by the clerk.<br><b>APOLOGIES FOR ABSENCE</b><br>1.1 Apologies were received and accepted from Lindsay Holley, Nicki Williams was absent<br><b>Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting.</b><br><b>ELECTION OF CHAIRMAN</b><br>Richard Norris self-nominated to be Chair. There being no other nominations Richard Norris was duly elected as Chair for the academic year 2023/24.  |                           |
|               | <b>THE MEETING WAS QUORATE/<del>NOT QUORATE</del></b>  |                           |
| 02.10/23      | <b>NOTIFICATION OF ANY OTHER BUSINESS</b><br>2.1 The SBM added school meals provision, meeting dates   |                           |
| 03.10/23      | <b>DECLARATIONS OF INTEREST</b><br>3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. None received.   |                           |
| 04.10/23      | <b>MINUTES OF LAST MEETING</b><br>4.1 The Minutes of the meeting held on 7 July 2023 ( <i>previously distributed</i> ) were approved and signed by the Chair.  |                           |
| 05.10/23      | <b>MATTERS ARISING</b><br>5.1 The Record of Actions was updated; outstanding matters had been completed. Cyber security training to be completed by RN, LH and clerk, all other governors had completed theirs. EC had completed exit interviews, JM had attended <b>Governance 1 training, RE to be rebooked.</b>   |                           |
| 06.10/23      | <b>HEADTEACHER'S REPORT</b><br>6.1 The HT gave a verbal report. School had been open for four weeks. The new leadership structure was working well. Behaviour steps were in place; there had been a huge reduction in lower and high-level behaviour. Staff and parents were positive about the new process. It has also freed up HT and AHT time. The Nurture room had started in September with four children. It has had a good impact; one pupil is already in class one hour per day. The HT is teaching English in the Nurture room and has seen the benefits. There is now no low-level disruption in classes. A TA moves around where most needed in the afternoon. The intention for next year is to create a |                           |

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|          | <p>Learning Support Unit in the nurture room. A grant was received for this year, she will ask for a grant for Learning support for next year, with the aim of becoming a beacon for other schools.</p> <p>The HT has worked on the vision; all staff have a view towards Outstanding and are really excited. Bradfield on a Page was previously to governors. There is work to be done on Tolerance and Inclusion and elaboration on Christian Values. Children are still passive in their learning; they need to feel empowered and become agents for change.</p> <p>The HT has received positive feedback and support from parents.</p> <p>At each staff meeting the question will be asked How does it relate to Bradfield?</p> <p>Plans include: redecoration of the school, starting with the Reception. Reading – fiction has stayed in the Lirar, non-fiction books have been moved to each area. The Chair suggested that Governors should get more involved in school: meet the staff. The HT wished to develop the Link Governor role but not in the traditional way of English, maths etc but for reading, Pupil Voice.</p> <p>A Head Boy and Girl and Deputies have been appointed. She would like the Head Boy and Girl to attend FGB meeting for ten minutes.</p> <p>A pupil Safeguarding committee has been set up; they have already arranged for 'worry monsters' to be in each classroom.</p> <p>It was suggested that the HT should communicate with parents about the Nurture room and classroom name changes, governors should also receive the newsletter.</p> <p><b>The HT will arrange a meeting for staff and governors.</b></p> <p>6.2 SDP Quality of Education QE6 there are EYFS target updates to follow. The Phase Leaders and teachers feed into the SDP. The intended Outcomes document does not show financial implications; each area has an action plan and costings behind it. SEN will be a big focus.</p> <p><b>The Chair asked the HT 'You have been in post for two terms now, what has surprised you the most?' The biggest surprise has been the staff; how a change of personnel has impacted; everyone is so positive. Conversely, she has been surprised at how many things were not in place; some significant issues in areas were not done. Teaching and Learning practices were outdated; this was not good. SEN practice – pastoral support was good but there was no impact or progress.</b></p> |  |
| 07.10/23 | <p><b>SIAMS</b></p> <p>7.1 No report.</p>  |  |
| 08.10/23 | <p><b>FINANCE</b></p> <p>8.1 There was no budget monitoring for Period 5 because of the budget revision.</p> <p>8.2 The SBM explained that originally it had been thought that the school budget could have been as much as £100k in deficit, after recalculation it was now showing a small deficit. In July she had been contacted by WB who believed that school was no longer a deficit school so should revise the budget. Significant changes include loss of 2.5 Upper Pay Scale teachers, replaced by Main Pay Scale, replacement of teacher on M6 by ECT, loss of three TAs; 1 left for teacher training, 1 moved to another school, 1 resignation. The budget now shows a very small surplus of £1252 from a planned deficit of £18k. Admissions are also higher than anticipated with 7 midyear transfers. The SBM has worked on a 5 Year plan for teacher costs. She will recalculate the break-even pupil number.</p> <p>Grounds Maintenance has moved to Scofell.</p> <p><b>RESOLVED: That, having been proposed and seconded, the revised School Budget Plan for 2023/2024, was approved.</b></p> <p>The budget was signed by the HT and Chair.</p> <p>8.3 The Register of Authorising Officers for school and School procurement were signed by the Chair.</p> <p>8.4 The Terms of Reference for the Finance Committee were agreed</p> <p><b>RESOLVED: That having been proposed and seconded the Terms of Reference for the Finance Committee be accepted</b></p>   |  |

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|          | <p><b>CURRICULUM</b></p> <p>8.2 After discussion it was agreed that the Curriculum committee would not be meeting this year, all matters would be brought to the Full Governing Board meetings to avoid repetition.</p>  |  |
| 09.10/23 | <p><b>POLICIES</b></p> <p>9.1 Child Protection &amp; Safeguarding is a WB model policy and has been updated<br/> <b>RESOLVED: That, having been proposed and seconded, the Child Protection &amp; Safeguarding policy be approved.</b></p> <p>9.2 The Behaviour, Exclusion and Antibullying policies had been banded together into a suite of behaviour policies previously. The FGB preferred to see them separately, <b>the SBM will reformat them.</b><br/> <b>RESOLVED: That, having been proposed and seconded, the Behaviour policy be approved.</b><br/> <b>RESOLVED: That, having been proposed and seconded, the Exclusions policy be approved.</b><br/> <b>RESOLVED: That, having been proposed and seconded, the Antibullying policy be approved.</b></p>   |  |
| 10.10/23 | <p><b>GOVERNING BOARD MATTERS</b></p> <p>10.1 Safeguarding &amp; PREVENT. No issues, no recent visits from Safeguarding Governor<br/> <b>All governors to complete Cyber Security on SmartLog RN, LH, clerk.</b><br/> There is also PREVENT and Domestic Abuse training available online<br/> <b>All Governors must read September 2023 Keeping Children Safe in Education, clerk will add link to GovernorHub.</b></p> <p>10.2 Health &amp; Safety Last visit report was for July 2023. Everything under control; school is tidy and has a pleasant air about it. At the time of her visit rehearsals were taking place; a risk assessment had been written.<br/> The pitched roof issue is too expensive to resolve; at £300k school would have to pay 10% £30k. The Diocese cannot be asked to commit until the 10% is available. Tile catchers are in place</p> <p>10.3 Wellbeing – This is recorded as a Part II minute.</p> <p>10.4 New Governors, one Foundation Governor outstanding, will be two from September.</p> <p>10.5 Governor Reports – None</p> <p>10.6 Future Funding JP had attended a presentation from the Diocese about academisation and MultiAcademy Trusts. Direct Government is going, all Governing Boards should have a discussion about future direction – federate with other schools, academisation. <b>All governors to read the documents and discuss at next meeting.</b> The HT added that this had been on the agenda at the Primary Heads Forum. The consensus was that academisation worked for big schools; there was greater buying power for a MAT. Outcomes were very varied.</p> <p>10.7 Governor training <b>RE to attend Governance 1 training on 21/2/24, clerk to book.</b></p> <p>10.8 The Standing Orders and Terms of Reference were agreed<br/> <b>RESOLVED: That having been proposed and seconded the Standing Orders be accepted.</b><br/> <b>RESOLVED: That having been proposed and seconded the Terms of Reference for the FGB and Finance Committee be accepted</b></p> <p>10.9 <b>Committees/Link governors to be agreed at next meeting</b></p> <p>10.10 There is a parent Governor election in process, EC term of office is expiring, he will not be restanding. Thanks were given to him for his assistance and support during past four years. LH term as LA governor expires in November; she is willing to complete another term, paperwork will be sent to WB. Governors would like to retain LH as a governor.<br/> Foundation Governors are still needed, particularly with skill in marketing, communication and finance, JP to approach Bradfield College.</p> <p>10.11 Governor Code of Conduct and Register of Business Interests forms were signed by Governors present, <b>others to complete at next meeting.</b></p> |  |

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| 11.10/23   | <p><b>ANY OTHER BUSINESS</b></p> <p>11.1 The SBM informed the FGB that in July Dolce, the school meals provider, asked school for a large subsidy (£10k) to continue providing school meals. When she suggested they could not do this under the agreed contract they then gave 12 weeks' notice which will finish in October. The SBM has approached several caterers to obtain quotes. One company visited and asked for a £19k subsidy, Dolce will not extend their contract, another company will visit on Monday. She has spoken with Bradfield College whose catering is done inhouse now. They cannot help because of current numbers. They would support if everything was done inhouse but SBM does not have time or expertise to facilitate this. SBM will check with WB Legal team re TUPE implications and break in contract.</p> |  |  |  |
| 12.10/23   | <p><b>DATE OF FUTURE MEETINGS FGB, FINANCE</b> all meetings at 6.00pm<br/> <b>HT to adjust meeting dates</b></p> <table border="1" data-bbox="256 539 1430 808"> <tr> <td data-bbox="256 539 842 808"> <p><b>2023 – 2024</b><br/> FGB Tuesday 3 October<br/> F: Thursday 9 November</p> </td> <td data-bbox="842 539 1430 808"> <p>FGB: Thursday 11 January 2024<br/> F: Tuesday 5 March<br/> FGB: Thursday 28 March<br/> F: Tuesday 11 May<br/> FGB: Thursday 18 July</p> </td> </tr> </table>   | <p><b>2023 – 2024</b><br/> FGB Tuesday 3 October<br/> F: Thursday 9 November</p> | <p>FGB: Thursday 11 January 2024<br/> F: Tuesday 5 March<br/> FGB: Thursday 28 March<br/> F: Tuesday 11 May<br/> FGB: Thursday 18 July</p> |  |
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| 13. 10/23  | <p><b>CLOSE OF MEETING</b><br/> There being no further business, the Chair declared the meeting closed at 7.40pm.</p>   |  |  |  |
| Appendix   | <p><b>DOCUMENTS EMAILED</b></p> <ul style="list-style-type: none"> <li>• Agenda October 2023</li> <li>• Minutes July 2023, Record of Actions July 2023</li> <li>• Bradfield on a Page</li> <li>• School Development plan</li> <li>• Budget resubmission 2023/24 and notes</li> <li>• Policies – Behaviour, Exclusions, AntiBullying, Child Protection</li> <li>• Register of Authorising Officers School &amp; School Procurement card</li> <li>• Standing Orders, Term of Reference, FC Terms of reference</li> <li>• KCSIE September 2023</li> <li>• Governing Board structure</li> <li>• ODBE Why join a MAT, Understanding academy trusts</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> </ul>   |  |  |  |

**Actions:** Governance 1 training, RE to be rebooked  
The HT will arrange a meeting for staff and governors  
The SBM will reformat Behaviour Suite policies.  
All governors to complete Cyber Security on SmartLog RN, LH, clerk  
All Governors must read September 2023 Keeping Children Safe in Education  
All governors to read the Diocese academisation documents and discuss at next meeting.  
Governor Code of Conduct and Register of Business Interests to complete at next meeting  
HT to adjust meeting dates for 2023/24

**Minutes Taken by:** Pauline Ford, Clerk to the Governors 3 October 2023