

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 11 January 2024 6.00pm

Present: Jessica Davies (HT)
Lindsay Holley

Katharine Handley-Archer
Richard Norris

Jane Patrick
Ray Ellis

Mark Deakin

Attending: Pauline Ford (clerk)

Apologies: Jemma McKay

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>	See separate action sheet
01.01/24	APOLOGIES FOR ABSENCE 1.1 Apologies were received after the meeting and accepted from Jemma McKay. Mark Deakin was welcomed to the meeting as a parent Governor. The governors introduced themselves. The clerk confirmed that LH's reappointment as LA Governor had been approved, her term of office starts 11.01.2024. All governors were reminded that matters to be discussed were highly confidential. 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. 01/24	NOTIFICATION OF ANY OTHER BUSINESS 2.1 The HT wished to discuss attendance; the Chair wanted to raise engagement.	
03. 01/24	DECLARATIONS OF INTEREST 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. KHA informed that she is School Business Manager at school.	
04. 01/24	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 3 October 2023 (<i>previously distributed</i>) were approved and signed by the Chair.	
05. 01/24	MATTERS ARISING 5.1 The Record of Actions was updated. Cyber security training to be completed by RN, LH and clerk, SBM to send link.RE to attend Governance 1 training on 21.2.24, Behaviour, Exclusion and AntiBullying policies to be reformatted. Separate FGB meeting to be arranged to discuss documents re future funding/academisation	
06. 01/24	HEADTEACHER'S REPORT 6.1 The Schol Development plan and School Self Evaluation for 2023-2024 had previously been distributed. The HT has been asked to support other schools in developing behaviour within a school and personal development. School has been recognised as having good practice and, as a HT new to the LA, she is making connections. Behaviour at school is much improved; there are no complaints from parents now, a change in culture has happened. The Reading curriculum has been overhauled; children are now passionate about reading.	

	<p>Any worries? A concern is number on roll with falling birth rates. If numbers are not good what will school do? It is preferred not to merge classes. The HT would like to look at an alternative Teaching & Learning model. Children in KS2 would be in tutor groups for specialist teaching of subjects, as in secondary school. This has been mentioned to the Senior Leadership Team (SLT) with mixed feelings. There are questions about how it can benefit children, the impact on staff; they may be deskilled and not teaching subjects they are passionate about.</p> <p>Another possibility is to set up a Preschool; this has space implications. The HT did mention that several pupils have been received from Englefield school. She will continue to make links with local preschools. Ideally, an 'Outstanding' grade from Ofsted plus single form entry would be a big draw in the local area.</p> <p>Attendance is falling drastically. Pupils transferred in from other schools have become school refusers or persistent absentees. A positive culture on school attendance and punctuality is promoted with a new attendance policy and a flow chart of strategies shared with parents. Another worry is absence due to term time holidays. This issue will be discussed at the March FGB.</p> <p>Maths attainment for KS1 And KS2 is above national levels, as is progress from KS1 to KS2.</p> <p>Nurture room One member of staff has resigned. One pupil on a bespoke curriculum who did not spend time in the classroom has been moved with their 1 to 1 to Nurture. Of the four who started in Nurture one is now completely reintegrated into the classroom. Two KS1 pupils now spend mornings in Nurture and are working well in their classrooms in the afternoon. One KS2 pupil is spends mornings in Nurture but it is not working well in the classroom in the afternoon, a new strategy is being written, starting with 10 minutes in classroom and progressing. Work for all is focussed on raising self-esteem and emotions and academic focus. A member of staff is currently taking their formal Nurture training.</p> <p>The Chair asked about staff turnover. How does everyone feel about the new SLT, are there succession plans in place? The staff is now young and enthusiastic. The KS2 leader is brilliant and is DHT material. The SENCO is new to the role, which is challenging; the HT is giving support. The EYFS teacher was new in September 2024. One more TA for intervention is needed.</p> <p>Bradfield on a Page, Diversity & Inclusion A governor asked about AI involvement. This is usually more relevant in secondary school, the cost for programmes covering it in primary school is high.</p> <p>Super Six has three project weeks planned, one of which will be University week to give a taster of careers, it may be possible to include AI in that. Another week will be Diversity week, to bring in debate and invite other schools. The HT takes assembly on Mondays and talks about children around the world who have made a difference. This broadens the children's horizons and introduces subjects such as arranged marriage, a recent topic which caused a great reaction in school.</p> <p>A governor asked about suspensions. Only two incidents to date. School is moving from MyConcern to CPOMS to record all information, this is currently unavailable.</p>	
07. 01/24	<p>SIAMS</p> <p>7.1 RE reported that school is unlikely to be inspected during 2023/24. There is SIAMS governor training on Monday afternoons but he is unable to attend this.</p> <p>A new vicar Steve Newbold has been appointed with effect from 10.4.2024. He will become an ex-officio governor at school, and at Bucklebury school. Another Super Six week will be JC week.</p>	
08. 01/24	<p>FINANCE</p> <p>8.1 The SBM gave a verbal update. Pd 9 Budget Monitoring is currently showing a £4500 surplus in Main School Budget, this is due to a TA resignation and will be absorbed in payroll. Fund 08 (PPG) shows a surplus of £1200. Sports Premium has a small surplus of £200, Fund 99 for wraparound care will be closed.</p> <p>She has been extremely cautious with the budget; the oil tank has just been refilled, one more fill has been budgeted at £3500, this may not be needed.</p> <p>The IT contract with Bradfield College runs until 31.08.2024, this has been extremely cost effective and the college IT staff have been very helpful. A new contract will undoubtedly cost more; RN is in dialogue with Elstree School to see if they can help.</p>	

	<p>8.2 An anonymised table of teacher pay recommendations was presented. They were expected and budgeted for. Performance Management meetings had taken in place in November /December. This had been seen by the Resources & Finance Committee and recommended to the Full Governing Board for approval</p> <p>RESOLVED: That, having been proposed and seconded, the Teacher Pay recommendations were approved.</p> <p>8.3 The Chair and Kate Pieretti, School Improvement Adviser, had met with the HT to conduct her performance review. They felt that she achieved/ exceeded all of her objectives with the principal achievements as below and made recommendation to Full Governing Board for approval.</p> <ol style="list-style-type: none"> 1. Driving a significant culture change in the school 2. Transforming Child behaviour 3. Implementing a new SEN model that gives all children the best possible chance to excel in the school <p>RESOLVED: That, having been proposed and seconded, the Headteacher Pay recommendation was approved.</p> <p>Next Finance meeting moved to 12 March 2024.</p> <p>CURRICULUM</p> <p>8.2 All curriculum matters will now be discussed at Full Governing Board meetings to avoid duplication.</p> <p>The Minutes of the meeting held 15 June 2023 were agreed and signed by the Chair as a correct record.</p>	
09. 01/24	<p>POLICIES</p> <p>9.1 Health & Safety is a WB model policy and has been updated</p> <p>RESOLVED: That, having been proposed and seconded, the Health & Safety policy be approved.</p>	
10. 01/24	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues, report from outgoing safeguarding governor had been seen by all. KCSIE September 2023 has been read by all.</p> <p>All governors to complete Cyber Security on SmartLog RN, LH, MD, clerk.</p> <p>10.2 Health & Safety H&S Inspection checklist and Governors paperwork checklist had been completed by JP and SBM. Risk Assessments and COSHH paperwork need completing/updating. There are potholes in the front playground. 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. Tree felling booked in for half term with a local contractor costing £840. (Scofell would have charged £2600, WB £5000)</p> <p>10.3 Wellbeing – Annual staff survey will be sent later this month; parents survey being issued now.</p> <p>10.4 Future Funding to be discussed at separate February meeting, clerk to arrange date. All governors to read the documents and discuss at this meeting.</p> <p>10.5 Governor Reports – safeguarding report was read by all</p> <p>10.6 New safeguarding governor needed, see AOB</p> <p>10.7 Governor training RE to attend Governance 1 training on 21/2/24, MD to attend Governance 1 & 2 training. The clerk informed the Governors of the NGA Learning Link and the various online training sessions available. Governors to investigate.</p> <p>10.8 Governor Code of Conduct and Register of Business Interests forms were signed by Governors who were not present at previous meeting.</p> <p>10.9 Twenty Questions paper was reinstated to give Governors the opportunity to assess themselves.</p> <ol style="list-style-type: none"> 1. Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview? Yes, Skills audit to be completed by new governor (Green) 2. How well do we understand our roles and responsibilities, including what it means to be strategic? <p>Three new governors in post, to be discussed (Amber)</p>	SBM, JP

	<p>3. Do we have a professional clerk who provides legal advice and oversees the governing board's induction and development needs? <i>Yes, experienced, accredited clerk attends all meetings</i> (Green)</p> <p>4. Is the size, composition and committee structure of our governing board conducive to effective working? <i>(Amber)</i></p> <p>5. How do we make use of good practice from across the country? <i>School works closely with other local schools. Also, Governors are from other educational backgrounds</i> (Green)</p>			
11. 01/24	<p>ANY OTHER BUSINESS</p> <p>11.1 Committees/Link governors</p> <p>The Chair and HT wished to have governor roles orientated around specific areas of school development and evaluation. After discussion, governors were linked to the following roles.</p> <p>Safeguarding - Richard Norris</p> <p>Early Reading – Jemma McKay tbc</p> <p>Vulnerable Children's Champion - Richard Norris</p> <p>SEN – Mark Deakin</p> <p>Wellbeing - Jane Patrick</p> <p>SIAMS & Personal Development – Ray Ellis</p> <p>Teaching & Learning Standards – Lindsay Holley</p> <p>Early Years – Jemma McKay tbc</p> <p>Resources and Finance committee – Jane Patrick, Richard Norris, Lindsay Holley, HT and SBM</p> <p>11.2 The governors would like to have more engagement with school. After discussion it was agreed that all governors would visit school once per term, there would be some presence at Parents evenings, join teachers for SLT/Planning meetings. Governors to complete Governor Visit form to inform FGB of their visit.</p>			
12. 01/24	<p>DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm</p> <table border="1"><tr><td><p>2023 – 2024</p><p>FGB Tuesday 3 October</p><p>F: Thursday 9 November</p></td><td><p>FGB: Thursday 11 January 2024</p><p>F: Tuesday 12 March</p><p>FGB: Thursday 28 March</p><p>F: Tuesday 11 may</p><p>FGB: Thursday 18 July</p></td></tr></table>	<p>2023 – 2024</p> <p>FGB Tuesday 3 October</p> <p>F: Thursday 9 November</p>	<p>FGB: Thursday 11 January 2024</p> <p>F: Tuesday 12 March</p> <p>FGB: Thursday 28 March</p> <p>F: Tuesday 11 may</p> <p>FGB: Thursday 18 July</p>	
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13. 01/24	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair declared the meeting closed at 7.40pm.</p>			
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none">• Agenda January 2024• Minutes October 2023,• Record of Actions October 2023• Draft Finance minutes 5 November 2023• Bradfield on a Page• School Development plan 2023-24• School Evaluation Form 2023-24• Policies – Health & Safety• H&S Check inspection checklist, paperwork checklist• Governor report - Safeguarding• Twenty Questions• NGA Learning Link• DOCUMENTS PRESENTED AT THE MEETING			

Actions: Governance 1 & 2 training, MD to be booked 21/2 and 21/3/24
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 to read the Diocese academisation documents and discuss at next meeting.
Attendance be discussed at the March FGB
Finance meeting moved to 12 March, clerk to arrange Future Funding meeting
Risk Assessments and COSHH paperwork need completing/updating

Minutes Taken by: Pauline Ford, Clerk to the Governors 11 January 2024