

The HT has met the Education Welfare Officer (EWO) to look at case studies and the resources available. Attendance targets have been met apart from Y4 School has taken on roll 3 school refusers and a traveller child. **Did they have the same issues in their previous schools. Yes, but their attendance has gone up. The HT spends 20 minutes every day with one pupil to encourage them.** SEND attendance is very good.

Staffing – there are 9 teachers and 20 support staff. A new Foundation stage (EYFS) teacher has been employed for September. She has Early Years status from a nursery role, will start Qualified Teacher Status (QTS) in July and then take the Early Career Teacher (ECT) role. She is working in school every Friday. Two Reading University students are at school for the summer term. Two resignations have been received: 1 lunchtime staff member and 1 kitchen assistant.

Exclusions – no fixed term suspensions, one permanent exclusion. Behaviour has been very settled with no complaints received.

CPOMS is now used for safeguarding concerns. No children currently Child in Need (CIN) or Child Protection (CP). There will be a safeguarding review with the LA next week and a meeting with NSPCC re Speak Out, Stay Safe. **A governor asked about any issues with phones or inappropriate images. None.**

School Performance and Development All CPD input is complete. Staff are very positive about the latest training. GAP reinstruction is the way to look at teaching now. The old way was to pitch at the top of the class and differentiate down, now teaching is done in such a way as to take everyone with you. Retrieval practice is for long term and working memory. The consistent approach across the school is Do Now, Review Now.

I Do – teacher models the concept
 We Do – with children
 You Do – children work on their own

Children learn best with clear vision and repeat instructions happening across the school. The rubric is highly focussed and reliable - What is expected to be seen in lessons.

How is this measurable? The success criteria are on the teaching rubric. It is the sole focus for Quality and Evaluation on the Quality of Teaching.

School needs to see consistent progress across the year groups, not just a sharp rise in Y6. Assessments were completed in April; next data will be in summer. The key to school improvement is embedding consistency. Maths and Phonics interventions are in place from YR to Y6. Spring Assessment SEND pupils worst performance was previously reading; it is now the strongest. SEND gap is closing; 26/27 have made same progress as non SEND, but not the same attainment. PPG are in line with non PPG for all subjects. Writing in KS1 will have a focussed intervention. Mock SATs results look good with a reading focus. A new pupil joining Y6 will drop the overall SATs percentage but they cannot be excluded from data reporting.

Priorities include implementing and embedding the Teaching & Learning rubric.

Is child mental health a priority? Yes, ELSA will be reinstated in September and there is support from the WB Mental Health team. Gratitude is formally recognised in classrooms.

Have there been requests for flexible working. No, school has looked at 9-day fortnight but it is not practical given the size of school and the budget implications.

September allocation is 21 with potentially one more. The HT is looking at producing marketing material and changing to a new website. Redecorating is moving through the school. Some PTA funding has been used for book purchases in the library and corridors. There is very little clutter throughout the school. JC week had good feedback, Y2-Y6 were trained in basic lifesaving skills. The budget continues to be a challenge. The intention is to ringfence some funds for CPD and School Development, if possible. New pupils create income but several also come with high needs.

6.2 School Future Funding is recorded as a Part II minute.

6.3 Attendance & Fines The amended policy was available. It contains a flowchart of actions that will be triggered and model letters to parents for attendance concerns and monitoring. Details will be sent to parents. **Are school refusers counted in attendance data? Yes, it can make a big difference to the attendance percentage of the school.**

07.04/24 **SIAMS**

	7.1 RE reported that school is unlikely to be inspected during 2023/24, it is expected to be 2025/26. Notice will be given.	
08.04/24	<p>FINANCE</p> <p>8.1 The draft minutes for the March 2024 meeting had been sent to all. RN gave a verbal update. Pd11 Budget Monitoring is currently showing a £1000 surplus in Main School Budget at year end. As always, the SBM has worked to a conservative budget.</p> <p>Risks continue to be pupil numbers, inflation, IT and catering contracts, fire alarm issue.</p> <p>Opportunities are increasing pupil numbers- new housing estates at Theale, future funding models. Pd12 figures are looking similar. The SBM is currently working on the 2024/25 budget. This will be scrutinised by the FC and brought to FGB for approval on 30 April.</p>	
09.04/24	<p>POLICIES</p> <p>9.1 Financial Management policy is WB model policy. Two changes have been made: 1) the school bank account can be accessed away from school premises using school laptop, dual authorisation and 2 step access 2) cash limit increased to £500 from £200. Requested in audit report and covered by school insurance policy</p> <p>RESOLVED: That, having been recommended for approval by the Finance committee, proposed and seconded, the Financial Management policy be approved.</p> <p>9.2 WB Finance policy Anti-Fraud & Corruption is a model policy</p> <p>RESOLVED: That, having been recommended for approval by the Finance committee, proposed and seconded, the Anti-Fraud & Corruption policy be approved.</p> <p>9.3 WB Finance policy Anti Money Laundering is a model policy</p> <p>RESOLVED: That, having been recommended for approval by the Finance committee, proposed and seconded, the Anti Money Laundering policy be approved.</p> <p>9.4 WB Finance policy Bribery is a model policy</p> <p>RESOLVED: That, having been recommended for approval by the Finance committee, proposed and seconded, the Bribery policy be approved.</p>	
10.04/24	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues, Safeguarding governor report attached. He had looked at CPOMS with HT. It has a complete history of pupils and concerns and moves with pupil to secondary school. Next visit will look at Single Central Record (SCR).</p> <p>10.2 Health & Safety H&S Inspection checklist had been completed by JP and SBM. Risk Assessments and COSHH paperwork need completing/updating.</p> <p>New roof would cost £300k. If this was funded by the Diocese 10% must be contributed, previously the PCC has paid this. DFC funding £1260 requested for fire alarm system fault finding. (This has now been resolved with no more expenditure required) and £2500 for a fire door for a Y4 classroom. The Infant toilets need revamping, LCVAP money could be requested. Renewing fencing around EYFS is budgeted for summer. WB tree surveys have been suspended; trees still need surveying due to ash dieback.</p> <p>Roof is still watertight with tile catchers in place.</p> <p>10.3 Wellbeing – parents survey being issued now. JP will visit to discuss with HT. Potential governors meet with staff. Concern about office workload and constant interruptions.</p> <p>10.4 Future Funding discussion recorded as Part II minute.</p> <p>10.5 Governor Reports – safeguarding report was read by all</p> <p>10.6 The new vicar, Steve Newbold, has moved into the area and agreed be ex-officio governor. Clerk to contact him.</p> <p>10.7 Twenty Questions</p> <p>7) Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years? <i>No succession planning currently. Recently had large turnover of governors, not a lot of governance experience (red)</i></p> <p>8). Does the chair carry out an annual review of each governor’s contribution to the board’s performance?</p>	

	<p><i>Chair new to role (red)</i></p> <p>9) Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved? <i>Bradfield focus is about preparing character for move to secondary education. Need to speak to Downs, the main secondary school, about how pupils progress (green)</i></p> <p>12) How well do we listen to, understand and respond to our pupils, parents and staff? <i>Pupil Forum, pupil questionnaires, need to meet parents more, not just on gate duty. Staff drop ins available, weekly staff meetings. Head boy & girl, pupil safeguarding committee (Green)</i></p> <p>13) How do we make regular reports on the work of the governing board to our parents and local community? <i>Regular reports, minutes published on website, Chair's report, parents' contribution meeting. Chair's letter to be added to newsletter</i></p> <p>16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy?</p>			
11. 01/24	<p>ANY OTHER BUSINESS</p> <p>11.1 Governors would like the opportunity to meet with staff but not asking them to give up an evening. Possibly meet after Monday staff meeting which finishes at 5.00pm.</p>			
12. 01/24	<p>DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>2023 – 2024 FGB Tuesday 3 October F: Thursday 9 November</p> </td> <td style="width: 50%; vertical-align: top;"> <p>FGB: Thursday 11 January 2024 F: Tuesday 12 March FGB: Thursday 28 March F: Tuesday 30 April F: Tuesday 11 May FGB: Thursday 11 July</p> </td> </tr> </table>	<p>2023 – 2024 FGB Tuesday 3 October F: Thursday 9 November</p>	<p>FGB: Thursday 11 January 2024 F: Tuesday 12 March FGB: Thursday 28 March F: Tuesday 30 April F: Tuesday 11 May FGB: Thursday 11 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 7.50pm.</p>			
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> ● Agenda April 2024 ● Minutes January 2024 ● Record of Actions January 2024 ● Headteacher report April 2024 ● Draft Finance minutes March 2024 ● Policies – Attendance, Financial Management, Bribery Act, Anti Money Laundering, Anti Fraud and Corruption ● H&S Check inspection checklist ● Governor report - Safeguarding ● Twenty Questions ● DOCUMENTS PRESENTED AT THE MEETING 			

Actions:

- The HT will arrange a meeting for staff and governors
- Clerk to contact Revd Steve Newbold
- Risk Assessments and COSHH paperwork need completing/updating.

Minutes Taken by: Pauline Ford, Clerk to the Governors 17 April 2024

Pauline Ford, Clerk to Governors

Minutes: April 2024

Minutes signed byDate