

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 11 July 2024 6.00pm

**Present:** Jessica Davies (HT)  
Lindsay Holley  
Steve Newbold

Katharine Handley-Archer  
Richard Norris (CHR)

Jemma McKay  
Mark Deakin

**Attending:** Pauline Ford (clerk)

**Apologies:** Jane Patrick

**Absent:** Ray Ellis

Reference No.	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for July</b> <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.07/24	<b>APOLOGIES FOR ABSENCE</b> 1.1 Apologies were received and accepted from Jane Patrick; Ray Ellis was absent. <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>	
02.07/24	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 The SBM wished to inform the FGB a DFC application; the Chair wanted to raise engagement and Ofsted.	
03.07/24	<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. KHA informed that she is School Business Manager at school.	
04.07/24	<b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 17 April 2024 and 30 April ( <i>previously distributed</i> ) and Part II minutes dated 17 April 2024 were approved and signed by the Chair.	
05.07/24	<b>MATTERS ARISING</b> 5.1 The Record of Actions was updated. All governors had completed the Cyber Security training on SmartLog. A meeting has been arranged for staff and Governors. Steve Newbold has joined the FGB. Other matters still outstanding.	
06.07/24	<b>HEADTEACHER'S REPORT</b> 6.1 The HT report had been circulated; she gave a verbal overview. School has 210 places with currently 152 on roll; pupil numbers are increasing; 3 are moving from Bucklebury. This will make 27 in Y4 from September. Tom Millward, a strong teacher, will be teaching this class and then moving with them to Y5 in 2025. Attendance target was 95%, whole school actual was 95.07%. This includes one pupil previously parttime, now permanently excluded (PEX) and one school refuser, now being home educated. Persistent absence is 17 children below 90% attendance, mainly for anxiety/mental reasons. The HT has today sent out a letter informing parents of a 5 minute extension to the school day as required by government to 32 hours per week and compulsory penalty fines for absence. Fines will apply over a three-year rolling period – 5 days absence = £160 fine, halved if paid with 21 days, second offence is £160, third offence is court hearing and up to £2500 fine.	

	<p>The HT meets with the Education Welfare Officer (EWO) regularly. Nurture provision will change next academic year. It will be open 8.30 – 9.15 for children with school anxiety. This offer has been well received by parents.</p> <p><b>Staffing</b> Charlotte Penny starts in September 2024 as YFS teacher. Two PGCE students from Reading University will join for the Autumn and Summer terms. <b>This should be communicated to parents.</b> The HLTA/ELSA is leaving for teacher training.</p> <p><b>Exclusions</b> No more exclusions after the 1 PEX, 1 racist incident was dealt with. <b>Is the Nurture room continuing? Yes, but in a different way. 8.30 – 9.15 for children with anxiety, 30 minutes available for previous Nurture pupils plus 20 minutes at lunchtime.</b> The previous focus was on self-esteem; all pupils are now fully reintegrated. Behaviour is now outstanding in school.</p> <p><b>Safeguarding</b> CPOMS is now embedded and used for recording safeguarding and behaviour incidents. There have been 4 Mental Health support Team (MHST) referrals. HT has signed up to NSPCC programme 'Speak Out, Stay Safe'.</p> <p><b>Performance</b> SATs data is good, there have been some marking issues referred back. KS2 Maths is 92% from 76% in 2023. The impact of the new teaching system has been phenomenal; the Y6 cohort includes children with SEN, EHCPs and dyslexia. <b>The Governors will write to staff congratulating them on the results.</b> Phonics screening is 87%, up from 80% in 2023. This is for a class of 14 with 2 EHCPs. EYFS Good Level of Development (GLD) is 78% from 73.3%. Y4 Multiplication 48% achieved full marks, up from 18% last year. SEN focus has been on gap free instruction; the basis of pedagogy. They have made accelerated progress in the summer term, not seen in Terms 1 and 2. The difference in progress between year groups accurately reflect the self-evaluation on quality of teaching, with teachers being given extra support and coaching. Priorities for next year are embedding the Teaching &amp; Learning rubric and refreshing the EYFS curriculum. The SENCO has passed her qualification with distinction, Sports day received high levels of positive feedback from parents, Foundation admissions stand at 23 for September 2024. Eight schools have visited to look at and discuss behaviour/Nurture. HT was invited to speak at DHT forum and supports another school with Teaching &amp; Learning. Challenges are recruitment for HLTA and budget impact on school improvement. The Chair and Governors congratulated the HT and staff on a great set of results. Subject Leads are to be invited to FGB meetings next year to present a short report. September: Maths, December: English, February: SEN, April: Humanities. HT will prepare a standard format; governor questions will be sent in advance of meeting.</p> <p>6.2 The SIP report had been forwarded to all governors; it was very positive and good evidence for Ofsted</p> <p>6.3 The SEF is being updated.</p> <p>6.4 <b>Now that there is not a separate Curriculum committee clerk to add make this an agenda item.</b></p>	
07.07/24	<p><b>SIAMS</b> 7.1 RE was not at the meeting; school is unlikely to be inspected during 2023/24, it is expected to be 2025/26. Notice will be given.</p>	
08.07/24	<p><b>FINANCE</b> 8.1 The draft minutes for the March, April and June 2024 meetings had been sent to all. The SBM gave a verbal update. Year end had finished on budget. Staffing changes will affect 2024-25 budget. The change of payroll provider by WB had impacted school; reports are late, they can no longer be contacted by phone and do not respond quickly to emails. Pd5 will be available for the September meeting. The budget is conservative and robust.</p>	

	<p>The HLTA/Elsa is leaving; the HT has looked at specialist provision for the ELSA role but this is very expensive. A second HLTA may be leaving, only 4 weeks' notice is required. The IT provider has been agreed. Handover from Bradfield College is next week. Crumbs will be the school caterer for this year, the SBM will revisit in December 2024.</p>	
09.07/24	<p><b>POLICIES</b> 9.1 None presented.</p>	
10.07/24	<p><b>GOVERNING BOARD MATTERS</b> 10.1 Safeguarding &amp; PREVENT. No issues, RN visited on 9.7.2024. He looked at the Single Central Record (SCR). Some references for long standing staff (before 2003) now have to be taken up where not previously required. SBM is chasing these, has an action plan written up and they are marked on SCR as no references. Ofsted is now demanding character references, not employment references for these. All staff details are in separate folders, SBM is cross checking against SCR. RN also saw CPOMS in operation A lockdown procedure is being prepared. 10.2 Health &amp; Safety H&amp;S Inspection checklist had been completed by JP and SBM. SBM is working through actions required. <b>Governors requested that an additional column is added to indicate when actions have been completed. Checklist update to be added to September agenda.</b> <b>A Governor asked about toilet cubicles and the use by those identifying different to their birth gender. Ther are separate toilets for boys and girls, school had thought to let children use the toilet of their identifying gender but after discussion it was agreed that creating a gender-neutral toilet in the disabled toilet is a better option.</b> 10.3 Wellbeing – the wellbeing report and staff wellbeing survey had been circulated and read by all. <b>It was suggested that by using Microsoft Teams or ParentMail graphs could be produced.</b> Second surveys will be sent to staff, parents/carers and pupils in October. 10.4 Meeting dates for 2024/2025 had been circulated and were agreed, <b>clerk to send electronic invites for all meetings.</b> 10.5 <b>Governors to read Ofsted questions paper for September</b> 10.6 Twenty Questions 14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally? <i>The HT is increasing links both within and outside WB, including Swindon and North of England. One teacher spent a day at the Swindon school and had a great experience. Not many schools within WB are working in the same way as Bradfield is now. School is part of the Mastery programme and has a good relationship with the SIP. (Green)</i> 15. How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account? <i>There is a lot of expertise on the FGB. HT reports are very comprehensive, data trends to be added. Curriculum Leads will present a report and attend in person to FGB (Green)</i> 17. How well does our policy review schedule work and how do we ensure compliance? <i>Effective policy schedule with all statutory policies reviewed by FGB (Green)</i> 18. Do we know how effective performance management of all staff is within the school? <i>HT reports, observations by HT, pay recommendations data. HT shares any issues with FGB (Green)</i> 19. Are our financial management systems robust so we can ensure best value for money? <i>Robust evidence from financial audit showing finances are tightly managed, experienced Finance Committee who challenge often. SBM goes to market for quotes and seeks approval from Finance committee. (Green)</i> 20. How much has the school improved over the last three years, and what has the governing board's contribution been to this? <i>Evidenced in improved results, outstanding behaviour, positive SIP report. All driven by the HT and supported by the FGB (Green)</i></p>	
11. 07/24	<p><b>ANY OTHER BUSINESS</b> 11.1 The SBM would like to make a DFC application to replace flooring in the EYFS area which is currently a trip hazard. Quotes were £6900 and £3900. It will be wood effect flooring and be laid during the summer holiday.</p>	

	<p><b>RESOLVED: That, having been proposed and accepted, the quote for £3900 for flooring replacement be approved.</b></p> <p>The form was signed by the Chair and will be forwarded to the Oxford Diocese.</p> <p>11.2 <b>The Governors would like to see sporting achievements added to the HT report</b></p> <p>11.3 There is a team building day planned for staff and governors at Rushall Farm on Monday 22 Aril 2025</p>			
12. 07/24	<p><b>DATE OF FUTURE MEETINGS FGB, FINANCE</b> all meetings at 6.00pm</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>2023 – 2024</b> 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><b>2023 – 2024</b> 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. 07/24	<p><b>CLOSE OF MEETING</b> There being no further business, the Chair declared the meeting closed at 7.50pm.</p>			
Appendix	<p><b>DOCUMENTS EMAILED</b></p> <ul style="list-style-type: none"> <li>• Agenda July 2024</li> <li>• Minutes 17 and 30 April 2024</li> <li>• Record of Actions April 2024</li> <li>• Headteacher report July 2024</li> <li>• T&amp;L Rubric</li> <li>• School SEF 2023-2024</li> <li>• SIP report June 2024</li> <li>• Draft Finance minutes March, April &amp; June 2024</li> <li>• Policies –</li> <li>• H&amp;S Check inspection checklist</li> <li>• Governor report – Wellbeing/Staff Survey</li> <li>• Twenty Questions</li> <li>• Ofsted questions</li> <li>• Meeting dates 2024-25</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> </ul>			

**Actions:**

Two PGCE students from Reading University will join for the Autumn and Summer terms. This should be communicated to parents.

The Governors will write to staff congratulating them on the SATs results.

H&S Checklist update to be added to September agenda

Now that there is not a separate Curriculum committee clerk to add make this an agenda item clerk to send electronic invites for all meetings.

The Governors would like to see sporting achievements added to the HT report

Governors to read Ofsted questions paper for September

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