

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 12 December 2024 6.00pm

Present: Jessica Davies (HT) Jemma McKay Richard Norris Mark Deakin
Jane Patrick Ray Ellis Steve Newbold Lindsay Holley

Attending: Pauline Ford (clerk)

Apologies: Lexie Bisley

Absent:

Reference No.	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for July <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.12/24	ABSENCE 1.1 Apologies were received and accepted from Lexie Bisley. 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	
02.12/24	NOTIFICATION OF ANY OTHER BUSINESS 2.1 The Pay policy needs approval. Approval for LED lighting and flooring applications needed.	
03.12/24	DECLARATIONS OF INTEREST 3.1 The clerk informed the FGB that they should declare if they are a Governor at any other school. LH, JM and RE informed that they teach at other schools.	
04.12/24	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 9 October 2024 (<i>previously distributed</i>) and Part II minutes dated 9 October <i>were</i> approved and signed by the Chair.	
05.12/24	MATTERS ARISING 5.1 The Record of Actions was updated. School field lease to be investigated by Finance committee, Pupil Premium strategy to January FC, Behaviour policy has been reformatted, Risk Assessments still outstanding due to work pressures for SBM, letter sent re results, H&S checklist extra column added, Link Governors discussed, Visions & Values discussed, planning cycle created.	
06.12/24	HEADTEACHER'S REPORT 6.1 For the benefit of new governors the HT explained that the School Evaluation Form (SEF) is the work of school right now. What has been achieved and how, the impact and it all has to be evidenced. It will be the first thing Ofsted ask for, together with the School Development Plan (SDP), at the time of the initial phone call. It gives a crystal clear picture of all things done in school and the evidence. She proposed creating Link Governor roles in line with the four Ofsted criteria: Quality of Education, Personal Development, Behaviour & Attitude and Leadership and Management. These Governors can then visit school and, with the HT, see all in practice. The SDP is a three year document, last created in 2023. The first year is evaluated for impact, the second year is for current actions and the 3 rd year will be planned. The Quality of Education section had previously been emailed but the HT now distributed the full SEF and SDP.	

	<p>6.3 Kate Parietti, the School Improvement Adviser, had visited on 20 November for a 'mini' Ofsted. Her report will also be required by Ofsted at the time of an inspection. Her report had been circulated to all Governors. It confirmed that the school is solid, should be graded as Good and looking at Outstanding. The Governors noted that attendance is very good. It reflects how safe the children feel at school, the education they are receiving and the good behaviour at school.</p> <p>Has the report been shared with staff? Not yet. It is a very lengthy document; a suggestion would be to create a crib sheet of all the positive aspects eg excellent attendance. This then gives staff pointers and answers to all aspects that Ofsted might raise with them.</p> <p>A Governor queried GPS mentioned in the SIA report. This stands for Grammar, Punctuation and Spelling. The result was a blip for last years cohort. Lots of intervention work was put into maths but this led to a drop in spelling. Grammar and punctuation were good. SPAG is now covered in all lessons.</p> <p>A qualified teacher takes all French and music lessons; good programmes have been purchased to assist with these.</p> <p>Link Governors were discussed. The governor for Quality of Education needs to have time to come to school and see pedagogy in practice.</p> <p>Potential links – two governors each aspect</p> <p>Quality of Education, including EYFS: LH, MD</p> <p>Personal Development, including wellbeing and SIAMS: JP, RE</p> <p>Behaviour & Attitude: JM</p> <p>Leadership and Management, including Safeguarding: RN</p> <p>JP will continue to be Health & Safety Governor.</p> <p>It would be good to get quotes from parents/carers on the standard of the school, it would be useful to run a survey annually including the Ofsted questions to be aware of parental opinions. This is done every October (see SEF).</p> <p>6.4 Bradfield on a Page. The Visions and Values are covered by Super 6, widening children's experiences. These prepare children for life, not just maths and English. Can governors visit some events? Yes, some would be suitable egg Nativity play, Christmas lunch. The Chair will meet the Pupil Parliament.</p> <p>6.5 HT review reported in Part II minutes.</p>	
07.12/24	<p>SIAMS</p> <p>7.1 No updates. RE will now have more availability to visit school</p>	
08.12/24	<p>FINANCE</p> <p>8.1 The draft minutes for the 22 October and 28 November 2024 meetings had been sent to all. The Chair of the FC gave a verbal update. The budget monitoring for Pd7 shows a surplus of £30,000. There is a low birthrate year for September 2025 intake; 24 families have visited school and shown interest but apparently several schools have had lots of families visiting.</p> <p>The HT would like to spend some of the surplus on CPD eg outside speakers, teachers visiting the Education Show, post Ofsted.</p> <p>A School Environment Development plan has been created by the Chair and SBM detailing actions that are required immediately, within 6 months, 12 months or over 1 year. Outside lighting is on the list. School has put in a bid to the Diocese for LED lighting for inside and outside the school building. Total cost is £28k; school pays 10% plus 2%. This is accounted for in next year's budget.</p> <p>Pupil Premium Strategy is due for review at the end of January; lots of actions have taken place. Review will go initially at Finance Committee.</p> <p>Teacher recruitment continues to be very difficult. The HT would like to invest in a new website that allows video. This would then promote the school with a more up market look and allow more personalised staff recruitment.</p>	

	MD was aware of an initiative that analyses gas and electric usage. The cost is £500 but savings on average are £12k. They use thermal imaging to see where the building is losing heat and other initiatives. The Governors agreed that he should speak to Little Heath school for more information. The Schools Financial Value Statement (SFVS) is due by 31 March 2025. The SBM will work on it in January.	
09.12/24	CURRICULUM 9.1 Governors will be made aware of how English is taught in school in a presentation from the English Lead at the February meeting.	
10.12/24	POLICIES 10.1 The Teachers Pay policy had been written by the HR company. Whilst approving the policy the governors would like to explore increasing the scope of pay increases for good performance, recruitment and retention or temporary leadership. Performance is no longer included as part of the pay review cycle. RESOLVED: That, having been proposed and seconded, the Teachers pay policy be approved.	
11.12/24	GOVERNING BOARD MATTERS 11.1 Safeguarding & PREVENT. No issues, RN will visit in December. 11.2 Health & Safety JP looked at the outside on week 1 of her H&S checks and paperwork on her second visit. Both reports have been circulated. The new tree surgeon has recommended trim the tops off trees suffering from ash die back, rather than felling. Paperwork checklist shows risk assessments and COSHH are ongoing but time difficult to complete due to current staff shortages. Some outside areas are looking untidy. The quiet garden is not being used but should not become a dumping ground. The pond area is looking untidy. 11.3 Wellbeing Survey to be sent out next term to staff, including Ofsted questions as recorded in 6.3. 11.4 No Governor currently felt able to apply for the role of Vice Chair. 11.5 Governor role refresh was discussed in 6.3 and potential names added. Governors to email Chair if they would like additional roles. 11.6 Twenty Questions 6. Do we carry out a regular 360° review of the chair's performance and elect the chair each year? <i>Chair is elected every year. informal ongoing reviews take place of 360 ° review (green/amber)</i> 10. Have we agreed a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy? <i>Comprehensive SDP and SEF prepared by HT. Curriculum leads speak at FGB, create governor action plan (Green)</i> 11. How effectively does our strategic planning cycle drive the governing board's activities/ agenda setting? <i>Strategic planning cycle in place. Barbara Hunter be invited to supply governor training.</i> Governors will now revisit all 20 questions. 11.8 Governor forms LH completed the Code of Conduct and Declaration of Interest forms. Those absent will complete at next meeting. GovernorHub updated. 11.9 Lexie Bisley has been elected as the Staff governor.	
11.12/24	ANY OTHER BUSINESS 11.1 Flooring replacement application. School would like to replace flooring from reception to the hall with a darker brown carpet using DFC funds. A quote of £7600 ex VAT has been received. A second quote to be obtained, but is not expected to be better than the original which is very generous to school. The floor in the staffroom has needed repairing and then vinyl flooring laid. The PTA originally gave school £4800 for refreshing the Library and staffroom. £2200 is left from the Library update for staffroom floor, replacement kitchen, painting etc. The governors discussed both and agreed to the requests. The application forms were signed by the Chair. The HT left the meeting at 7.05pm	
12.12/24	DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm	

	<table border="1"> <tr> <td> 2024 – 2025 FGB: Wednesday 9 October 2024 F: Tuesday 22 October F: Thursday 28 November FGB: Thursday 12 December </td> <td> F: Thursday 23 January 2025 FBG: Thursday 27 February F: Tuesday 25 March F: Tuesday 29 April 5.30pm FGB: Tuesday 29 April F: Tuesday 17 June FGB: Thursday 17 July </td> </tr> </table>	2024 – 2025 FGB: Wednesday 9 October 2024 F: Tuesday 22 October F: Thursday 28 November FGB: Thursday 12 December	F: Thursday 23 January 2025 FBG: Thursday 27 February F: Tuesday 25 March F: Tuesday 29 April 5.30pm FGB: Tuesday 29 April F: Tuesday 17 June FGB: Thursday 17 July	
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13. 12/24	CLOSE OF MEETING There being no further business, the Chair declared the meeting closed at 7.15pm.			
Appendix	DOCUMENTS EMAILED <ul style="list-style-type: none"> • Agenda 12 December 2024 • Minutes 9 October 2024 • Record of Actions October 2024 • SIA report November 2024 • Draft Finance minutes 22 October and 28 November 2024 • Policies – Teachers pay Policy • Governor report – Health & Safety checklist • Twenty Questions • DOCUMENTS PRESENTED AT THE MEETING • School Development Plan • School Evaluation Form • 			

Actions: Governor role refresh was discussed in 6.3 and potential names added. Governors to email Chair if they would like additional roles.

Minutes Taken by: Pauline Ford, Clerk to the Governors 12 December 2024