

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 9 October 2024 6.00pm

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

**Attending:** Pauline Ford (clerk)      Katharine Handley-Archer (SBM)      Lexie Bisley

**Apologies:** Lindsay Holley

**Absent:**

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
01.10/24	The meeting was opened by the clerk. <b>FOR ABSENCE</b> 1.1 Apologies were received and accepted from Lindsay Holley. <b>Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting.</b> <b>ELECTION OF CHAIRMAN</b> Richard Norris self-nominated to be Chair, having been Chair for 2023/24. There being no other nominations Richard Norris was duly elected as Chair for the academic year 2024/25. Appointment of Vice Chair postponed to next meeting.	
	<b>THE MEETING WAS QUORATE/<del>NOT QUORATE</del></b>	
02.10/24	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 None	
03.10/24	<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.	
04.10/24	<b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 11 July 2024 ( <i>previously distributed</i> ) were approved and signed by the Chair.	
05.10/24	<b>MATTERS ARISING</b> 5.1 The Record of Actions was updated. The date for a staff event at Rushall Farm has not yet been arranged. Other matters still outstanding.	
06.10/24	<b>HEADTEACHER'S REPORT</b> 6.1 Maths Presentation The HT introduced Lexie Bisley, the Maths Lead and KS2 Lead who joined the school in September 2023. LB gave a brief presentation on the approach now used. As Maths Lead, she held a staff meeting and completed Learning Walks to gain understanding of how maths was taught in school. Now all displays in school are consistent. All years use the White Rose Maths scheme and vocabulary is consistent. She introduced Scoop Groups; if a pupil is not understanding the days lesson they have targeted intervention on the same day. <b>A governor asked how these pupils were identified; they self RAG rate and teachers live mark.</b> The school uses Do Now – recalling what was learnt yesterday, last week and last year eg in KS2 the children have five questions every day.	

Oracy in maths is also very important; sentence stems are used. I think ... because .. Children always have to reply in full sentences, this shows understanding.

A Parents' Workshop for Y5&6 was arranged to show the methods used in teaching maths today. This was well attended as was the Timetables workshop for Y3/4.

School is part of the Mobius Hub and is becoming a Mastery school. LB attends meetings monthly and also observes teaching practices in other schools.

She was able to give data to show improvement.

December Y6 math SATs exam: 48% achieved Expected (100= Expected, 110 = Greater Depth)

May 2024: 92% achieved Expected

There were gaps in Y6 knowledge, all pupils need solid arithmetic knowledge.

Multiple Check – children achieving full marks of 25

2022 24%, 2023 18%, 2024 48%

Staff Feedback has been very positive. There is now consistency across the school and all pupils answer in full sentences.

Are there different children in the Scoop groups daily? Yes, there is also more regular formal maths intervention in the afternoons for some children.

What are the next steps. Embedding this across the school, concentrating on KS1, ensuring skills are embedded for Y6.

Is there anything you are worried about. No, need to ensure all staff are fully skilled and consistent. Learning Walks will take place to check this.

Will teachers from other school visit Bradfield to observe maths teaching practice. This is the future plan.

The Governors thanked LB for her very interesting presentation.

6.2 The HT report had been circulated; she gave a verbal overview.

Attendance is a big issue this year with larger fines incurred. She has created a Parents' Guide which will be sent out with a letter to parents; this details the implications. Alongside the Fixed Penalty Notices there is also a lot of work involved; many schools are hiring Attendance Officers.

The HT has already noticed patterns of absence. A number of children have emotional based school avoidance. This year the Nurture room opens at 8.30am, by invitation only. These children spend 15 minutes with Miss Anderson before going to class. This is achieving excellent results; pupils are in on time and no tears.

The new EYFS teacher Charlotte Penney has made a very successful start.

School did not get any placements for the expected Reading students.

Two members of staff are off on long term sick leave.

No exclusions, one complaint re bullying is recorded in the Part II minutes.

Safeguarding - no children are currently Child in Need (CIN) or Child Protection), 4 referrals are on with the Mental Health Team and 4 are on the waiting list. The HT feels this valuable service is slipping away.

The NSPC assembly/workshop 'Speak Out, Stay Safe' has taken place.

The requested SATs remarking was not entirely successful, along with other schools it has been hit and miss, with no appeal. One extra pass was gained for SPAG.

This term she is trying a new approach to CPD for staff. This has been praised by SIP, Kate Peretti.

The HT is videoing excellent teacher lessons and then adding a commentary. This is shown to staff, who have the opportunity to collectively analyse and reflect and take away actionable points. The first was LB in a reading lesson.

There is a comprehensive menu of interventions in place, the impact will be measured at half term.

Priorities include to continue to embed new T&L rubric, supporting specific teachers as identified this year and continue to embed threshold concepts in wider curriculum and ensure children are increasingly aware of these.

Updates

All nurture children from last academic year are now reintegrated back into class.

Parent tours for September are proving popular; there is now an online booking system

Foundation intake is 23, seven children have joined since the start of term, six from Bucklebury.

	<p>The LA is sending other schools to look at how Bradfield has turned behaviour around, the HT was invited to speak at Induction Day for new Headteachers on how to manage rapid change, curriculum and pedagogy.</p> <p>School has joined Rights Respecting Schools from UNICEF, aiming to achieve bronze in six months. Challenges are staff absence and budget</p> <p>Current absence include 1 x Lunchtime Supervisor, 1 x Office Admin.</p> <p>A governor asked about the bullying incident. This is recorded in the Part II minutes</p> <p>How do staff feel about the new CPD approach. LB was invited to reply as she had been filmed initially. She had been very nervous at first but soon forgot about the camera; all staff had been very understanding. Staff better appreciated actions when seeing them taking place, rather than just hearing about them and could then adopt them.</p> <p>All staff will have the opportunity to be filmed in a lesson, if they wish.</p> <p>Can an Attendance officer be employed. Not currently, due to budget restraints.</p> <p>The Governors then watched a short video about Rights Respecting Schools from UNICEF. This is not a scheme well known in West Berkshire; only 400 schools nationally have enrolled but it fits well with the school ethos.</p> <p>Next steps? Lots of training, launch week before Christmas, explanation letters to parents. The Road Map is Bronze/Silver and Gold awards, with bronze being achieved in six months.</p>	
07.10/24	<p><b>SIAMS</b></p> <p>7.1 No updates.</p>	
08.10/24	<p><b>FINANCE</b></p> <p>8.1 The draft minutes for the June 2024 meetings had been sent to all. The SBM gave a verbal update. Budget Monitoring will be available at the October Finance meeting <b>The FC should look at the impact/cost/workload of adding office staff support.</b></p> <p>Pupil numbers at October census last week was 150.</p> <p>MD reported that the PTA could look at amassing the 10% contribution required by the Diocese to instal a new roof; would this be an issue. Not as such but school did rely very heavily on PTA donations and would not want this diluted. The SBM added that the recent structural survey did not show this as a critical issue. It would be discussed at the October Finance Committee meeting.</p>	
09.10/24	<p><b>CURRICULUM</b></p> <p>9.1 Governors made aware of how maths is taught in school in presentation from Maths Lead.</p>	
10.10/24	<p><b>POLICIES</b></p> <p>10.1 Safeguarding &amp; Child Protection is a WB Model policy  <b>RESOLVED: That, having been proposed and seconded, the Safeguarding &amp; Child Protection policy be approved.</b></p> <p>10.2 Capability (Ill Health) is a WB Model policy, slightly amended by the HR provider  <b>RESOLVED: That, having been proposed and seconded, the Capability (Ill Health) policy be approved.</b></p> <p>10.3 Capability (Performance) is a WB Model policy, slightly amended by the HR provider  <b>RESOLVED: That, having been proposed and seconded, the Capability (Performance) policy be approved.</b></p> <p>10.4 Attendance policy had been updated to include new DfE requirements and details of revised Fixed Penalty Notices. The Parent guide has been written to give parents key information.  <b>RESOLVED: That, having been proposed and seconded, the Attendance policy be approved.</b></p>	
11.10/24	<p><b>GOVERNING BOARD MATTERS</b></p> <p>11.1 Safeguarding &amp; PREVENT. No issues, RN will visit in November. All references for long standing staff (before 2003) have now been obtained. Gaps on SCR all filled.</p>	

	<p>11.2 Health &amp; Safety JP will visit next week. Tree felling created a broken fence panel, fixed by the contractor. A child broke their wrist whilst jumping from play equipment, parents happy with the way the situation was dealt with. WB report forms completed.</p> <p>Governors requested that an additional column is added to indicate when H&amp;S actions have been completed. <b>Checklist update to be added to December agenda.</b></p> <p>11.3 Wellbeing – the staff wellbeing survey scores had been circulated and read by all. Some scores were low, but could be skewed as from a small group. School has been through a massive period of change. Staff survey to be repeated in Spring 2025. HT will refer to results in a staff meeting but not circulate.</p> <p>Second surveys will be sent to parents/carers and pupils in October.</p> <p>11.4/5. The Standing Orders and Terms of Reference were agreed</p> <p><b>RESOLVED: That having been proposed and seconded the Standing Orders be accepted.</b></p> <p><b>RESOLVED: That having been proposed and seconded the Terms of Reference for the FGB and Finance Committee be accepted</b></p> <p>Link governors to be reviewed at next meeting</p> <p>11.6 Ofsted questions paper <b>Governors need to be aware of Visions &amp; Values. Pupil Premium and Sports Grant to be discussed at next meeting</b></p> <p>11.7 Twenty Questions</p> <p>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></p> <p>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 (Green)</i></p> <p>11. How effectively does our strategic planning cycle drive the governing board’s activities/ agenda setting? <i>These need to be created (red)</i></p> <p>11.8 Governor forms All those present completed the Code of Conduct and Declaration of Interest forms. Those absent will complete at next meeting. GovernorHub updated.</p> <p>11.9 There is a staff election ongoing. Clerk will keep governors informed. KHA is unable to stand for a third term.</p>																	
11.10/24	<p><b>ANY OTHER BUSINESS</b></p> <p>11.1 RE agreed to join the Finance Committee.</p>																	
12.10/24	<p><b>DATE OF FUTURE MEETINGS FGB, FINANCE</b> all meetings at 6.00pm</p> <table border="1" data-bbox="256 1391 1430 1664"> <tr> <td colspan="2" data-bbox="256 1391 1430 1424"><b>2024 – 2025</b></td> </tr> <tr> <td data-bbox="256 1424 842 1458">FGB: Wednesday 9 October 2024</td> <td data-bbox="842 1424 1430 1458">F: Thursday 23 January 2025</td> </tr> <tr> <td data-bbox="256 1458 842 1491">F: Tuesday 22 October</td> <td data-bbox="842 1458 1430 1491">FBG: Thursday 27 February</td> </tr> <tr> <td data-bbox="256 1491 842 1525">F: Thursday 28 November</td> <td data-bbox="842 1491 1430 1525">F: Tuesday 25 March</td> </tr> <tr> <td data-bbox="256 1525 842 1559">FGB: Thursday 12 December</td> <td data-bbox="842 1525 1430 1559">F: Tuesday 29 April 5.30pm</td> </tr> <tr> <td></td> <td data-bbox="842 1559 1430 1592">FGB: Tuesday 29 April</td> </tr> <tr> <td></td> <td data-bbox="842 1592 1430 1626">F: Tuesday 17 June</td> </tr> <tr> <td></td> <td data-bbox="842 1626 1430 1659">FGB: Thursday 17 July</td> </tr> </table>	<b>2024 – 2025</b>		FGB: Wednesday 9 October 2024	F: Thursday 23 January 2025	F: Tuesday 22 October	FBG: Thursday 27 February	F: Thursday 28 November	F: Tuesday 25 March	FGB: Thursday 12 December	F: Tuesday 29 April 5.30pm		FGB: Tuesday 29 April		F: Tuesday 17 June		FGB: Thursday 17 July	
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13. 10/24	<p><b>CLOSE OF MEETING</b></p> <p>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 October 2024</li> <li>• Minutes 11 July 2024</li> <li>• Record of Actions July 2024</li> <li>• Headteacher report October 2024</li> <li>• Draft Finance minutes 11 June 2024</li> <li>• Policies – Safeguarding &amp; child protection, Capability (Ill Health), Capability (Performance), Attendance and Parent guide</li> </ul>																	

	<ul style="list-style-type: none"> <li>• Governor report – Wellbeing/Staff Survey</li> <li>• Twenty Questions</li> <li>• Ofsted questions</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> </ul>	
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**Actions:**

- Appointment of Vice Chair postponed to next meeting.
- The FC should look at the impact/cost/workload of adding office staff support.
- Governors requested that an additional column is added to indicate when H&S actions have been completed.
- Checklist update to be added to December agenda
- Link governors to be reviewed at next meeting
- Governors need to be aware of Visions & Values. Pupil Premium and Sports Grant to be discussed at next meeting
- Need to create strategic planning cycle to assist agenda setting

**Minutes Taken by:** Pauline Ford, Clerk to the Governors 9 October 2024