

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 27 February 2025 6.00pm

Present: Jessica Davies (HT) Jemma McKay (online) Richard Norris
Jane Patrick Steve Newbold Lindsay Holley Lexie Bisley

Attending: Tom Millward (AHT) Pauline Ford (clerk)

Apologies: Mark Deakin Ray Ellis **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. 02/25	Lexie Bisley was welcomed to the meeting as the new Staff Governor. Tom Millward was welcomed as the Assistant Headteacher (AHT) ABSENCE 1.1 Apologies were received and accepted from Ray Ellis and Mark Deakin. 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. 02/25	NOTIFICATION OF ANY OTHER BUSINESS 2.1 Appointment of new SIAMS governor, Ofsted training	
03. 02/25	DECLARATIONS OF INTEREST 3.1 The clerk informed the FGB that they should declare if they are a Governor at any other school. LH, and JM informed that they teach at other schools.	
04. 02/25	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 12 December 2024 (<i>previously distributed</i>) and Part II minutes dated 12 December 2024 were approved and signed by the Chair.	
05. 02/25	MATTERS ARISING 5.1 The Record of Actions was updated. Pupil Premium strategy had been updated.	
06. 02/25	ENGLISH PRESENTATION 6.1 The AHT gave a very comprehensive report on how English is taught at school. English is Reading and Writing. It has the upmost priority in the timetable and lessons should never be cancelled Reading Reading in Early Years starts with Phonics using Little Wandle, Government approved scheme, with books matching to the Phonics. No child is left behind; there are catch up programmes and daily interventions. If the Phonics screening is not passed at KS1 the programme is carried forward to KS2. The pass rate is broadly in line with the National Average. Last year was a very small cohort; three did not pass; all with valid reasons. The 2025 Y1 cohort is currently on track for 91%. If pupils don't pass in Y1 they retake in Y2. Of the 3 pupils above one has now passed, the other two have SEN. All pupils in Y4,5 and 6 have now passed Phonics screening, apart from one with an EHCP. If	

a child joins school in KS2 with low phonics knowledge they are supported with intervention and reading daily to an adult.

After the Phonics Screening children also have to pass the school Phonics programme. Post Phonics there are daily 'Book Talk' sessions. Each class has 6 books to read, linked to topic and children are encouraged to read using Adult Modelling, Echo Reading and Choral Reading to support reading fluency.

In addition, all sessions include an aspect of morphology (e.g. prefixes and suffixes) and etymology (the origin of the word) teaching to support with comprehension of the text.

Each week pupils also receive a lesson with a VIPERS (vocabulary, Inference, prediction, explanation, retrieval and summery) focus. These are based on poems and non-fiction texts.

Each child takes a book home from the class library, all are banded, the school doesn't use 'free readers'.

Reading for Pleasure

The Library has been refurbished and school follows the 'School is a Library' initiative; books are in corridors; children leave post it reviews in books they have read; children take influence from their peers as well as teachers. They have Book spines with many 'first' books within a series e.g. Percy Jackson, Harry Potter. Author visits have included Cressida Cowell and Katherine Rundell. Each classroom has a book corner related to topics. Reading Ambassadors have been appointed and Y1 has visited the Story Museum. Parents are supported by Information sessions, Workshops and EYFS Phonics information session.

Impact

KS2 76% at expected, just above National Average of 75.1%, 32% GDS is above National Average of 28.9%. 2025 mock results are 83% expected and 29% GDS.

Writing

Early writing starts in Reception with Mark making, Drawing Club, Pencil grip, Fine motor skills development, Phonics/ tricky words and Reading many stories.

KS1 and KS2 Writing The writing curriculum is based on genres e.g. Fantasy Stories or Explanation Texts. Genres taught in one year group are then recapped through a 'book unit' in the next.

Handwriting is taught daily in R to Y3 following the Letter Join scheme.

SPAG is taught where it fits best. The scheme, Vocabulary Ninja, is used as a 'Do Now' retrieval practice each lesson.

There was a decline in the number of children passing SPAG last year; 64% /72.9% Nat Av. School decided to focus on writing data and use of grammar in context.

Mock SATs used the difficult paper from 2022; 77% are already meeting the expected standard.

Impact

KS2 Writing 84% Expected, national average 72%, 4 did not pass. GD 16%, national average 13% 2025 mock results 88% Expected, 25% GD

A governor asked about the accuracy of the predictions eg last year's mocks/ actual. Predictions are accurate; Reading last year mocks was 66% and 76% actual. Consistent practice is showing rewards.

Next steps is to move slightly away from the genre base and use more engaging themes, challenging in breadth and depth. Also to achieve a higher percentage at Greater Depth. Is Greater Depth an extra paper? No, they need to score 100 for expected, if pupils score over 110 than that is Greater Depth.

How is vocabulary supported in other subjects eg history, science. School has Knowledge Organisers for each subject – includes words children need to know. The Pedagogy process, Do Now, highlights vocabulary which is pre taught before the topic is live.

The governors thanked TM for his very comprehensive presentation and congratulated him on results; predictions look good for 2025.

HEADTEACHER'S REPORT

6.1 The Headteacher's report for February had been circulated, she outlined the details. No children are on Child Protection or Child in Need. Two are receiving early help, four are Looked After.

Persistent absence (below 90%) is 4%. This is 8 pupils; 2 with significant illnesses, 1 suffered badly from tonsillitis and recently had the operation but had complications. Persistent Absence in Nurture

	<p>group has improved eg 1 child last year was 84%, now 91%. The Whole school attendance is 96.8%. How is attendance monitored? Record keeping, examples of attendance letters are provided, each is personalised with an attendance printout and colour rated. Monthly strategy meetings take place. Fines are now compulsory for 5 days absence. Nurture provision is now available 8.30 – 8.45am for children who struggle to come into school.</p> <p>The HT plans to apply for an Autism grant. The intention is to change the Nurture room to a pastoral room which feels like a living room with sofas, lamps, table, blanket's etc. The Nurture room was originally decorated as a classroom but this is not required now.</p> <p>Staffing is recorded in Part II.</p> <p>No exclusions, 1 racist incident which has been resolved.</p> <p>Behaviour remains very settled and is monitored for triggers, trends and adults involved.</p> <p>There have not been any safeguarding issues. The SCR is now complete.</p> <p>School Performance</p> <p>Embedding consistent pedagogy remains a development priority. It is having a significant impact on pupil attainment and progress. Interventions are working, resulting in accelerated progress for those pupils.</p> <p>Priorities include consistency, cohesion and belonging, SEND learners, challenge and Ofsted preparation.</p> <p>Allocation; 19 first choice, possibly 2 more, plus 2 joining from private education to Y2 and Y3.</p> <p>Challenge continues to be staff absence, particularly support staff and recruitment.</p>	
07. 02/25	<p>SIAMS</p> <p>7.1 No updates. The SIA from the Oxford Diocese has said that school is well placed for a SIAMS inspection.</p>	
08. 02/25	<p>FINANCE</p> <p>8.1 The draft minutes for the 23 January 2025 meeting had been sent to all. The Chair of the FC gave a verbal update. The budget monitoring for Pd9 shows a surplus of £19,000. It was £30k but there has been some expense on updating the environment.</p> <p>The Pupil Premium Strategy has been updated and is on the school website.</p> <p>The staffroom has been refurbished and the hall redecorated. Flooring will be replaced in April.</p> <p>The LCVAP application has been partly successful, providing funds of £20k. It is not clear if school can just spend this amount or must have projects costing £28k. The priorities are the hall and corridor lighting, where the lights remain on, and outside lighting.</p> <p>The Schools Financial Value Statement (SFVS) will be presented at the March Finance meeting; it is due by 31 March 2025.</p>	
09. 02/25	<p>CURRICULUM</p> <p>9.1 Governors have been made aware of how English is taught in school in a presentation from the English Lead today.</p>	
10. 02/25	<p>POLICIES</p> <p>10.1 The Admissions policy has been updated for current admissions. It will be revisited and put out for consultation in September. The policy is only necessary in the event of over subscription.</p> <p>RESOLVED: That, having been proposed and seconded, the Admissions policy be approved.</p>	
11. 02/25	<p>GOVERNING BOARD MATTERS</p> <p>11.1 Safeguarding & PREVENT. No issues, report from RN on December visit was available. He had looked at CPOMS, a mental health referral and checked the Single Central Record. This is now fully up to date with all references obtained. All volunteers now have to go through the full application process.</p> <p>11.2 Health & Safety JP has arranged a meeting with the SBM. There are no issues. The fence in Early Years is being replaced.</p> <p>11.3 Wellbeing JP has arranged a meeting with the HT. The Parents' survey is sent out in October, staff in July and pupils is due now.</p>	

	<p>Leaver's interview. It would be useful to create a process and policy for clarity and feedback. HR company Juniper may have examples.</p> <p>11.4 LH indicated that she was willing to take on the role of Vice Chair.</p> <p>11.5 Governor role refresh RE is unable to continue as SIAMS governor, SN has agreed to take over. As SEND governor MD met with the SENCO, report to follow.</p> <p>11.6 Twenty Questions</p> <p>1. Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview? <i>Yes, Skills audits completed by all governors (Green)</i></p> <p>2. How well do we understand our roles and responsibilities, including what it means to be strategic? <i>All governors understand their roles and responsibilities, including being strategic (Green)</i></p> <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 (Green)</i></p> <p>11.7 Governor forms LB completed the Code of Conduct and Declaration of Interest forms.</p>					
11. 02/25	<p>ANY OTHER BUSINESS</p> <p>11.1 Governor training for Ofsted will be on Tuesday 4 March 6.00 – 7.30pm, invite will be sent. It would be good for governors to visit school to meet teachers. Staff meetings are Monday 3.30 – 5.00pm, other options could be World Book Day - the Big Bedtime Read at 4.30pm, SATS week invigilating in May, JC week and Pedagogy evening will be repeated in July. HT will provide dates.</p>					
12. 02/25	<p>DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm</p> <table border="1" data-bbox="260 1003 1430 1272"> <tr> <td colspan="2" data-bbox="260 1003 1430 1037">2024 – 2025</td> </tr> <tr> <td data-bbox="260 1037 842 1272"> FGB: Wednesday 9 October 2024 F: Tuesday 22 October F: Thursday 28 November FGB: Thursday 12 December </td> <td data-bbox="842 1037 1430 1272"> 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. 02/25	<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 February 2025 • Minutes 12 December 2024 • Record of Actions December 2024 • Headteacher report Feb 2025, feedback • Attendance Monitoring example, attendance letter • SMSC • Provision map • Monitored behaviour summary • Draft Finance minutes 23 January 2025 • Policies – Admissions • Governor report – Safeguarding • Twenty Questions • DOCUMENTS PRESENTED AT THE MEETING • Part II Minutes 12 December 2024 • 					

Actions:

Minutes Taken by: Pauline Ford, Clerk to the Governors 27 February 2025