

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 13 May 2025 6.00pm

**Present:** Jessica Davies (HT)      Jemma McKay (online)      Richard Norris (online)  
Jane Patrick                      Ray Ellis                      Lindsay Holley      Lexie Bisley

**Attending:** Katherine Handley-Archer (SBM)      Claire Harris (SENCo)      Pauline Ford (clerk)

**Apologies:** Mark Deakin              Steve Newbold              **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. 05/25	<p style="text-align: center;"><b>LH IN CHAIR</b></p> <p>Claire Harris SENCO was welcomed to the meeting</p> <p><b>ABSENCE</b></p> <p>1.1 Apologies were received and accepted from Steve Newbold and Mark Deakin. Richard Norris and Kemma McKay joined online.</p> <p><b>Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting.</b></p> <p>LH congratulated the school on the recent Ofsted result, the Chair to write to all the staff team, it was a positive result due the joint effort, not just the SLT.</p>	
	<b>THE MEETING WAS QUORATE/NOT QUORATE</b>	
02. 05/25	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>2.1 None</p>	
03. 05/25	<p><b>DECLARATIONS OF INTEREST</b></p> <p>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.</p>	
04. 05/25	<p><b>MINUTES OF LAST MEETING</b></p> <p>4.1 The Minutes of the meeting held on 27 February 2025 (<i>previously distributed</i>) and Part II minutes dated 27 February 2025 were approved and signed by the Chair.</p>	
05. 05/25	<p><b>MATTERS ARISING</b></p> <p>5.1 The Record of Actions was updated.</p>	
08.05/25	<p><b>FINANCE</b></p> <p>8.1 The draft minutes for the 25 March 2025 meeting had been sent to all. The Chair of the FC gave a verbal update. The budget monitoring for Pd12 shows a surplus of £25400, this is good. The finance Committee had met prior to this meeting to discuss the 2025/26 budget. The entire carry forward figure is swallowed up, leaving a small surplus at the end of 2026/27. Having been fully reviewed the budget was recommended to the Full Governing Board for approval. The governors were unanimous in their acceptance of the budget. There will be full oversight and strict control from September 2025.</p> <p><b>RESOLVED: That, having been proposed and seconded, the School Budget Plan for 2025/2026, was approved.</b></p> <p>The form was signed by the HT and will be signed by the Chair the following day.</p>	

10.05/25	<p><b>POLICIES</b></p> <p>10.1 The Financial Management policy has been updated and recommended for approval by the Finance Committee. A governor asked, in light of recent national events, about cyber attack coverage. The SBM has just signed up to Cyber Alarm, the IT support contract with Inspired backs up all data, log ins and architecture, WB services are no longer required. All staff have to Cyber training.</p> <p>Appendices to the policy show staff and governor signatures, which is published on the website. These will be removed before publication.</p> <p><b>RESOLVED: That, having been recommended by the Finance Committee, proposed and seconded, the Financial Management policy be approved.</b></p> <p>KHA left the meeting at 6.15pm.</p>
06. 05/25	<p><b>SEN PRESENTATION</b></p> <p>6.1 The SENCO gave a very comprehensive report on how Special Educational Needs and Disabilities is dealt with at school.</p> <p>She has been SENCo at school for two years, the first year was undertaking the training.</p> <p>Pre 2022 Behaviour for Learning was not good; there were a lot of passive learners, SEN children were not able to access learning; they were not going to class but being taught by a TA in another room. There was support for children with Education Health Care Plans (EHCP) but not necessarily for others. The SEN register was incomplete. The curriculum was narrow; children could be taught at a different age group and were out of class for interventions and missing lessons such as PE.</p> <p>Of the 17 children on the SEN register only 23.5% had achieved 12 steps in reading.</p> <p>The situation now is much changed. There is an SEN Pathway flowchart, this narrows down the areas of need eg there is a specific learning difficulty, not just being behind. There are 2 weeks of observations leading to Wave 1 and GAP followed by Wave 2 and GAF (Global assessment of functioning). A support plan must last for 6 months.</p> <p>The Behaviour Steps Guidance makes it clear to pupils; expectations are the same for all, it sets boundaries.</p> <p>An Adaption document has been created for each subject, created collaboratively with staff. For all pupils/ some pupils/specific pupils it sets out some alternative methods.</p> <p>Classrooms have been toned down, in line with Rosenshine Principles. There can be cognitive overload of the classroom is too colourful or bright.</p> <p>Signals for Belonging is used allowing children a safe way to show opinion by using signing for their thoughts if they cannot verbalise, using signs for Send appreciation/Agree/Respectfully disagree/Build.</p> <p>Equality versus Equity</p> <p>Everyone gets the same thing – they may not need support, they might need a little support, they might need a lot of support but all are accessing the curriculum. Lessons are taught starting at the bare basics with everyone. Toolkits are available in classrooms with contents such as word maps, finger spacer, the alphabet written and contents are changing all the time.</p> <p>School ensures that research based quality interventions are used eg a word sheet to read off. Little Wandle is used for 10 minutes every day, possibly increasing to 20 minutes for Phonics, letters and sounds.</p> <p>Mastery Number gives the core facts children need to know about number bonds, Mastery for maths is also used.</p> <p>Data from Target Tracker for the year 2023/24 shows pupils making 10 steps progress in Reading 23.6%, Writing 5.9% Maths 9.5%.</p> <p>From September 2024 to May 2025 Target Tracker shows children making 4 steps progress (the most possible at this time) as Reading 64.7%, Writing 70.6%, Maths 58.8%.</p>

	<p>All pupils have regular progress meetings.</p> <p>The governors thanked CH for her very comprehensive presentation. They noted that SEN pupils are making good progression, they are integrated back to the classroom and not missing lessons they liked, eg sport , because of interventions. The culture of the school comes first.</p> <p>Hard evidence was now available. How can governors support the SENCo? The Dyslexia Screening the SENCo uses is out of date and can give the wrong result. Parents often pay for private testing and this shows a more extreme result. Is the SENCo confident enough to just say there is a need? Yes, but evidence is needed for support or extra time in SATs. Do teachers use software. No, there are forms to complete.</p> <p>The workload is manageable now but the start was difficult. The SENCo had to undertake the training, teach and be SENCo, taking over from the previous SENCo. Everyone assumed best practise was already in place. The key elements to improve writing were stamina, handwriting, phonics and spelling. Several pupils had phonics intervention up to Y5. Lot of children with ASD have speech and language difficulties. Little Wandle works really well</p> <p>CH left the meeting at 6.55pm.</p> <p><b>HEADTEACHER’S REPORT</b></p> <p>6.2 The Headteacher gave a verbal update. The draft Ofsted report had been received yesterday for fact checking, she has 5 days to query anything. It will then be sent to school and uploaded to the DfE site. A letter has been prepared for parents explaining the outcome of the ungraded inspection and of the schools having an ungraded inspection only 9% outcome level 2. School would have achieved outstanding if it had been graded. The parents’ comments to Ofsted have not been seen but some parents have shared them and they are really lovely and complimentary of the school.</p> <p>Highlights in the report include: developing pupils’ character, strong sense of belonging, teachers are experts, no areas of development are needed. The journey from two years ago to date has been inspirational and exceptional.</p> <p>The HT would now like to hold workshops for other schools on how to get to Ofsted outstanding within two years, these would be chargeable.</p> <p>Future plans will be discussed at the July FGB.</p> <p>The SLT and HT are now working on a new SDP</p>	
07.05/25	<p><b>SIAMS</b></p> <p>7.1 No updates.</p>	
09.05/25	<p><b>CURRICULUM</b></p> <p>9.1 Governors have been made aware of how SEND is dealt with in school in a presentation from the SENCo today.</p>	
11.05/25	<p><b>GOVERNING BOARD MATTERS</b></p> <p>11.1 Safeguarding &amp; PREVENT. No issues, RN to rearrange his visit, postponed due to Ofsted. Inspectors looked at the Single Central Record.</p> <p>11.2 Health &amp; Safety LCVAP bids were successful and the Diocesan Officer has visited school. JP will visit school before end of term.</p> <p>11.3 Wellbeing. JP visited during JC week; all children very engaged with Easter activities. Leaver’s interview. It would be useful to create a process and policy for clarity and feedback. LH to send example from her school.</p> <p>A report on the staff wellbeing survey was provided, responses received from 10 teachers, 6 TAs and 6 other staff (office, kitchen etc). There are not ten teachers on staff; entries may have been duplicated. The feedback was mixed, with positive responses. All feedback given to the Ofsted inspectors had been good. The HT has given all staff a day off to be taken before end of year, which she will cover.</p> <p>11.5 Advertise for new Foundation Governors, promoting Ofsted grading.</p> <p>11.6 Twenty Questions postponed to July meeting.</p>	

11.05/25	<p><b>ANY OTHER BUSINESS</b></p> <p>11.1 Head Boy and Girl to attend July meeting to present the impact on what they have done, meeting to start at 5.30pm, if possible. Governors emailed</p> <p>11.2 School has asked PTA to fund the purchase of a good iPad to use only for Multimedia tasks</p>			
12.05/25	<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>2024 – 2025</b></p> <p>FGB: Wednesday 9 October 2024</p> <p>F: Tuesday 22 October</p> <p>F: Thursday 28 November</p> <p>FGB: Thursday 12 December</p> </td> <td style="width: 50%; vertical-align: top;"> <p>F: Thursday 23 January 2025</p> <p>FBG: Thursday 27 February</p> <p>F: Tuesday 25 March</p> <p>F: Tuesday 29 April 5.30pm</p> <p>FGB: Tuesday 29 April</p> <p>F: Tuesday 17 June</p> <p>FGB: Thursday 17 July</p> </td> </tr> </table>	<p><b>2024 – 2025</b></p> <p>FGB: Wednesday 9 October 2024</p> <p>F: Tuesday 22 October</p> <p>F: Thursday 28 November</p> <p>FGB: Thursday 12 December</p>	<p>F: Thursday 23 January 2025</p> <p>FBG: Thursday 27 February</p> <p>F: Tuesday 25 March</p> <p>F: Tuesday 29 April 5.30pm</p> <p>FGB: Tuesday 29 April</p> <p>F: Tuesday 17 June</p> <p>FGB: Thursday 17 July</p>	
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13.05/25	<p><b>CLOSE OF MEETING</b></p> <p>The chair thanked everyone for an amazing job with the Ofsted result. He will write to thank staff for their efforts and arrange drinks for the end of term. School has also achieved the Bronze level in Rights Respecting Schools.</p> <p>There being no further business, the Chair declared the meeting closed at 7.20pm</p>			
Appendix	<p><b>DOCUMENTS EMAILED</b></p> <ul style="list-style-type: none"> <li>• Agenda May 2025</li> <li>• Minutes February 2025</li> <li>• Record of Actions February 2025</li> <li>• Draft Finance minutes 23 January 2025</li> <li>• Policies – Financial management</li> <li>• Governor report –wellbeing, personal development</li> <li>• Twenty Questions</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> <li>• Part II Minutes February 2025</li> <li>•</li> </ul>			

**Actions:** Chair will write to thank staff for their efforts and arrange drinks for the end of term.

**Minutes Taken by:** Pauline Ford, Clerk to the Governors 13 May 2025