

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 17 July 2025 6.00pm

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

Attending: Pauline Ford (clerk)

Apologies: Richard Norris

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. 07/25	LH IN CHAIR ABSENCE 1.1 Apologies were received and accepted from Richard Norris. 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	
	HEAD BOY AND HEAD GIRL The Head Boy and Girl, Charlie and Ophelia, were welcomed to the meeting and everyone introduced themselves. They had prepared a presentation on the projects they have been involved in. School tours – they talk to visiting parents about being a No Outsiders school, and a Rights Respecting school having achieved the bronze award, the fun lessons and good quality school dinners. They take part in Pupil Parliament and are the voices of the school. They have lobbied for a lollipop person and are working on a new zone for the playground. They opened the Library with a satellite link to the hall. The spoke to the Ofsted inspectors. They start assemblies, light the candle and read a prayer. A governor asked about the playground zone; there is currently a calm zone, next choice would be an equipment zone. What have they gained from being Head Boy and Girl; responsibility. Would they recommend applying for this role; yes. How were they elected; decision was made by HT and Yr 6 teacher. The Chair thanked Charlie and Ophelia for their very interesting presentation. They left the meeting at 5.40pm.	
02. 07/25	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None	
03. 07/25	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. 07/25	<p>MINUTES OF LAST MEETING</p> <p>4.1 The Minutes of the meeting held on 13 May 2025 (<i>previously distributed</i>) were approved and signed by the Vice Chair.</p>	
05. 07/25	<p>MATTERS ARISING</p> <p>5.1 The Record of Actions was updated. The Chair did not write to staff re Ofsted result. Signatures have been removed from the Financial Management policy.</p>	
06. 07/25	<p>HEADTEACHER'S REPORT</p> <p>6.1 The HT gave an overview of her report. NoR is now 154, 54% boys and 46% girls. SEND 15.3% (national average 13.5%), Pupil Premium is 12% (below national average 25%). In September 25 Y6 leave with 20 joining Foundation. Total NoR will be 157 with pupils joining from private schools and Bucklebury. The SIA has noted that Bradfield is 'bucking the trend' with a positive intake.</p> <p>Child Protection; 4 LAC, EH 3, CIN 1.</p> <p>Attendance is 96.7%; persistent absence was 3.24% in April (down from 13% last year). Term time holidays have increased; parents are always fined.</p> <p>Using the Nurture room in the morning has greatly helped with persistent absence.</p> <p>Staffing 2 PT teachers, 1 PPA teacher and 1 TA leave this term. Recruitment of a KS1 teacher and 4 part time TAs has been successful.</p> <p>RN will conduct an exit interview with the TA who is leaving.</p> <p>3 HLTAs will provide all PPA and leadership cover from September 2025 to promote pedagogical consistency, reduce costs and provide a buffer for staff absence and middle leader release time. A governor asked about financial impact. Cost savings are made on salary but oncosts and percentage increases swallow this up.</p> <p>There has been 1 racist incident and 1 homophobic incident, both have been dealt with.</p> <p>WB Mental Health team is much reduced, having been taken over by CAMHS. The number of meetings offered has been halved. School nurse visits are rare. ELSA has not been impactful and not worth the cost.</p> <p>6.2 SCHOOL PERFORMANCE</p> <p>The HT provided printouts of all comparative data.</p> <p>Reception; 82.6% Good Level of Development, in 12th percentile nationally, 3rd year upward trend.</p> <p>Phonics Year 1 91% achieved Expected Standard, in 17th percentile nationally.</p> <p>Year 4 Multiplication tests 62.5% achieved full marks, in 10th percentile nationally, 3rd year upward trend. The test is completed on screen; children answer 20 questions quickly so have to know their times tables well. The Average Point Score is 22.5, an increase on last year from 22.2.</p> <p>A Governor asked what has led to these good results. Good, solid teaching. Behaviour is so good that all time is maximised.</p> <p>Year 6 SATs results are the best ever.</p> <p>Maths: 92% EX Reading: 100% EXS 83% GDS Writing: 92% SPAG: 92% EX</p> <p>6.3 Future plans</p> <p>Some future plans are reported in the Part II minutes.</p> <p>School will be hosting Senior Leadership Development workshops on pedagogy and culture. This will generate and income stream.</p> <p>6.4 Inclusion is a new element in Ofsted inspections. School is in line with this but training should be arranged for governors on how inclusivity is broadening.</p>	
07.07/25	<p>SIAMS</p> <p>7.1 SN informed that school will not have a SIAMS inspection during the academic year 2025/2026. He will meet with the SENCO in September 2025.</p>	
08.07/25	<p>FINANCE</p> <p>8.1 The draft minutes for the May and June meetings were available. The challenges remain the costs and inflation; opportunities are the positive SATs results and Ofsted inspection.</p>	

	<p>There is no budget monitoring available until September 2025. The Chair of Finance wished to pass on thanks to the SBM; she has been amazing with her control of the budget. The caretaker has started and doing an amazing job.</p>			
10.07/25	<p>POLICIES 10.1 None presented</p>			
09.07/25	<p>CURRICULUM 9.1 Results covered in HT report</p>			
11.07/25	<p>GOVERNING BOARD MATTERS 11.1 Safeguarding & PREVENT. No issues, governors will need to read KCSIE 2025 and confirm on GovernorHub in September 11.2 Health & Safety Checklist from June H&S walk provided, no issues. Noticeboard of First Aiders is out of date 11.3 EYFS Guidance from September covers safer eating re risk of choking, school is compliant with snacks being eaten with children sat down. 11.4 Wellbeing. Reports from PE, EYFS and Computing Leads to be scheduled for FGB meetings 11.5 Advertise for new Foundation Governors, promoting Ofsted grading. 11.6 Potential Meeting dates for 2025/26 were agreed. 11.7 The clerk reminded the governors that self-nominations for Chair and Vice Chair will be required 11.8 Twenty Questions. 4. Is the size, composition and committee structure of our governing board conducive to effective working? <i>The structure works well if twelve governors are in post. Three foundation governors still to be appointed (green)</i> 5. How do we make use of good practice from across the country? School works closely with other local schools. Also, Governors are from other educational backgrounds <i>Good practice is demonstrated, staff from other schools invited in for coaching. HT works with other establishments (green)</i> 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)</i></p>			
11.07/25	<p>ANY OTHER BUSINESS 11.1 NONE</p>			
12.07/25	<p>DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm</p> <table border="1" data-bbox="256 1585 1430 1895"> <tr> <td> <p>2025-2026 FGB: Tuesday 30 September 2025 F: Thursday 23 October F: Thursday 27 November FGB: Thursday 11 December</p> </td> <td> <p>F: Tuesday 20 January 2026 FBG: Tuesday 24 February F: Tuesday 24 March F: Tuesday 28 April 5.30pm FGB: Tuesday 28 April F: Tuesday 18 June FGB: Thursday 16 July</p> </td> </tr> </table>	<p>2025-2026 FGB: Tuesday 30 September 2025 F: Thursday 23 October F: Thursday 27 November FGB: Thursday 11 December</p>	<p>F: Tuesday 20 January 2026 FBG: Tuesday 24 February F: Tuesday 24 March F: Tuesday 28 April 5.30pm FGB: Tuesday 28 April F: Tuesday 18 June FGB: Thursday 16 July</p>	
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13.07/25	<p>CLOSE OF MEETING There being no further business, the Chair thanked everyone for a very successful year and declared the meeting closed at 7.00pm</p>			

Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda July 2025 • Minutes May 2025 • Record of Actions May 2025 • HT report July 2025 • Draft Finance minutes 13 May 2025, 17 June 2025 • Governor report –H&S checklist • Twenty Questions • DOCUMENTS PRESENTED AT THE MEETING • Comparison report for year – absence, EYFSP(GLD), Phonics (Expected), MTC (full marks and APS) • 	
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Actions: training should be arranged for governors on how inclusivity is broadening.
Governors will need to read KCSIE 2025 and confirm on GovernorHub in September

Minutes Taken by: Pauline Ford, Clerk to the Governors 17 July 2025