

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 16 October 2025 5.00pm

**Present:** Jessica Davies (HT)      Jemma McKay (online)      Mark Deakin      Steve Newbold  
Richard Norris (online)      Ray Ellis      Lindsay Holley      Lexie Bisley

**Attending:** Pauline Ford (clerk)

**Apologies:** Jane Patrick

**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. 10/25	<p style="text-align: center;"><b>THE MEETING WAS OPENED BY THE CLERK.</b></p> <p><b>ELECTION OF CHAIR</b> Richard Norris was requested to remain as Chair for a further year, having been chair for 2024/25 and agreed. There being no other nominations Richard Norris was duly elected as chair for the academic year 2025/6.</p> <p><b>ELECTION OF VICE CHAIR</b> Lindsay Holley was requested to remain as Vice Chair for a further year, having been Vice chair for 2025/26 and agreed. There being no other nominations Lindsay Holley was duly elected as Vice chair for the academic year 2025/6.</p> <p>1.1 Apologies were received and accepted from Jane Patrick. Richard Norris and Jemma McKay were 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>	
	<b>THE MEETING WAS QUORATE/<del>NOT QUORATE</del></b>	
02.10/25	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 The Child Protection policy was presented for Governors to look at.</p>	
03.10/25	<p><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. LH and JM informed that they teach at other schools.</p>	
04.10/25	<p><b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 17 July 2025 (<i>previously distributed</i>) were approved and signed by the Vice Chair.</p>	
05.10/25	<p><b>MATTERS ARISING</b> 5.1 The Record of Actions was updated. Governors reminded they need to read KCSIE 2025 and update on GovernorHub.</p>	
06.10/25	<p><b>HEADTEACHER'S REPORT</b> 6.1 The HT gave a verbal report.</p>	

	<p>Staffing- there were 8 teachers, 3 HLTA and several TAs on the staff. A new Admin Assistant has been recruited, starting November 2025. RS has previously worked in admin for the fire service. A new cleaner has been employed; the small contract with the cleaning firm has been cancelled. One teacher has just resigned; she has been headhunted by a private school. The advert has created much interest with really positive reactions when they visit the school.</p> <p><b>RN asked where did candidates see the advert, in the local press?</b> Interviews are on Wednesday. The three HLTA are providing PPA cover and doing well, it provides good consistency. Last year's Y1 teacher is now reaching in Y3, a very positive move and the new Y1 teacher and her new TA are proving to be fantastic.</p> <p>Suspensions are recorded as a Part II minute.</p> <p>The Leadership Team has been restructured.</p> <p>Mr Millward is now Deputy Headteacher, Miss Bisley has been appointed to Assistant Headteacher.</p> <p><b>Safeguarding</b></p> <p>No Child in Need or Child Protection cases. Safeguarding is covered bi weekly in meetings.</p> <p>Interventions are up and running.</p> <p>A new TA is very qualified in OT support.</p> <p>A new assessment system called SONAR will be used this year.</p> <p>A new CPD system has been implemented with a new cycle following a baseline survey from staff and has been received really positively.</p> <p>Individual pedagogy plans have replaced appraisals. The HT is focussing on marketing; running an advert campaign on Facebook for reception admissions.</p> <p>Some negative comments have been posted anonymously on Facebook, which is very upsetting. RN will respond.</p> <p>The new Ofsted Framework is now out; the SEF and SDP need aligning with the framework. It was suggested that AI could be used for this.</p> <p><b>It would be beneficial to run a session for Governors on new Framework.</b></p> <p>The recent Ofsted inspection suggested that school could have a wider school influence. The Head Inspector who is a DHT in a large school in Ealing sent some staff from her school to learn about reading and developing oracy from Bradfield teachers, which is a great compliment. The HT is continuing to work with local schools and is acting as an external consultant for 5 other schools inn the River Trust, generating an income of £350 per school.</p> <p>WB has the Belong Project, which the HT has been invited to discuss.</p> <p>Challenges remain: Early years pupils with high needs/inability to meet needs due to lack of funding and special school places, Admission numbers, class teacher recruitment and funding in general.</p> <p><b>Are all schools having low numbers of visits for potential admission in September 2026. Yes.</b></p> <p>MD had received really positive feedback from potential parents who had been very impressed.</p> <p>The SBM has had her role extended to Office Manager, now line managing the Admin Assistant cleaner and caretaker, having gone up one band on the pay scale.</p> <p>Staff wellbeing is really positive, everyone feeling positive, happy and on the same age. Family dining (allocated places at table) has helped break up children at lunchtime, improving any behaviour issues.</p> <p>The HT also has a meeting planned with the HT at Denefield School.</p>	
07.10/25	<p><b>SIAMS</b></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 November 2025 and also has a meeting with Diocese staff next week.</p>	
08.10/25	<p><b>FINANCE</b></p>	

	<p>8.1 No update due to SBM being extremely busy because of lack of office cover. Next Finance meeting is 27 November 2025. Chair has asked that we ensure we have a full set of financials for this meeting, ideally sooner.</p>	
10.10/25	<p><b>POLICIES</b>  10.1 The Admissions Arrangements policy had been updated for 2025/26, no changes had been made  <b>RESOLVED: That, having been proposed and seconded, the Admissions arrangements 2025/26 policy be approved.</b>  10.2 The draft Admissions Arrangements policy had been updated for 2026/27, prior to being sent out for consultation, no changes had been made. A governor noted that the first oversubscription criteria should include those with an Education Health Care Plan (EHCP), in addition to Looked After Children (LAC) but this is detailed in the opening paragraph.  <b>RESOLVED: That, having been proposed and seconded, the Admissions arrangements 2026/27 policy be approved.</b>  10.3 The Child Protection &amp; Safeguarding policy was presented under AOB for governors to scrutinise and approve later. Procedures should include CPOMS, the system used to record incidents.</p>	
09.10/25	<p><b>CURRICULUM</b>  9.1 PE Lead, Katy Webber will attend next meeting. <i>Will the new teacher take on the sports role, unknown until a teacher is appointed.</i></p>	
11.10/25	<p><b>GOVERNING BOARD MATTERS</b>  11.1 Safeguarding &amp; PREVENT. No issues, RN had visited school in June, his report was uploaded to GovernorHub. The SCR was up to date with no outstanding actions. All staff to read KCSIE 2025.  11.2 Health &amp; Safety Checklist from October 2025 H&amp;S walk provided and updated checklist from October 2024, no issues. Noticeboard of First Aiders is out of date. A recent fire alarm was due to a fault in the box and now fixed. Tree care needs an action 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 December FGB meetings and 2026  11.5 The Standing Orders and Terms of Reference were agreed  <b>RESOLVED: That having been proposed and seconded the Standing Orders be accepted.</b>  <b>RESOLVED: That having been proposed and seconded the Terms of Reference for the FGB and Finance Committee be accepted</b>  11.6 Governor forms were signed by those in attendance, forms to be completed by RN, JM and JP at the December meeting  11.8 Twenty Questions.  7. Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years?  <i>Chair is on 3<sup>rd</sup> term, try again for recruitment of new governors (Amber) All governors to think about and recruit new governors</i>  8. Does the chair carry out an annual review of each governor's contribution to the board's performance?  <i>To be instigated (red)</i>  9. Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?  <i>Bradfield focus has been about fixing the current situation and now needs to review the new Ofsted framework., Need to speak to the secondary schools, about how pupils progress (green)</i></p>	

11.10/25	<p><b>ANY OTHER BUSINESS</b> 11.1 The HT review needs to take place soon, Chair to arrange a date with SIA</p>			
12.10/25	<p><b>DATE OF FUTURE MEETINGS FGB, FINANCE</b> all meetings at 6.00pm</p> <table border="1" data-bbox="260 320 1430 584"> <tr> <td data-bbox="260 320 842 584"> <p><b>2025-2026</b> FGB: Tuesday 16 October 2025 F: Thursday 27 November FGB: Thursday 11 December</p> </td> <td data-bbox="842 320 1430 584"> <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><b>2025-2026</b> FGB: Tuesday 16 October 2025 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>	
<p><b>2025-2026</b> FGB: Tuesday 16 October 2025 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>			
13.10/25	<p><b>CLOSE OF MEETING</b> There being no further business, the Chair declared the meeting closed at 6.00pm</p>			
Appendix	<p><b>DOCUMENTS EMAILED</b></p> <ul style="list-style-type: none"> <li>• Agenda October 2025</li> <li>• Minutes July 2025</li> <li>• Record of Actions July 2025</li> <li>• Governor report –H&amp;S checklist</li> <li>• Twenty Questions</li> <li>• Policies: Child Protection &amp; Safeguarding, Admissions 2025-26, Draft Admission 2026 - 27</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> <li>•</li> </ul>			

**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  
Child Protection & Safeguarding policy to be approved  
All governors to think about and recruit new governors

**Minutes Taken by:** Pauline Ford, Clerk to the Governors 16 October 2025