

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 11 December 2025 6.00pm

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

Attending: Pauline Ford (clerk)

Apologies: Mark Deakin Steve Newbold **Absent:**

Reference No.	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for December <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.12/25	1.1 Apologies were received and accepted from Steve Newbold and Mark Deakin; Richard Norris was online. 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	
	The Chair asked the HT and teacher, LB, to step out of the room at 6.00pm so he could report on the HT review. This is recorded as a Part II minute. They returned to the meeting at 6.05pm.	
02.12/25	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None	
03.12/25	DECLARATIONS OF INTEREST 3.1 The clerk informed the FGB that they should declare if they are a Governor at any other school. LH, JM and RE informed that they teach at other schools.	
04.12/25	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 16 October 2025 (<i>previously distributed</i>) and the Part II minutes dated 16 October 2025 were approved and signed by the Vice Chair.	
05.12/25	MATTERS ARISING 5.1 The Record of Actions was updated. Governors reminded they need to read KCSIE 2025 and update on GovernorHub.	
06.12/25	HEADTEACHER'S REPORT The PE Lead was not attending the meeting due to workload/ several late evenings in school; there was no PE report 6.1 The HT had received a message from the DfE; school has been recognised as a higher performer within its group; attendance outcomes were really strong for overall attendance or persistent absence and school s encouraged to help any others that may contact them. The HT report had been circulated and read by all. She highlighted some sections. Staffing KW leaves at the end of term; the new Y5 teacher has been in school today for handover. 1 TA is reducing hours rather than leave.	

	<p>The HT was pleased to report that in the WB League tables just released Bradfield was ranked 1st out of 80 schools based on overall performance - % achieved in Reading, Writing and Maths and also in the top five for achieving Higher Standard.</p> <p>Challenges and Opportunities There will be a WB viability consultation; the HT will write a report and circulate.</p> <p>She informed governors that the atmosphere in school is really incredible.</p> <p>The new appraisal system runs on personal pedagogy plans. Is it still well received? Yes, because it is bespoke. Staff meetings all relate and all teachers now visit all classes to learn from their peers. HLTAs are also included in this. Are all teachers meeting their targets? Yes.</p> <p>Exit tickets are used as part of CPD. They are at the end of a session, a planned assessment opportunity and time to clear up any misconceptions. All teaching is now of extremely high quality, expected increases are tiny so achievable.</p> <p>Current priorities are PE, music and computing.</p> <p>CP has expressed an interest in the Sports Lead but as an EQT she cannot take the lead. She will coordinate sports and fixture with IS overseeing.</p> <p>Music Lead is LB. Are private music lessons available. Yes, but there have been issues for parents with the current provider, Berkshire Music Trust. School will investigate alternative private tuition.</p> <p>11.6 New Governors HT has shown one potential Foundation Governor around school with a second later in the week. RN has spoken to both. Their backgrounds are education, law and a third potential governor who is a GP.</p> <p>6.2 PPG intervention provision map to be presented at next meeting.</p> <p>6.3 Number on Roll There has been an 18% drop in birthrate in WB; this may affect September intake. HT has conducted lots of positive parent tours; applications close mid January 2026.</p>	
07.12/25	<p>SIAMS</p> <p>7.1 No report. SN was not attending the meeting.</p>	
08.12/25	<p>FINANCE</p> <p>8.1 Draft minutes from the Finance meeting on 25 November were available. SBM was still working on budget monitoring. Schools Accountancy has changed their software system requiring the SBM to firstly input all staff changes. This has now been completed. It is thought nothing should be out of plan. SBM will send out a report before end of term.</p> <p>8.2 The Environment Development plan has been updated. Green shows tasks completed. Outstanding tasks are mainly for when finance is available or future wishes within the next six months. Quotes are in the tree work; to take place February half term.</p> <p>Risks include the aging infrastructure – heating software not working, pupil numbers, staff absence. Opportunities include possible federation or Alternative Provision.</p>	
10.12/25	<p>POLICIES</p> <p>10.1 The Behaviour Suite of policies and Behaviour Steps had been updated for 2025/26; no major changes had been made.</p> <p>RESOLVED: That, having been proposed and seconded, the Behaviour policy be approved.</p> <p>The AntiBullying policy should refer to being a Rights Respecting school</p> <p>RESOLVED: That, having been proposed and seconded, the Anti-Bullying policy be approved, subject to the change being made.</p> <p>The Exclusions policy need clarification re exclusion and suspension. Suspension should be used for internal and exclusion for out of school absence. HT to rephrase.</p> <p>RESOLVED: That, having been proposed and seconded, the Exclusions policy be approved, subject to the change being made.</p> <p>RESOLVED: That, having been proposed and seconded, the Behaviour Steps be adopted.</p> <p>All policies will be uploaded to the website</p>	

	<p>10.2 The SEND policy had been updated; it is a model policy. Any reference to Therapeutic Thinking has been removed.</p> <p>RESOLVED: That, having been proposed and seconded, the SEND policy be approved.</p>																	
09.12/25	<p>CURRICULUM</p> <p>9.1 The curriculum was discussed as part of the HT report. Reports from PE, EYFS and Computing Leads to be scheduled for FGB meetings in 2026</p>																	
11.12/25	<p>GOVERNING BOARD MATTERS</p> <p>11.1 Safeguarding & PREVENT. No issues, RN had visited school, he will upload his report to GovernorHub.</p> <p>11.2 Health & Safety Checklist from November 2025 H&S walk provided, no issues.</p> <p>11.3 Wellbeing. <i>The staff are happy; should the survey be run again. Yes, it should be run annually; it would be good to get validation.</i></p> <p>11.4 <i>JP will report on personal development of pupils</i></p> <p>11.5 The FC Terms of Reference had been amended to remove the reference to statement of internal control.</p> <p>RESOLVED: That having been proposed and seconded the Terms of Reference for the Finance Committee be accepted</p> <p>11.7 Governor forms were signed by those in attendance, forms to be completed by RN, at the next opportunity</p> <p>11.8 Twenty Questions.</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, Curriculum leads speak at FGB, create governor action plan</i></p> <p>11. How effectively does our strategic planning cycle drive the governing board's activities/ agenda setting? <i>Strategic planning cycle in place, need to update</i></p> <p>12. How well do we listen to, understand and respond to our pupils, parents and staff? <i>Good engagement now; governors attended pedagogy evening and often meet parents. Pupil Forum, pupil questionnaires, Staff drop ins available, weekly staff meetings. Head boy & girl, pupil safeguarding committee</i></p> <p>11.9 Link Governors the clerk informed the governors that it is now suggested that link Governors should include Safeguarding, SEND, Attendance and Governor training. Safeguarding link is RN; he will also become link for attendance as it is always discussed at safeguarding visits, SEND link is MD. Governor training link governor to be discussed at next meeting.</p>																	
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12.12/25	<p>DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm</p> <table border="1" data-bbox="258 1644 1430 1908"> <tr> <td colspan="2">2025-2026</td> </tr> <tr> <td>FGB: Tuesday 16 October 2025</td> <td>F: Tuesday 20 January 2026</td> </tr> <tr> <td>F: Thursday 27 November</td> <td>FBG: Tuesday 24 February</td> </tr> <tr> <td>FGB: Thursday 11 December</td> <td>F: Tuesday 24 March</td> </tr> <tr> <td></td> <td>F: Tuesday 28 April 5.30pm</td> </tr> <tr> <td></td> <td>FGB: Tuesday 28 April</td> </tr> <tr> <td></td> <td>F: Tuesday 18 June</td> </tr> <tr> <td></td> <td>FGB: Thursday 16 July</td> </tr> </table>	2025-2026		FGB: Tuesday 16 October 2025	F: Tuesday 20 January 2026	F: Thursday 27 November	FBG: Tuesday 24 February	FGB: Thursday 11 December	F: Tuesday 24 March		F: Tuesday 28 April 5.30pm		FGB: Tuesday 28 April		F: Tuesday 18 June		FGB: Thursday 16 July	
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13.12/25	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chair declared the meeting closed at 6.50pm</p>																	

Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda December 2025 • Minutes November 2025 • Record of Actions November 2025 • HT report • FC draft Minutes November 2025 • Governor report – • Twenty Questions • Policies: Behaviour, Antibullying, Exclusions, SEND • Environment development plan • DOCUMENTS PRESENTED AT THE MEETING • 	
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Actions: training should be arranged for governors on how inclusivity is broadening.
 PPG intervention provision map to be presented at next meeting.
 Child Protection & Safeguarding policy to be represented for approval
 JP will report on personal development of pupils
 Governor training link governor to be discussed at next meeting

Minutes Taken by: Pauline Ford, Clerk to the Governors 11 December 2025