

# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 5 March 2026 6.00pm

**Present:** Jessica Davies (HT)      Jemma McKay      Jane Patrick      Richard Norris (CHR)  
Ray Ellis      Lindsay Holley      Mark Deakin      Steve Newbold  
Helen Dickie      Daisy Wood

**Attending:** Pauline Ford (clerk)

**Apologies:** Lexie Bisley, Tom Millward (DHT)

**Absent:**

Reference No.	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for December</b> <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.03/26	The Chair welcomed Helen Dickie and Daisy Wood, new Foundation Governors, to the meeting Apologies were received and accepted from Lexie Bisley and Tom Millward <b>Governors are reminded that they must inform the clerk, in advance, if they are unable to attend a meeting.</b>	
	<b>THE MEETING WAS QUORATE/NOT QUORATE</b>	
02. 03/26	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 None. The Chair informed the Governors that there was a complaint ongoing. He would not give details in case a hearing was required, needing impartial governors, but would update as soon as possible.	
03. 03/26	<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, JM and RE informed that they teach at other schools.	
04. 03/26	<b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 11 December 2025 ( <i>previously distributed</i> ) and the Part II minutes dated 11 December 2025 were approved and signed by the Vice Chair.	
05. 03/26	<b>MATTERS ARISING</b> 5.1 The Record of Actions was updated. All Governors have read KCSIE 2025.	
06. 03/26	6.3 The Chair informed the governors that the HT had been approached by the LA. In order to discuss this the meeting would be different to the planned agenda. Details of this conversation are recorded as Part II minutes.	
	All governors introduced themselves to the new Foundation Governors, new Governors gave a brief snapshot of themselves	
10. 03/26	<b>POLICIES</b>	

	<p>10.1 The Financial Management policy, based on the WB model policy, has been updated and recommended for approval by the Finance Committee.  <b>RESOLVED: That, having been proposed and seconded, the Financial Management policy be approved.</b></p> <p>10.2 The Health &amp; Safety policy, based on the WB model policy, has been updated and recommended for approval by the Finance Committee.  <b>RESOLVED: That, having been proposed and seconded, the Health &amp; Safety policy be approved.</b></p> <p>10.3 The Teacher's Pay policy, based on the WB model policy, has been updated and recommended for approval by the Finance Committee.  <b>RESOLVED: That, having been proposed and seconded, the Teacher's Pay policy be approved.</b></p> <p>10.4 The Child Protection and Safeguarding policy, based on a WB model policy, is re-presented following the initial viewing in October 2025 and inclusion of CPOMS.  <b>RESOLVED: That, having been proposed and seconded, the Child Protection and Safeguarding policy be approved.</b></p> <p>10.5 The Charging &amp; Remissions policy has been updated; no amendments were required.  <b>RESOLVED: That, having been proposed and seconded, the Charging &amp; Remissions policy be approved.</b></p>	
08. 03/26	<p><b>FINANCE</b></p> <p>8.1 Draft minutes from the Finance meeting on 20 January 2026 were available. There is expected to be a surplus of £1000 at year end.  There are still issues with the building and maintenance.  The number on roll is now 170, break even figure was 147. Several joiners are being attracted from local schools, even in Y6. September intake for Reception is looking very good with 28 first choice applications, 9 second choice. Eight siblings with 4 in catchment, 4 non-siblings in catchment and everyone else is out of catchment.</p> <p>8.2 Schools Financial Value Standard has been completed by the SBM for submission to the LA, no changes from 2025. All Finance governors have completed the Financial Skills audit.</p> <p>8.3 The Health &amp; Safety audit took place on 9 February 2026; it was graded as outstanding.  Requested Wellbeing policy is in process of being written.</p>	
06. 03/26	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Geography Lead was not attending the meeting due to being unwell; there was no report.</p> <p>6.1 Headteacher update</p> <p>The SDP overview and actions: Equity, Access, Ambition and Foundation had been uploaded.  Safeguarding is monitored and all issues recorded on CPOMS. Briefings take place as part of the weekly staff update</p> <p>There are no pupils on Child Protection plans and one on Child in Need.  Assessment 78% are working at ARE (Age Related Expectation) in all subjects. Strong outcomes remain.</p> <p>Maths results are solid and <b>Writing ??</b></p> <p>Pupil numbers rise to 179 from Monday; this has created a need to buy new tables and chairs. The impact on the budget will be great, following October 2026 census.</p> <p>EYFS has 25 first choice applications, now 28. Even Y6 numbers have increased; which is unusual to move children in their final year at local schools.</p> <p>There have been problems with car parking. Parents need to park at village hall and take the path through to school. The local pub is unwilling to have parents park in their car park.</p>	
07. 03/26	<p><b>SIAMS</b></p>	

	<p>7.1 SN explained that every school has a SIAMS report that looks at the RE curriculum and how faith is embedded in school. Bradfield will not be on this round of visits; the next programme will be published in Spring/early summer.</p> <p>He has met with Kate Dickens, SIA from the Diocese: the curriculum has been rewritten and simplified, the Diocese scheme was of too high a standard, threshold concepts, which reflect the true essence of RE and are closely linked to theology, philosophy and human social sciences, have been rewritten with a threshold concept map and a threshold progression document created. Next steps are to look into the assessment of RE and monitor the effectiveness of teaching under the newly planned units.</p> <p>He needs to meet with CH (RE Lead) to discuss the above.</p>			
09. 03/26	<p><b>CURRICULUM</b></p> <p>9.1 Not discussed</p>			
11. 03/26	<p><b>GOVERNING BOARD MATTERS</b></p> <p>11.1 Safeguarding &amp; PREVENT. No issues, <b>RN will visit school and will upload his report to GovernorHub.</b></p> <p>11.2 Health &amp; Safety Checklist from January 2026 H&amp;S walk provided, no issues. H&amp;S audit February 2026 graded as outstanding.</p> <p>11.3 Wellbeing. Staff wellbeing audit just sent out, also to be uploaded to Teams</p> <p>11.4 <b>JP will visit School Council and Democracy time for report on personal development of pupils</b></p> <p>11.5 Governor forms were received from HD and DW, skills audits to be completed.</p> <p>11.6 Twenty Questions.</p> <p>13. How do we make regular reports on the work of the governing board to our parents and local community? <i>Regular reports, minutes published on website, Chair's report, parents' contribution meeting, letter from Chair to parents if occasion requires it. (green)</i></p> <p>14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally? <i>The HT is increasing links both within and outside WB, including Swindon and North of England, she also works for River Learning Trust. One teacher spent a day at the Swindon school and had a great experience. Not many schools within WB are working in the same way as Bradfield is now. School is part of the Mastery programme and has a good relationship with the SIP. HT, DHT and AHT look at other schools for best practice. (green)</i></p> <p>15. How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account? <i>There is a lot of expertise on the FGB. HT reports are very comprehensive, data trends to be added. Curriculum Leads present a report and in person to FGB (green)</i></p>			
11. 03/26	<p><b>ANY OTHER BUSINESS</b></p> <p>11.1 None</p>			
12. 03/26	<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>2025-2026</b></p> <p>FGB: Tuesday 16 October 2025 F: Thursday 27 November FGB: Thursday 11 December</p> </td> <td style="width: 50%; vertical-align: top;"> <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></p> <p>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></p> <p>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. 03/26	<p><b>CLOSE OF MEETING</b> 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 March 2026</li> <li>• Minutes December 2025</li> <li>• Record of Actions December 2025</li> <li>• School development Plan</li> <li>• FC draft Minutes January 2026</li> <li>• Schools Financial Value Standard</li> <li>• Health &amp; Safety audit report February 2026</li> <li>• Governor report – H&amp;S governor checklist</li> <li>• Twenty Questions</li> <li>• Policies: Financial Management, Charges and Remissions, Health &amp; Safety, Child Protection &amp; Safeguarding, Teachers Pay</li> <li>• <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> <li>•</li> </ul>	

**Actions:**

Safeguarding -RN will visit school and will upload his report to GovernorHub.  
 JP will visit School Council and Democracy time for 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 5 March 2026