

Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 28 April 2026 6.00pm

Present: Jessica Davies (HT) Jane Patrick Richard Norris (CHR)
Ray Ellis Lindsay Holley Steve Newbold Lexie Bisley
Helen Dickie Daisy Wood

Attending: Tom Millward (DHT) Pauline Ford (clerk)

Apologies: Mark Deakin **Absent:** Jemma McKay

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
01.04/26	Apologies were received and accepted from Mark Deakin, Jemma McKay was absent, apologies received subsequent to the meeting, Richard Norris and Tom Millward were 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	
02.04/26	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None.	
03.04/26	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 RE informed that they teach at other schools.	
04.04/26	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 5 March 2026 (<i>previously distributed</i>) were approved and signed by the Vice Chair.	
05.04/26	MATTERS ARISING 5.1 The Record of Actions was updated. RN to visit for safeguarding and JP to attend School Council.	
06.04/26	Geography update Tom Millward, Geography Lead, gave a presentation on how geography is taught. He explained the intent, implication and impact. KS1 start with the local area, LKS2 study Europe and then UKS2 study the wider world. The intent is that lessons take place weekly. Threshold concepts are agreed and go across all the curriculum and the definitions are always used. They include: Sustainability, Environment, Physical Process, Human Process, Human Feature, Physical Feature, Country, Continents, Equator, Settlement, United Kingdom, Regions, Economy, Time Zone (Prime Meriden), Climate.	

	He showed the timetable map for every year, covering 3 units per year. This is then plotted to a Concept map and Progression document. It was shown how geography fits into the Bradfield Principle map of 1. Happiness first 2. Every child a reader 3. Talk 4. Knowledge and Power, followed by the Design of Unit overviews of National Curriculum Objectives - Prior-Knowledge - Threshold Concepts - Key Questions - Key Vocabulary Suggested enrichment eg Fieldwork – Y5 to a wind turbine, Y4 to a Bradfield river, Y6 to Bournemouth coast. All children will go on the trips, the PTA funds the Y6 trip. Will children be introduced to AI as a research tool. Not yet, possibly in the future, some parents are IT risk averse. It is used in Y6. Ofsted noted that the geography curriculum has been meticulously designed, as have all 'home-grown' curriculums. TM left the meeting at 6.20pm. The governors thanked him for a very informative presentation. HEADTEACHER'S REPORT 6.1 Headteacher update The HT highlighted details from her report, which had been circulated. Attendance is 95.6% (96.1%) when adjusted to exclude one pupil who attends p/t 4 mornings per week. There is a small group of children with emotional based school avoidance. All interventions have been tried without success, now school has involved the Education Welfare Officer (EWO). Parents are always fined for taking children out on term time holidays. 1st offence – £160 reduced to £80 if paid within 21 days, 2nd offence – £160, 3rd offence – Court hearing and up to £2,500 fine, or up to 3 months in prison and a criminal record. School has a robust approach to attendance. The RE curriculum is in development. It will be unique to Bradfield. The HT will be curriculum lead for RE. 6.2 EHT role The HT has found this very hard work; tiring and challenging. Ideally, it needs to be a fulltime role. She commented that it very much made her appreciate Bradfield staff and pupils. The first LA review with Kate Perietti (SIA) has taken place, she noted that KV school is very different, much change has happened already. JD is concentrating on putting foundations in place first. Have any of the potential risks to Bradfield materialised. No, parents have been very supportive and are proud of Bradfield's HT helping another school. Staff have adapted to DHT and AHT stepping up. As EHT she has a weekly meeting with the Chair of the Interim Executive Board (IEB), IEB meetings monthly and WB meetings every 6 weeks. Will this agreement finish in July or at Christmas. Currently unknown but it is a significant workload for the HT.	
07.04/26	SIAMS 7.1 New curriculum covered in HT report	
08.04/26	FINANCE 8.1 Draft minutes from the Finance meeting on 24 March 2026 were available. The FC had also met prior to this meeting to view the budget for 2026/2027. Pupil numbers have increased to 180, with 36 new joiners outside of Reception, 27 starting after October census so funding will not be received until April 2027. The budget is predicted to be £19,000 in deficit, but the prediction for 2027/2028 is that there will be a surplus. Foundation intake for September 2026 is 29.	

	Th government will not fund staff pay rises. Teachers' pay rise is expected to be 6.5% over 3 years, covered from school funds. Although 36 extra pupils have joined no extra staff have been employed. The HT has created 3 staffing models: one perfect, 1 conservative and 1 as currently staffed. Budget constraints mean that it will be the latter; one extra TA is needed in EYFS due to increased numbers. The budget has been scrutinised; there are no more possible reductions to be made. The SBM is considering charging Mighty Allstars for their use of school premises for Breakfast and After School provision, which they currently use at no charge. 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. RESOLVED: That, having been proposed and seconded, the School Budget Plan for 2026/2027, was approved.	
09.04/26	CURRICULUM 9.1 Covered in HT Report	
10.04/26	POLICIES 10.1 The Staff Disciplinary policy, a Juniper HR policy, has been updated. RESOLVED: That, having been proposed and seconded, the Staff Disciplinary policy be approved. 10.2 The Early Career Teacher (ECT) policy, a Juniper HR policy, has been updated RESOLVED: That, having been proposed and seconded, the Early Career Teacher (ECT) policy be approved. 10.3 The Equality policy, based on the WB model policy, has been updated RESOLVED: That, having been proposed and seconded, the Equality policy be approved. 10.4 The Managing Drug Related Incidents policy, has been updated. RESOLVED: That, having been proposed and seconded, the Managing Drug Related Incidents policy be approved.	
11.04/26	GOVERNING BOARD MATTERS 11.1 Safeguarding & PREVENT. No issues, RN will visit school and will upload his report to GovernorHub. 11.2 Health & Safety JP will visit and provide a report. Some trees have been cut down. Environmental Development Plan to be updated. 11.3 Wellbeing. JP will visit Pupil Parliament. Third Staff wellbeing survey results available. Only 5 teachers, 9 TAs and 3 others responded. Very positive comments received 11.4 JP will visit School Council and Democracy time for report on personal development of pupils 11.5 HD and DW, skills audits to be completed. 11.6 Twenty Questions. 16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy? <i>Governors visit school regularly for Learning Walks, Father's Day lunch, Christmas lunch, sports day. Governor report forms to be completed each time for Governance folder. All governors to try and visit once per term, if possible. Careers week in July- Parents/Governors run mini workshops and also attend Y6 play. (Green)</i> 17. How well does our policy review schedule work and how do we ensure compliance? <i>Effective policy schedule with all statutory policies reviewed by FGB. Reactive and adapting policies as required (Green)</i> 18. Do we know how effective performance management of all staff is within the school? <i>HT reports, observations by HT, pay recommendations data, feedback from staff wellbeing survey. Performance management structure more relaxed but 3 plans per year, rather than wait to react at the end of the year. HT and Chair discuss and share any issues with FGB (Green)</i>	

11.04/26	ANY OTHER BUSINESS 11.1 None			
12.04/26	DATE OF FUTURE MEETINGS FGB, FINANCE all meetings at 6.00pm <table border="1"><tr><td>2025-2026 FGB: Tuesday 16 October 2025 F: Thursday 27 November FGB: Thursday 11 December</td><td>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</td></tr></table>	2025-2026 FGB: Tuesday 16 October 2025 F: Thursday 27 November FGB: Thursday 11 December	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	
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13.04/26	CLOSE OF MEETING There being no further business, the Chair declared the meeting closed at 7.00pm			
Appendix	DOCUMENTS EMAILED • Agenda April 2026 • Minutes March 2026 • Record of Actions March 2026 • FC draft Minutes 24 March 2026 • HT report April 2026 • Twenty Questions • Policies: Staff Disciplinary, ECT, Equality, Managing Drug Related Incidents • Staff Wellbeing survey • DOCUMENTS PRESENTED AT THE MEETING •			

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 28 April 2026