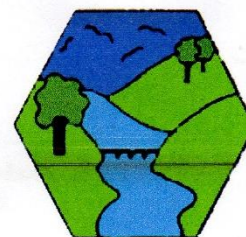


By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 20 September 2018



Minutes

Present: Lisa Nicolson ("LN"), Victoria Rees ("VR"), Keith Ernest (Chair) ("KE"), Bev Ball (Head teacher) ("BB"), Anton Campbell ("AC"), Martin Lowe ("ML"), Carrie Davies ("CD"), Joanne Jardim ("JJ") and Beth Borthwick ("BeB")

In Attendance: Michelle Hocking (Clerk)

Apologies: Rosemary Jago ("RJ"), David New ("DN") and Andrew Wylie ("AW")

Item	Minute	Action
1	<p>Introduction:</p> <p>(a) Welcome and Apologies BB took the chair, opened the meeting at 6.40pm, declared the meeting quorate and formally welcomed everyone to the new academic year. Apologies were noted and accepted from RJ, DN and AW – KE was delayed but would join the meeting as soon as he was able.</p> <p>(b) Elect Chair/Vice Chair Procedure Acknowledged (a) It was formally noted that the process for nomination of the chair and vice-chair was: (i) All governors are made aware of the need to elect chair and vice-chair of governors in the first meeting of the academic year, each for a term of office of one year; (ii) All governors are given the opportunity to nominate themselves for either of these roles (both before and during the first meeting of the academic year); (iii) In order that governors feel able to vote freely, persons nominating themselves are identified and are invited to leave the room whilst the remaining governors vote on their appointment; and (iv) Self-nominated individuals must then be nominated and seconded and then their appointment to the role of chair or vice-chair is put to the governing body as a whole to vote upon. (b) Each governor present confirmed that they had been made aware of the need to elect people and invited to nominate themselves to the roles of chair and vice-chair of governors by email prior to the meeting, attaching the agenda. BB asked if anyone wished to nominate themselves for either of these roles.</p> <p>It was noted that KE had confirmed prior to the meeting that he would be prepared to re-stand and chair and RJ had confirmed that she would be prepared to re-stand as joint vice-chair. LN also confirmed that she would be prepared to stand as joint vice-chair. There were no other nominees/volunteers for these roles. LN was invited to leave the room but all present deemed this unnecessary.</p> <p>It was noted that KE's term of office as a parent governor was expiring in November and, in order to facilitate his appointment as chair for a year, it was unanimously agreed that, KE having agreed to tender his resignation as parent governor and be re-appointed to another category, KE be and is appointed as a co-</p>	

	<p>opted governor with immediate effect.</p> <p>It was unanimously agreed that KE be and is appointed chair of governors and LN and RJ be and are appointed joint vice chair of governors each with immediate effect and for a term of one year (until September 2019).</p> <p><i>LN took the chair in the absence of both KE and RJ.</i></p>	<p>Clerk to update records accordingly</p>
2	<p>Pecuniary and Business Interests Register</p> <p>It was noted that all present had completed the annual Related Parties Declaration of Interests forms and, save as completed in the register by staff in relation to Pay Policy discussions, no interests were declared in the business of this meeting.</p>	
3	<p>Approval of minutes of meeting held 12 July/Matters Arising not covered elsewhere/Summary of Action Points</p> <p>There were no comments raised on the previous minutes and so LN initialled them as a true and accurate record of that meeting.</p> <p>The following matters arising were noted:</p> <ul style="list-style-type: none"> • Potential new governors: Inspiringovernance: It was noted that KE was continuing to monitor • All to attend Safeguarding Training on 5th November 9.30-12.30 if feasible – LN, VR, AC, KE and BeB confirmed, ML tentative • CofE 'Embracing Change' document: KE, LN and RJ to review Appendix 2/delegate review of specific areas to sub-committees as appropriate – carry forward • Governors' Publicity Leaflet to be produced by AC/KE/RJ/LN – carry forward • DN to categorise Governor Visits comments – carry forward • DN, AC, BeB and BB to liaise to arrange Pay Panel meeting – 3.15pm on 9th October was agreed, with VR standing in for DN if he was unable to make this date. • Skills Audit and 'Must, Could Should'/Expectations of Governors documents had been circulated – governors to complete and return to LN/Clerk by 27th September <p>Other matters complete, superceded or part of this meeting's agenda.</p>	<p>(a) Clerk to arrange KE to sign July minutes</p> <p>(b) KE to continue to monitor inspiringovernance for local educational experts</p> <p>(c) All to attend Safeguarding Training on 5th November 9.30-12.30 if feasible (and email Clerk to confirm attendance by end of September)</p> <p>(d) Clerk to circulate latest RightChoice training link to all after the meeting</p> <p>(e) KE, LN and RJ to review CofE 'Embracing Change' document, Appendix 2/delegate review of specific areas to sub-committees as appropriate</p> <p>(f) Governors' Publicity Leaflet to be produced by AC/KE/RJ/LN</p> <p>(g) DN to categorise Governor Visits comments</p> <p>(h) All to complete Skills Audit and RAG rate 'Must, Could Should'/Expectations of Governors and return to LN/Clerk by 27th September</p>
4	<p>Agree Committees. Panels, Working Parties and Named & Nominated Governors</p> <p>Membership of Committees was unanimously agreed as follows:</p> <p>F&E: AC (chair), DH, BeB and LN F&P: ML (chair), BB, KE, RJ, AW, VR and JC-O/ED T&L: DN (chair), BB, CD and JJ – further (non-staff) educationalists to be appointed as soon as possible)</p> <p>Membership of Panels was unanimously agreed as follows:</p> <p>Pay Panel: AC, BeB and DN (VR reserve) Pay Panel Appeals: Decided if/when required</p>	

	<p>Staffing Panel: Decided if/when required Staffing Appeals: Decided if/when required HT Review Panel: KE, RJ and BeB</p> <p>Named and Nominated Governors were unanimously agreed as follows: Health & Safety Governor: VR SEN(D)/PP Governor/Looked After Children: DN Safeguarding/Child Protection Governor: LN EYFS Governor: VR Whistleblowing Governor: AC Equality & Diversity (Including Community Cohesion) Governor: BeB</p>	
5	<p>Headteacher Update (Including SIAP) SIAP It was noted that the SIAP had been circulated prior to the meeting and it was presumed that all present had read it.</p> <p>BB highlighted as follows:</p> <ul style="list-style-type: none"> • Costings are in line with other years re CPD/release time • Supervision Provision (£600) – therapist for all staff – monthly sessions to access if/when required at offsite location • 'SEMH' = Social, Emotional, Mental Health • 'Non-negotiables' = not open to negotiation, i.e. these are strict and absolute requirements • 'Global Neighbours' = Christian Aid accreditation scheme (developing greater awareness of communities) <p>Special Application Request BB reported that she had received, via the LA (who did not object), an application from a local resident on behalf of her grandchild – to join the school for a two-month period (November and December) whilst visiting from New Zealand.</p> <p>It was noted as follows:</p> <ul style="list-style-type: none"> • BB knows the grandmother (former neighbour) and therefore considered herself conflicted from making a decision and deferred to the governing board • New Zealand schools are on holiday during much of November and December (and the child's school was supportive of/had consented to the travel at that time) • It was unclear which class would be appropriate for the child (New Zealand schooling system somewhat different and placing on basis of age alone may not be suitable) • Given the relatively short placement requested, the majority may comprise settling in time – disruptive for the child and rest of the class • Potential for further (permanent) incoming children - place cannot be blocked • No funding would be available to support this child/any extra work arising from their admission • Precedent could not be set <p>It was unanimously agreed (BB abstaining for potential conflict reasons given above) that this application, with regret, be declined. It was noted that precedent was not set and each case would be considered on its own merits – acknowledging that introduction of overseas peers (with different cultures/life experiences) could be enriching for all – and an appropriate balance</p>	

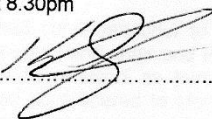
	would be sought in each case. KE joined the meeting at 7.15pm	
6	Link Governors LN reported that the Link Governors' Schedule had been circulated and DN had the final draft of the new Visit Form (ready for use going forwards). LN requested that all governors coordinate to continue completion of Visit Forms and try to visit all of their class teachers (i.e. both if allocated to a class with job share teaching staff).	
7	Safeguarding Update LN reported: <ul style="list-style-type: none"> Keeping Children Safe in Education ("KCSiE"): Update had been circulated and an acknowledgement for signature was being passed around the meeting As mentioned under item 3 above, all to endeavour to attend safeguarding training on 5th November and notify Clerk by end of September Outstanding schools had been sent '20 Questions', which have been completed by all staff and sent to governors. All governors to complete and return to LN by 5th October <p>It was noted that the Safeguarding Audit was scheduled for 3rd November this year.</p>	(a) Clerk to obtain signature acknowledging KCSiE from absentees (b) All to complete 20 Questions and return to LN by 5th October
8	Teaching & Learning Committee Update It was noted that T & L Committee had not yet met and update would be deferred to the November meeting.	
9	Foundation & Ethos Committee Update It was noted that the F&E minutes had not been received in time for circulation prior to the meeting, but AC highlighted as follows: <ul style="list-style-type: none"> Draft Action Plan has been produced – based on SIAMs Single Equalities Policy (based on Diocese of Bristol model policy) has been reviewed and recommended for adoption The committee will focus on an area of the Action Plan during each visit – overwhelmingly positive response to this so far Parent Questionnaires: responses were on a par with last year – with no particular increase in negativity or positivity AC will continue to work with new vicar/Diocese to appoint appropriate new Foundation Governor Church Award will be progressed via this committee All governors are reminded to try to attend as many school events as feasible (to ensure governing body representation – even if only one person – at every event) A Parent Code of Conduct will be drafted if all are happy with this proposal – this was unanimously agreed <p>There were no comments or queries on the F&E report.</p> JJ left the meeting at 7.40pm	Clerk to upload F&E September minutes to File Manager after the meeting Clerk to circulate Single Equalities Policy to all after the meeting for comments/approval by email BB to draft Parent Code of Conduct for final approval
10	Finance, Premises, Staffing & HR Committee Update	

	<p>It was noted that the F&P committee had not yet met, although its first meeting would take place as soon as feasible and prior to staff changes.</p> <p>ML reported as follows:</p> <ul style="list-style-type: none"> The overall position at the end of the year was surprising – current calculations suggested a surplus of £20K. He understood this to be predominantly due to lower than forecast staffing costs and increases in BB's consultancy fees income. If there was such a surplus this represented a missed opportunity - but this needed to be carefully checked and verified. The school Finance Officer was leaving on 12th October. The School Manager (who holds all relevant qualifications) will take on the day to day finance role and there will be an associated re-allocation of parts of her current role to other office staff and a new role of Office Assistant created/advertised. Teachers' Pay: As previously, it is proposed that national guidance is followed this year – which, when offset by grant funding, will result in c.£4-5K increase overall. ML will send a summary by email for consideration/comment/approval. <p>There were no comments or queries on the F&P report.</p>	<p>ML to circulate Pay proposals summary email for comment/approval as soon as possible</p>
11	<p>Scheme of Delegation In RJ's absence, this agenda item was deferred until the next meeting.</p>	<p>Clerk to add Scheme of Delegation to the November agenda</p>
12	<p>Ratification of Policies:</p> <p>(a) Code of Conduct To ensure all governors have reviewed, it was agreed that the Code of Conduct would be re-circulated after the meeting for email approval.</p> <p>(c) Child Protection To ensure all governors have reviewed, it was agreed that the Child Protection Policy would be re-circulated after the meeting for email approval.</p> <p>(d) Pay Deferred to the November meeting.</p> <p>(e) Single Equalities To ensure all governors have reviewed, it was agreed that the Single Equalities Policy would be circulated after the meeting for email approval.</p> <p>(e) Probationary It was unanimously agreed that, save for house-styling/personalisation, the Probationary Policy be and is approved and adopted with immediate effect in the form circulated prior to and produced at the meeting.</p>	<p>Clerk to circulate/re-circulate each of the Code of Conduct, Child Protection Policy and Single Equalities for comment/approval by email after the meeting.</p> <p>Clerk to 'house style'/personalise Probationary Policy and file as an approved policy.</p>
13	<p>Collaboration Update BB reported that she was meeting with her peers on the School Improvement Group next week – which represented a useful</p>	

	validation forum.	
14	<p>Governor Training and Skills Analysis/RAG'd 'Must, Could, Should'</p> <p>ML mentioned some courses he was hoping to attend – he noted that he would liaise with the Clerk to arrange bookings as appropriate.</p>	ML and Clerk to liaise to arrange training course bookings for ML.
14	<p>AOB:</p> <p>New Governor (2 community governor vacancies)</p> <p>LN reported that she had conversed with a potential new governor with a strong educational background. All were enthusiastic and LN agreed to invite her to the next meeting (after the AGM)</p> <p>Governor Engagement</p> <p>KE reported that he was drafting a newsletter item about being a governor to aid transparency and engagement with parents. RJ, LN and ML had offered to help.</p> <p>Chair's Update</p> <p>The discussion of this agenda item is recorded in a confidential appendix to these minutes.</p>	<p>Clerk to send observer documents to potential new governor prior to the November meeting.</p> <p>KE/RJ/LN/ML to draft newsletter item re being a governor</p>
15	<p>How have we contributed to the vision of By Brook Valley C of E Primary School today?</p> <p>Added Value: It was noted that the FGB had added value with the matters considered at tonight's meeting by:</p> <ul style="list-style-type: none"> • Allocating roles and duties • Commencing clarification of funding to secure the school's future • Considered financial accountability • Moved towards recruitment of new governor to complement/enhance the board's existing skills' set 	N/A
17	Date of next meeting: 22 November 2018 at 6pm (AGM followed by FGB)	Note

The Chair closed the meeting at 8.30pm

Signed.....



Date 22/11/18...