

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 22 November 2018



Minutes

Present: Bev Ball (Head teacher) ("BB"), Keith Ernest ("KE") (Chair), Anton Campbell ("AC"), Joanne Jardim ("JJ"), Lisa Nicolson ("LN"), Carrie Davies ("CB") and Andrew Wylie ("AW"),

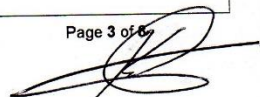
In Attendance: Emma Dadd (School Manager) ("ED") and Michelle Hocking (Clerk/Company Secretary) ("MH") and (for agenda items 1 and 2 only) Steve Frazer (Auditors' representative) ("SF") and Elizabeth Townsend (Representative of Diocese of Bristol Academies Company ("DOBAT") and (from agenda item 3 onwards) Jaclyn Cross (prospective Foundation Governor/Director) ("JC")

Apologies: Rosemary Jago ("RJ"), Beth Borthwick ("BeB"), David New ("DN") and Martin Lowe ("ML")

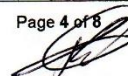
Item	Minute	Action
1	<p>Welcome and Apologies</p> <p>KE took the chair, opened the meeting at 6pm, declared the meeting quorate and formally welcomed everyone to the meeting. Apologies were noted and accepted from RJ, BeB, DN and ML.</p>	
2	<p>AGM Business Items:</p> <p>It was noted that the accounts, including the auditors' report, directors' report and the management letter (incorporating client comments) had been circulated (by email and upload to File Manager) prior to the meeting and it was presumed that all present had read them.</p> <p>Highlights</p> <p>KE handed over to SF, as the auditors' representative, to take the board through the accounts. SF reported as follows:</p> <p>Highlights</p> <p>(a) Review of the Accounts</p> <ul style="list-style-type: none"> Income increase from previous year: total income c.£940K predominantly due to increase in consultancy income and donations (grant income remained the same as last year) Expenditure just over £1m: Predominantly due to increase in teachers' salary costs. Pension liability is less, c.£106K. Total Funds: c.£2.8m (same as previous year) – predominantly buildings. Assets: Declining in value due to depreciation. Debtors: Broadly the same as previous year. Creditors: Up slightly from last year due to change in payroll provider and associated change in pensions payment timescale Cash: Position is up slightly and remains appropriate for a school of this size: c.£260K. Unrestricted Funds: £191K. <p>SF summarised that the audit went very well – and both reports are</p>	

	<p>clear.</p> <p>(b) Review of Management Letter Points The audit had identified six risks: 2 high risks and 4 medium risks as outlined in the Management Letter – one of which was brought forward from last year – and the school finance team had already provided the draft client response circulated prior to the meeting.</p> <p>SF noted that all issues raised were being dealt with and the main concern was with the brought forward item as the school could be challenged for not dealing with this. It was acknowledged that it was taking a little time to rectify errors in the current structure but it was anticipated that this would be completed early in the New Year and definitely before the end of the academic year.</p> <p>(c) Any other matters:</p> <p>(i) Subsequent Events None, so far as the auditors and directors were aware.</p> <p>(ii) Electronic Publication SF and his team would liaise with ED in the usual manner, after the meeting with a view to filing the accounts by the end of the year.</p> <p>The accounts and Management Letter (including responses) were noted and approved.</p> <p><i>The meeting adjourned at 6.05pm to allow the AGM to take place.</i></p> <p><i>The meeting reconvened, JC joined the meeting and SF and DOBAT left the meeting at 6.25pm.</i></p>	
3	<p>Pecuniary and Business Interests Register It was noted that all present had completed the annual Related Parties Declaration of Interests forms and no interests were declared in the business of this meeting.</p>	
4	<p>Approval of minutes of meeting held 20 September/Matters Arising not covered elsewhere/Summary of Action Points There were no comments raised on the previous minutes and so KE signed 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"> • KE, LN and RJ to review CofE 'Embracing Change' document, 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 • MH to obtain signature acknowledging KCSiE from absentees – carry forward <p>Other matters complete or part of this meeting's agenda.</p>	
5	<p>Headteacher Update It was noted that BB's Headteacher Report had only been uploaded earlier in the day and BB provided hard copies for those who had not had the opportunity to review prior to the meeting. BB highlighted as follows:</p>	<p>MH to notify absent members of the F&P Committee (ML and RJ) of the decision to approve additional TA support</p>


	<ul style="list-style-type: none"> • Number on Roll = 189 – although this fluctuates regularly as there are constant enquiries. • Deferred Entry Enquiries: Parents of summer born children have the right to delay their child's start date into reception class (known as delayed entry), until the start of the next school year. BB is discussing appropriateness with a couple of families contemplating this. If any applications are received then the governing board, as the admissions authority, will need to decide whether or not to accept. • ASP Data: Confirms targets. • General: It has been a very good start to the year – the school's team won the Sheldon School Science Competition, this was an excellent result. • Teacher appraisals: In place by the end of October, in accordance with requirements. • National Leader of Education ("NLE")/ National Support School ("NSS") work continues. • Parental engagement: All have been offered the opportunity to attend a workshop/linger & learn session • PGL Trip: Very successful with the school enjoying the whole centre to itself. • Additional TA Support: Proposed TA support for those with high level/complex needs and/or low baselines in two classes – cost c.£7K. The board unanimously approved additional TA support on this basis. <p>There were no comments or queries raised.</p>	
6	<p>Safeguarding</p> <p>LN reported as follows:</p> <ul style="list-style-type: none"> • Audit: LN and BB had met to complete the Wiltshire Council annual Safeguarding Audit. This year they completed it independently and compared their answers – they agreed on all areas. All areas rated as either Effective or Highly Effective. Submitted on 8th November. New Action Plan in place for this year. • Training: Provided by Wiltshire Council on the whole school TD Day in November – was attended by some governors including LN (Safeguarding Governor) and KE (Chair of Governors) – excellent training and thanks given to training lead. • 20 Questions: Some replies still awaited, but once received LN will produce a document with the answers to some of the questions that people replied/did not know/where the best answer was not always selected • Safeguarding Incidents: One reported to LN (Safeguarding Governor) and KE (Chair of Governors) in October. It was a serious safeguarding concern. BB was notified at the earliest possible opportunity by school staff and she subsequently informed LN and KE. Communication with the family from all concerned was excellent (LN confirmed she had seen all the written communications), thorough investigation was conducted by BB and changes have been made in procedures that were not robust enough and/or not being followed. All staff have been informed of new procedures (LN has personally witnessed some of these in school on more than one occasion). LN contacted the family directly to offer a response from the Governing Board and provide an additional point of contact should they wish to discuss further – they did not. 	



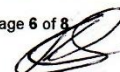
7	Scheme of Delegation Update Deferred in RJ's absence.	
8	Teaching & Learning Committee Update It was noted that the T&L minutes had not been circulated prior to the meeting and DN was absent. So those who had attended the meeting gave a verbal update as follows: <ul style="list-style-type: none"> • T&L Action Plan was reviewed; • Yr4 books were reviewed; • English and Maths Policies were adjusted; • Pupil Premium Report was considered; • CD presented the Computing Subject Leader Report; and • Revision of the school prospectus was recommended. There were no comments or queries on the T&L report.	DN to circulate T&L minutes via MH
9	Foundation & Ethos Committee Update It was noted that the F&E minutes had been uploaded prior to the meeting and it was presumed that all present had reviewed them. AC highlighted as follows: <ul style="list-style-type: none"> • The committee conducted a walk around the school focussed on Christian Distinctiveness – this was positive • Parents Evenings had been attended – with support offered to staff as appropriate • Website required updating – both generally on a regular basis (for various specific items) but also to improve compatibility with all devices. ED reported that an initial indicative quotation for compatibility upgrade had been obtained: £1,500. The board discussed the potential to include further upgrade items as part of this work and the board unanimously agreed that the office team should progress to have such work conducted by current website provider up to a maximum cost of £3,000. AC explained that the PCC had approved JC as a Foundation Governor in his place and, in default of the incumbent taking up his position, AC moving across to the ex officio Foundation Governor role. He further explained that he would shortly be commencing theological studies with a view to ordination, but unfortunately his training sessions would clash with scheduled Full Governing Board ("FGB") meetings. On the basis that AC continues to be very active as governor in the school and will continue to chair F&E Committee (and LN had agreed to deputise for him and present F&E reports to the FGB) the board unanimously agreed that AC be permitted to take a sabbatical from FGB meetings for the duration of his training course with impunity. It was finally noted that AC and JJ attended some very beneficial diocesan SIAMs training (£70 cost incurred per person) – they reported that there was lots of work to be done to achieve the aspirational 'outstanding' rating. There were no comments or queries on the F&E report.	
10	Finance, Premises, Staffing & HR Committee Update In the absence of any governors present at the meeting, KE read from ML's summary highlights as follows: <ul style="list-style-type: none"> • Small surplus (income vs expenditure) during the last academic 	MH to obtain further like-for-like full electrical upgrade quotations as soon as feasible



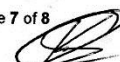
	<p>year, leaving c£196k in the bank.</p> <ul style="list-style-type: none"> • Good position to be in, but initial budget for the new academic year suggests a £27k deficit, so we don't want to be too over-confident. Increased teacher cost (pay rise and additional TA) and cautious forecasts are the reason for the deficit prediction. We'll monitor this through the year (we were forecasting a deficit last year until the last couple of months too). • Catering contract out for tender. • Lighting upgrade approved in principal. MH reported that the current full upgrade quotation received was c.£19K and there was no room for negotiation/fixed price phased approach to this. It was unanimously agreed that, given the amount involved, one or two further like-for-like quotations should be obtained (for review by F&P if feasible) but that work should be commenced as soon as possible for the sake of safety and wellbeing. It was unanimously agreed that up to £19K spend on full electrical upgrade be and is authorised. Whilst new car park lighting was part of the full electrical upgrade, MH reported that pruning of large trees would be helpful in the interim and the school's groundsman had quoted £300 + VAT for significant pruning. This was also unanimously agreed. <p>There were no comments or queries on the F&P report.</p>	
11	<p>Ratification of Policies:</p> <p>(a) Anti-Bullying It was unanimously agreed that the Anti-Bullying Policy be and is approved in the form circulated prior to and produced at the meeting.</p> <p>(b) Assessment To be reviewed at the next T&L meeting.</p> <p>(c) EYFS To be reviewed at the next T&L meeting.</p> <p>(d) Freedom of Information To be reviewed at the next F&P meeting.</p> <p>(e) PSHE To be reviewed at the next F&E meeting.</p> <p>(f) Responsible Use To be reviewed at the next F&P meeting.</p> <p>(g) SEN To be reviewed at the next T&L meeting.</p> <p>(h) Staff/Governor Expenses/Allowances To be reviewed at the next F&P meeting.</p> <p>(i) Parent Code of Conduct This was reviewed and recommended by F&E. It was unanimously agreed that the Parent Code of Conduct be and is approved in the form approved by F&E.</p> <p>Note of email approval of:</p> <p>(a) Pay</p> <p>(b) Governors' Code of Conduct</p> <p>(c) Child Protection/Safeguarding</p> <p>(d) Single Equalities It was noted that each of the Pay Policy, Governors' Code of Conduct and Child Protection/Safeguarding Policy had been majority approved by email after the last meeting. It was further noted that the Single Equalities Policy had also been majority approved by email after the last meeting, subject only to addition of the minor</p>	<p>MH to file each of the Anti-Bullying Policy, Parent Code of Conduct, Pay Policy, Governors Code of Conduct, Child Protection/Safeguarding Policy and Single Equalities Policy as approved policies</p> <p>DN to add Assessment, EYFS and SEN Policies to the next T&L agenda</p> <p>AC to add PSHE Policy to the next F&E agenda</p> <p>MH to add Freedom of Information, Responsible Use and Staff/Governor Expenses/Allowances Policies to the next F&P agenda</p>



	amendments shown in revision-marking on the form uploaded to File Manager prior to this meeting.	
12	<p>Governor Training: Skills Analysis – summary review to inform training requirements</p> <p>Overall it was agreed that the governing board's combined skills set is strong - with a range of skills and experience.</p> <p>The board focussed on areas overall rated 3 out of five or below:</p> <p>'Essential' Areas:</p> <ol style="list-style-type: none"> 1. Understanding of current national education policy and the local education context: It was acknowledged that this is almost certainly an endemic issue in the current political and educational context, although governors should make efforts to understand the school's position (see below). 2. An understanding of special education needs and disabilities (SEND): It was noted that the SEND Governor had not completed the audit and his response would almost certainly have strengthened this analysis. 3. Experience of HR policy and processes, including employment legislation, recruitment, performance management and pay: With the recent departure of a specialist governor in this area, it was acknowledged that this was a skills gap which needed to be filled through governor recruitment or boosted by training. <p>'Desirable' Areas:</p> <ol style="list-style-type: none"> 1. Experience of charity law and governance: Availability of pertinent training to be monitored/booked. 2. Previous experience of being a board member in another sector or a governor/trustee in another school: It was observed that few governors had experience at another school as most were parents of children at the school/previously at the school. 3. Experience of promoting community cohesion: Considered to be a skills gap to potentially be filled through recruitment. 4. Experience of school sector risk management, including managing conflicts of interest/loyalty: Considered to be a skills gap to potentially be filled through recruitment. 5. Expertise in curriculum development, school assessment and progress/attainment: Whilst it was acknowledged that lack of confidence may have artificially qualified responses, BB suggested that all governors focus on improving their understanding of their link class's curriculum – through review of national curriculum requirements for that year group, the class pages on the school website and foci of visits. 6. Experience of procurement/purchasing; property and estate management; change management and preparing for and responding to external oversight: Considered to be a skills gap to potentially be filled through recruitment. 7. Experience of inspection and oversight in the school sector: It was noted that the non-responder's answer would certainly have boosted this and there was some pertinent training available which should be booked. 	<p>All to consider relevant training (and book via MH) and contacts/potential targeted recruitment opportunities</p>



13	Collaboration/Partnerships and National Update No further update save as reported in the Headteacher Report.	
14	<p>AOB:</p> <p>Expectations of Governors RAG Rating Review LN briefly summarised key items arising from responses as follows:</p> <ul style="list-style-type: none"> • Link Governor Visits: as previously discussed, acknowledged that overall visiting regularity was poor – with only three of nine completing all three visits (some also failed to complete forms for visits which were undertaken – LN stressed the need to <i>always</i> complete a visit form) • Ongoing Training: only 3 attended ongoing governor training (and training forms were not completed/materials were not pass to MH to cascade via upload to File Manager) <p>LN suggested that she update the Expectations of Governors document to reflect a number of changes to requirements and terminology (including addition of requirement for each governor to attend at least one data meeting per annum and make efforts to attend one of each of the other committees' meetings)</p> <p>It was noted that this year's data meetings were scheduled as follows: 14th January 2019 at 3.30pm 20th May 2019 at 3.30pm 8th July 2019 at 3.30pm (without Yr6 data)</p> <p>20 Questions Governing Body Self Review As noted in LN's safeguarding update above, some responses were still awaited and she would report in detail once all received and properly analysed.</p> <p>Nativity Tickets BB reminded governors who are parents that they are only entitled an extra ticket as a governor for performances of their link class – save for that, they are restricted by the same rules as apply to all parents – i.e. allocation of two tickets per family initially.</p> <p>Departure of Vicki Rees/Reception Class Link Governor KE reported that Vicki Rees had resigned during half term for personal reasons – on behalf of the governing board and the school he extended sincere thanks for all her work over her term of office. LN agreed to temporarily take on the role of link governor for Reception Class, with a view to handing over to a new governor in the New Year.</p> <p>Letter from Lord Agnew KE reported that he had received a letter from Lord Agnew confirming that current government policy is to support collaboration (including informal) rather than just joining Multi-Academy Trusts as the way forward.</p> <p>New Governor JC explained that she lived locally and was now retired and, whilst she was relatively busy with voluntary work, she was keen to volunteer at the school. She summarised her experience of working in adult education and in the voluntary and community sector – including managing tutors and staff in volunteering organisations and workforce development for staff and volunteers. It was noted that JC had strong community and church links, educational experience (including experience of Ofsted) and had</p>	<p>MH to remind governors to complete training forms/cascade training materials</p> <p>All to attend data meeting on one of the following dates: 14th January 2019; 20th May 2019 or 8th July 2019 (all at 3.30pm)</p> <p>MH to add 20 Questions to next agenda</p> <p>KE to circulate Lord Agnew letter for review via MH</p>



	been approved as a Foundation Governor by the PCC. JC confirmed that she remained keen to join the governing board and she was unanimously welcomed as a Foundation Governor to fill the vacancy arising from AC's move to the ex officio Foundation Governor position.	
17	<p>How have we contributed to the vision of By Brook Valley C of E Primary School today?</p> <ul style="list-style-type: none"> - Ensured compliance by holding the AGM and considering financial sustainability - Consistently funded additional educational support to help the children to fly - Recruited further expertise to the governing board and boosted the Foundation representation to further enhance Christian ethos/distinctiveness - Made prudent financial decisions to improve learning and working environment and support community communications 	N/A
18	Date of next meeting: 17 January 2019	Note

The Chair closed the meeting at 8.15pm

Signed.....

Date..17/1/19