

**By Brook Valley Academy Trust**  
 (Company Registration Number 8020467)  
**Academy Board Meeting**  
**Thursday 17<sup>th</sup> September 2020**  
**Virtual Meeting in Accordance with**  
**Covid 19 Guidance**  
**and**  
**Article 123 of the Articles of Association**



**Minutes**

**Present:** Graham Pike (Head teacher) (“**GP**”), Keith Ernest (“**KE**”) (Chair), Lisa Nicolson (“**LN**”), Carrie Davies (“**CB**”), Deborah Henshall (“**DH**”), David New (“**DN**”), Jaclyn Cross (“**JC**”), (from 6.55pm) Lakmini Harkus (“**LH**”) and (until 7pm) Rosemary Jago (“**RJ**”)

**In Attendance:** Anjali Kanagaratnam (observer and prospective Foundation Governor) (“**AK**”) and Michelle Hocking (Clerk/Company Secretary) (“**MH**”)

**Apologies:** Beth Borthwick (“**BeB**”) and Martin Lowe (“**ML**”)

Item	Minute	Action
	<p><b>Opening Prayer</b>            JC led the opening prayer:</p> <p><i>Loving God            We ask your blessing on our meeting this evening.</i></p> <p><i>We thank you for the privilege we have to be involved in the governance of this school. Lord grant us the discernment to make wise decisions, and guide us in your ways so that we always act with love and generosity of spirit.</i></p> <p><i>Please bless every child, family, member of staff and volunteer who make up this school. Give each one your protection and keep them safe so that they can grow, learn, and thrive in this place.</i></p> <p><i>We ask this in the name of your Son, our Lord Jesus Christ,            Amen</i></p>	
1	<p><b>Introduction</b>  <b>Welcome and Apologies</b>            MH took the chair, opened the meeting at 6.35pm, declared the meeting quorate and formally welcomed everyone to the meeting.            It was noted that AK had been appointed Foundation</p>	

Governor by the Diocese and, subject to final formalities, AK was welcomed as a new governor accordingly.

Apologies were noted and accepted from BeB and ML.

**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. MH asked if anyone wished to nominate themselves for either of these roles.

KE confirmed that he would be prepared to re-stand and chair and each of RJ and LN confirmed that she would be prepared to re-stand as joint vice-chair. There were no other nominees/volunteers for these roles. KE, RJ and LN were invited to leave the virtual meeting temporarily, but all present deemed this unnecessary.

It was noted that RJ's term of office as a community governor was expiring on 15<sup>th</sup> March 2021 and, in order to facilitate her appointment as joint vice-chair for a year, **it was unanimously agreed that, RJ be re-appointed as community governor for a four year term with effect from 16<sup>th</sup> March 2021.**

**DN nominated KE and LN seconded that nomination. KE nominated both RJ and LN and DN seconded these nominations. 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**

Roots to grow, wings to fly

"They will soar on wings like eagles" Isaiah 40:31

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	<p><b>governors each with immediate effect and for a term of one year (until the first meeting of the academic year 2021/22).</b></p> <p><b><i>KE took the chair.</i></b></p> <p>KE explained that, whilst he, RJ and LN were willing to continue in these roles for this academic year, they would be focusing on filling vacancies on the governing body and succession planning for chair and vice chair roles.</p> <p>It was noted that there were currently: 3 Co-opted/Community Governor vacancies and 2 Parent Governor vacancies on the governing board.</p>	
<p><b>2</b></p>	<p><b>Pecuniary and Business Interests Register</b></p> <p>It was noted that all present had received the annual Related Parties Declaration of Interests forms as part of the papers for this evening's meeting and asked to complete them as soon as possible. No interests were declared in the business of this meeting.</p> <p>All consented to publication of the interests declared, in compliance with regulations and guidance, in the usual manner.</p>	<p><b>All to complete their annual Related Parties Declaration of Interests forms and return to MH as soon as possible</b></p>
<p><b>3</b></p>	<p><b>Note/ratification of email approvals:</b></p> <ul style="list-style-type: none"> <li><b>(a) Minutes of last meeting</b></li> <li><b>(b) Minutes of Committees</b></li> <li><b>(c) Child Protection Policy</b></li> <li><b>(d) Staff Behaviour Policy</b></li> <li><b>(e) Anti-Bullying Policy</b></li> <li><b>(f) Code of Conduct (Governors)</b></li> <li><b>(g) CPD Policy</b></li> <li><b>(h) Equality Information</b></li> <li><b>(i) Gifted &amp; Talented Policy – subject to T&amp;L</b></li> <li><b>(j) Learning Outside the Classroom and Educational Visits Policy</b></li> <li><b>(k) Online Safety Policy</b></li> <li><b>(l) Pay Policy</b></li> <li><b>(m) Responsible Use Policy</b></li> <li><b>(n) Scheme of Delegation</b></li> </ul> <p>It was acknowledged that each of the documents listed in 2(a) – (n) above (inclusive) had been circulated prior to the meeting and all present had reviewed them. It was also noted that MH had asked all committees agree a list of policies delegated to them which should have Equality Impact Assessments (EIAs) – with such list to</p>	<p><b>MH to add the following to the next FGB agenda:</b></p> <ul style="list-style-type: none"> <li><b>• EIA Committees' Lists</b></li> </ul>



	<p>be ratified at the next meeting.</p> <p><b>It was unanimously agreed that:</b></p> <p><b>(i) the Gifted &amp; Talented Policy was no longer relevant as high prior attainers were monitored under other policies (such as SEND) and T&amp;L Committee processes.</b></p> <p><b>(ii) Learning Outside the Classroom be reviewed in detail by T&amp;L at their first committee meeting and changes, required by updated guidance including Covid 19 related guidance, ratified at the next meeting</b></p> <p>KE acknowledged that the Pay Policy had not yet been updated (see F&amp;P Update under item 10 below)</p> <p>It was noted that, save for the comments raised by RJ on the Scheme of Delegation (see Appendix 1), no comments had been received on documents 2(a) – (h) (inclusive), 2(k) or 2(m)</p> <p><b>It was unanimously agreed that, subject to completion of EIA’s (to the extent deemed necessary pursuant to the agreed EIA Lists produced by committees and ratified at the next meeting), approval of each of the documents listed in 2(a) – (h) (inclusive), 2(k) and 2(m) be and is confirmed and ratified.</b></p> <p>It was noted that the above approval included agreement that:</p> <ul style="list-style-type: none"> <li>• the last minutes were a true and accurate record of the meeting on 9<sup>th</sup> July 2020</li> <li>• the minutes of the F&amp;E committee of 10<sup>th</sup> September 2020 were a true and accurate record of that meeting (the other two committees having not yet met)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Learning Outside the Classroom Policy</b></li> <li>• <b>Pay Policy</b></li> <li>• <b>Scheme of Delegation/Terms of Reference</b></li> </ul> <p><b>MH to remove Gifted &amp; Talented Policy from Policies Review Schedule</b></p> <p><b>KE to electronically sign the last minutes and return them to MH and MH to file the minutes as appropriate</b></p>
4	<p><b>Matters arising not covered elsewhere</b></p> <p>All matters complete, covered by this evening’s agenda or superseded save as follows:</p> <p><b>Item 2:</b> MH/RJ to add Fire &amp; Emergency Evacuation Policy to the next F&amp;P Agenda – carried forward to the first meeting of F&amp;P</p> <p><b>Item 9:</b> F&amp;E and F&amp;P to complete diocesan self review – carried forward as not included in F&amp;E’s last meeting and F&amp;P have not yet met</p>	<p><b>MH/RJ to add Fire &amp; Emergency Evacuation Policy to the next F&amp;P Agenda</b></p> <p><b>MH to add Fire &amp; Emergency Evacuation Policy to the next FGB Agenda</b></p> <p><b>F&amp;E and F&amp;P to complete diocesan self review</b></p>
5	<p><b>Agree Committees, Panels, Working Parties and</b></p>	

	<p><b>Named Governors</b>  <b>F&amp;E: JC (chair), GP, BeB, LN and AK</b>  <b>F&amp;P: RJ (chair), GP and KE (ED reporting)<sup>1</sup></b>  <b>T&amp;L: DN (chair), GP, CD, DH, LH and AK</b></p> <p><b>Membership of Panels was unanimously agreed as follows:</b>  <b>Pay Panel: LN, BeB and DN</b>  <b>Pay Panel Appeals: Decided if/when required</b>  <b>Staffing Panel: Decided if/when required</b>  <b>Staffing Appeals: Decided if/when required</b>  <b>HT Review Panel: KE, RJ and JC</b></p> <p><i>LH joined the meeting at 6.55pm</i></p> <p><b>Named and Nominated Governors were unanimously agreed as follows:</b>  <b>Health &amp; Safety Governor: BeB<sup>2</sup></b>  <b>SEN(D)/PP Governor/Looked After Children: DN</b>  <b>Safeguarding/Child Protection Governor: LN</b>  <b>EYFS Governor: JC</b>  <b>Whistleblowing Governor: RJ (LN)</b>  <b>Equality &amp; Diversity (Including Community Cohesion) Governor: BeB</b></p> <p><i>RJ left the meeting at 7pm</i></p>	
6	<p><b>Headteacher Update - including September plans</b>  <b>School data 2019-20</b>  <b>School Improvement Action Plan (SIAP)</b>  <b>School evaluation</b>  <b>Monitoring report</b></p> <p>It was noted that GP's Headteacher's Report had been circulated (by way of upload to File Manager) prior to the meeting</p> <p>GP highlighted that the current key focus was returning to school, noting that:</p> <ul style="list-style-type: none"> <li>• it had been such a positive started with everyone really coming together as a school community – both now and throughout the school holidays</li> <li>• it was a pleasure working with such a committed and professional staff – who were a real credit to the school and pulled together as a team</li> <li>• children were happy, enthusiastic, and ready to learn</li> <li>• there was a real collegiate approach to ensuring a happy and safe start to the new term</li> </ul> <p>Questions were invited, there were none.</p>	

<sup>1</sup> RJ noted that she was endeavouring to recruit new governors to F&P – including an appropriate individual to take the chair going forwards

<sup>2</sup> BeB having volunteered by email prior to the meeting



	<p>GP added that the draft SIAP was currently being shared with staff for input before circulation to board members.</p> <p>GP reported that an in-site assessment system was ready to go.</p> <p>On behalf of the FGB, KE congratulated all staff on well they had come back together and ensured a successfully happy and safe start to the new term.</p>	<p><b>Once staff input has been received, GP to circulate the SIAP via MH</b></p>
<p><b>7</b></p>	<p><b>Safeguarding Governor/Link Governors Update</b></p> <p><i>Safeguarding</i></p> <p>LN reported that:</p> <ul style="list-style-type: none"> <li>• she was scheduled to meet with GP on 29<sup>th</sup> September</li> <li>• arrangements to conduct a Single Central Record (<b>SCR</b>) check (including how to manage the practicalities of this during the pandemic) were being made with the Office Manager</li> <li>• Safeguarding Audit was anticipated shortly – it is usually sent by the Local Authority around Half Term – GP and LN will complete this between them</li> <li>• New Keeping Children Safe in Education (<b>KCSiE</b>) – at least Part 1 and Appendix A – needed to be read by all staff and volunteers (including governors) – a copy of KCSiE 2020 and associated acknowledgement for signature would be circulated immediately following the meeting<sup>3</sup></li> <li>• All staff completed updated Safeguarding training on the first INSET Day</li> <li>• PREVENT training was scheduled for the end of this term/beginning of next term</li> </ul> <p><i>Link Governors</i></p> <p>LN reported that in previous years the link governor classes would have been allocated by now – LN needs to establish how happy both individual governors and the school are for governors to visit (and alternative methods of monitoring virtually if required).</p> <p>CD explained that in a recent Staff Meeting staff concurred that:</p> <ul style="list-style-type: none"> <li>• It was important for governors to visit the school – to see the children and staff behind the statistics and anonymised information reported at meetings</li> <li>• Now was a good time to reflect on the purpose of</li> </ul>	<p><b>MH to circulate KCSiE 2020 and acknowledgement for signature to all after the meeting</b></p> <p><b>GP to confirm updated PREVENT training at the next meeting</b></p>

<sup>3</sup> Sent within an hour after the end of the meeting



	<p>governor visits</p> <ul style="list-style-type: none"> <li>• Previously the key purpose had been to build a relationship with/connect with a teacher – but this had been of limited effectiveness as often the same governors were coming in due to limited availability across the governing body</li> <li>• Given the time and other constraints, it was important that visiting governors see across the whole school</li> <li>• There were various, practical ways to build relationships e.g. governors could volunteer to come in to listen to children read, conduct visits focused on identified priority areas across the school</li> </ul> <p>LN agreed that it was important to reflect on processes and not simply repeat what had been done in previous years unless it was effective – she also noted that reading, etc were flexible ways in which governors’ involvement could be broadened and facilitate further interaction with children.</p> <p>The board discussed the benefits of visits (following carefully considered processes to minimise risk – as per other volunteers and visiting music/supply teachers etc) targeted at curriculum foci/school improvement objectives, e.g.:</p> <ul style="list-style-type: none"> <li>• Reading with children</li> <li>• Spending time talking with Subject Leaders</li> <li>• Learning Walks</li> <li>• Talking with children</li> <li>• Looking at books</li> </ul> <p><b>It was unanimously agreed that a more flexible approach to Link Governorship be carefully considered – to evolve from simply being linked to specific classes – whilst acknowledging that at present there could be no insistence that people visit the school in person if they were uncomfortable with that during the pandemic.</b></p>	<p><b>LN to liaise with GP and draw up proposals, including written protocol for governors visiting during the pandemic</b></p>
<p><b>8</b></p>	<p><b>Curriculum, Teaching &amp; Learning Committee Update</b> It was noted that the C, T &amp; L committee had not met and DN would liaise with GP (and other committee members) to arrange a mutually convenient date.</p>	
<p><b>9</b></p>	<p><b>Foundation &amp; Ethos Committee Update</b> It was noted that the F&amp;E minutes (from meeting on 9<sup>th</sup> September) had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p>	

	<p>JC highlighted:</p> <ul style="list-style-type: none"> <li>• Terms of Reference and Action Plan were reviewed</li> <li>• Policies (including EIAs) were approved/recommended to FGB</li> <li>• The committee discussed creative ways in which governors could get involved and provide appropriate support during the current pandemic</li> <li>• Actions from the SIAMs visit would be reviewed with staff over the course of the academic year</li> </ul> <p>There were no comments or queries on the F&amp;E report.</p>	
<p><b>10</b></p>	<p><b>Finance, Premises, Staffing &amp; HR Committee Update</b></p> <p>In RJ's absence, KE highlighted the following points raised by the Finance Officer to F&amp;P committee members in an earlier email:</p> <ul style="list-style-type: none"> <li>• Support Staff pay award has been agreed at 2.75% and backdated to April 2020 (back pay to be given in September 2020 pay) - Budget had 2.5% assumed so slight increase there (Finance Officer will amend the budget prior to the next F&amp;P meeting)</li> <li>• Teaching Staff pay award paperwork has been sent through [2.75%] (assuming the school follows the recommendation by the unions) – would require a slight amendment to budget which has 2.5% assumed</li> </ul> <p>KE reported that all members of F&amp;P Committee recommended 2.75% increase for teachers to keep the school in line with national salaries (as in previous years). <b>The board unanimously agreed pay increases of 2.75% for Teachers as well as Support Staff.</b></p> <p>KE continued:</p> <ul style="list-style-type: none"> <li>• Recruitment of TA's for 1-1 contracts is in progress and these posts are already included in the budget</li> <li>• An extra TA contract for reception class in the afternoons needs to be set up with an existing member of staff (this post was not in the budget and so will be an additional cost – again the budget will be updated to include this prior to the next F&amp;P meeting)</li> <li>• A new fridge for the main kitchen has been ordered as being more cost effective than repairing the existing one – authorised by GP and the Finance Officer – cost = £940.00</li> <li>• The Pay Policy will be updated and circulated for email approval to be ratified at the next meeting</li> </ul>	<p><b>Finance Officer to action 2.75% salary increases as appropriate</b></p>



	There were no comments or queries on the F&P report.	
11	<b>Governor Training and Participation</b> MH drew everyone's attention to the LA Training Brochure circulated prior to the meeting by way of upload to File Manager and asked that all book via her.	
12	<b>AOB</b> None.	
13	<b>How have we contributed to the vision of By Brook Valley C of E Primary School today?</b> <ul style="list-style-type: none"> <li>• Ratification of policies</li> <li>• Reflecting on efficacy of Link Governor monitoring and alternative methods of maximising governors' support and challenge through this process</li> <li>• Ensuring governance structures are in place: agreeing annual posts, named governors, panels, etc as well as reiterating succession planning</li> <li>• Agreeing staff salary increases – to aid staff retention and help maintain staff morale during particularly challenging times</li> </ul>	N/A
14	<b>Date of next meeting: Thursday 19th November 2020 (NB starts at 6pm because preceded by AGM) - via virtual conference facilities unless guidance advises otherwise</b>	Note

The Chair closed the meeting at 7.40pm

Signed.....

Date.....*16/12/20*