

By Brook Valley Academy Trust
 (Company Registration Number 8020467)
Academy Board Meeting
Thursday 9th July 2020
Virtual Meeting in Accordance with
Covid 19 Guidance
and
Article 123 of the Articles of Association



Minutes

Present: Bev Ball (Head teacher) (“**BB**”), Keith Ernest (“**KE**”) (Chair), Lisa Nicolson (“**LN**”), Carrie Davies (“**CB**”), Deborah Henshall (“**DH**”), Lakmini Harkus (“**LH**”), David New (“**DN**”), Jaclyn Cross (“**JC**”), Rosemary Jago (“**RJ**”) and Anton Campbell (“**AC**”)

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

Apologies: Beth Borthwick (“**BeB**”), Graham Pike (Headteacher from September 2020) (“**GP**”) and Martin Lowe (“**ML**”)

Item	Minute	Action
	<p>Opening Prayer AC led the opening prayer</p>	
1	<p>Welcome and Apologies and Pecuniary & Business Interests Register KE took the chair, opened the meeting at 6.35pm, declared the meeting quorate and formally welcomed everyone to the meeting. Apologies were noted and accepted from BeB, GP and ML. 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. AC introduced AK and explained that she is the new curate AK has been licensed by the diocese as a lay worker to the By Brook Benefice and in September/October (when COVID restrictions allow) she will be ordained and then can officially take the clergy role.¹</p>	
2	<p>Note/ratification of email approvals: (a) Minutes of last meeting and Transition Plans</p>	

¹ See AOB below

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- (b) Minutes of Committees
- (c) Alcohol & Drugs Policy
- (d) Mental Health & Wellbeing Policy
- (e) Critical Incidents Policy
- (f) Allegations Against Staff Procedure
- (g) Data Protection Policy
- (h) DBS Policy
- (i) Debtor Management Policy
- (j) Fire & Emergency Evacuation Policy
- (k) Gifts & Hospitality Policy
- (l) Health & Safety Policy
- (m) Records Retention Policy
- (n) Risk Management Policy
- (o) Subject Access Request

It was acknowledged that each of the documents listed in 2(a) – (o) above (inclusive) had been circulated prior to the meeting and all present had reviewed them.

It was further noted that DN had emailed comments to the Clerk:

- (i) Some Equalities Impact Assessments (**EIAs**) had not been completed
- (ii) Mental Health & Wellbeing: EIA sexual orientation aspect is rated as N/A. Concerns about sexual orientation can be a cause of stress and anxiety to the individual concerned. Primary school age children are not too young to experience these concerns.
- (iii) Critical Incidents and Allegations Management: amend to state Headteacher = BB until 31.08.20 and thereafter GP
- (iv) Debtor Management: Add 'support for other schools' under examples of chargeable goods and services - whilst the view of F&P is that examples are not exhaustive, certainly support for other schools would fall under this
- (v) Fire & Emergency Evacuation: Add specific mention of disabled children and how the school would ensure that they are catered for specifically – e.g. designated member of staff/ child's support worker to ensure wheelchair is evacuated safely, communication with EAL/ hearing impaired, guidance of sight impaired children or staff etc
- (vi) Minor typographical errors

It was unanimously agreed that, subject to

MH to request completion of EIAs by all committees

MH/RJ to add Fire & Emergency Evacuation Policy to the next F&P Agenda

MH to add ratification of Fire & Emergency Evacuation Policy to the next FGB agenda

KE to electronically sign the last minutes and return them to MH and MH to file the minutes as appropriate



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	<p>completion of EIA's and amendment in accordance with DN's comments detailed above, approval of each of the documents listed in 2(a) – (i) and 2(k) – (o) (inclusive) be and is confirmed and ratified.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • the Fire & Emergency Evacuation Policy referred to at 2(j) above would be reconsidered with regard to disabled children provisions at the next F&P Committee meeting • the above approval included agreement that the last minutes were a true and accurate record of the meeting on 21st May 2020 	
<p>3</p>	<p>Matters arising not covered elsewhere</p> <p>It was noted that the Pay Panel – comprising DN, AC and LN had met and all the actions arising from the previous meeting were complete or covered by this evening's agenda.</p>	
<p>4</p>	<p>Headteacher Update - including September plans School data 2019-20 School Improvement Action Plan (SIAP) School evaluation Monitoring report</p> <p>It was noted that the following documents had been circulated (by way of upload to File Manager) prior to the meeting:</p> <p>Headteacher's Report</p> <ul style="list-style-type: none"> • SIA Timeline 2020-21 • Data: <ul style="list-style-type: none"> ○ EYFS end of Term 4 and end of Term 6 data summaries ○ Whole school end of year data summary • SIAP 2019 – 2020 • Summary Self-evaluation • Termly Monitoring Report Term 6 (Monitoring Report) <p>BB invited questions and/or comments on the documents circulated.</p> <p><i>Headteacher's Report</i></p> <p>Compassion: The importance of compassion to the school's ethos was observed as was the children's positive reaction to the recent Compassion Bus. It was unanimously agreed that the innovative ways – including the Compassion Bus – that compassion</p>	<p>DN, RJ and other willing governors to liaise with FOBBVs to fundraise for</p>

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was embedded into the school's curriculum should continue to be celebrated and progressed. The board agreed that willing governors will liaise with FOBBVs early in the new academic year to arrange fundraising for these purposes.

Compassion Bus, etc

SEND: BB noted that she was following up with the Local Authority (LA) regarding one SEND child in anticipation of additional funding being available to support a specific speech programme. This provision was incredibly positive for the child concerned although, due to the length of time available and need for a specifically skilled Named TA, may prove challenging for the school to staff.

HT Review: It was unanimously agreed that all are grateful for BB's exceptional leadership and, whilst a review now would not impact on future salary increments, a formal review to take stock and celebrate BB's achievements should take place if feasible. RJ and KE confirmed that they would make time to conduct a final review with BB.

School Improvement Advisor (SIA) Timelines

Board members queried whether mentoring support for the new headteacher was in addition to the SIA programme circulated.

BB confirmed that mentoring support is free, separate from SIA support and already booked (she understood that the mentor liaised directly with GP about this).

SIAP

The board congratulated BB and the team at how much had been completed in half a year. BB acknowledged that progress of the action plan had been good and explained that she had provided a detailed narrative to provide clarity for governors, staff and the new headteacher to assist movement forwards after her departure.

Monitoring

The Chair of Curriculum, Teaching & Learning Committee (C, T & L) queried whether the bullying/homophobic incidents reported involved the same students over a short space of time. BB confirmed that they involved the same perpetrator but different victims. The Chair of Foundation & Ethos Committee (F&E) confirmed that F&E had discussed these incidents at its last meeting and were reassured that appropriate

Roots to grow, wings to fly

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

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	<p>action had been taken. BB added that she awaits formal confirmation of closure of Child in Need (CIN) file prior to this child's transition to secondary school.</p> <p><i>Summary Self-Evaluation</i> BB stressed that this was an internal tool and not a formal Self Evaluation Form (SEF). Regarding this summary it was noted:</p> <ul style="list-style-type: none"> • Key points and suggested next steps are clearly outlined • Overall, the school is evaluated as good with some outstanding elements – BB explaining that lack of data, given COVID pandemic limitations, prevented clear retention of outstanding but she saw no barriers to return to outstanding within 12 months of normal operation • Board members observed that: <ul style="list-style-type: none"> ○ the summary was a good and well-reasoned document ○ it would provide good support to argue for retention of outstanding in the first few months of the new academic year as progress would still be evidenced in books and, given the pandemic, it would be unreasonable to expect more ○ Senior leadership had produced an honest summary – without being overly harsh or self-critical 	
<p>5</p>	<p>Safeguarding Governor Update LN reported that:</p> <ul style="list-style-type: none"> • She had an email catch up with BB: 26.06.20 • Updated KCSiE (Keeping Children Safe in Education).: <ul style="list-style-type: none"> ○ Model policy will be updated over the summer to reflect this ○ GP will be covering the updates, the new policy and PREVENT as part of a safeguarding update for all staff during the TD days in September • No new Multi-Agency Hub (MASH) cases since last update 	

	<ul style="list-style-type: none"> • CIN (Child in Need) to be moved to CAF • CP (Child Protection) case is ongoing • A few concerns but none that need escalating • CPOMS (the school's safeguarding documentation and management system) - GP has been briefed and this will get signed over to him mid-August • Some staff CPD missed due to COVID: <ul style="list-style-type: none"> ○ GP is aware ○ By Brook Valley will not be alone in needing some catch up • Relevant Safeguarding files will be hand delivered to secondary schools next week by BB • Annual Safeguarding Audit: <ul style="list-style-type: none"> ○ BB has completed this (subject to anything arising before the end of term next week) so GP has all the data to hand ○ Some new questions are likely, but most will be the same and continuity will be provided by LN being involved with the audit too <p>It was noted that GP has completed Designated Safeguarding Lead (DSL) training.</p> <p>Questions were invited. There were none.</p>	
<p>6</p>	<p>Curriculum, Teaching & Learning Committee Update</p> <p>It was noted that the C, T & L committee had not met – but a chain of email correspondence – including questions raised and responses provided by the school – had been circulated in place of minutes.</p> <p>The limitations on rigorously scrutinising predicted data were acknowledged but the board thanked the team for providing such an informative overview.</p>	
<p>7</p>	<p>Foundation & Ethos Committee Update</p> <p>It was noted that the F&E minutes (from meeting on 29th June) had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p>	




	<p>AC highlighted:</p> <ul style="list-style-type: none"> • As mentioned above, behaviour issues were covered • The committee had decided there was little benefit in asking for completion of parent questionnaires now – but would update questions as appropriate for a survey next academic year • Leaver service arrangements had been made • Action Plan was completed <p>There were no comments or queries on the F&E report.</p>	
<p>8</p>	<p>Finance, Premises, Staffing & HR Committee Update</p> <p>It was noted that the F&P minutes had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>RJ highlighted:</p> <ul style="list-style-type: none"> • Detailed policy review – including obtaining full suite of HR policies from provider was ongoing • Budget: <ul style="list-style-type: none"> ○ The Finance Officer updated the committee on budget – including the impact of COVID/furloughing of breakfast and after school club roles – distinct from other roles (the committee was comfortable that the right approach has been taken) ○ The committee recommended the budget (as circulated prior to this meeting) to the board – although the deadline for submission has been extended to September no significant changes are anticipated (and the board will be consulted should the position change) The board unanimously approved the budget in the form circulated prior to and produced at the meeting • Even during COVID the staff have continued an impressive amount of CPD and further CPD is planned for September • National Leader of Education (NLE)/National Support School (NSS): Upon BB's departure (she is an NLE) the school will lose its NSS status and so there have been some final accounting processes required – BB confirmed: <ul style="list-style-type: none"> ○ She has completed and submitted her end of year evaluation to the DfE ○ The Teaching School Council originally paid £4.5K to support 3 schools – due to one 	



	<p>school declining support and COVID preventing completion of scheduled work, only £2K actually earned</p> <ul style="list-style-type: none"> ○ £2.5k will either be returned to the Teaching School Council or paid to the NSS which will take over the support from By Brook Valley • Review of Service Contracts: cleaning contractors were noted as providing an enhanced standard and impressive flexibility during the pandemic and the pagoda roof has finally been replaced! • Maintenance Schedule: Priority issues have been identified to facilitate a more proactive approach to maintenance and appropriate budgeting for this – based on yearly, three-yearly, and longer-term priorities • Health & Safety is up to date and recent H&S walk has confirmed all is safe with only minor tidying-up actions required • Annual agenda planner has been drawn up to document more clearly what the committee deals with and schedule appropriate times over the year items should be considered • A pre-audit meeting is scheduled for tomorrow between the auditors, the Finance Officer, and the F&P committee members <p>There were no comments or queries on the F&P report.</p>	
<p>9</p>	<p>AOB <i>Diocese Consultation</i></p> <p>KE drew the board's attention to the documents circulated:</p> <ul style="list-style-type: none"> • Email from Diocese • DBE Growth & Sustainability Policy • Self Review (to accompany policy) <p>All governors were asked to review these documents and each committee to complete the Self Review.</p> <p>It was noted that By Brook Valley is a sustainable stand-alone academy and has not been specifically consulted – so it is considered that the papers to require little action at present.</p>	<p>F&E and F&P to complete diocesan self review²</p>

² C, T & L already completed

	<p><i>Departure of AC</i></p> <p>It was noted that AC would be leaving with effect from the end of the academic year. He spoke fondly of his time at the school and his continued commitment as evidenced by him making robust succession arrangements before standing down:</p> <ul style="list-style-type: none"> • JC has kindly agreed to step up as Chair of F&E • AK will, from September, step into the ex officio Foundation Governor role <p>On behalf of the board of governors and the school, KE thanked AC for his unerring dedication to By Brook Valley School – particularly since taking on significant study commitments and wished AC well.</p>	
<p>10</p>	<p>How have we contributed to the vision of By Brook Valley C of E Primary School today?</p> <p>KE highlighted that this was BB's last meeting prior to retirement and emphasised how instrumental she had been in forging roots to grow and wings to fly – with an Outstanding Ofsted and TWO Outstanding SIAMs in recent years – the school community learning to fly under her expert guidance. On behalf of all involved with the school KE extended a massive thank you to BB.</p> <p>BB in turn thanked governors for their support, challenge, and dedication – observing that all do a tremendous job on a voluntary basis.</p> <p>A personalised gift was presented to BB (having been delivered safely to her house in a socially distanced manner – many thanks to Mr Summers for this) and it was noted that, for the first time in the memory of all present, she was speechless!</p> <p>All wished BB the very best for the next phase of her life.</p>	<p>N/A</p>
<p>11</p>	<p>Date of next meeting: 17th September 2020 at 6.30pm (via virtual conference facilities unless guidance advises otherwise)</p>	<p>Note</p>

The Chair closed the meeting at 7.40pm



Signed..........

Date.....16/2/20.....