

**By Brook Valley Academy Trust**  
(Company Registration Number 8020467)  
**Academy Board Meeting**  
**Thursday 12 March 2020**



**Minutes**

**Present:** Bev Ball (Head teacher) (“**BB**”), Keith Ernest (“**KE**”) (Chair), Lisa Nicolson (“**LN**”), Carrie Davies (“**CB**”), Deborah Henshall (“**DH**”), Lakmini Harkus (“**LH**”), Beth Borthwick (“**BeB**”), David New (“**DN**”) and Jacyn Cross (“**JC**”)

**In Attendance:** Michelle Hocking (Clerk/Company Secretary) (“**MH**”)

**Apologies:** Rosemary Jago (“**RJ**”), Anton Campbell (“**AC**”) and Martin Lowe (“**ML**”)

Item	Minute	Action
	<p><b>Opening Prayer</b> BeB led the opening prayer:</p> <p><i>“Father God As we meet to discuss the realities and practicalities of school may we have time to reflect on the impact of the decisions we make and may they be led by your will not ours. We thank you for the strong relationships with our community and church and for the dedication of all staff at this school and how that has been seen through recent inspections. We place into your hands both the person that was appointed for headship in September and the work that Bev has and will continue to dedicate to this place. Be with us in all we do and decide. Amen”</i></p>	
1	<p><b>Introduction</b> <b>Welcome and Apologies</b> 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 RJ, AC and ML.</p>	
2	<p><b>Pecuniary and Business Interests Register</b> 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>	
3	<p><b>Approval of minutes of meeting and Matters Arising not covered elsewhere</b> There were no comments raised on the previous Governing Board minutes and so KE signed them as a true and accurate record of the meeting on 16<sup>th</sup> January.</p>	

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	<p>All matters arising complete, superseded or part of this meeting's agenda apart from:</p> <p><b>Item 4:</b> CD to raise flu vaccination proposal with staff to gauge likely uptake – it was noted that CD had emailed prior to the meeting that staff had thanked governors but would sort themselves.</p>	
4	<p><b>Headteacher Update (including staffing structure)</b></p> <p>It was noted that BB's Headteacher's Report, Termly Monitoring Report and data summaries had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>Questions were invited. There were none.</p> <p>BB highlighted:</p> <p><b>SIAMS</b></p> <p>The school was rated 'Excellent' (which is the highest rating) in its recent inspection. Letter of congratulations had been received from the Diocese of Bristol – new certificate placed in the school foyer.</p> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• NQT appointed on one-year fixed term contract to cover maternity leave – appointment for full year to support newly qualified status &amp; benefit of additional support if maternity leaver returns early</li> <li>• Estimated figures circulated based on salaries only (not on costs)</li> <li>• EHCP: Details awaited</li> <li>• Corona Virus: Position and guidance changes daily</li> <li>• National Leader of Education (<b>NLE</b>): Financial issues outlined in Headteacher's Report and F&amp;P committee minutes have been resolved</li> <li>• Comfort Quilt: This was much appreciated – BB had brought this to the meeting to be shown and admired – thanks were extended to its maker</li> </ul>	
5	<p><b>Data Summary</b></p> <p>Data reviewed by T&amp;L committee circulated prior to the meeting and no questions or comments were raised on this.</p>	
6	<p><b>SIAMS Update</b></p> <p>As noted above, 'Excellent' rating and certificate received and displayed.</p>	

7	<p><b>Safeguarding Update</b></p> <p>LN reported that she and BB had not yet met, but she had met with the Office Manager to review the Single Central Record (<b>SCR</b>): updates were reviewed, staff leavers are now being removed in real time and all is very orderly. LN hopes to attend Teaching School Alliance (<b>TSA</b>) on SCR in May.</p> <p>It was noted that, as reported in the Termly Monitoring Report circulated prior to the meeting, during Term 3:</p> <ul style="list-style-type: none"> <li>• 25 concerns raised (staff are alert and proactive): <ul style="list-style-type: none"> <li>○ 3 relating to 1 Child In Need</li> <li>○ 5 relating to 1 Child Protection child</li> </ul> </li> <li>• 0 referrals to Multi-Agency Safeguarding Hub (<b>MASH</b>)</li> <li>• End Term 2 all staff trained in CPOMS</li> <li>• All actions from Safeguarding Audit addressed</li> </ul>	
8	<p><b>Teaching &amp; Learning Committee Update</b></p> <p>It was noted that the T &amp; L committee minutes had not been circulated prior to the meeting but would be shortly afterwards.</p> <p>DN and BB reported:</p> <ul style="list-style-type: none"> <li>• Focus on Action Plan</li> <li>• A little early to see real impact of interventions</li> <li>• Progress indicates movement in the right direction</li> <li>• Closely monitoring Yr4 Boys</li> <li>• Early Years Foundation Stage (<b>EYFS</b>) progress is better than last year – letter of congratulations received from Local Authority (<b>LA</b>)</li> <li>• One Special Educational Needs (<b>SEN</b>) child in Yr6 unlikely to be ready for transition to Yr7 at the end of the academic year – this is being closely monitored</li> <li>• All governors invited to the next T&amp;L meeting – scheduled for Monday 16<sup>th</sup> March at 3.30pm</li> </ul>	<p><b>DN to circulate T&amp;L minutes via MH</b></p> <p><b>MH to circulate LA letter of congratulations re EYFS</b></p>
9	<p><b>Foundation &amp; Ethos Committee Update</b></p> <p>It was noted that the F&amp;E minutes had been circulated prior to the meeting and the focus of that committee's had been SIAMS.</p> <p>In AC's absence LN invited questions. There were no comments or queries on the F&amp;E minutes.</p>	
10	<p><b>Finance, Premises, Staffing &amp; HR Committee Update</b></p> <p>It was noted that the F&amp;P minutes had been circulated prior to the meeting.</p> <p>In RJ's absence KE acknowledged that F&amp;P meetings had been postponed for various reasons and another meeting was due – he invited questions.</p> <p>KE highlighted:</p> <ul style="list-style-type: none"> <li>• Staffing update discussions (as mentioned above)</li> </ul>	

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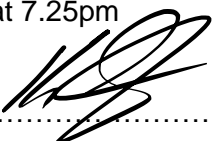
	<ul style="list-style-type: none"> <li>• NLE finance issues regarding BB’s retirement (again as mentioned above)</li> <li>• This committee meeting took place prior to SIAMS</li> <li>• As at the time of the meeting the budget forecast was satisfactory</li> <li>• The school meals provider was going from strength to strength – also providing to pre-school and numbers were increasing (food provided on the headteacher interviews day was also very good)</li> <li>• Consultancy income budget line is reported before 50% payments to staff</li> <li>• There are varying levels of pricing for IT contractual provisions – as noted this would be reviewed in detail and tendered in the autumn</li> <li>• Breakfast Club early opening time proved popular and is being continued at present</li> </ul> <p>There were no comments or queries on the F&amp;P report.</p>	
<p>11</p>	<p><b>Ratification of Policies:</b>  <b>(a) Medical Conditions</b>  <b>(b) Complaints (annual review recommended)</b>  <b>(c) Alcohol and Substance Abuse</b>  <b>(d) Attendance</b></p> <p>It was acknowledged that each of the above policies had been circulated prior to the meeting, having been reviewed and recommended for approval by the relevant committee, and all present had reviewed them.</p> <p>It was noted that the SIAMS Report had identified the following as an area for development: “Review school policies in line with the scheduled timetable so that the vision’s impact on the policy is made more explicit” BB and MH agreed to liaise to agree appropriate wording to be added to the policies to reflect the school vision’s impact (<b>Impact Statement</b>)</p> <p><b>It was unanimously agreed that, subject only to inclusion of Impact Statement, each of the above policies be and is approved for immediate adoption in the form circulated prior to and produced at the meeting.</b></p>	<p><b>BB and MH to liaise on appropriate Impact Statement, MH to add Impact Statement to policies and then file them as approved policies</b></p>
<p>12</p>	<p><b>Governor Training</b></p> <p>KE: Development For Chairs (ongoing) and Governor Monitoring King’s Lodge Training 5<sup>th</sup> March</p> <p>LN: Governor Monitoring King’s Lodge Training 5<sup>th</sup> March</p>	<p><b>MH to send King’s Lodge Training Materials to KE and LN</b></p> <p><b>KE and LN to present Governor Monitoring Training (based on King’s Lodge session) at the next meeting</b></p>

	<p>MH: Online 'The Best Use of Resources – Managing Academy Finance' training</p> <p>KE and MH booked on 'Effective Governance: Chair of Governors &amp; Clerks' on 11<sup>th</sup> June</p>	<p><b>MH to add Governor Monitoring Training session to the next agenda</b></p> <p><b>MH to upload copy of Finance training certificate to File Manager</b></p>
<p><b>13</b></p>	<p><b>Collaboration/Partnerships and National Update</b></p> <p>BB reported that after her departure there would still be strong consultancy/professional development of staff and school, including:</p> <ul style="list-style-type: none"> <li>• DH would continue to support TSA student teachers' training next year – yet more evidence of working with other schools gaining and sharing – 2 student teachers (Yr1 and Yr6)</li> <li>• Strong partnership with TSA would continue</li> <li>• DH and CD would continue as Specialist Leaders of Education (<b>SLEs</b>) to provide support via TSA</li> </ul>	
<p><b>14</b></p>	<p><b>AOB</b> <b>SIAMS</b></p> <p>BB reiterated that all were proud of the outcome – which was the culmination of work of in school and church community – well done to everyone. There was a lot of hard work by a lot of people.</p> <p><b>EYFS</b></p> <p>The outcomes were extremely good – resulting in the LA letter of congratulations – congratulations echoed by the board.</p> <p><b>Headteacher Recruitment</b></p> <p>KE noted:</p> <ul style="list-style-type: none"> <li>• Proceeded smoothly with very little input from LA.</li> <li>• Thanks to children, staff, School Improvement Adviser (<b>SIA</b>) and diocesan adviser – the children's behaviour was exemplary on interview day (as every day – staff present were quick to emphasise)</li> <li>• The successful candidate's governing body and teachers have been informed – their parent community will be notified as soon as possible</li> <li>• BB was working on an induction programme for the candidate – given that this will be their first headteacher role – including access to the LA's (free) headteacher mentoring programme, cluster support, TSA and diocesan support</li> <li>• BB noted that SIA support would continue, but the board needed to consider whether to privately source this or sign up to the LA's standard support package (3 standard visits + 3 bespoke visits per annum)</li> </ul>	<p><b>BB to liaise directly with the new headteacher re handover</b></p> <p><b>Finance &amp; HR Officer to liaise with KE re HR formalities</b></p>

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	<p><b>It was unanimously agreed, to ensure secure and quality assured provision, the school subscribe to LA SIA support for 2020/21.</b></p> <p><b>Wiltshire Governors' Association (WGA)</b> KE reported that he had received a general invitation to the WGA open meeting on 23<sup>rd</sup> March at Rowdeford (6.30pm for 7pm) – he encouraged all to attend.</p> <p><b>Corona Virus</b> Position rapidly changing – governors will be kept informed of plans as they develop.</p>	<p><b>KE to circulate WGA invitation via MH</b></p>
15	<p><b>How have we contributed to the vision of By Brook Valley C of E Primary School today?</b></p> <ul style="list-style-type: none"> <li>• <b>Secured consistency of staffing for the next academic year</b></li> <li>• <b>Succession planning/support for new headteacher</b></li> <li>• <b>Responded to SIAMS key issue regarding policies</b></li> </ul>	N/A
16	<b>Date of next meeting: 21 May 2020</b>	<b>Note</b>

The Chair closed the meeting at 7.25pm

Signed.....

Date 16/12/20