

By Brook Valley Academy Trust
 (Company Registration Number 8020467)
Academy Board Meeting
Thursday 14th January 2021
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 (Chair and Member) (“**KE**”), Lisa Nicolson (“**LN**”), Carrie Davies (“**CB**”), Deborah Henshall (“**DH**”), David New (“**DN**”), Jacyln Cross (“**JC**”), Lakmini Harkus (“**LH**”), Rosemary Jago (“**RJ**”) and Anjali Kanagaratnam (“**AK**”)

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

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

Item	Minute	Action
	Opening Prayer AK led the opening prayer	
1	Welcome and Apologies KE took the chair and opened the meeting at 6.30pm. Apologies were noted and accepted from BeB and ML. KE declared that a quorum was present and formally welcomed everyone to the meeting.	
2	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. <i>DN joined the meeting at 6.37pm and confirmed he had no interests to declare.</i>	
4	Note/ratification of email approvals: (a) EIA Committees’ Lists Individual committees were now producing EIAs alongside policies as relevant. (b) Policies: (i) EYFS (ii) Pupil Premium (iii) Accessibility (iv) Admissions¹ (v) TA Standards (vi) Privacy Notices	

¹ The previous year’s Admissions Policy had been circulated prior to the meeting and no changes to it were proposed save for relevant date changes,

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	<p>(vii) Covid Catch Up Funding</p> <p>(c) Other documents:</p> <p>(i) Scheme of Delegation/Terms of Reference</p> <p>(ii) Minutes of last meeting (+ matters arising not covered elsewhere)</p> <p>It was acknowledged that each of the documents listed in 4(b)(i), 4(b)(iii) – (vii) (inclusive) and 4(c)(ii) had been circulated prior to the meeting and all present had reviewed them.</p> <p>It was unanimously agreed that approval of each of the documents listed in 4(b)(i), 4(b)(iii) – (vii) (inclusive) and 4(c)(ii) be and is confirmed and ratified.</p> <p>It was noted that the above approval included agreement that the last minutes were a true and accurate record of the meeting on 19th November 2020</p> <p>RJ thanked committee chairs for sending updated Terms of Reference to her for inclusion in an updated Scheme of Delegation.</p>	<p>GP to confirm whether Pupil Premium Policy required and (subject to outcome of in-school discussions) Pupil Premium Policy</p> <p>KE to electronically sign the last minutes, return them to MH, and MH to file the minutes as appropriate</p> <p>RJ to incorporate ToRs in updated Scheme of Delegation and MH to add Scheme of Delegation ratification to the next agenda</p>
<p>4</p>	<p>Matters arising not covered elsewhere</p> <p>All matters complete, covered by this evening's agenda or superseded².</p>	
<p>5</p>	<p>Headteacher Update</p> <p>It was noted that the following documents had been circulated (by way of upload to File Manager) prior to the meeting and it was presumed that all present had reviewed them:</p> <ul style="list-style-type: none"> • Headteacher Report • Termly Monitoring Report (end of Term 2) • Covid Opening Critical Worker Pupils • Wiltshire Pupil Premium Matrix <p>GP highlighted:</p> <ul style="list-style-type: none"> • Term 2 attendance was extremely high with the children well engaged • All were prepared for the start of the new term on 4th January (prior to government's lockdown announcement later that day) • Catch Up Funding plan was prepared for implementation this week (prior to lockdown announcement) – whilst cancellation of SATs this year (due to the pandemic) will result in some minor amendments to the plan, there will still be a focus on ensuring Yr6 pupils are secondary ready • Following the lockdown announcement staff responded excellently – 'all hands-on deck' – this latest, last-minute 	

² JC training materials uploaded to File Manager: <https://sites.google.com/a/bybrookgovernors.co.uk/by-brook-valley-academy-trust-governance/training/course-information>

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	<p>lockdown has proved very stressful for staff (particularly as they did not manage a proper break over Christmas due to the media speculation heightening anxieties, etc) – however staff have been really proactive throughout the pandemic and especially now</p> <ul style="list-style-type: none"> • Challenges are exacerbated by ever-changing, often contradictory, and late-decided guidance from both central and local government • Key Worker children and vulnerable children – the widening of the definition of ‘key worker’ has resulted in some trying to send their children in to avoid the home-schooling role (after the challenges of week one!) • Children in school are working hard, all are working well, and clear risk assessments are in place • Performance Management has taken place: <ul style="list-style-type: none"> ○ really productive meetings ○ More experienced staff (on Upper Pay Scale) have whole school improvement targets not just classroom-based ○ Adjustments to targets will be required to allow for period(s) of lockdown limitations to ensure fairness – adjustments will be agreed with staff, including their feedback as part of dialogue rather than senior leadership’s imposition • Finance Officer (ED) is leaving – no appropriate applicants on first advertisement – ED is kindly continuing to support, initially on a day release from new employment (every Friday) and out of hours overtime if required – further support will be bought in from other local schools if required • Second School Improvement Adviser (SIA) visit took place with a Pupil Premium focus – this was a good visit and the action plan points arising were already known and are underway • Overriding positive comments from parents – although: <ul style="list-style-type: none"> ○ some unrealistic demands for one-to-one activities ○ some ‘complaints’ about how the first lockdown was dealt with e.g., within an hour of the government’s current lockdown announcement GP received an email criticising the amount of online/remote learning provision in the previous lockdown – as with general homework, remote learning provokes polarised views <p>It was noted that local schools and headteachers are collaborating closely to share good practice tips and maximise remote resources. Local academies’ consensus is that they should close completely over half term because staff need a break – this was unanimously supported by governors.</p>	
6	<p>SIAP Review</p> <p>It was noted that the latest School Improvement Action Plan (SIAP) had been circulated prior to the meeting and it was</p>	



	<p>presumed that all present had reviewed it. GP highlighted that the SIAP had been updated just prior to Christmas and may need more embedding next academic year – as progress against targets may be slower due to lockdown/pandemic disruption.</p> <p>There were no comments or queries on the SIAP.</p>	
6	<p>Safeguarding Governor/Single Central Record Update <i>Safeguarding</i></p> <p>LN confirmed no further update since the last meeting and she and GP would be meeting remotely this term.</p> <p><i>Single Central Record (SCR)</i></p> <p>LN reported:</p> <ul style="list-style-type: none"> • Checks: <ul style="list-style-type: none"> ○ Terms 1 and 2 done ○ Will check again before Easter • Visit = satisfactory – report circulated prior to the meeting • Three questions arising which were considered at last week’s F&P meeting: <ol style="list-style-type: none"> (1) Barred List Checks: These can be done alongside DBS checks but not automatic (specific request required) - Typically, governors at BBV are not conducting ‘Regulated Activity’ most voluntary activities conducted by governors, e.g., reading with children, are not classed as such. F&P Recommendation: that this would be considered on a case-by-case basis going forwards and if there are any uncertainties as to whether a particular individual will engage in ‘Regulated Activities’ a query will be raised with the DBS umbrella organisation. (2) Retention of Records for Leavers: You must not keep more personal information on file than is absolutely necessary under the General Data Protection Regulation (GDPR). There is no explicit statutory requirement for retention, but 6 years is used in many models and guidance. F&P Recommendation: that we retain details on separate ‘leavers’ tab of electronic SCR - for 6 years for both staff and governors + longer for HT. (3) Childcare Disqualification Self-declaration: It will always include the headteacher and could include other members of the leadership team and any manager, supervisor, leader, or volunteer responsible for the day-to-day management of the provision. It does NOT include governors or trustees. F&P Recommendation: that governors do not need to complete this declaration. 	

	<p>LH briefly left the meeting at 7pm</p> <p>The three F&P recommendations were unanimously approved.</p>	<p>LN to advise school office of these approved recommendations</p>
7	<p>Link Governors Update</p> <p>LN reported:</p> <ul style="list-style-type: none"> • LN and GP met before Christmas to review Link Governors' templates and guidance • New suite of documents produced: <ul style="list-style-type: none"> ○ General Visit Form: for when visiting classrooms, to watch worship, etc. ○ Specific Visit Form: for in-depth/focused visits e.g., safeguarding, pupil premium, etc (whether separate visit or part of broader visit) – simple boxes to complete detailing how evidence has been obtained – e.g., meeting, review of data, review of books, etc. ○ Guidance <p>LN said she would circulate the revised documents via MH, with a period of two weeks for governors to feedback.</p> <p>On behalf of the governing body, KE thanked LN and GP for all their work on this.</p>	<p>LN to circulate new draft link governor forms and guidance</p> <p>All to review and comment on new draft link governors' forms and guidance</p>
8	<p>Curriculum, Teaching & Learning Committee Update</p> <p>DN highlighted that the next meeting is scheduled for Monday (18th January), but the minutes of the previous meeting (November) had been circulated prior to the meeting and it was presumed all present had reviewed them.</p> <p>There were no questions on the last minutes.</p>	<p>NB: 18th January is the next T&L meeting – to which all are warmly welcome</p>
9	<p>Foundation & Ethos Committee Update</p> <p>It was noted that the F&E minutes had been circulated prior to the meeting and it was presumed all present had reviewed them.</p> <p>JC highlighted:</p> <ul style="list-style-type: none"> • Parent Questionnaire: <ul style="list-style-type: none"> ○ All members of F&E have input into the draft circulated prior to this meeting (which include Christian ethos focus) <p>LH returned to the meeting at 7.12pm</p> <ul style="list-style-type: none"> ○ All are requested to review and feed back on the draft Parent Questionnaire circulated <ul style="list-style-type: none"> • PSHE/Wellbeing Governor: Discussed but no one yet 	<p>All to review and comment on draft Parent Questionnaire by 12th February</p> <p>F&E to confirm PSHE/Wellbeing Governor</p>

	<p>selected – although this role will be taken by a member of F&E</p> <p>There were no comments or queries on the F&E report.</p>	
10	<p>Finance, Premises, Staffing & HR Committee Update</p> <p>The committee met last week, the minutes had been circulated prior to this meeting and it was presumed that all present had reviewed them.</p> <p>RJ highlighted:</p> <ul style="list-style-type: none"> • Staffing: As mentioned above, ED is leaving, and recruitment of new Finance Officer is underway – formal thanks extended to ED for providing immediate cover • Service Contracts: MH had been helping report on this but moving forwards the Officer Manager (NP) will attend F&P to provide full update – welcome and thanks extended to NP • Estate Strategy & Vision: A draft document has been produced – thanks to ED and MH for this – the committee are reviewing, and it will be tied into maintenance and investment (including the current outside learning environment upgrade projects) • Health & Safety was discussed – reports received from Office Manager and Health & Safety Governor (with thanks) <p>Governors queried whether lockdown had a positive or negative effect on the school budget. RJ and GP replied that the impact was not significant – minor adjustments due to furlough decisions and recovery of some costs.</p> <p>GP reported that breakfast and after school club staff were furloughed – although extended times were still being offered to critical workers’ children coming into school (drop off from 8.30am [rather than 9.00am] and collect until 4pm [rather than 3pm]). Current wraparound care is being provided free of charge – cover is met by teachers and TAs (without impact on working time directives)</p>	
11	<p>Governor Training and Participation</p> <p>AK: Has completed New Governors’ Induction Training – useful but hard to engage remotely</p> <p>RJ: Booked to attend SEND Link Governor training on 27th January</p> <p>Governors weekly Briefings recommended – link to this week’s: Public Health briefing for governors - January 2021 - YouTube</p>	
12	<p>AOB</p> <p>KE confirmed that, as noted in the F&P minutes, he would be writing a thank you letter to staff early next week.</p>	

	<p>DoBAC Undertakings MH reported that, following the November AGM, she had been in correspondence with the Diocese of Bristol Academies Company (DoBAC) regarding membership documentation and formalities. MH highlighted two points raised by DoBAC:</p> <p><i>Directors Undertaking</i> Under 45A of the Articles Directors and Governors need to give an undertaking to DoBAC to uphold the Objects of the Company. Rather than a separate document, they have agreed to include specific reference in the existing BBV Director Questionnaire and Trustee Declaration (signed by all governors upon joining).</p> <p><i>Member Appointed Governors</i> For those appointed under Articles 50 or 50A (currently RJ, DN, LN, ML and CD) DoBAC request that going forwards governors appointed under these Articles 50 or 50A: (i) written resolution of the Members specifically appointing them at the time (not rely on AGM ratification) (ii) assurance signed by school office that DBS and other appointment formalities have been followed</p> <p>The above requests were unanimously approved with respect to governors' appointment formalities moving forwards.</p> <p><i>Policies to Follow: Freedom of Information and Home Learning</i> It was noted that both the Freedom of Information Policy and Home Learning Policy would be reviewed at the next meeting.</p>	 <p>MH to agree any amended wording of the Director Questionnaire and Trustee Declaration form with DoBAC</p> <p>MH to agree wording of written resolution and school office assurance with DoBAC and the other Members and inform the school office accordingly</p> <p>MH to add Freedom of Information Policy and Home Learning Policy to the next agenda</p>
<p>13</p>	<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"> • Good Headteacher Update from GP – keeping governors up to date with what is happening both in school and with remote learning • Helpful Link Governors and SCR Update from LN • Well-drafted Parent Questionnaires review – particularly pertinent during this very challenging period and responses will hopefully be informative and helpful • Finance – understanding impact of ED's departure and appropriate way forward 	<p>N/A</p>
<p>14</p>	<p>Date of next meeting: Thursday 11th March 2021 - via virtual conference facilities unless guidance advises otherwise</p> <p>All governors are encouraged to observe the other</p>	<p>Note</p> <p>JC to confirm date of next F&E</p>

committees' meetings. Next meetings are: T&L: Monday 18 th January F&P: Friday 26 th February F&E: TBC	meeting when agreed
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The Chair closed the meeting at 7.40pm

Signed.....

Date.....*24/3/21*