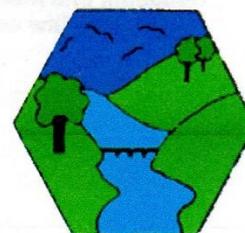


By Brook Valley Academy Trust
 (Company Registration Number 8020467)
Academy Board Meeting
Thursday 8 July 2021



Minutes

Present: Graham Pike (Head teacher) (“GP”), Lisa Nicolson (Chair and Member) (“LN”), Jaclyn Cross (“JC”), Rosemary Jago (“RJ”), David New (“DN”), (until 7.20pm) Anjali Kanagaratnam (“AK”) and Sarah Wren (“SW”)

In Attendance: Elizabeth Gilbertson (current Member and prospective parent governor)(“EG”) and Michelle Hocking (Clerk) (“Clerk”)

Apologies: Carrie Davies (“CB”), Deborah Henshall (“DH”), Lakmini Harkus (“LH”)¹, Beth Borthwick (“BeB”)² and Martin Lowe (“ML”)

Item	Minute	Action
1	Opening Prayer AK led the opening prayer	
2	<p>Welcome and Apologies LN took the chair and opened the meeting at 6.30pm. Apologies were noted and accepted from CD, DH, and ML. It was also noted that AK would need to leave early. A quorum was not present– so it was proposed that all decisions are subsequently ratified by email following the meeting. LN formally welcomed everyone to the meeting.</p> <p>SW was specifically welcomed to her first meeting – having applied to be a parent governor pursuant to the recent nomination process (appointed automatically as the number of nominees did not exceed the number of vacancies).</p> <p>EG was also specifically welcomed to her first meeting as a prospective governor. The Clerk explained that EG had expressed an interest in joining the board as a parent governor, following her resignation as Member. Again, EG’s appointment as a parent governor is, subject to relinquishing her Membership, automatic as the nominees do not exceed the number of vacancies.</p> <p>Pursuant to the board’s previous delegation, LN and RJ had identified a replacement Member – Ms Rosalind Edwards (“RE”) and proposed to request the current Members resolve to appoint RE in EG’s stead, pursuant to the Articles of Association.</p>	<p>Clerk to commence governor/director/trustee appointment and induction formalities with SW</p> <p>Clerk to progress paperwork to appoint RE as Member in substitution for EG and then commence governor/director/trustee</p>

¹ Apologies received after the meeting

² Apologies received after the meeting

	For the record, it was noted that both SW and EG had signed confidentiality undertakings prior to observing/participating this meeting.	appointment and induction formalities with EG
3	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.	
4	Approval of minutes of meeting held 19 May and Matters Arising not covered elsewhere There were no comments raised on the previous minutes (save for typographical error in the heading – which was hand amended and initialled by LN) and so LN signed them as a true and accurate record of that meeting. All matters arising complete, superseded or part of this meeting's agenda apart from: Item 7: LN to send Data Walk checklist to JC and RJ and JC and RJ to liaise to arrange Data Walks as appropriate – all carried forward Item 15: All to consider volunteering to conduct website audit (to confirm via the Clerk) – SW volunteered.	LN to sign the last minutes and return them to the Clerk for filing. Clerk to publish the last minutes on the school website. LN to send Data Walk checklist to JC and RJ JC and RJ to liaise to arrange Data Walks as appropriate Clerk to send SW appropriate website audit checklist for completion and discussion with Clerk/GP
5	Headteacher Report + Termly Monitoring It was noted that GP's Headteacher Report, Termly Monitoring Report, latest School Improvement Action Plan (SIAP) and TA Questionnaire Responses summary had been circulated prior to the meeting and it was presumed all present had reviewed them. GP highlighted: <ul style="list-style-type: none"> • As always, school is really busy as the end of the academic year approaches • Staff illness: <ul style="list-style-type: none"> ○ RJ's governor visit scheduled for earlier this week had to be re-scheduled ○ Performance management process has been delayed • Transition Meetings: Parent meetings for those joining Reception and Special Educational Needs & Disabilities (SEND) meetings for those joining in other year groups in September all taking place • Admissions: <ul style="list-style-type: none"> ○ There have been a number of requests for in-year transfers – including 3 for one year group in one day – the office team are processing these immediately upon receipt ○ 2 more prospective joiners being shown around tomorrow 	

	<ul style="list-style-type: none"> • TA Questionnaire: Positive comments made – indicative of a great and aspirational team environment in which staff feel valued and are keen to do more (upskill, cascade training, etc – GP noted that the TAs themselves had led on modelling next year's TA training programme) – governors thanked GP for his work with the whole staff and particularly welcomed his work with TAs • Staff Attendance: Processes are being tightened – with wellbeing a key priority – building on positive culture of balancing desire to be in school/catch up on what is missed whilst ensuring sick leave is taken where appropriate 	
6	<p>School Improvement Action Plan (SIAP) Review</p> <p>It was noted that the SIAP for 2020/21 – RAG rated by GP – had been circulated prior to the meeting. GP emphasised that rating encompassed ensuring priority objectives are embedded and built upon and he was adding an overall summary to this analysis too.</p> <p>It was highlighted that Priority 3: (Curriculum Development through: Deepening and embedding pupil learning through the core curriculum, wider experiences and recall of knowledge + Ensuring all curriculum leaders are effective within their roles):</p> <ul style="list-style-type: none"> • Implementation had been delayed by Covid restrictions – aim to continue to embed as part of overall practice • Subject leadership requires further embedding – particularly for less experienced staff 	<p>GP to provide full SIAP 20/21 update and draft SIAP 21/22 for September meeting</p>
7	<p>Safeguarding Governor Link Governors Update – governance review (including Expectations of Governors and Skills Audit)</p> <p>LN reported:</p> <ul style="list-style-type: none"> • The new Keeping Children Safe in Education (KCSiE) has just been published: <ul style="list-style-type: none"> ○ LN will review with office team to consider whether any updates to current recruitment/DBS procedures are required ○ Clerk will circulate updated KCSiE and note of changes to all governors for review and acknowledgement • Link Governors: <ul style="list-style-type: none"> ○ JC has conducted first visit under the new format ○ GP prepared for the visit, and it was not perceived as threatening by staff ○ Visits should be focused on a particular theme (based on school priorities in the SIAP – to provide oversight of priority subjects and themes) and should include pre-visit checks of external facing information (such as knowledge organisers on website) + visits to classrooms, speaking with Subject Leaders and speaking with children – to see reflection in class 	<p>Safeguarding Governor Update to be added to the next agenda (LN to advise any proposed changes to recruitment/DBS procedures)</p> <p>KCSiE Acknowledgement to be added to the next agenda</p>

	<ul style="list-style-type: none"> ○ Balance of classes visited is to be maintained and subject audits linked to Ofsted 'deep dive' areas ○ Feedback on the workability of new forms is welcomed as more governors start to use them and format will be updated as appropriate ○ Minimum number of visits per annum = 2 (preferably 3 or 4) ○ Governors must be aware that forms target the evidencing of the SIAP in action <p>AK left the meeting at 7.20pm</p> <ul style="list-style-type: none"> ● Expectations of Governors: LN reminded governors (and explained particularly for the benefit of incoming governors) that the board had drawn up a summary of key expectations of governors at By Brook ('Must, Could, Should') against which governors are encouraged to rate their personal input. She acknowledged that this document required significant updating to reflect current school practices and the pandemic's impact on in-school governor monitoring but requested that all consider their performance over the past year against the key criteria summarised in the document circulated. ● Skills Audit: By way of additional self-evaluation, all were asked to complete the Skills Audit circulated prior to the meeting 	<p>All to consider personal performance against Expectations of Governors key criteria</p> <p>LN to update 'Expectations of Governors' document and circulate for September meeting</p> <p>Clerk to email a prompt to complete the Skills Audit after the meeting and add Skills Audit Review to the next agenda</p>
<p>8</p>	<p>Curriculum, Teaching & Learning Committee Update Committee minutes circulated prior to the meeting – thanks to DN for prompt turnaround. DN highlighted:</p> <ul style="list-style-type: none"> ● Progress and attainment data reviewed for the first time for some time ● The school has changed the way data is presented and recorded ● The committee discussed how best to capture information for governors: SIAP focus required ● Progress of groups: Key Stage 1 were more impacted by Covid disruption than children in Key Stage 2: <ul style="list-style-type: none"> ○ KS: longer learning experiences/ability to draw on different curriculum experiences so developed ethos and focus on learning prior to lockdown which has kept them going throughout ○ Yr1 and 2 in particular have spent little time in school during the formative years of their education – ethos and resilience not developed in the usual way (in the presence of older role models, etc) – need to focus on accelerated development of those skills ○ Special Educational Needs & Disabilities (SEND) children in Key Stage 2 have responded very rapidly and whilst some remain below Age Related Expectations (ARE) positive attitudes to learning 	

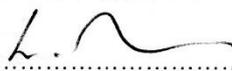
	<p>have been reinstated ready for rapid progress next year</p> <ul style="list-style-type: none"> o No particular correlation identified between progress and whether at home or in school – impact of Covid appears to have been very child-specific (whilst vulnerable children were mainly in school there are very small numbers in each class and no meaningful statistical trends can be identified) 	
9	<p>Foundation & Ethos Committee Update Committee minutes circulated prior to the meeting. JC highlighted:</p> <ul style="list-style-type: none"> • Action Plan reviewed – some actions not quite achieved due to the pandemic, but poised for September • Policies discussed are on tonight's agenda • Two expressions of interest in the Foundation Governor vacancy received <p>There were no comments or queries on the F&E report.</p>	<p>JC, LN, and GP to discuss potential Foundation Governor candidates</p>
10	<p>Finance, Premises, Staffing & HR Committee Update Committee minutes and Finance Officer's Report circulated prior to the meeting.</p> <p>RJ highlighted this was a long and detailed meeting:</p> <ul style="list-style-type: none"> • Outside Space: Diocese grant of £20K for Yr5/6 Reflection Area – excellent input of additional monies to support activities which should be widely promoted (and further donations encouraged) • Early Years Foundation Stage (EYFS) Outside Space: Investment required – funding methods being considered/pursued • Asset Management Register: programme of works required reviewed – upgrade to perimeter fencing identified as a priority • Finance Officer's Report: <ul style="list-style-type: none"> o Challenging financial position o In year deficit: £29.6K (forecast), £47.5K (actual) o Most costs are staff costs: greater than forecast due to higher supply costs during Covid and staff changes o School has healthy reserves which, despite in-year deficit, can be maintained within recommended parameters this year – challenge for years going forwards <p>RJ emphasised that:</p> <ul style="list-style-type: none"> • All had received a very detailed report from the Finance Officer with the papers for this meeting • Finance Officer had conducted a huge amount of due diligence on the budget figures inherited and now has a clear understanding of current position which she has communicated to F&P 	

	<ul style="list-style-type: none"> F&P will focus on improving the financial position forecast for the next two years considering a range of options including: additional sources of external funding, opportunities to increase income/boost NOR, analysis/adjustment (where relevant) of assumptions and cost savings <p>RJ reported that the meeting also considered:</p> <ul style="list-style-type: none"> A number of policies, in particular the Debtor Policy: approving clearer and more robust debtor management strategies which will be communicated to parents shortly Development of the Estates Strategy to build a whole picture of the vision and how to meet that vision <p>GP and RJ explained additional costs included:</p> <ul style="list-style-type: none"> Newly Qualified Teacher (NQT) time (new starter not originally put into the budget) Supply costs for 1-2-1 Teaching Assistant (TA) Adverse deficit position against budget of £19.1k can be explained by additional expenditure of £42.5k offset by additional income of £23.4k: <ul style="list-style-type: none"> Staff costs additional £50.7k – Teachers' salaries/Agency supply costs Premises costs reduction £12.4k - Buildings maintenance/Utilities savings Educational costs reduction £0.5k – Additional costs for FSM vouchers, school improvement grant/service and PP expenditure offset by savings in swimming, PE grant expenditure and educational materials. Other costs additional £4.6k – NLE Grant expenditure This in-year deficit of £48.6k will reduce revenue reserves moving into financial year (FY) 21-22 from £127k to £78.4k i.e., reserves at 10.9% of GAG income which sits comfortably within agreed reserves range of between 7 - 12 %. As staffing team become more experienced, salary costs will increase <p>It was agreed that GP should send a specific communication to parents regarding funding. On the basis of the above formulation of recovery plan, all present unanimously approved the budget and the Clerk was asked to obtain approval from absentees by email – such approval to facilitate submission of the budget by the July deadline – to be formally ratified in the September meeting.</p>	<p>GP to send parents communication regarding funding and vision and confirm numbers of Services pupil premium children to EG (to investigate any Military Charities' funding opportunities)</p> <p>Clerk to request budget approval from absentees by email and add ratification of budget approval to the September agenda</p>
11	Policies approval/ratification <ol style="list-style-type: none"> Collective Worship Online Safety SMSC Allegations Against Staff 	Clerk to add approval of Critical Incidents, Health & Safety and Behaviour policies and Published Guide to Information to the September agenda

	<p>e) Charging & Remissions f) Critical Incidents g) Data Protection h) DBS i) Debtor Management j) Gifts, Hospitality and Bribery k) Health & Safety l) Records Retention m) Risk Management n) Subject Access Request o) GDPR Policies p) Finance Manual (updated to include petty cash as recommended by F&P) q) Behaviour r) Post last meeting emailed policies: - Home Learning (one typo corrected) - Sickness Absence Management - Attendance (incorporating further changes suggested by the EWO) - Exclusions - Medical Conditions Policy</p> <p>It was noted that:</p> <ul style="list-style-type: none"> the Critical Incidents, Health & Safety and Behaviour Policies were deferred pending further staff review F&P had recommended publication of the ICO Model Publication Scheme and a draft Published Guide to Information (bespoke to By Brook) to accompany it had been circulated with the papers for this meeting <p>The publication of the ICO Model Publication Guide and all other policies listed above were unanimously approved by those present in the form circulated prior to the meeting and the Clerk was asked to obtain approval from absentees by email, to be formally ratified in the September meeting.</p>	<p>Clerk to add ratification of email of approval of ICO Model Publication Scheme, Collective Worship, Online Safety, SMSC, Allegations Against Staff, Charging & Remissions, Data Protection, DBS, Debtor Management, Gifts, Hospitality & Bribery, Records Retention, Risk Management, Subject Access Request, GDPR Policies, Finance Manual, and the post last meeting emailed policies to the next agenda</p>
12	<p>National Context/Collaborative Opportunities Relevant updates included in reports circulated for this meeting.</p>	
13	<p>Governor Training and Participation DN: Ofsted safeguarding and Relationship & Sex Education (RSE) curriculum changes Clerk: Preparing for Ofsted JC: Church School Governors Update (booked for Wednesday)</p>	
14	<p>AOB (a) Scheme of Delegation – final quorums It was unanimously agreed that the quorums for C,T & L and F&P should not include staff governors – final Scheme of Delegation to be ratified in the September meeting. (b) Risk Management</p>	<p>Clerk to add Scheme of Delegation ratification to the September agenda</p>

	<p>RJ reported that F&P recommended that Risk Management become a standing agenda on all committees' agendas – to ensure that any changes in the risk profile are identified and mitigated as soon as possible.</p> <p>(c) Parent Questionnaires Reported under item 5 above.</p> <p>(a) Governor Recruitment Update (Foundation, Co-opted + Parent vacancies) As noted above:</p> <ul style="list-style-type: none"> • SW, subject to pre-appointment checks, appointed • EG, subject to termination of membership formalities, appointed and • Foundation Governor potential candidates being pursued <p>In addition, the board discussed a community wide recruitment drive commencing in the autumn. LN reported that, whilst he was unfortunately unable to attend this evening, ML was keen to return from sabbatical, re-join F&P and resume the role of Health & Safety Governor (following BeB's departure). ML's return and appointment to Health & Safety Governor role were warmly received. Thanks extended to BeB for all her work over her period of office as a governor. EG and SW left the meeting at 8.35pm</p> <p>The board continued an informal discussion about potential financial recovery plan options and governor recruitment</p>	<p>DN, JC, RJ, and the Clerk to ensure Risk Management is a standing agenda item</p> <p>Clerk to add appointment of ML as Health & Safety Governor to the next agenda</p>
16	<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"> • Approved budget and committed to preparing a sustainable recovery plan • Received a good overview of data strengths and areas for development • Appointed one parent governor and pursued tangible further recruitment opportunities • Approved robust policies 	N/A
17	<p>Date of next meetings (all 6.30pm at the school): 16th September 2021 18th November 2021 13th January 2022 10th March 2022 19th May 2022 7th July 2022.</p>	Note

The Chair closed the meeting at 8.00pm

Signed..... 

Date... 16-09-21