

**By Brook Valley Academy Trust**  
(Company Registration Number 8020467)  
**Academy Board Meeting**  
**Thursday 13<sup>th</sup> January 2022**



**Minutes**

**Present:** Graham Pike (Head teacher) ("GP"), Rosemary Jago ("RJ"), David New ("DN"), Jacyn Cross ("JC"), Anjali Kangaratnam ("AK"), Elizabeth Gilbertson ("EG"), Carrie Davies ("CB"), Martin Lowe ("ML"), Sarah Wren ("SW"), Deborah Henshall ("DH") and Edwena Rowell ("EP")

**In Attendance:** Michelle Hocking (Clerk to Governors) ("Clerk")

**Apologies:** Lakmini Harkus ("LH")

Item	Minute	Action
	<b>BY BROOK VALLEY GOVERNOR SAFEGUARDING TRAINING</b> Postponed until the end of the meeting to allow staff to leave.	
	<b>Opening Prayer</b> AK led the opening prayer	
1	<b>Welcome and Apologies</b> RJ took the chair and opened the meeting at 6.02pm. Apologies were noted and accepted from LH.  RJ declared that a quorum was present and formally welcomed everyone to the meeting.	
2	<b>Pecuniary and Business Interests Register</b> It was noted that all present had completed the annual Related Parties Declaration of Interests forms. For the purposes of training discussions, DN declared that he had conducted small amounts of consultancy work for The Key. No other interests were declared in the business of this meeting.	
4	<b>Minutes of last meetings: 18 November 2021 FGB ("November FGB"), 15<sup>th</sup> December 2021 FGB ("December FGB") and 15<sup>th</sup> December Annual General Meeting ("AGM") (+ matters arising not covered elsewhere)</b>  <b>The minutes of each of the November FGB, December FGB and AGM were unanimously approved unanimously approved as a true and accurate record of those meetings.</b>  <b>Matters arising not covered elsewhere</b> All matters complete, covered by this evening's agenda, or superseded save as follows:	

<p><i>18<sup>th</sup> November board meeting:</i></p> <p><b>Item 5:</b> DN/SW to update 'Expectations of Governors' document and circulate for January meeting – carried forward (see item 8 below) Single Academy/Multi-Academy Trusts Meeting Update was discussed at the December meeting.</p> <p><b>Item 7:</b> It was noted that, in addition to the Safeguarding Slides circulated, the Clerk/JC would obtain and circulate introductory level slides as aide memoire to all <b><u>ACTION: Clerk/JC to circulate introductory Safeguarding slides.</u></b></p> <p><b>Item 12:</b> Skills audit review – see item 11 below.</p> <p><i>15<sup>th</sup> December board meeting:</i></p> <p><b>Item 5:</b> Safeguarding audit to follow – reported under item 7 below.</p> <p><b>Item 13:</b> Clerk to add CD's National Online Safety Impact Report to the July agenda carry forward. <b><u>ACTION: Clerk to add CD's National Online Safety Impact Report to the July agenda.</u></b></p> <p><b><u>ACTIONS:</u></b> RJ to sign and return copies of each of the 18<sup>th</sup> November and 15<sup>th</sup> December board minutes to the Clerk (ii) Clerk to send a copy of the AGM minutes to the Members and, (iii) subject to no amendments requested from Members, RJ to initial and return AGM minutes in the form approved to the Clerk for the records.</p>	<p>Clerk/JC</p> <p>Clerk</p> <p>RJ Clerk RJ</p>
<p><b>5 Headteacher Report (including SIAP Update)</b> It was noted that GP's Headteacher Report had been circulated prior to the meeting and it was presumed all present had reviewed it.</p> <p>GP highlighted:</p> <ul style="list-style-type: none"> <li>• The covid contingency is now on V7 (further reviewed from V5 mentioned in report)</li> <li>• Attendance has increased since Term 1</li> <li>• Two children who were at the school for the census have left, but replaced by two new joiners this term (i.e., temporarily down to Number on Roll of 195 and now back up to 197)</li> <li>• Resignation of SENDCo: <ul style="list-style-type: none"> <li>○ from the end of term 4</li> <li>○ moving to exciting new opportunity</li> <li>○ will be missed - has worked with a number of pupils and families across the school, supported the staff and classes and implemented forest schools across the school</li> </ul> </li> </ul> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Parent communication notifying of SENDCo leaving was sent today</li> <li>• Advert for replacement going live next week – interviews 9<sup>th</sup> February</li> <li>• Following benchmarking against other local schools and the context of the school's requirements the position will be advertised at the reduced level of 2 days per week – the board specifically emphasised that the priority was supporting SEND need, not reduction of costs</li> </ul> <p>The board extended congratulations and thanks to the exiting SENDCo.</p> <p>GP also reported that 39 applicants were currently showing on Local</p>	



	<p>Authority (LA) figures – although the proportion of these who have BBV as first, second and third choice is unclear.</p> <p>Questions were invited.</p> <p><u>Questions</u></p> <p>Q1: Why is the bullying box in the Termly Monitoring Report table empty for Term 1?</p> <p>A: Zero – no official bullying concerns or complaints raised by parents.</p> <p>The board challenged – emphasising the priority is to ensure that the Bullying Policy is being followed and staff are logging any bullying incidents/concerns appropriately.</p> <p>The board discussed:</p> <ul style="list-style-type: none"> <li>• The repeated nature of bullying and how some ad hoc behaviours do not constitute bullying</li> <li>• The fact that, particularly prior to the pandemic, F&amp;E closely monitored bullying and behaviour logs – whilst acknowledging that they are not always linked, and JC is continuing to check the behaviour log when monitoring</li> <li>• The paramount importance of transparency – to acknowledge bullying incidents and how the school deals with them – including re-emphasising to parents their role in reporting any concerns raised (as per today's newsletter item)</li> </ul>	
6	<p><b>Policies:</b></p> <p>(a) <b>Responsible Use – ratification of final version</b></p> <p>(b) <b>Recommended by F&amp;P:</b></p> <p>(i) <b>Fire &amp; Emergency Evacuation</b></p> <p>(ii) <b>Critical Incident</b></p> <p>(iii) <b>Staff/Governor Expenses/Allowances</b></p> <p>(iv) <b>Out of Hours Procedure – F&amp;P update</b></p> <p>(c) <b>Recommended by F&amp;E:</b></p> <p>(i) <b>Allegations Against Staff &amp; Volunteers</b></p> <p>(d) <b>Recommended by C,T&amp;L:</b></p> <p>(i) <b>SEND - ratification</b></p> <p>(ii) <b>EYFS</b></p> <p>(d) <b>Proposed to be removed from governors' review:</b></p> <p>(i) <b>TA Standards</b></p> <p>(ii) <b>Privacy Notices</b></p> <p>(e) <b>Covid Catch Up Funding</b></p> <p>It was acknowledged that each of the documents listed in (a), (b)(i)-(vi) and (c)(i) had been circulated prior to the meeting and all present had reviewed them.</p> <p><b>It was unanimously agreed that the TA Standards and Privacy Notices could be removed from the governing body's review cycle and delegated to the in-school operational team – although C,T&amp;L Committee would review understanding of how to monitor TAs.</b></p>	

	<p>Each of the Responsible Use Policy, Fire &amp; Emergency Evacuation Policy, Critical Incident Plan, Staff/Governor Expenses/Allowances Policy, Out of Hours Procedure, Allegations Against Staff and Volunteers flowchart and EYFS Policy were unanimously approved in the form circulated prior to and produced at the meeting.</p> <p><b>ACTION:</b> The Clerk/GP to file each of the Responsible Use Policy, Fire &amp; Emergency Evacuation Policy, Critical Incident Plan, Staff/Governor Expenses/Allowances Policy, Out of Hours Procedure, Allegations Against Staff and Volunteers flowchart and EYFS Policy as approved policies.</p> <p>The SEND Policy was approved in the form agreed by C,T&amp;L Committee, which whilst not circulated prior to the meeting in final form had been delegated to DN for detailed review. DN confirmed he would circulate the form of SEND Policy he had agreed with the SENDCo via the Clerk for completeness. <b>ACTIONS:</b> (i) DN to circulate the final SEND Policy to all via the Clerk and (ii) the Clerk/GP to file the final SEND Policy as an approved policy.</p>	<p>Clerk/GP</p> <p>DN Clerk/GP</p>
7	<p><b>Safeguarding Governor/Single Central Record Update (including audit)</b></p> <p>JC reported:</p> <ul style="list-style-type: none"> <li>No significant update to December report</li> <li>Audit will be conducted (by JC and GP together) on 28<sup>th</sup> January</li> </ul> <p><b>ACTION:</b> GP to send copy audit form received this week to JC</p>	GP
8	<p><b>Link Governors Update</b></p> <p>DN confirmed that changes to Link Governors' processes and Expectations of Governors would be considered in detail at C,T &amp;L Committee and he/SW would report back to the next meeting. <b>ACTIONS:</b> (i) Clerk to add Link Governors Update (including processes and expectations) to the next agenda and (ii) DN/SW to report back on progress on these.</p>	Clerk DN/SW
9	<p><b>Curriculum, Teaching &amp; Learning Committee Update</b></p> <p>It was noted that the next meeting was scheduled for Monday and the minutes of the last meeting had been circulated prior to the meeting.</p> <p>DN highlighted:</p> <ul style="list-style-type: none"> <li>Last meeting: detailed input on Maths</li> <li>Monday's meeting: planned focus on progress data and how contributing to School Improvement Plan</li> </ul> <p>Questions were invited. There were none.</p>	
10	<p><b>Foundation &amp; Ethos Committee Update</b></p> <p>It was noted that the minutes had been circulated prior to the meeting.</p> <p>JC highlighted:</p> <ul style="list-style-type: none"> <li>Meeting took place on the TD Day at the beginning of term</li> </ul>	



	<ul style="list-style-type: none"> <li>Communications with parents and school regarding bullying will remain on the agenda – particularly to ensure that logs are checked, and questions are raised about issues arising and how they are reported</li> <li>RSHE consultation is in progress with deadline for comments approaching</li> <li>Two additional policies recommended: <ul style="list-style-type: none"> <li>Equality Information: Reviewed as overdue – using Wiltshire template, recommended version (including gender objectives) circulated prior to the meeting</li> <li>RE: Re-written and discussed in detail at F&amp;E – recommended version circulated prior to the meeting</li> </ul> </li> </ul> <p><b>Each of the Equality Information and RE Policy were unanimously approved for immediate adoption in the form circulated prior to the meeting. ACTION: Clerk/GP to file the Equality Information and RE Policy as approved policies.</b></p>	Clerk/GP
11	<p><b>Finance, Premises, Staffing &amp; HR Committee Update</b></p> <p>EG reported that:</p> <ul style="list-style-type: none"> <li>The F&amp;P meeting had been postponed from last week to 27<sup>th</sup> January at 1pm (DN confirmed that he would not, unfortunately, be able to join that meeting)</li> <li>The survey had been sent to parents, with responses due back by next Wednesday</li> </ul> <p>There were no questions on the F&amp;P report.</p>	
12	<p><b>Governor Training and Participation</b></p> <p><b>(a) Skills Audit Review</b> Ongoing <b>ACTION:</b> Clerk to liaise with RJ/GP and add Skills Audit Review to the next agenda.</p> <p><b>(b) Brochure on Teams + Cascaded training materials</b> <b>ACTIONS:</b> (i) All to book training via the Clerk and (ii) Clerk to investigate Finance training via the LA for EG.</p> <p><b>(c) Ofsted Preparedness</b> GP reported that he would continue to upload information to Teams and reiterated that safeguarding was key priority.</p> <p><b>(d) National College</b> GP reminded all that he had set up training accounts for all governors and allocated specific sessions to them. <b>ACTION:</b> All to progress National College training sessions allocated to them.</p> <p><b>(e) Safeguarding/Online Safety Platform</b> CD noted that, linked with the National College - and using the same logon details – she had set up online safety platform accounts for all governors and would shortly be allocating specific sessions to them: <a href="https://nationalonlinesafety.com/login">https://nationalonlinesafety.com/login</a>. <b>ACTION:</b> All to familiarise themselves with Online Safety Platform and progress sessions allocated to them in due course.</p>	<p>Clerk</p> <p>All Clerk</p> <p>All</p> <p>All</p>

13	<b>AOB</b> None at this stage.	
14	<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>• Helpful Headteacher Report – congratulations to SENDCo</li> <li>• Discussion of bullying – clarity as to transparency and actions</li> <li>• Policies specifically considered</li> <li>• F&amp;P recovery plans and survey</li> </ul>	N/A
15	<b>Date of next meetings (all at 6.30pm):</b> Thursday 10 <sup>th</sup> March 2022 Thursday 19 <sup>th</sup> May 2022 Wednesday 13 <sup>th</sup> July 2022	Note

**CD and DH left the meeting at 6.55pm**

<p><b>BY BROOK VALLEY GOVERNOR SAFEGUARDING TRAINING</b></p> <p>GP noted that, in line with best practice, he was delivering this training to explain safeguarding in the By Brook Valley School (BBVS) context.</p> <p>GP explained:</p> <p><b>Key Documents</b></p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education 2021 (KCSiE) statutory guidance – Part 1 or Annex A if not working directly with children</li> <li>• Safeguarding/Child Protection Policy – annually updated and based on Wiltshire model</li> <li>• School Staff Behaviour Policy – annually updated and based on Wiltshire model</li> <li>• Online Safety Policy</li> <li>• Anti-Bullying Policy</li> <li>• Peer-on-Peer Abuse Policy</li> <li>• Behaviour Policy</li> <li>• Flowcharts (which are displayed around the school – including in the toilets):             <ul style="list-style-type: none"> <li>○ What to do if you are worried a child is being abused</li> <li>○ Allegations against staff</li> </ul> </li> </ul> <p><b>Other Measures</b></p> <ul style="list-style-type: none"> <li>• PREVENT Training regularly undertaken</li> <li>• Safer recruitment – regular training and procedures followed</li> <li>• Regular reinforcement to children of trusted adults/who to talk to – including NSPCC contact details</li> </ul> <p><b>KCSiE Definition of ‘Safeguarding’:</b>            “Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:</p> <ul style="list-style-type: none"> <li>• protecting children from maltreatment.</li> <li>• preventing the impairment of children's mental and physical health or</li> </ul>	
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development.

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes"

#### **Safeguarding Culture at BBVS:**

- Robust safeguarding practices
- Proactive Personal Social & Health Education (**PSHE**)/Relationship Sex & Health Education (**RSHE**) curriculum
- Regular reinforcement of how to stay safe/feel comfortable talking:
  - Online safety assemblies/other discussions
  - Circle time
  - Feelings pegs
- Environment of openness and awareness, staff:
  - know the children well – recognising changes in behaviour
  - follow up on attitudes and behaviour
  - are approachable to the children
- It is acknowledged that safeguarding includes preparing the children for life going forwards

#### **Venn Diagram:**

Safeguarding = Whole School

Child Protection (**CP**) = very high needs, small group

Children In Need (**CIN**) = Those with a plan – subject of referral/social care intervention but deemed to be at less immediate risk of significant harm

Early Help = Those identified as potential beneficiaries of further support (children and their families)

#### Questions (answers all given by GP)

Q2: Following this being mentioned on a recent course, does BBVS have a map of the school which children can use to identify places where they feel safe?

A: Not at present, but this could be a useful tool.

Q3: When staff are completing the checklist to report an incident, are they encouraged to tick only one category?

A: No, as many categories/sub-categories they consider relevant are ticked.

Q4: How is it decided who is responsible for actioning a reported concern?

A: Conversation with me/another member of the Senior Leadership Team (**SLT**) (usually me or SENDCo as Deputy Head is in class).

Q5: How long are hard copy records (e.g., those which may relate to an older sibling of a child in the school) retained?

A: These are passed on to the older children's schools as part of transition processes **ACTIONS:** (i) GP to ensure Record Keeping Policy accurately reflects the current practices and consider whether a written user guide is required to ensure consistency of approach by staff and (ii) JC to lead on construction of Safeguarding Governor job description.

GP explained that:

- a key indicator for potential issues is a change in behaviour
- behaviour logs are retained for each class, which historically were recorded in separate files (historic behaviour records have not been transferred to CPOMS)<sup>1</sup>

The board noted that small cumulative changes, such as self-esteem issues and other growing concerns, may be missed and a single system would be a more robust way of ensuring clear indications particularly when there are staff changes, etc. GP assured governors that these records are passed to the next class teacher as children moved through the school but acknowledged that consolidation of records going forwards was certainly worth considering.

GP reported that, under the CPOMS system, a concern recorded by a member of staff triggers an automatic email to the SLT and staff are also encouraged to speak to a member of SLT to follow up. The board discussed the extent to which this is done in practice, particularly by newer staff or when concerns are reported out of hours and suggested a written procedure is drawn up to support consistency of approach.

**ACTION:** GP to arrange for a written procedure to be drawn up to underpin the CPOMS concerns reporting processes.

Q6: How can you confidently assert that things are picked up due to the staff knowing the children very well?

A: From the details discussed at staff and TA meetings and also overhearing conversations staff have with the children – from which rapport/trust is clear.

Q7: How do we know staff are vigilant enough to spot (sometime subtle) signs?

A: Knowing the dedication of the staff and the fact that the children trust them and find them approachable. **ACTION:** GP to increase frequency of staff questionnaires to ensure safeguarding remains fully systematic/things are not missed.

#### ***EG left the meeting***

#### **Safeguarding Concerns**

GP highlighted the iceberg analogy – that many issues are below the surface, noting that:

- BBVS provides Emotional Literacy Support Assistant (ELSA) sessions – the school is as proactive as possible with such interventions to try to unpick how children are feeling using TED (Tell, Explain Describe)
- It is every adult in schools have a professional duty to report concerns – those raised can be the subject of an initial consultation with the Multi Agency Safeguarding Hub (MASH) team and may lead to a formal referral
- Use of CPOMS is excellent – the system gives a holistic picture and records can easily be transferred to subsequent schools – including

<sup>1</sup> [CPOMS – Safeguarding Software for Schools](#)



a clear chronology and record of follow up actions, as well as attachment of key documents (such as minutes of meetings and social services reports) – GP briefly shared a blank CPOM reporting form to demonstrate the process

The statistic that 1 in 3 concerns recorded in schools is about a child with SEND was noted.

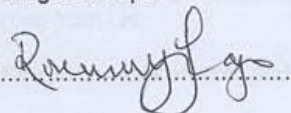
The board reiterated concerns regarding historic paper records not being transferred to CPOMS. GP explained that they are safely stored in a locked cupboard and where a concern is raised about a child still in school the old files are referred to when relevant. The board repeated the request that a defined written process is produced which stipulates that all relevant historic records, including those of older siblings, are reviewed.

The board acknowledged that, despite the points challenged, it was confident that the school had a strong and embedded safeguarding culture – with staff and governors aware of the critical importance of safeguarding.

Governors were reminded that every visit should consider safeguarding as per the Governor Visit Guidelines: "IMPORTANT: EVERY VISIT should have a safeguarding aspect, whether or not this is the specific focus. For example: check that procedures for signing in and out are observed. Is there a culture of vigilance and awareness in the school?"

The Chair closed the meeting at 8.00pm

Signed.....



Date.....13/05/22.....