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By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 10th March 2022

Minutes

Present: Graham Pike (Head teacher) ("GP"), Rosemary Jago ("RJ"), David New ("DN"), Jaclyn Cross ("JC"), Anjali Kangaratnam ("AK"), Sarah Wren ("SW"), Deborah Henshall ("DH") and (from 7pm) Martin Lowe ("ML")

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

Apologies: Elizabeth Gilbertson ("EG"), Carrie Davies ("CB"), Edwena Powell ("EP") and Lakmini Harkus ("LH")

Item	Minute	Action
	Opening Prayer AK led the opening prayer	
1	Welcome and Apologies RJ took the chair and opened the meeting at 6.31pm. Apologies were noted and accepted from EP, CD, EP and LH. It was noted that ML was running a little late. RJ declared that a quorum was present (Article 114, 1/3 rd of total number in office) 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. For the purposes of training discussions, No interests were declared in the business of this meeting.	
3	Minutes of last meeting 13th January 2022 (+ matters arising not covered elsewhere) The minutes of the meeting of 13th January 2022 were unanimously approved unanimously approved as a true and accurate record of that meeting. Matters arising not covered elsewhere All matters complete, covered by this evening's agenda, or superseded save as follows: Item 4: Introductory Safeguarding training: Placeholder booking made on introductory safeguarding training 03.03.22 – training session cancelled. AK booked on next session (June) and slides uploaded to Teams. National Online Safety Impact ACTION: Add CD's National Online	Clerk

	<p><u>Safety Impact Report to the July agenda.</u></p> <p>Item 6: It was unanimously agreed that access to the Teams 'Current Policies' folder be expended to all governors. ACTION: Clerk to expand access to 'Current Policies' folder on Teams to all governors.</p> <p>SEND Policy – awaited from DN. ACTIONS: (i) DN to circulate the final SEND Policy to the Clerk and (ii) Clerk to file the final SEND Policy as an approved policy.</p> <p>Item 12(d): ACTIONS: (i) GP to download and circulate with the papers for each meeting the latest National College training completion schedule and (ii) Clerk to add National College Courses Completed as a standing agenda item.</p> <p>Item 12(e): ACTIONS: (i) CD to download and circulate with the papers for each meeting the latest Online Safety Platform training completion schedule and (ii) Clerk to add Online Safety Platform Courses Completed as a standing agenda item.</p>	<p>Clerk</p> <p>DN /Clerk</p> <p>GP/Clerk</p> <p>CD/Clerk</p>
4	<p>Headteacher Report (including SIAP/SIAMS and Staffing)</p> <p>It was noted that GP's Headteacher Report and Termly Monitoring Report end of Term 3 had been circulated prior to the meeting and it was presumed all present had reviewed them.</p> <p>GP highlighted:</p> <ul style="list-style-type: none"> • Covid: last term's key priority was to keep classes open during staffing challenges. It is a credit to staff flexibility and willingness to cover that only one class was closed for just one and a half days over the whole period. • SENDCO: Only one applicant for the role. Rigorous interview process was followed, and we were not able to recruit. Decision has been taken to advertise more widely via ETeach. Meanwhile current SENDCO will be returning after Easter for handover. • Teachers: One teacher is leaving, and class role being covered until the end of the academic year by two current teachers as a job share. Position from September will be advertised via ETeach. • Forest School: Discussions taking place with previous staff member about providing forest school sessions. • Wraparound Care: After School Club staff member resignation being covered by combination of capping hours and increasing hours of current staff (those willing to increase) <p>The board queried whether there was anyone on the existing staff who were interested in undertaking training to take up the SENDCO role. DH confirmed that this had been explored but there were no current staff members who wished to leave their classroom role to take up the SENDCO position. GP noted that the booking for Senior Mental Health Lead training initially signed up for by the exiting SENDCO had been transferred to another, remaining, member of staff.</p>	

	<ul style="list-style-type: none"> School Improvement Adviser (SIA) Visits: It was noted that the SIA Visit Reports were now regularly shared with all governors via upload to Teams folder. <p>Correction: Typographical error in Headteacher Report noted for the record – 8th paragraph under the heading 'Staffing' <i>"In the last two weeks of Term 3, there was an increase in the number of pupils testing positive for covid."</i></p>	
5	<p>Policies:</p> <p>(a) Admissions (b) Attendance (c) Complaints (d) Learning Outside the Classroom/Educational Visits (e) Spirituality</p> <p>It was acknowledged that each of the documents listed in (a) – (e) had been circulated prior to the meeting and all present had reviewed them.</p> <p>The following comments were noted:</p> <p>Admissions Majority approval obtained by email prior to the meeting. The previous email approval of the Admissions Policy was unanimously ratified with effect from the date of the email approval. ACTION: Clerk/GP to file the Admissions Policy as an approved policy.</p> <p>Learning Outside of the Classroom Under the parents supporting visits section there is no mention unsupervised access or DBS (although this is under volunteers). A governor queried by email prior to the meeting whether there should be something saying that parents need to be told about their safeguarding responsibilities and that they shouldn't find themselves in unsupervised contact with any children during the visits. The board considered and agreed that it was always preferable to repeat and reiterate safeguarding related provisions. ACTIONS: (i) Clerk to amend and circulate to Curriculum Teaching & Learning Committee (C,T&L) members the revised policy (amended to repeat the volunteer provisions under the parent section) (ii) CT&L to add consideration/approval of the amended policy to the agenda for their meeting on Monday and (iii) Clerk to add ratification of the Learning Outside the Classroom Policy to the next FGB agenda.</p> <p>Spirituality It was noted that under the Equality Impact Assessment (EIA), it mentions tolerance will be taught. A governor queried by email prior to the meeting whether this should also say that they lessons will be inclusive and bring together the different perspectives and experiences in the class.</p>	<p>Clerk/GP</p> <p>Clerk CT&L Clerk</p>

	<p>JC explained that Foundation & Ethos Committee (F&E) intended to merge the Spirituality Policy into the Spiritual, Moral, Social and Cultural Development (SMSC) Policy and would consider amendments in line with these comments at the same time.</p> <p>ACTIONS: (i) Clerk to send JC a word version of the SMSC Policy, (ii) F&E to add review and merger of Spirituality and SMSC policies to their next agenda and (iii) Clerk to add revised SMSC Policy to the next FGB agenda.</p> <p>Attendance and Complaints Each of the Attendance and Complaints policies were unanimously approved in the form circulated prior to and produced at the meeting. ACTION: The Clerk/GP to file each of the Attendance and Complaints policies as approved policies.</p>	<p>Clerk F&E</p> <p>Clerk/GP</p>
6	<p>Safeguarding Governor/Single Central Record Update (including audit) It was noted that the audit had been completed and submitted and the Safeguarding Action Plan Linked to Matrix had been circulated prior to the meeting. JC highlighted with regard to the audit:</p> <ul style="list-style-type: none"> • Meeting standard in all areas (Effective) • In quite a few areas almost exceeding (Highly Effective) • GP had revised the actions on the safeguarding action plan to cover these areas with aspiration to achieve Highly Effective as soon as possible (hopefully next term) <p>(a) Record Keeping policy/procedures JC reported that:</p> <ul style="list-style-type: none"> • she was regularly meeting with the School Office Manager to review the Single Central Record (SCR) • last SCR review focused on volunteer/governor records section and it had been agreed that, in line with guidance, copies of governors' identification documents (those who joined prior to the latest regulatory changes) be retrospectively collected and retained with SCR records – requests had accordingly been sent to relevant governors <p>ACTIONS: (i) All governors receiving identification documents request to provide to the office team as soon as convenient and (ii) Clerk to add SCR Update as standing agenda item.</p> <p>ML joined the meeting at 7pm</p> <ul style="list-style-type: none"> • following the increased robustness of BBV governor recruitment processes, application forms and references were being taken on all non-Foundation Governors • Foundation Governors, as Diocesan appointees, following Diocese appointment processes – which also include completion of an application form and the taking of references, but these are not provided to the school 	<p>All longstanding governors Clerk</p>

	<p>It was unanimously agreed that all new Foundation Governors be asked to complete BBV application form (to include the taking up of references) in addition to the Diocese process. ACTION: Clerk to obtain a copy of the Diocesan standard reference request and pass to JC.</p> <p>(b) Safeguarding Governor Role Description JC reported that the Clerk had provided her with a model Safeguarding Governor Role Description which appeared to be comprehensive. JC would review this at the end of her Nominated Safeguarding Training programme and make any amendments/additions she considers appropriate and bring to the July meeting for ratification. ACTION: Clerk to add approval of the Safeguarding Governor Role Description to the July agenda.</p> <p>(c) CPOMS procedural note It was acknowledged that GP had circulated a procedural note prior to the meeting, and he confirmed that this had been made available to all staff in order to clarify expectations. GP also reported:</p> <ul style="list-style-type: none"> • A safeguarding file will key information is now given to volunteers and other visitors (sports coaches, music teachers, etc) – for which parent volunteers have expressed particular appreciation • The school website safeguarding information has been further improved • The FOBBVS have agreed to fund 50% of the online safety platform costs <p>(d) Scheduling of next staff questionnaire GP and DH confirmed that the LA (Rightchoice) safeguarding questionnaire had been selected as suitably thorough and a schedule of questionnaires would be drawn up for the rest of the year to supplement the regular and helpful National College training quizzes undertaken. ACTION: GP to draw up schedule of staff questionnaires for the rest of the academic year.</p> <p>The board noted:</p> <ul style="list-style-type: none"> • Record Keeping: <ul style="list-style-type: none"> ○ CPOMS does not cross link to the records of those who have left (older records with a family link) ○ Files are transferred to secondary schools (via auto transfer if they also use CPOMS or downloaded and passed across if not) ○ The weighty pre-CPOMS hard copy records were uploaded to the CPOMS system when it was first introduced at the school ○ Behaviour is not generally recorded on CPOMS: <ul style="list-style-type: none"> ▪ Behaviour of those with significant CPOMS records is included as part of their holistic picture ▪ Changes in behaviour (which it is acknowledged can indicate a safeguarding issue) are recorded in paper records and provoke conversations which are then logged on CPOMS via safeguarding concern 	<p>Clerk</p> <p>Clerk</p> <p>GP</p>
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	<p>reporting as appropriate</p> <ul style="list-style-type: none"> Whistleblowing: It was noted that the current Whistleblowing Governor is a parent with limited availability. To avoid any actual or perceived conflicts/staff reluctance to approach and in line with good practice to link with safeguarding, it was proposed that JC be nominated Whistleblowing Governor. It was unanimously agreed that JC be and is appointed Whistleblowing Governor with immediate effect. ACTION: Clerk to amend and publish revised Whistleblowing Policy with JC as named governor. 	Clerk
7	<p>Link Governors Update</p> <p>It was noted that DN had conducted a visit in late January to see the way Developmental Drop Ins (DDIs) are being used to impact Teaching and Learning ACTION: Clerk to upload a copy of DN's DDI Visit Report to Teams.</p> <p>Processes:</p> <ul style="list-style-type: none"> Governors were reminded to arrange visits directly with staff member/class teacher (advising GP/DH/CD as a matter of courtesy) and send reports as soon as possible Expectations of Governors ('Must, Could Should') document was a little out of date but would continue to be used ACTION: DN and RJ to update Expectations of Governors ('Must Could Should') document. Training Review form to be reintroduced ACTIONS: (i) JC to send example training review form to the Clerk and (ii) the Clerk to upload a copy of the training review form to the Teams training folder. 	<p>Clerk</p> <p>DN/RJ</p> <p>JC Clerk</p>
8	<p>Curriculum, Teaching & Learning Committee Update</p> <p>It was noted that the next meeting was scheduled for Monday 14th March.</p> <p>DN highlighted:</p> <ul style="list-style-type: none"> Last meeting in January (next on Monday) Focused on detailed review of school data – good answers given to questions posed Staffing was also discussed Home Learning and Early Years Foundation Stage (EYFS) policies reviewed ACTION: Clerk to add ratification of Home Learning Policy to the next FGB agenda. Subject Leader Reports for the next meeting were not available ACTION: GP/DH and DN to collate CT&L annual agenda plan to schedule in Subject Leader Reports at the beginning of the year. Dates and times of CT&L meetings are subject to change as current timings are not working for some members of the committee ACTION: DN to propose alternative dates and times for CT&L meetings. <p>Questions were invited. There were none.</p>	<p>Clerk</p> <p>GP/DH/DN</p> <p>DN</p>
9	<p>Foundation & Ethos Committee Update</p> <p>It was noted that the minutes had been circulated prior to the meeting. JC highlighted:</p> <ul style="list-style-type: none"> Committee members are keen to conduct school visits and, based on 	

	<p>thematic focus arranged via GP, had suggested dates and topic ideas for visits to hopefully take place prior to Easter</p> <ul style="list-style-type: none"> JC has conducted a detailed review of Behaviour Logs (both class level and those escalated to headteacher) – GP showed her a number which involved parental contact and achieved positive outcomes Church/school partnership continues to be strong – including the church using the school one Sunday afternoon per month (fourth Sunday of each month) for 'messy church' activities 	
10	<p>Finance, Premises, Staffing & HR Committee Update In EG's absence, RJ reported that:</p> <ul style="list-style-type: none"> In year finances have continued to improve; however, the deficit remains, and we are projecting to be below the required reserve level by the end of the FY. Actions are required to address this with clear consideration of prioritised expenditure until we return to a surplus position. Such decisions have included a delay in the recruitment of a replacement Higher Level Teaching Assistant (HLTA) pending recruitment of the new Special Educational Needs Coordinator (SENDCO). It is acknowledged that much of the issue relates to supply teaching requirements. We continue to investigate holiday clubs to increase revenue with promising options emerging. A review of the provision of wraparound care, including after school activities, is also underway. Staffing insurance policy has been reviewed and provider switched following a comprehensive assessment of available options. The selected provider has enabled a significant saving to be made with similar levels of cover for those named staff (all teachers, named TAs and HLTAs) whilst also providing mental health and well-being support for all staff and increased levels for named staff. Cleaning contract re-let to existing provider following competition. The alternative respondent failed to match the level of service or cost and the standard maintained throughout COVID by the existing provider has been superb. Finance Manual has been slightly revised following the audit to correctly articulate our reserves policy. Please review and endorse. Please note for the FGB records that the School Resource Management Self-Assessment Tool has been submitted (copy uploaded under AGENDA 10) The risk register for the school has been reviewed and it has been decided that a full overhaul is required. This will be completed prior to the next FGB, and committees will be invited to review it for completeness prior to sign-off. <p>The board unanimously approved the Finance Manual in the form circulated prior to and produced at the meeting and RJ signed the manual accordingly. <u>ACTION: Clerk to provide a copy of the Finance Manual to the school office team and file the Finance Manual as an approved policy.</u></p> <p>There were no questions on the F&P report.</p>	Clerk

11	<p>Governor Training and Participation</p> <p>(a) Skills Audit Review It was noted that the Skills Audit dashboard had been circulated and, whilst there were no substantive areas of weakness, areas attracting lower scores will be enhanced via training and further recruitment.</p> <p>(b) Brochure on Teams + Cascaded training materials Lots of National College and Local authority (LA) training available. ACTIONS: (i) All to complete watchlist training on National College account (ii) all to book LA training via the Clerk and (iii) Clerk to investigate Finance training via the LA for EG.</p> <p>(c) Ofsted Preparedness The board was directed to the questions provided by a recently inspected school (circulated prior to the meeting) and DN's presentation taking place at the end of this meeting.</p>	All Clerk
12	<p>Chair's Update RJ highlighted:</p> <ul style="list-style-type: none"> • Skills Audit: <ul style="list-style-type: none"> ○ Particular focus on CT&L succession planning and targeted recruitment of governors with relevant experience/skills set – robust induction process to be adhered to (following slight hiatus during pandemic) ○ RJ is working on governor job description, and it is proposed to advertise for governors via ETeach and secondary school contacts • Diocese change: School Adviser (Governance and Admissions) is leaving. 	
13	<p>AOB None at this stage.</p>	
14	<p>Ofsted Preparedness Presentation/Q&A DN highlighted as the school is currently rated 'Outstanding' it will be subject to a Section 5, two day inspection (and, given the size of the school, probably conducted by two inspectors) <u>School inspection handbook - GOV.UK (www.gov.uk)</u></p> <p>Day 1:</p> <ul style="list-style-type: none"> • 'Deep dives' conducted – these are an intense focus on the curriculum and how it is delivered – usually three subjects of focus, one of which is English: <ul style="list-style-type: none"> ○ Reading ○ Science/Maths ○ Foundation subject • Inspectors will intensively review what is going on in classrooms to compare with what they are told in the pre-inspection telephone call with GP and DH and discussions with Subject Leaders to consider whether this is having a positive impact on children's learning • SCR/Safeguarding review is key • Behaviour in the classroom will be monitored (both to check that 	

there is no negative behaviour but also to consider positive behaviour – e.g., that the children are engaging in learning)

- Inspectors will consider systemic features of strengths or weaknesses

Day 2:

- Other subjects will be reviewed – to assess whether they are typically showing the same strength(s)/weakness(es) – to test inspectors' hypotheses following Day 1 investigations
- The framework areas will be covered, including Leadership & Management – this will include staff and parents' surveys and governance (based on pragmatism about when governors are available)
- Headteacher/Deputy feedback meeting usually c. 2.30pm
- Governor feedback meeting usually c.5pm

Governance

- Governors are responsible as part of holistic Leadership and Management:
 - Para 271, Inspection Handbook "The leadership and management judgement is about how leaders, managers and those responsible for governance ensure that the education that the school provides has a **positive impact on all its pupils**. It focuses on the areas where inspection and research indicate that leaders and managers can have the strongest effect on the quality of the education provided by the school." – this is firmly based on leaders' expectations – Do governors expect the best of headteacher, Senior Leadership and staff? Do governors challenge if children are not performing well and support provision of resources to deliver performance
 - Para 283, Inspection Handbook "The governance handbook also sets out the statutory functions of all boards, no matter what type of school or how many schools they govern. There are 3 core functions:
 - ensuring clarity of vision, ethos, and strategic direction
 - holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
 - overseeing the financial performance of the school and making sure that its money is well spent, including the pupil premium" – this is captured in the Scheme of Delegation (including F&P Committee's focus on maximising Special Educational Needs and Pupil Premium funding)
- It is important that governors understand and are able to articulate how the governing body is structured to know everything (rather than each governor personally knowing everything) – the BBV board's structure, strategy and purpose is well-summarised in the Scheme of Delegation and committees' agendas and action plans demonstrate that they are strategic and focused
- The framework has changed since the school was last inspected:
 - 'Outstanding' ratings are rare – a Good rating is more than

	<p>acceptable, and no lowering of expectations is associated with it</p> <ul style="list-style-type: none"> ○ Report is much shorter – constructed as a letter to parents • It is likely that an HMI (more experienced and more nuanced in understanding) will lead an inspection of BBV as a currently 'Outstanding' school • Evidence based review Senior HMI will stringently consider all ratings at either end of the spectrum (Outstanding or Requires Improvement) 	
14	<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"> • Skills audit/recruitment of new governors focus • Training mentoring and coaching consideration • Ofsted Preparation • Safeguarding updates • Staffing update (changes and future recruitment) • Policies' review • Importance of link governor role/regular visits to school 	N/A
15	<p>Date of next meetings (all at 6.30pm): Thursday 19th May 2022 Wednesday 13th July 2022</p>	Note

The Chair closed the meeting at 8.30pm

Signed: 

Date: 15/07/22