

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 19th May 2022

Minutes

Present: Graham Pike (Head teacher) ("GP"), Jaclyn Cross ("JC"), Anjali Kangaratnam ("AK"), Sarah Wren ("SW"), Deborah Henshall ("DH"), Elizabeth Gilbertson ("EG"), Carrie Davies ("CB"), Edwena Powell ("EP") and (from 6.45pm) Lakmini Harkus ("LH")

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

Apologies: Rosemary Jago ("RJ"), David New ("DN") and Martin Lowe ("ML")

Item	Minute	Action
	Opening Prayer AK led the opening prayer	
1	Welcome and Apologies In RJ's absence, JC took the chair and opened the meeting at 6.00pm. Apologies were noted and accepted from RJ, DN and ML. It was noted that LH was running a little late. JC 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. No interests were declared in the business of this meeting.	
3	Minutes of last meeting 10th March 2022 (+ matters arising not covered elsewhere) The minutes of the meeting of 10 th March 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 Matters arising not covered elsewhere All matters complete, covered by this evening's agenda, or superseded save as follows: 13.01.22 (item 4): Carried forward. ACTION: Add CD's National Online Safety Impact Report to the July agenda. 10.03.22 (item 5): Review of Spiritual, Moral, Social and Cultural development (SMSC) Policy deferred to July. ACTION: Add revised SMSC Policy to the next FGB agenda.	Clerk Clerk

	<p>10.03.22 (item 6): Draw up schedule of staff questionnaires for the rest of the academic year – GP confirmed this was underway. ACTION: Draw up schedule of staff questionnaires for the rest of the academic year</p> <p>10.03.22 (item 7): Update Expectations of Governors ('Must Could Should') document – RJ and DN working on this, to be circulated as soon as feasible. ACTION: Update Expectations of Governors ('Must Could Should') document.</p> <p>10.03.22 (item 8): Collate Curriculum, Teaching & Learning Committee (CT&L) annual agenda plan to schedule in Subject Leader Reports at the beginning of the year – carry forward. ACTION: Collate CT&L annual agenda plan to schedule in Subject Leader Reports at the beginning of the year</p>	<p>GP</p> <p>RJ/DN</p> <p>GP/DH/DN</p>
4	<p>Headteacher Report (including SIAP/SIAMS and Staffing) It was noted that GP's Headteacher Report and Termly Monitoring Report end of Term 4 had been circulated prior to the meeting and it was presumed all present had reviewed them.</p> <p>GP highlighted: Headteacher Report</p> <ul style="list-style-type: none"> Staffing: <ul style="list-style-type: none"> Lack of staff in Term 4 – lots of illness/Covid but DH kept the school running well in adversity with only a couple of after school club sessions cancelled (just two) Special Educational Needs & Disabilities Lead (SENDCo) withdrew his resignation at the end of Term 4 Early this term interviews for new permanent class teacher took place: <ul style="list-style-type: none"> JC and EP assisted (thank you) All five candidates interviewed were appointable ETeach advertisement costs were worth incurring as quality of candidates attracted was high Staffing structure for next year is being communicated to staff and will be published to parents next term <p>Q1: Was the staffing structure well-received? A: Yes.</p> <ul style="list-style-type: none"> Enrichment activities and preparation for the end of year/start of new academic year are all underway <p>School Improvement Action Plan (SIAP)</p> <ul style="list-style-type: none"> Pupil Progress meetings have taken place with all teachers focused on closing the gap this term and next term Ongoing items are progressing <p>ACTION: RJ to liaise with School Improvement Adviser (SIA) to arrange Headteacher Performance Management meeting.</p>	<p>RJ</p>
5	<p>Policies:</p> <p>(a) Relationships, Sex & Health Education (RSHE)</p> <p>(b) Home Learning</p>	

<p>(c) Exclusion</p> <p>(d) Learning Outside the Classroom</p> <p>(e) Medical Conditions</p> <p>(f) Assessment</p> <p>(g) Data Protection + Subject Access Request</p> <p>(h) Information Security Incident Procedure</p> <p>(i) Record Retention</p> <p>(j) Finance Manual</p> <p>(k) Freedom of Information Publication Scheme</p> <p>(l) Gifts, Hospitality & Bribery</p> <p>The following comments were noted:</p> <p>RSHE</p> <p>Majority approval obtained by email prior to the meeting. For the record, governors requested confirmation of the mandatory consultation process undertaken. GP and DH explained that parents had been notified by specific email with link to the relevant page of the website and also reminded by newsletter.</p> <p>The previous email approval of the RSHE Policy was unanimously ratified with effect from the date of the email approval. ACTION: Clerk/GP to file the RSHE Policy as an approved policy.</p> <p>Home Learning</p> <p>In DN's absence, this was deferred to the next meeting. ACTION: Clerk to add Home Learning Policy to the next agenda.</p> <p>Exclusion</p> <p>It was noted that Foundation and Ethos Committee (F&E) had recommended re-adoption of the Exclusion Policy with no changes. The Exclusion Policy was unanimously approved in the form circulated prior to the meeting. ACTION: Clerk to file the Exclusion Policy as an approved policy.</p> <p>Learning Outside of the Classroom</p> <p>In DN's absence, this was deferred to the next meeting as it was not clear whether CT&L Committee had approved the changes made following the last FGB. ACTION: Clerk to add Learning Outside the Classroom Policy to the next agenda.</p> <p>GDPR Policies: Data Protection + Subject Access Request, Information Security Incident Procedure and Record Retention</p> <p>Each of the above-listed GDPR policies were unanimously approved in the form circulated prior to and produced at the meeting. ACTION: The Clerk/GP to file each of the GDPR policies as approved policies.</p>	<p>Clerk/GP</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/GP</p>
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	<p>Finance Manual The Finance Manual was unanimously approved in the form circulated prior to and produced at the meeting. ACTION: The Clerk/GP to file the finance manual as an approved policy.</p> <p>Freedom of Information Publication Scheme The Freedom of Information Publication Scheme was unanimously approved in the form circulated prior to and produced at the meeting. ACTION: The Clerk/GP to file the Freedom of Information Publication Scheme as an approved policy.</p> <p>Gifts, Hospitality & Bribery The Gifts, Hospitality & Bribery was unanimously approved in the form circulated prior to and produced at the meeting. ACTION: The Clerk/GP to file the Gifts, Hospitality & Bribery Policy as an approved policy.</p>	<p>Clerk/GP</p> <p>Clerk/GP</p> <p>Clerk/GP</p>
6	<p>Safeguarding Governor/Single Central Record Update (including audit) It was noted that:</p> <ul style="list-style-type: none"> • Training: <ul style="list-style-type: none"> ○ Some governors had not yet completed the PREVENT training. GP and JC reiterated that this was mandatory and crucial training. ACTION: All governors to complete PREVENT training as soon as possible. ○ Some governors had not yet completed the annual safeguarding training ACTION: All governors to complete EITHER the LA Safeguarding for all governors' course OR the National College Annual Certificate of Safeguarding for Governors by the end of July. ○ Some governors had not yet completed the Online Safety course on the National Online Safety platform ACTION: All governors to complete Online Safety course by the end of July. ○ Whilst JC and RJ both have current Safer Recruitment training, at least one more governor should update their safer recruitment training ACTION: DN to complete Safer Recruitment update training as soon as possible. • Monitoring: GP's Termly Monitoring Report contains data on numbers of concerns, incidents, etc <p>ACTION: GP to ensure invitation extended to all governors to attend staff annual safeguarding update training in September.</p>	<p>All</p> <p>All</p> <p>All</p> <p>DN</p> <p>GP</p>
7	<p>Link Governors Update – Must, Could, Should 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 <p>LH joined the meeting at 6.45pm</p>	

	<ul style="list-style-type: none"> Expectations of Governors ('Must, Could Should') document was a little out of date but would continue to be used with DN and RJ updating as per matters arising above. Training Review form – copy is in the Teams training folder <u>ACTION: Governors to complete training forms when completed training and return to the Clerk for filing.</u> Training Plan to more clearly track completion of mandatory and recommended training to be circulated <u>ACTION: Clerk to circulate Training Plan.</u> <p>The board briefly discussed deficiencies of recent induction processes – with a more user-friendly approach, less assumed knowledge and reintroduction of more robust mentoring being required. <u>ACTION: JC to discuss induction processes with RJ.</u></p>	<p>All</p> <p>Clerk</p> <p>JC</p>
8	Curriculum, Teaching & Learning Committee Update Deferred in DN's absence. <u>ACTION: DN to update on last and next C,T&L meetings at the next FGB.</u>	DN
9	Foundation & Ethos Committee Update It was noted that the minutes had been circulated prior to the meeting. JC highlighted: <ul style="list-style-type: none"> School values: <ul style="list-style-type: none"> good discussion around why/which part of the individual are addressed: you, relationships with others, learning, etc two-year cycle with other values looked at on a regular basis Actions agreed: <ul style="list-style-type: none"> AK and JC to conduct a diversity-focused walk around school – to consider how the environment could be made more diverse if required, how to make the school more welcoming – including via the website Curriculum and noticeboards, etc to be reviewed with a diversity focus EP to meet with the SENDCo to discuss the SENDCo role and report back AK scheduled to meet with staff next week to discuss RSHE and Healthy Schools <p>Q: How diverse is the cohort of first choice applicants for September 2022 intake into Reception? A: Unknown at present – although the office does collate this data. <u>ACTION: Diversity data to be reviewed to monitor trends.</u></p> <p>The board noted some excellent local initiatives to welcome Ukrainian refugees into the community which would require further prioritisation of diversity and the need to ensure the school is a welcoming environment for all.</p> <p>There were no further comments or queries on the F&E update.</p>	GP/All
10	Finance, Premises, Staffing & HR Committee (F&P) Update EG reported:	

	<ul style="list-style-type: none"> Deficit: positive movement – began with £27K deficit which has reduced to c.£20K (attributable to a combination of costs savings, increased income, and specific grants) Budget has been based on reasonable assumptions: <ul style="list-style-type: none"> In year surplus of £23K in first year (draw on government grant) Following years fall into deficits of £24K and then £59K based on current assumptions/no action At present the school remains financially viable, but governors and leadership need to be practising proactive "maintaining and sustaining" numbers on roll (NOR) e.g., targeting pre-schools, estate agents/new housing development, etc F&P are still trying to progress holiday and additional after school club provision to boost income As everyone is aware, utilities costs are spiralling – EG is investigating solar panels options which link in with the school's estates strategy (members of the committee are working on articulating in a strategy document designed to be a clear point of reference and shared with parents) The committee are focused on reducing the deficit for the coming year and curtailing growing deficit in future years Financial Controls Assurance Report (FCAR) produced by LA following three internal audits per year – latest one was focused on HR/Payroll and made two recommendations: (i) that Staff/Governor Expenses Policy is included in governor induction pack and (ii) require written confirmation that all expenses claims relate to expenses incurred when on school business <p>There were no questions on the F&P report.</p> <p>The 2022/23 budget was unanimously approved.</p>	
11	<p>Governor Training and Participation</p> <p>(a) Brochure on Teams + Cascaded training materials Lots of National College and Local authority (LA) training available. <u>ACTIONS: (i) All to complete watchlist training on National College account (ii) all to book LA training via the Clerk and (ii) Clerk to continue to monitor availability of Finance training via the LA for EG.</u></p> <p>(b) Ofsted Preparedness The board was directed to the materials in the folder on Teams.</p> <p>(c) National College Training courses completed JC: Certificate in prevent duty + Annual certificate in safeguarding for governors</p> <p>(d) Online Safety Platform courses completed JC and DN completed. JC has also completed LA Primary Data course.</p>	
12	<p>Chair's Update</p> <p>In RJ's absence, JC highlighted that RJ is liaising with DN to schedule CT&L committee meetings at the most mutually convenient time and day for participants.</p>	

13	Single Central Record Update JC reported: <ul style="list-style-type: none"> All outstanding identity documents have been produced, with thanks to all for providing these promptly She and the Office Manager had met and confirmed that the SCR is up to date – including acknowledgement of reduced requirements in certain areas (e.g., contractors' requirements) 	
14	AOB – admissions GP explained that, whilst the school is not currently oversubscribed, it would be timely to review admissions priorities prior to autumn consultation and requested some governor volunteers to assist with this review. ACTION: JC, EP and DN to conduct admissions criteria review prior to consultation. Priorities for governor discussion were noted ACTIONS: Clerk to (i) add Ofsted Overview/data, SIAP Review 2021/22 and draft SIAP 2022/23 to the next agenda and (ii) arrange virtual facility to enable JC's attendance or note her apologies for the next meeting.	JC, EP and DN Clerk
14	How have we contributed to the vision of By Brook Valley C of E Primary School today? <ul style="list-style-type: none"> Agreed budget and sustainability foci Approved policies Supported/directed and committed to succession planning, training, expectations and induction 	N/A
15	Date of next meeting (starting at 6.00pm): Wednesday 13th July 2022	Note

The Chair closed the meeting at 7.30pm

Signed Jaclyn Cross

Date 15/9/22