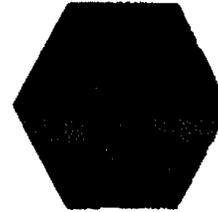


By Brook Valley Academy Trust
 (Company Registration Number 8020467)
Academy Board Meeting
Thursday 13th July 2022



Minutes

Present: Rosemary Jago (“RJ”), David New (“DN”), Graham Pike (Head teacher) (“GP”), Sarah Wren (“SW”), Deborah Henshall (“DH”), Elizabeth Gilbertson (“EG”), Carrie Davies (“CB”), Edwena Powell (“EP”) and Lakmini Harkus (“LH”)

Present virtually: Jacyn Cross (“JC”), Anjali Kangaratnam (“AK”),

In Attendance: Craig Parrott (“CP”) Michelle Hocking (Clerk to Governors) (“Clerk”)

Apologies: Martin Lowe (“ML”)

| Item | Minute | Action |
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| | <p>Opening Prayer AK led the opening prayer</p> | |
| 1 | <p>Welcome and Apologies RJ took the chair and opened the meeting. Apologies were noted and accepted from ML.</p> <p>RJ declared that a quorum was present (Article 114, 1/3rd of total number in office) and formally welcomed everyone to the meeting.</p> <p>Observers It was noted that CP was attending the meeting as an observer (and had signed appropriate confidentiality undertakings).</p> <p>On behalf of the board, RJ welcomed CP to the meeting and all briefly introduced themselves for the benefit of CP:</p> <ul style="list-style-type: none"> • RJ = Chair of Governors • DN = Vice Chair of Governors and Chair of Curriculum, Teaching & Learning Committee (“C, T&L”) • JC = Foundation Governor and Chair of Foundation & Ethos Committee (“F&E”) • EG = Parent Governor and Chair of Finance, Staffing & Premises Committee (“F&P”) • EP = Foundation Governor • AK = Foundation Governor • LH = Community Governor • SW = Parent Governor • GP = Headteacher • DH = Deputy Head • CD = Teacher & Staff Governor | |

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| | <p>CP explained that he was a parent and an architect by profession.</p> <p>Ratification of ML re-appointment The unanimous email approval of ML's re-appointment as a Co-opted governor was formally ratified. The Clerk confirmed that the records had been updated, with ML's new term of office commencing without gap from his previous term (as a Member-appointed governor).</p> | |
| 2 | <p>Pecuniary and Business Interests Register It was noted that all present had completed the annual Related Parties Declaration of Interests forms.</p> <p>No interests were declared in the business of this meeting.</p> | |
| 3 | <p>Minutes of last meeting 19th May 2022 (+ matters arising not covered elsewhere)</p> <p>The minutes of the meeting of 19th May 2022 were unanimously approved unanimously approved as a true and accurate record of that meeting.</p> <p>Matters arising not covered elsewhere All matters complete, covered by this evening's agenda, or superseded save as follows:</p> <p>Item 3:</p> <ul style="list-style-type: none"> • Draw up schedule of staff questionnaires for the rest of the academic year – GP confirmed this was underway. <u>ACTION: Draw up schedule of staff questionnaires for the 2022/23 academic year</u> • Update Expectations of Governors ('Must Could Should') document – RJ and DN working on this, to be circulated as soon as feasible. <u>ACTION: Update Expectations of Governors ('Must Could Should') document.</u> • Collate Curriculum, Teaching & Learning Committee (CT&L) annual agenda plan to schedule in Subject Leader Reports at the beginning of the year – carry forward. <u>ACTION: Collate CT&L annual agenda plan to schedule in Subject Leader Reports at the beginning of the year</u> <p>Item 5: (i) DN to circulate C, T&L recommended versions of the Home Learning and Learning Outside the Classroom Policies for completeness and (ii) Clerk to add ratification of these policies to the next agenda.</p> <p>Item 6:</p> <ul style="list-style-type: none"> • <u>RJ and ML to complete PREVENT training and ML and EP to complete safeguarding training</u> • <u>GP to confirm date of and invitation to annual safeguarding update training session in September</u> <p>Item 7: JC and RJ to discuss new governor induction. Item 9: Diversity data to be reviewed to monitor trends Item 11: Clerk to continue to monitor availability of Finance training via</p> | <p>GP</p> <p>RJ/DN</p> <p>GP/DH/DN</p> <p>DN Clerk</p> <p>RJ/ML/EP</p> <p>GP JC/RJ GP/All</p> |

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| | <p>the LA for EG. <u>Item 14: JC, EP and DN to conduct admissions criteria review prior to consultation.</u></p> | <p>Clerk JC, EP and DN</p> |
| <p>4</p> | <p>Headteacher Report It was noted that GP's Headteacher Report and Termly Monitoring Report Term 6 had been circulated prior to the meeting and it was presumed all present had reviewed them.</p> <p>GP highlighted: <i>School Improvement Action Plan (SIAP) Review 2021/22 (draft 2022/23 SIAP to come to September meeting)</i> CT&L governors noted:</p> <ul style="list-style-type: none"> • Developmental drop-ins: to be scheduled in more tightly post-Covid (as non-negotiables) and put in calendar • Priority 3: Current narrative details actions taken but requires more information on impact of them • Celebration of successes (e.g., strong inclusion culture) to be added <p><u>GP to update SIAP in line with governors' comments.</u></p> <p><i>Staffing (including performance review + pay panel updates)</i></p> <ul style="list-style-type: none"> • Staff changes as detailed in the report circulated • Staff absence down in Term 5 • Performance Management meetings with staff scheduled for tomorrow and Friday • Headteacher Performance Management scheduled for Monday DN, JC and (as temporary replacement for RJ) EG approved to conduct headteacher performance management • Staff wellbeing is good <p><i>Whole School Data Summary</i></p> <ul style="list-style-type: none"> • C.T&L conducted detailed review in last meeting • Writing is challenging (this is a national issue) • Multiplication Check results very good – average of 21/25 <p>Governors queried why persistent absence (following standard definition of below 90% attendance constituting persistent absence) is not currently being followed. GP explained that, taking into account Covid-related absences, it was determined that interventions only be made when attendance fell below 85%. Governors requested that this period of adaptation be minimised and interventions be commenced as a preventative measure prior to hitting persistent absence targets.</p> <p><i>Incident Report</i> Q1: Were the staff involved in the incident of physical restraint trained in physical restraint? A: Yes. Q2: Given that no racist incidents have been reported, how can we be assured that there have actually been none and that lack of reporting is not the result of a lack of vigilance? A: Children are taught what is and is not acceptable in a variety of ways via teachers' discussions, Relationship, Sex and Health Education</p> | <p>GP</p> |

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| <p>(RSHE) curriculum and focused campaigns such as NSPCC 'Pants'. There has been a racist incident reported in Term 6 (the report circulated only covered through to the end of Term 5 – Term 6 statistics will be presented to the September governors' meeting). This incident was reported by the parents of the alleged perpetrator and has been thoroughly investigated.</p> <p>Attendance As noted in the reports circulated.</p> <p>Complaints Summary To remain as a standing agenda item <u>Clerk to add Complaints Summary as a standing agenda item.</u></p> <p>General</p> <ul style="list-style-type: none"> • New parents' induction event was well attended – PTA and caterers in attendance • Open evenings last week went well • After school choir is proposed – currently in discussion with Wiltshire Music Hub re this • White Paper: <ul style="list-style-type: none"> ○ School day increase to be implemented by September 2023 <u>GP to lead consultation process commencing in the autumn</u> ○ Multi-Academy Trust (MAT) membership for all by 2030 – GP met with Regional Schools Commissioner (RSC) and Education Skills Funding Agency (ESFA) to discuss this and the financial position of the school, as a result of which a Schools Resources Management Adviser (SRMA) visit has been requested (to be scheduled in the autumn), a further RSC meeting is scheduled for November and several governors have attended the Diocese's webinar on its MAT <p>Questions Q1: Have specific staff attendance issues been resolved? A: Yes – a particular member of staff – with a previously exemplary attendance record – had an unfortunate run of illnesses but is now better and back at school. Q2: What were the key points discussed about the 2030 MAT aspiration and what are staff's views? A: Key points discussed: the school's financial situation, current collaborations, need to start discussing with potential partners (e.g., current cluster collaborators, webinar with Diocese) and discuss pros and cons with those already in MATs to help inform By Brook's key foci/non-negotiables. Staff are not yet aware of MAT discussions/fact-finding <u>Senior Leadership Team (SLT) to all attend November RSC meeting.</u> Q3: Was Writing lower than hoped due to the impact of Covid? A: Yes – across the board results are lower in Writing because children have not had sufficient opportunity to build up stamina in the usual way due to lockdowns, etc. As DH is a Writing moderator for the LA, the school's results were well-moderated and not over-inflated, but they are broadly in line with other local schools. Q4: Should there be a specific recovery plan for Writing or proceed with</p> | <p>Clerk</p> <p>GP</p> <p>GP/SLT</p> |
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| | <p>normal business next year? A: Normal business but with a heightened awareness amongst all staff. All children have made progress this year but unfortunately not enough for all children to catch up. Q5: Is particular support planned for current Yr5 as they move into Yr6? A: Support through careful planning and use of resources – high quality texts providing stimuli for Writing.</p> <p>The board discussed:</p> <ul style="list-style-type: none"> • Building of resources: including through donations (PTA and/or individuals – cash and/or books) e.g., funding requests via ParentPay, lists of books to donate + potential use of Pupil Premium funding • Improved communications: All staff to email class group with updates and reminders • Catering: Only 1/3rd of Universal Infant Free School Meals (UIFSM) are currently being taken up – focus on improving this in 2022/23 so as to maximise the 70:30 (in favour of the school) profit share negotiated with the caterer <p>Q6: Have staff changes mentioned above/in the report circulated been ratified by governors? A: Yes – the initial appointment panel included governors and upon appointment of a person who was not originally appointed (but deemed appointable by the interview panel) that appointment process was checked with HR and ratified by RJ (as Chair of Governors) and F&P. The changes involving redeployment of staff to reintroduce sand therapy and phonics intervention groups for Yr2 has a net cost difference of only £141 p.a.</p> | |
| 5 | <p>Policies:</p> <p>(a) Recommended by F&E Committee:</p> <p>a. Spirituality/SMSC JC explained that F&E had approved merging of spirituality provisions into SMSC Policy in the form circulated. The SMSC Policy (including spirituality) was unanimously approved in the form circulated. Clerk to file the SMSC Policy as an approved policy and arrange for its publication on the school website in place of the previous separate SMSC and Spirituality policies.</p> <p>b. Online Safety Deferred. <u>Clerk to add Online Safety Policy to the next agenda.</u></p> <p>(b) Recommended by C, T&L Committee:</p> <p>i. Assessment The Assessment Policy was unanimously approved in the form circulated prior to the meeting Clerk to file the Assessment Policy as an approved policy and arrange for its publication on the school website.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| | <p>ii. Learning Outside the Classroom/Educational Visits Deferred. <u>Clerk to add Learning Outside the Classroom Policy to the next agenda.</u></p> <p>iii. Medical Conditions Deferred. <u>Clerk to add Medical Conditions Policy to the next agenda.</u></p> <p>(c) Recommended by F&P Committee:</p> <p>a. Staff/Governor Expenses/Allowances The Staff/Governor Expenses/Allowances Policy (incorporating auditor's proposed changes) was unanimously approved. <u>Clerk to file the Staff/Governor Expenses/Allowances Policy as an approved policy.</u></p> <p>b. Lettings</p> <p>c. DBS</p> <p>d. Debtor Management</p> <p>e. Health & Safety</p> <p>f. Risk Management All deferred. <u>Clerk to add Lettings, DBS, Debtor Management, Health & Safety and Risk Management policies to the next agenda.</u></p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 6 | <p>Safeguarding Update It was noted that a draft Safeguarding Governor Role Description had been circulated prior to the meeting. The board suggested the following be added: Confirmation of Keeping Children Safe in Education (KCSiE) acknowledgements' receipt, collation of link governor feedback and 'temperature check' of culture <u>JC to make suggested changes to Safeguarding Governor Role Description.</u></p> | <p>JC</p> |
| 7 | <p>National Online Safety Impact Report CD reported:</p> <ul style="list-style-type: none"> • Nearly all staff and governors have completed the training • She has developed the generic resources into a two-year bespoke cycle for By Brook Valley • Online safety is being embedded into the curriculum and this approach has been shared with staff • Feedback is positive – children are engaged and learning well • Focused online safety sessions will be scheduled three times per annum – to be rolled out starting in September • She has updated the online safety page on the school website and put a link to this in the school newsletter • Training will be rolled out to parents • The school aims to work towards accreditation as a National Online Training School <p><u>CD to (i) send a reminder to parents about the importance of online safety/re-signpost to relevant resources in next week's newsletter (prior to the summer break) and (ii) check with the Finance Officer that online</u></p> | <p>CD</p> |

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| | <u>safety renewal has been factored into the budget.</u> | |
| 8 | <p>Link Governors Update – Must, Could, Should and coordination of autumn governor visits with school priorities/GP timetable It was requested that all timetable visits with SW/CD via google dates Clerk to (i) open folder on Teams for visit reports and (ii) add Link Governor training to the next agenda.</p> | Clerk |
| 9 | <p>Curriculum, Teaching & Learning Committee Update Minutes circulated. DN highlighted:</p> <ul style="list-style-type: none"> • Writing and Phonics were foci • 52% Yr1 passed phonics screening test (usually 80-90%) – so this should be a real priority on next year's SIAP • Science – higher with increased moderation and checks • Learning environment walk observed consistency of working walls/displays but not very many displays which celebrate diverse role models <p>The board observed that:</p> <ul style="list-style-type: none"> • Celebration of diverse role models needed to be normalised and intentionally factored into the curriculum • Homework consultation was required with all stakeholders next year | DN |
| 10 | <p>Foundation & Ethos Committee Update It was noted that the minutes, Action Plan and Diversity Walk Report had been circulated prior to the meeting. JC highlighted that it was dispiriting that many of the actions planned had been cancelled due to pressures on staff and governors (fewer visits taking place, etc)</p> <p>There were no further comments or queries on the F&E update.</p> | |
| 11 | <p>Finance, Premises, Staffing & HR Committee (F&P) Update RJ reported (EG – chair of the committee – being absent from the last committee meeting and ML – vice chair – being absent tonight):</p> <ul style="list-style-type: none"> • Deficit: in year deficit down to c.£6.7K – very pleased about this improved position (combination of increase in income and reduction in expenses – such as the extraordinary level of supply costs during Covid) • Debtors are very low (with insolvency process underway to attempt recovery from one persistent debtor) • Financial Control Assurance Report (FCAR)/internal auditors' recommendation from the committee is South Glos Council It was unanimously agreed that South Glos Council be engaged to provide internal audit function going forwards • BFR3Y Return is in hand and budget is in really good shape – with the committee having confidence going forwards • Sports Premium Report will be published by the end of July deadline <u>GP to arrange publication of the Sports Premium Report by the end of July deadline</u> • Increased income: Following plan to try to increase income via | GP |

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| | <p>holiday clubs' provision, EG/GP either received no response to enquiries or providers were only prepared to offer services on the basis of taking on all wrapround care with full TUPE processes, etc. The committee are therefore now focusing on maintenance/growth of Number on Roll (NOR) as the key income generator by better marketing of the school and improving the school offer (e.g., choir and other enrichment activities) to attract and retain NOR. Also focus on collating reasons for leavers – both as a preventative measure and also by way of exit interviews, etc.</p> <ul style="list-style-type: none"> • Catering Contract: As detailed in the F&P minutes, cost of meals are increasing and a note to parents explaining why has been drafted It was unanimously agreed that finalisation of the catering contract – broadly on the terms circulated – be delegated to RJ. | |
| 12 | <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) Summary of courses completed <u>Those showing as not yet having completed certain course to complete (and send certificates to the Clerk) as soon as possible.</u></p> | <p>All/Clerk</p> <p>All</p> |
| 12 | <p>Chair's Update RJ noted:</p> <ul style="list-style-type: none"> • White Paper: As noted above – key strategic driver moving forwards • Induction for new governors: Strategy to be discussed and clearly implemented • Diary dates: Diary for year which sets out FGB and committee meetings and deadlines for circulation of documents will be circulated as soon as feasible <u>Clerk and RJ to collate diary dates in consultation with JC, DN and EG (as current committees' chairs)</u> | Clerk/RJ/JC/DN/EG |
| 13 | <p>Single Central Record Update JC reported:</p> <ul style="list-style-type: none"> • She is meeting regularly with the Office Manager – this week they conducted a spot check against new staff joining – all is up to date • Governor identification documents – whilst all is up to date and compliant, the Office Manager may approach longer-standing governors for copy identity documents for consistency of records | |
| 14 | <p>AOB</p> <ul style="list-style-type: none"> • Policies: to be uploaded to meetings folders created on Teams by the Clerk when ready for review • KCSiE 2022 and summary of changes from KCSiE 2021 circulated <u>All to review</u> • Solar Farm – feedback given via Parish Council <u>RJ to raise formal</u> | <p>All</p> <p>RJ</p> |

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| | <p><u>planning objection (on basis of traffic impact) on behalf of the governing body</u></p> <ul style="list-style-type: none"> • Pay Panel: It was unanimously agreed that the Pay Panel comprise RJ, DN and EG <u>Pay Panel to meet in early September</u> | RJ/DN/EG |
| 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"> • Reviewed and challenged school data summary – supported focus on Writing, Reading and Phonics • SIAP – suggested some of key foci for next year • Safeguarding – raised challenges and settled role description of Safeguarding Governor • Approved policies • Positive investment – review and justification – National Online Safety resources • Link Governors – coordinating timetabling and evidencing • Considered strategy/national priorities of government white paper – school's context • Noted and supported further financial efficiencies | N/A |
| 15 | Date of next meeting (starting at 6.00pm): 15th September 2022 | Note |

The Chair closed the meeting at 7.30pm

Signed: R Jago Date: 15/09/22