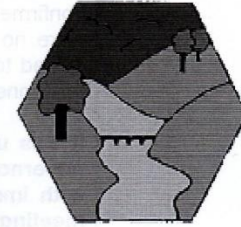


By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 15th September 2022



Minutes

Present: Rosemary Jago ("RJ"), David New ("DN"), Graham Pike (Head teacher) ("GP"), Deborah Henshall ("DH"), Elizabeth Gilbertson ("EG"), Carrie Davies ("CB"), Edwena Powell ("EP"), Jacyn Cross ("JC") and Anjali Kangaratnam ("AK")

Attending Virtually via Teams: (from 6.21pm) Martin Lowe ("ML")

In Attendance: Craig Parrott (Prospective Parent Governor and Observer) ("CP") Michelle Hocking (Clerk to Governors) ("Clerk")

Apologies: Sarah Wren ("SW") and Lakmini Harkus ("LH")

Item	Minute	Action
	Opening Prayer AK led the opening prayer	
1	Introduction It was declared that a quorum was present (Article 114, 1/3 rd of total number in office) and formally welcomed everyone to the meeting. The Clerk briefly took the chair: Elect Chair/Vice Chair <i>Procedure Acknowledged</i> (a) It was formally noted that the process for nomination of the chair and vice-chair was: (i) All governors are made aware of the need to elect chair and vice-chair of governors in the first meeting of the academic year, each for a term of office of one year. (ii) All governors are given the opportunity to nominate themselves for either of these roles (both before and during the first meeting of the academic year). (iii) In order that governors feel able to vote freely, persons nominating themselves are identified and are invited to leave the room whilst the remaining governors vote on their appointment; and (iv) Self-nominated individuals must then be nominated and seconded and then their appointment to the role of chair or vice-chair is put to the governing body as a whole to vote upon. (b) Each governor present confirmed that they had been made aware of the need to elect people and invited to nominate themselves to the roles of chair and vice-chair of governors by email prior to the meeting, attaching the agenda. MH asked if anyone wished to nominate themselves for either of these roles.	

RJ confirmed that she would be prepared to re-stand and chair and DN confirmed that he would be prepared to re-stand as vice-chair. There were no other nominees/volunteers for these roles. RJ and DN were invited to leave the meeting room temporarily, but all present deemed this unnecessary.

It was unanimously agreed that RJ be and is appointed chair of governors and DN be and is appointed vice chair of governors each with immediate effect and for a term of one year (until the first meeting of the academic year 2023/24).

RJ re-took the chair.

Welcome & Apologies

RJ Welcomed all to the meeting. Apologies were noted and accepted from SW and LH.

New Joiners

CP was the only candidate who had formally nominated himself (by return of form) in the Parent Governor nomination invitation process in July.

Another parent had expressed an interest but not proceeded with a formal self-nomination/application and a member of the local community (not eligible to stand as Parent Governor) had expressed an interest. RJ reported that she and GP had met with both of these individuals, both of whom remained interested – with the potential parent governor had suggested he would formally apply in the next appointment process.

Terms of Office/Vacancies

Two current governors' terms of office expire this year:

- (1) JC in November: JC confirmed that she would like to re-stand for a further term and all present were fully supportive of this. **ACTION:** Clerk to progress JC's re-appointment as Foundation Governor formalities with the Diocese.
- (2) LH in May: In LH's absence, her intentions were unknown. **ACTION:** Clerk to liaise with LH to ascertain whether she would like to re-stand for co-option in May.

It was noted that current categories of governors were:

- 4 Member Appointed: RJ, DN + 2 VACANCIES
- 3 Foundation: AK, JC + EP
- 2 Staff: DH + CD
- 1 HT: GP
- 2 Co-opted: ML + LH
- AT LEAST 2 Parents: EG + SW (maximum 5)

It was proposed that:

- (1) for the sake of transparency, particularly given the informal expression of interest noted above, a note be published in the next school newsletter explaining that CP was the only formal applicant and so, unless someone else came forward within one week, CP would be automatically appointed
- (2) a further Parent Governor recruitment process be conducted to

	<p>appoint 2 more parent governors (with EG, SW + CP then comprising the maximum of 5)</p> <p>(3) the interested community governor's application be progressed in the hope that she could take up one of the Member Appointed vacancies</p> <p>The above proposals were unanimously agreed. ACTIONS: (i) RJ arrange for note in newsletter re CP (ii) Clerk draft further Parent Governor recruitment papers and (iii) RJ and Clerk commence Member Appointed community governor recruitment processes.</p>	
2	<p>Pecuniary and Business Interests Register¹</p> <p>It was noted that the annual Related Parties Declaration of Interests forms had been circulated via online forms and the majority of those present had completed them. ACTION: All to complete Related Parties Declaration of Interests forms online as soon as possible.</p> <p>All present confirmed no changes to their interests and no interests were declared in the business of this meeting.</p>	
3	<p>Minutes of last meeting 13th July 2022 (+ matters arising not covered elsewhere)</p> <p>The minutes of the meeting of 13th July 2022 were unanimously approved unanimously approved as a true and accurate record of that meeting – RJ signed them accordingly.</p> <p>Matters arising not covered elsewhere</p> <p>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. ACTION: Draw up schedule of staff questionnaires for the 2022/23 academic year • 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. • Carry forward – ACTION: (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. • JC and RJ to discuss new governor induction – it was reported that discussions had taken place and the Clerk had produced a draft new governor induction checklist which was being reviewed and would be trialled on CP/the next new governor joining the board. • It was noted that: <ul style="list-style-type: none"> ○ AK continued to review diversity data to monitor trends on an ongoing basis. ○ the Clerk had provided details of Local Authority (LA) Finance 	<p>GP</p> <p>RJ/DN</p> <p>DN Clerk</p>

¹ ML (joining the meeting shortly after the declaration of interest item) also confirmed no change to his interests and no interests to declare in the business of this meeting

	<p>training to EG</p> <ul style="list-style-type: none"> o JC, EP and DN were scheduled to meet next week to conduct admissions criteria review prior to consultation <p>Item 4:</p> <ul style="list-style-type: none"> • GP confirmed that he had updated the School Improvement Action Plan (SIAP) ACTION: GP to circulate the updated SIAP. • GP reported that the meeting with the Regional Schools' Commissioner (RSC), tentatively scheduled for November had not been finalised. ACTION: All Senior Leadership Team (SLT) to attend November RSC meeting <p>Item 6: It was noted that JC had made the suggested changes to Safeguarding Governor Role Description and this had been circulated with the papers for tonight's meeting</p> <p>Item 7: CD confirmed that she had 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 confirmed with the Finance Officer that online safety renewal was factored into the budget.</p> <p>Item 14:</p> <ul style="list-style-type: none"> • RJ reported that the deadline for raising formal planning objection to the Solar Farm (on basis of traffic impact) had been missed • RJ, DN and EG confirmed that there were scheduled to meet as the Pay Panel 	<p>GP</p> <p>SLT</p>
4	<p>Agree Committees, Panels, Working Parties and Named Governors It was unanimously agreed as follows:</p> <p>Pay Panel: RJ, DN and EG Pay Panel Appeals: decided if/when required Staffing Panel: decided if/when required Staffing Appeals Panel: decided if/when required</p> <p><i>ML joined the meeting (virtually) at 6.21pm</i></p> <p>Headteacher Review Panel: DN, JC, RJ (with EG as alternate if one of these three unavailable) Health & Safety (H&S) Governor: ML (ML confirmed that he had conducted a H&S visit last term and had nothing new to report. Special Educational Needs & Disabilities (SEND)/Pupil Premium (PP) Governor: DN Safeguarding/Child Protection & Looked After Children (LAC) Governor: JC Early Years Foundation Stage (EYFS) Governor: JC Whistleblowing Governor: JC Equality & Diversity Governor: AK Training & Development Governor: SW</p> <p>Committees: Foundation & Ethos (F&E): JC (Chair), AK, EP and GP/ DH Curriculum, Teaching & Learning (C,T&L): DN (Chair), SW, LH, GP, DH and CD Finance & Premises (F&P): EG (Chair), RJ, ML and (subject to confirmation of appointment) CP</p>	

5	<p>Headteacher Update</p> <p>It was noted that the Termly Monitoring Report (End of Term 6) and SIAP Framework Terms 1 and 2 had been circulated prior to the meeting.</p> <p>SIAP</p> <p>GP highlighted that:</p> <ul style="list-style-type: none"> • The start of term had been busy with children and staff - including new children and staff - settling in well • SIAP's four key priorities have been encompassed in focused actions by term – including items moving from being self-assessed as 'Effective' to becoming embedded <p>The four key priorities were noted as:</p> <ol style="list-style-type: none"> (1) Ensure the Quality of First Teaching is consistent and effective across the school resulting in raising standards for all including vulnerable groups (2) Improving Pupil Achievement & Progress across the school in core subjects of Reading, Writing & Maths (RWM) (3) Curriculum development (4) To ensure that the school has a culture of safeguarding that supports highly effective arrangements (linked to Whole School Safeguarding Audit 2022, changes to KCSIE & changes to staff team) <p>Questions were invited.</p> <p><u>Questions</u></p> <p>Q1: Given that all priorities are aimed at achieving priority two (improving pupil achievement and progress across the school) – should this be Priority 1?</p> <p>A: Yes, this is an excellent point ACTION: GP to amend SIAP to move 'Improving Pupil Achievement & Progress across the school in core subjects of RWM to Priority 1.</p> <p>GP reported that pupils need to be bolstered to make accelerated progress in order to achieve Greater Depth Standard (GDS) and Subject Leaders and the SEND Lead had conducted a carousel to help focus this.</p> <p>Q2: Is there any contact with parents to encourage their support for these initiatives?</p> <p>A: Yes, via Parents Evenings</p> <p>Q3: GDS is only mentioned in relation to Yr6, why is this?</p> <p>A: Whilst GDS is monitored for all year groups, there are no children in other year groups who are currently on track to achieve GDS</p> <p>Q4: Which Teaching Assistants (TAs) are undertaking additional Continuing Professional Development (CPD)?</p> <p>A: All TAs are undertaking in-house Sounds Write training. All staff are undertaking both in-house and online training this year.</p> <p>Q5: Given last year's phonics results, what monitoring was undertaken to ensure that TAs are competent to deliver Sounds Write sessions?</p>	GP
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<p>A: Subject Leader observations and support</p> <p>Q6: Why is the target for passing Phonics not 100%, surely all but those with specific needs should pass?</p> <p>A: There are two with exceptional needs and there has already been come assessment done with intervention groups set up for the Yr2 class – governors will monitor the impact of these (particularly DN in SEND/PP Governor role)</p> <p>DN volunteered to conduct some curriculum development training for middle leaders – which was gratefully accepted. <u>ACTION: DN to conduct curriculum development training for middle leaders.</u></p> <p>It was noted that additional focus areas included development of children's leadership roles – acknowledging that this took a lot of work to put initiatives in place and continue to prioritise them. It was requested that reports on these developmental initiatives are brought to F&E and reported to FGB via F&E Committee Report. <u>ACTION: Update on Children's Leadership Roles Initiatives to be added as a regular F&E agenda item.</u></p> <p>It was acknowledged that the SIAP priorities are academic-based and should be read alongside the Self-Evaluation Form (SEF) to demonstrate how personal development remains a focus – particularly post-Covid - albeit not in the same way as academic elements.</p> <p>Q7: Has the school achieved the Health Schools Award which was being worked on last term?</p> <p>A: The Healthy Schools Bronze Award is still currently being worked on <u>ACTION: GP to confirm when the Healthy Schools Award has been achieved.</u></p> <p><i>Term 6 Termly Monitoring Report</i> GP highlighted:</p> <ul style="list-style-type: none"> • Attendance: Dipped due to holidays and illness but remained above national averages overall • Persistent Absence: The school continues to closely monitor those with attendance of below 90% <p><u>Questions</u> Q8: Why is there such a difference in behaviour incidents between Term 2 (77) and Term 6 (only 15)?</p> <p>A: This shows how behaviour expectations and interventions are being embedded – the interventions have been having the effect of fewer and less serious incidents</p> <p>The board briefly discussed new starters and the reception received to the new option for parents to start their children on full-time (including wraparound care) earlier. GP emphasised that whilst a couple had already started full-time and one (with specific needs) would continue part-time for a longer period, the majority commenced on a part-time basis moving to full-time in the usual timeframe.</p>	<p>DN</p> <p>JC/GP</p> <p>GP</p>
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6	<p>Policies:</p> <p>(a) Recommended by F&E Committee:</p> <ul style="list-style-type: none"> a. Online Safety b. Child on Child Abuse c. Safeguarding/Child Protection d. Staff Behaviour <p>Each of the Online Safety, Child on Child Abuse, Safeguarding/Child Protection and Staff Behaviour Policies were unanimously approved in the form circulated prior to the meeting. ACTION: Clerk to file each of these policies as approved and arrange for publication on the school website as required.²</p> <p>(b) Recommended by C, T&L Committee:</p> <ul style="list-style-type: none"> a. Learning Outside the Classroom/Educational Visits b. Home Learning c. Medical Conditions <p>ACTIONS: (i) DN to circulate CT&L recommended versions of these policies (ii) Clerk to circulate for email approval by all and (iii) Clerk to add ratification of these policies to the next agenda</p> <p>(c) Recommended by F&P Committee:</p> <ul style="list-style-type: none"> a. Lettings b. DBS c. Debtor Management d. Health & Safety e. Risk Management <p>All deferred. Clerk to add Lettings, DBS, Debtor Management, Health & Safety and Risk Management policies to the next agenda.</p>	<p>Clerk</p> <p>Clerk</p> <p>DN, Clerk/All</p> <p>Clerk</p>
7	<p>Safeguarding/Link Governors Update</p> <p>(a) Keeping Children Safe in Education 2022 (KCSiE) Acknowledgements</p> <p>It was reported that KCSiE and associated acknowledgement had been circulated via online forms and all had KCSiE training on their National College watchlist ACTIONS: (i) All to read and complete KCSiE Acknowledgement and all to complete training on their watchlists by Christmas.</p> <p>(b) Governor Safeguarding Training</p> <p>JC explained that the Safeguarding Action Plan is linked to the SIAP and she attended the TD Day at which annual safeguarding training was delivered to all staff.</p> <p>The following training for all governors was recommended:</p> <ul style="list-style-type: none"> • CPD listed in the SIAP • LA "Safeguarding Training for All Governors" 	<p>All</p>

² Minor changes were circulated by email after the meeting with no comments on or objections to them raised

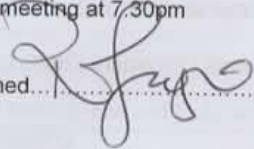
	<p>(c) Link Governor Training</p> <p>Having been initially appointed Safeguarding Governor last year and conducted initial in-depth training then and update training since, it was confirmed that JC required no further safeguarding training in order to continue fulfilling her renewed Safeguarding Governor role this year to a high standard.</p>	
8	<p>CT&L Update</p> <p>DN explained that CT&L had yet to meet this term and so there was no update at present.</p>	
9	<p>F&E Update</p> <p>It was noted that the minutes (July and September) had been circulated prior to the meeting.</p> <p>JC highlighted that:</p> <ul style="list-style-type: none"> • Emphasis on governors coming into school • Key priorities for the committee: <ul style="list-style-type: none"> ◦ Website (focus on church school and vision & values) ◦ Collective Worship ◦ Anti-bullying initiatives <p>There were no comments or queries on the F&E update.</p>	
11	<p>Finance, Premises, Staffing & HR Committee (F&P) Update</p> <p>EG reported that, whilst the committee had not yet met this term, the latest update from the Finance Officer was that (pre-audit – which is taking place next week) the end of year position 2021/22 had moved from forecast £27K deficit to £3.5K surplus.</p> <p>EG confirmed that, subject to receipt of papers from the auditors in a timely manner, a full report would be delivered at the next meeting – which included the Annual General Meeting (AGM). She highlighted key variables going forwards:</p> <ul style="list-style-type: none"> • Cost of fuel (oil and electricity): whilst costs are generally budgeted the budget cannot accurately forecast increase costs to include • The end of year position noted above was based on a combination of income increasing and expenditure decreasing from original budget – this year there is unfunded staff salary increases (teachers and support staff) to be budgeted <p><u>ACTION: Clerk to add links to frontpage of Teams to LA Rightchoice and National College for governors' ease of reference.</u></p>	Clerk
12	<p>Governor Training and Participation</p> <p>(a) Brochure on Teams + Cascaded training materials</p> <p>Lots of National College and Local authority (LA) training available.</p> <p><u>ACTIONS: (i) All to complete watchlist training on National College account and (ii) all to book LA training via the Clerk.</u></p> <p>(b) Ofsted Preparedness</p> <p>The board was directed to the materials in the folder on Teams. It was noted that terminology had changed for inspections:</p> <ul style="list-style-type: none"> • Section 5 to 'Ungraded' • Section 8 to 'Graded' 	All

	(set out in new – very lengthy – Ofsted Handbook)	
	<p>(c) Summary of courses completed LA courses: None since the last meeting Online courses:</p> <ul style="list-style-type: none"> • Annual Certificate in Safer Recruitment for Education Providers (2021-22): JC, RJ and GP • Certificate in the PREVENT Duty (2022/23): RJ and DH • Governance and the New Ofsted EIF: The Role of Trustees and Governors: JC • Annual Certificate in Safeguarding for School Governors (2022-23): the Clerk 	
12	<p>Chair's Update No update at present</p>	
13	<p>Single Central Record (SCR) Update JC confirmed that the SCR was compliant with respect to all mandatory requirements and no further retrospective identity documentation was needed</p>	
14	<p>AOB (a) Skills Audit <u>ACTION: All to complete skills audit by half term.</u></p> <p>(b) Scheme of Delegation (SoD) The SoD was unanimously re-approved in its current form pending incorporation of any relevant Diocese updates (which are awaited but anticipated shortly). <u>ACTION: Clerk to file the SoD as reapproved on an interim basis.</u></p> <p>(c) Ukrainian Community EP reported that a member of the Ukrainian community has written an article for the parish magazine in which she highlights how welcome she and her compatriots have been made in the school and wider community. GP explained that a Learning Assistant is now coming in weekly to support Ukrainian's whose first language is not English.</p> <p>(d) Risk Register <u>ACTION: EG to update the Risk Register and circulate to committees' chairs via the Clerk by the end of September.</u></p>	<p>All</p> <p>Clerk</p> <p>EG</p>
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"> • Broadening skills base of the board/succession planning – elections, terms of office and filling vacancies • Securing continuity of strategic governance for 2022/23 – appointing panels, named governors and committees • Scrutinising and challenging SIAP priorities • Continuing reassurance of strong safeguarding culture and focus on compliance • Continuing to develop governance working practices to streamline 	N/A

	governors' documents' collation, storage and access	
15	Date of next meeting (starting at 5.30pm for AGM): 17 th November 2022	Note

The Chair closed the meeting at 7.30pm

Signed.....



Date.....

17/11/22