By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 17th November 2022

Minutes

Present: Rosemary Jago (**"RJ"**), Graham Pike (Head teacher) (**"GP"**), David New (**"DN"**), Jacyln Cross (**"JC"**), Anjali Kangaratnam (**"AK"**), Elizabeth Gilbertson (**"EG"**), Carrie Davies (**"CB"**), Sarah Wren (**"SW"**), Craig Parrott (**"CP"**) Lakmini Harkus (**"LH"**) and (attending via virtual conference facilities) Deborah Henshall (**"DH"**), Martin Lowe (**"ML"**) and Edwena Powell (**"EP"**)

Members in Attendance (until the end of the AGM, agenda item 3, at 6.19pm**):**
Rosemary Jago (**"RJ"**) (Chair), Michael Johnson (**"MJ"**) (Representative of Diocese of Bristol Academies Company (**"DOBAC"**), Rosalind Edwards (**"RE"**) and James Skinner (**"JS"**)

In Attendance: Michelle Hocking (Clerk/Company Secretary) (**"MH"**) and (until 6.30pm) Simon Cunningham, Moores (the company's auditors) (**"SC"**) and Cathryn MacDougall (**"CM"**)

Apologies: None

Item	Minute	Action
	Opening Prayer JC led the opening prayer	
1.	**Welcome and Apologies** RJ took the chair and opened the meeting at 5.35pm. No apologies. RJ declared that a quorum was present and formally welcomed everyone to the meeting, particularly RE, MJ, JS, SC, and CM – present for the AGM	
2.	**Pecuniary and Business Interests Register** It was noted that all present had completed the annual Related Parties Declaration of Interests forms and no interests were declared in the business of this meeting.	

3. AGM

The meeting adjourned for the AGM 5.38pm – 6.19pm
It was noted that during the AGM:

- The accounts for the year ended 31 August 2022 (**Accounts**) were laid before the members, the auditors provided a summary and members' questions were answered
- The trustees/governors confirmed their approval of the Accounts, together with the associated Audit Summary (including Management Letter) and Letter of Representation
- The trustees/governors (save for CP as a new, incoming governor and trustee) confirmed the representations contained in the Letter of Representation and that, so far as they were aware, all

	relevant matters are disclosed in the Accounts and there are no subsequent events to report – i.e., no financial commitments, contractual problems/disputes/contingent liabilities, legal claims – ongoing or anticipated (including staffing), related parties' transactions or post balance sheet events to disclose.	
4	**Minutes of last meeting: 15 September 2022 FGB** **The minutes of 15 September meeting were 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 1:** • Progress JC's re-appointment as Foundation Governor formalities with the Diocese – The Clerk confirmed that JC's preapproved re-appointment would be recorded with effect from Tuesday to ensure that there was not gap in her term of office. **Unanimously agreed.** **ACTION:** Clerk to chase Diocese re completion of JC's reappointment formalities • Liaise with LH to ascertain whether she would like to re-stand for co-option in May – LH explained that she had been appointed HMI from January and so was precluded from continuing as a governor – hence she was resigning with immediate effect and this would be her last meeting. She said she would happily return if/when permitted. All present thanked LH for her contribution to the school, congratulated her on her new HMI role and wished her well for the future. **ACTION:** Clerk to update records to record JC's reappointment and LH's resignation **Item 2:** Annual interests forms awaited from RJ, EP, AK and LH **ACTION:** All governors to complete annual declarations. **Item 3:** • Drawing up schedule of staff questionnaires – carried forward **ACTION:** Draw up schedule of staff questionnaires for the 2022/23 academic year • Update to Expectations/'Must, Could, Should,' document by RJ and DN deferred **ACTION:** RJ and DN to update Expectations of Governors 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. **Item 5:** • DN's curriculum development training to middle leaders scheduled for January • Healthy Schools Award awaiting policies approval this evening only **Item 7:** Keeping Children Safe in Education 2022 (**KCSiE**) Acknowledgements - missing from DN, EG and EP (reminders sent) **ACTION:** DN, EG and EP to complete KCSiE Acknowledgements. **Item 12:** Clerk to link LA RightChoice to frontpage of Teams carried forward **ACTION:** Clerk to link LA RightChoice frontpage to Teams **Item 13:** Everyone was reminded to complete National College Watchlists by Christmas please **ACTIONS:** (i) All governors to complete National College watchlists and (ii) GP/Clerk to set CP up on National College.	**Clerk** **Clerk** **RJ, EP and AK** **GP** **RJ/DN** **DN** **Clerk** **DN, EG and EP** **Clerk** **All**

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<td>Headteacher Report (include School Improvement Action Plan (SIAP) Update)
GP highlighted:
• SIAP circulated – RAG-rated with progress so far (although 'live' document subject to continual updating)
• Number on Roll (NOR):
    o Two new pupils joining after Christmas
    o There have been several families viewing the school for children potentially joining in September 2023 (from both in and out of catchment)
    o Ukrainian children have settled in well, but uncertain how long before they return to Ukraine
• Attendance:
    o Good in comparison with national average
    o Persistent Absence (those with less than 90% attendance rate) – some are exhibiting a pattern of not attending on certain days – this is being monitored and a meeting is scheduled with Local Authority's (LA's) Education Welfare Officer (EWO) next week to discuss
• Staff Absence:
    o Significant illness just before half term which required lots of cover – mostly in-house although some supply cover was brought in too
    o A reminder about Covid had been given to staff – that it is now treated like any other illness with no testing directive and staff to stay away from school only if they feel too unwell to work
    o Those hitting the threshold of three separate absences within a six-months period are being offered meetings and support
• Safeguarding: In term one, a number of Police (Encompass) reports received by the school linked to Domestic incidents with families outside of school.
• Health & Safety: Detailed in the report circulated
• Healthy Schools Award:
    o Schools Audit was completed and submitted for scrutiny by the given deadline for this year.
    o Well- received by the Quality assurance group.
    o Once the Drugs, Whole School Food and Young Carers policies have been added to the school website, the school's accreditation will be confirmed.
• Behaviour: Positive feedback from various sources as detailed in the report circulated.
• School Resource Management Adviser (SRMA) deployment: An initial conversation took place – this involved diligent information collation by CM and the School Manager – for which thanks are extended – and advice was given about addition grants funding. This may be followed up by a Regional Schools Commission (RSC) visit.
• Early Years Foundation Stage (EYFS): Outside works delayed by weather – now scheduled for Wednesday (funded by Friends of By Brook Valley School)

<u>Questions</u>
Q1: Does white on the SIAP indicate work towards objectives which has</td>
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	not yet commenced? A: Yes Q2: Is the SIAP fully up-to-date, e.g., hasn't Sounds Write work commenced? A: As mentioned, the SIAP is constantly updated – the current progress position is better than that circulated, and yes, Sounds Write is happening. The board discussed the financial efficacy of training the trainer – particularly given the significant costs associated with Sounds Write. <u>**ACTION:** GP to consider training the trainer options and costs.</u> Q3: Why was the decision taken to change to Sounds Write? It is now mandatory to have a Systematic Synthetic Phonics (**SSP**) programme which is approved by the government – Sounds Write is such an approved SSP. It was chosen on the basis of extensive research by the team who consider it suits the basic teaching foundations ethos and practice of the school.	**GP**
6	**Policies:** **(a) Responsible Use – ratification of final version** **Ratified subject to no unexpected changes in the version circulated.** <u>**ACTION:** DN/Clerk to circulate the final version via upload to this meeting's Teams folder for audit trail purposes.</u>	**DN/Clerk**
	(b) Recommended by F&P: All deferred except Pay Policy. **The Pay Policy was unanimously approved in the form circulated.** <u>**ACTIONS:** Clerk to (i) file the Pay Policy as an approved policy, (ii) circulate each of the Lettings, DBS, Debtor Management, Health & Safety, Risk Management, Finance Manual, Critical Incidents and Code of Conduct for approval by email and (iii) add ratification of the email approval of the circulated policies to the next agenda.</u>	**Clerk**
	(c) Recommended by F&E: It was noted that comments received prior to the meeting had been incorporated into the documents circulated in redline for ease of reference. **Each of the Alcohol & Substance Misuse, Young Carers, Admissions, Whole School Food and Whistleblowing Policies were unanimously approved in the form circulated (including redline amendments) for immediate adoption.** <u>**ACTIONS:** Clerk to file these policies as approved policies and arrange for publication as relevant.</u>	
	(d) Recommended by C,T&L: Deferred, pending C,T&L's next meeting – which is scheduled for Monday. <u>**ACTIONS:** (i) DN to send all policies approved and recommended by C,T&L to the Clerk and (ii) the Clerk to add all C,T&L recommended policies to the next agenda.</u>	**DN/Clerk**

7.	**Safeguarding/Single Central Record Update (including PREVENT training)** JC reported: • The School Improvement Adviser (**SIA**) has recommended an external safeguarding review – this has been requested for Term 3 and will be booked, depending upon LA capacity, for term 3 or 4 (term 3 would be preferred by the school as it would then tie in with the annual safeguarding audit conducted by GP and JC) • KCSiE acknowledgements to be completed as noted above • Safeguarding update training for all governors scheduled for the end of the January FGB meeting <u>**ACTION:** Clerk to add Safeguarding Update Training to the next agenda.</u> • Single Central Record: Termly check by JC deferred due to auditors being in, scheduling with Officer Manager for term 3 <u>**ACTIONS:** (i) JC/GP to advise courses to be accessed upon request (ii) all to complete National College watchlists – particularly PREVENT training (iii) all to complete Online Safety Platform watchlists (iv) CD to add CP to the Online Safety Platform and (v) GP to arrange for circulation of separate online safety newsletter.</u> ***AK left the meeting at 7.00pm***	**Clerk** **JC/GP** **All** **CD** **GP**
8.	**Link Governors Update – including brief visits training session** DN handed around paper copies of visit report form and BBV Governors' Visiting Guidelines and emphasised: • For a governing body to be effective it must gather robust evidence • The evidence must show supporting developments as part of SIAP review • There must also be evidence of whether the committees' action plans are being implemented effectively <u>**ACTION:** Committees' chairs to ensure that governor visits is a standing agenda item on all committees' agendas.</u> CD explained that staff do not have access to the governors' SharePoint files and suggested: • She shares forms and guidance with staff at the next staff meeting • Governors email individual staff members (or via her if preferred) to arrange visits **CD's suggestions were unanimously approved.** <u>**ACTIONS:** (i) CD to share visits documentation with staff and (ii) all to book visits with staff directly/via CD.</u>	**DN, JC and EG** **CD** **All**
9.	**Curriculum, Teaching & Learning (CT&L) Committee Report/Minutes (matters arising) – including ratification of Pupil Premium and Special Educational Needs and Disabilities (SEND) Report** It was noted that:	

	• CT&L have not yet met – meeting scheduled for Monday • Pupil Premium and SEND Reports have been published on the website – **these reports were unanimously ratified** • The SEND Policy requires updating **ACTIONS:** (i) DN to liaise re updating the SEND Policy and (ii) Clerk to add SEND Policy to the next agenda.	**DN** **Clerk**

10.	**Foundation & Ethos (F&E) Committee Report/Minutes/Action Plan (matters arising)**
	It was noted that the minutes and action plan had been circulated and JC reiterated that all governors are welcome to attend F&E meetings should they wish.
	JC highlighted:
	• F&E are focusing on collective worship and assemblies this term – these are the main foci of visits
	• Anti-bullying week this week – JC observed an assembly given on Monday at which children were fully engaged with music, PowerPoints and quiz
	• There is a new Statutory Inspection of Anglican and Methodist Schools (**SIAMS**) framework for 2023 – there is a link to the introductory training slides in the F&E minutes circulated, main changes are:
	  o Movement from grades to 'judgments'
	  o Schools need a theologically rooted Christian vision
	  o High level inspection questions with a focus on Impact
	  o Schools' specific context plays a greater role than previously
	  o Trust accountability for academies brought to the fore	

11.	**Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update**
	It was noted that minutes had been circulated and financial matters discussed as part of AGM.
	EG highlighted:
	• End of September budget monitoring (latest) shows:
	  o £7.8K unfavourable movement (attributable to £34K increase in expenses (mainly staff pay rises) offset against £26.5K increased income (PE funding)
	  o This shows a less favourable in-year position with reserves retained at 10.6% of General Annual Grant (**GAG**) income – this is against policy stating hold 7% but holding of higher reserves can be justified in the context of declining forecasts for future years
	• Next year income is forecast to decline by £54K due to declining NOR
	• Realistic modelling of NOR moving forwards show that maintaining and increasing NOR is key
	• Cumulative increased expenses lead to forecast deficit in year 5 of	

	£294K[1] • Based on the above, governors need to be prepared to make unpalatable costs-savings decisions in the near future • Meanwhile the team are investigating other potential sources of income such as solar panels The board acknowledged the need to: • Keep a close eye on the deficit position • Focus on maintaining and increasing NOR – including maximising opportunities for positive publicity (such as arranging and publicising a grand opening of the new EYFS outside area)	
12.	**Governor Training and Participation** **(a) Skills Audit Review** Deferred. **ACTION:** Clerk to add Skills Audit Review to the next agenda. **(b) Training Brochure on Teams and Cascaded training materials** It was noted that JC had attended the term 1 governors' briefing (materials circulated) and EG had attended LA finance training. All encouraged to: (i) book (via the Clerk) on LA training: 17.11.22 AGENDA 12 Training Brochure (13).pdf (ii) review cascaded materials: Training **(c) Ofsted Preparedness** It was noted that the SIA was offering Ofsted preparation support.	**Clerk**
13.	**AOB** It was noted that committees' chairs were encouraged to meet with GP prior to committee's meetings to prepare agendas and also meet with new governors.	
14	**How have we contributed to the vision of By Brook Valley C of E Primary School today?** • Received Headteacher Update • Reviewed and challenged SIAP • Approved policies – particularly Pay Policy • Re-evaluated and received training on maximisation of governor visits • Acknowledged the school's participation in an independent safeguarding review	
15	**Date of next meeting:** **Thursday 12th January 2023 (NB starts at 5.30pm[?] because Governor Safeguarding Training)**	**Note**

The Chair closed the meeting at 7.40pm

Signed.. Date.....................

[1] 11.11.22 AGENDA 03 ESFA Report RBE 5 year meeting 11.11.22.xlsx