

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 9th March 2023



Minutes

Present: Rosemary Jago (“RJ”), Graham Pike (Head teacher) (“GP”), Jacyn Cross (“JC”), Elizabeth Gilbertson (“EG”), Deborah Henshall (“DH”), Carrie Davies (“CB”), Craig Parrott (“CP”), David New (“DN”), Anjali Kangaratnam (“AK”) and Martin Lowe (“ML”)

In Attendance: Michelle Hocking (Clerk) (“Clerk”)

Apologies: Sarah Wren (“SW”)

Item	Minute	Action
	<p>Opening Prayer JC led the opening prayer: <i>Dear Lord</i> <i>Please give our school governors direction and vision for the future of this school</i> <i>Give us commitment to the reading and preparation for meetings and to following the action required</i> <i>Help us to see strategies that will uphold and encourage the teaching and support staff</i> <i>Give us grace to aim for all that is best in teaching and learning and to develop good relationships with school staff, parents and the local community.</i> <i>In Jesus’ name we ask, Amen</i></p>	
1.	<p>Welcome and Apologies RJ took the chair and opened the meeting at 5.35pm. Noted and accepted that SW had given apologies although would try to virtually join from 7pm. RJ declared that a quorum was present and formally welcomed everyone to the meeting.</p>	
2.	<p>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.</p>	
3.	<p>Minutes of last meeting: 12th January The FGB minutes of 12th January meeting were unanimously approved as a true and accurate record of that meeting and RJ pledged to arrange electronic signature accordingly. <u>ACTIONS: Clerk to file signed minutes and publish on school website.</u></p> <p><i>Matters arising not covered elsewhere</i> See just below item 8.</p>	Clerk

4.	<p>Headteacher Report GP highlighted:</p> <ul style="list-style-type: none"> • Number on Roll (NOR): <ul style="list-style-type: none"> ○ Two Ukrainians left at the end of last term – have stayed in touch and settled well into their new school ○ Stable numbers – potential new Yr6 visited yesterday • Attendance: <ul style="list-style-type: none"> ○ Decline on previous years but in line with national ○ Received confirmation letter that the school's attendance level is within the top 10% of Fisher Family Trust schools ○ Being recorded on CPOMS and in the office to monitor any trends/potential issues • Safeguarding: 2 Children in Need (CIN) – including one child who lost a parent in term 3 (social worker involvement in place) • Bullying: 4 bullying incidents – no further incidents or actions • Formal complaints: <ul style="list-style-type: none"> ○ DN investigated (brief details to be reported under AOB) ○ Behaviour procedures concern: <ul style="list-style-type: none"> ▪ Agreed child would not be moved on sunshine/cloud behaviour chart – but in genuine error they were ▪ This and general use of behaviour ladders were challenged by the parents ▪ Immediate verbal and written apologies were given (including by GP as headteacher) and explanation that behaviour policy would be reviewed at the end of the year ▪ No further challenges from this family or others at present (although awaiting final confirmation that the complainants are satisfied with the outcome) <p>Q1: Given that studies show (for secondary schools) that students with less than 95% attendance have significantly lower outcomes at GCSE, presuming there is a similar impact at primary level and noting that there are 58 children with attendance below that level – what measures are in place to support raising these children's attendance?</p> <p>A: Staff closely monitor - monitoring meetings and reminder letters are completed.</p> <p>Q2: Is there a pattern e.g., high proportion of Pupil Premium and/or those with Special Educational Needs and Disabilities (SEND) with low attendance?</p> <p>A: No – although there are some genuine medical needs and various illnesses have impacted attendance (such as scarlet fever and Strep A). Education Welfare Officer (EWO) meeting is scheduled in a couple of weeks and we will further review current position and mitigation measures then.</p> <p>GP continued to highlight:</p> <ul style="list-style-type: none"> • Staff Absence: <ul style="list-style-type: none"> ○ Illness is down from terms 1 and 2 ○ High number of staff taking leave for care of dependents and attending medical appointments ○ Meetings with those taking significant time off for these reasons are planned – with HR advice being taken around appropriate ways to tighten policy provisions for dependents' leave (within the school's vision and values and 	
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	<p>teachers'/support staff pay and conditions regulations)</p> <ul style="list-style-type: none"> • Early Reading Audit (report circulated immediately upon receipt but just prior to the meeting): <ul style="list-style-type: none"> ○ Intense but worthwhile ○ Audit undertaken to support application for matched funding for reading books and TAs additional training ○ Lots of positives identified alongside things to work on ○ Recommendations have been shared and are being implemented already ○ School Improvement Action Plan (SIAP) will be updated to incorporate actions arising <p>It was noted by way of background that:</p> <ul style="list-style-type: none"> • The government has stipulated that all schools must follow a validated SSP (Systematic Synthetic Phonics) programme • By Brook has chosen to work with Sounds-Write¹ - which requires specific books and staff training • By Brook has a whole suite of books which are not Sounds-Write specific – staff are investigating ways to dispose of these whilst maximising sale proceeds • The new suite of Sounds-Write books required costs c.£1,700 • Sounds-Write training costs c. £500 per person <p>The board discussed, noting:</p> <ul style="list-style-type: none"> • Need to prioritise acquisition of books (despite budgetary constraints) – particularly as timeframe for funding is unknown • Whilst audit report gradings provided support for funding application, in places they appeared contradictory with the observation comments included and unduly deflated – GP/staff should challenge these contradictions in writing on behalf of the school • Many of the 'quick fix' recommendations had already been actioned (e.g., seating/white board positioning) and longer-term recommendations were being added to the School Improvement Action Plan (SIAP) and their progress so closely monitored • Completion of the recommended training for TAs was subject to the following barriers: <ul style="list-style-type: none"> ○ The already end of year projected overspend of training budget of 60% (as discussed at F&P and reported below) ○ Challenges of arranging appropriate cover (particularly as the TAs involved hold multiple roles in the school – including as wraparound care assistants and staffing wraparound care has been particularly challenging recently) • With regard to TA training: <ul style="list-style-type: none"> ○ It had been analysed that 4 TAs should ideally complete the training – for 2 of whom it was particular priority ○ It was preferable for at least 2 to attend training simultaneously ○ All had been trained in house and were delivering high quality teaching (as evidenced by the phenomenal progress of many children – see below Yr2 examples cited) but this training did not technically pass the audit as it was not delivered by Sounds-Write trainers 	
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¹ [Sounds-Write. A new approach to the teaching of reading, spelling and writing.](#)

	<p>Q3: Does the report include anything which impacts on the Early Years Foundation Stage (EYFS) policy recommended for adoption this evening?</p> <p>A: No, the recommendations require alignment of books not policy – the policy remains fit for purpose.</p> <p>GP explained that high quality teaching remains paramount.</p> <p>Q4: Given that the report gives a C grading (“significant level of development required”) against the statement ‘All teachers and TAs teach the chosen SSP programme confidently’ how is this consistent with high quality teaching?</p> <p>A: There is an element to which, prior to embedding the programme, previous teaching required further development and TAs needed to be deployed more effectively, but this grading does not match with the recent observations detailed or with the case studies evidence the school is able to cite of accelerated progress (illustrating impact of high-quality teaching and interventions) from significantly below to achieving age related expectations e.g., Yr2 students’ marks increasing from:</p> <ul style="list-style-type: none"> • 12 to 37 • 20 – 33 • 18 – 27 • 19 – 31 <p>The board unanimously agreed the spending on Sounds-Write books (based on a total cost of c.£1,700) and Sounds-Write training for TAs (based on a total cost of £2,000).</p> <p><u>ACTIONS:</u> (i) GP to arrange for ordering of books tomorrow (ii) staff to challenge report in writing as soon as feasible (iii) TAs to be booked on Sounds-Write training as soon as feasible and (iv) and (iii) DN to add detailed review of reading audit action plan to the next Curriculum Teaching & Learning Committee (CT&L) agenda (27.03.23) and invite the reading subject leader to that meeting.</p>	<p>GP/Staff</p> <p>DN</p>
5	<p>Policies:</p> <p>(a) EIA Wording & Policies Working Party Update</p> <p>RJ explained that, following approval in principle of adding a generic Equality Impact Assessment wording to all policies and an aide memoire to ensure policies are appropriately reflecting equalities assessed at the last meeting, she would circulate the proposed wording after the meeting.</p> <p><u>ACTION:</u> (RJ to circulate standard policies’ front sheet wording for email approval (and Clerk to add ratification of this to the next agenda).</p> <p>It was noted that the Policies Working Party had not yet met, but the Clerk had provided generic example policies review schedules and was requested to produce an updated bespoke spreadsheet with links through to current policies for By Brook Valley. <u>ACTION:</u> Clerk to provide up-to-date policies review spreadsheet for review by Policies Working Party.</p> <p>(b) Home Learning Policy</p> <p>It was noted that CT&L had reviewed and recommended the Home Learning Policy in the form circulated. The Home Learning Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the Home Learning Policy as an approved policy.</p>	<p>RJ/Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>(c) Learning Outside the Classroom Policy Deferred. <u>ACTION:</u> Clerk to add the Learning Outside the Classroom Policy to the next agenda.</p>	Clerk
<p>(d) Fire & Emergency Evacuation Policy Deferred. <u>ACTION:</u> Clerk to add the Fire & Emergency Evacuation Policy to the next agenda.</p>	Clerk
<p>(e) F&P Policies: Lettings, DBS, Debtor Management, Health & Safety, Risk Management, Finance Manual, Critical Incidents, Responsible Use, Sickness and Staff Governor Allowances It was noted that each of the above policies had been reviewed and recommended in the form circulated by Finance & Premises Committee (F&P). Each of the policy documents Lettings, DBS, Debtor Management, Health & Safety, Risk Management, Finance Manual, Critical Incidents, Responsible Use, Sickness and Staff Governor Allowances were unanimously approved in the form circulated. It was noted that the Code of Conduct was deferred. <u>ACTIONS:</u>(i) Clerk to file each of the following policy documents as approved: Lettings, DBS, Debtor Management, Health & Safety, Risk Management, Finance Manual, Critical Incidents, Responsible Use, Sickness and Staff Governor Allowances (ii) Clerk to add Code of Conduct to the next F&P agenda and ratification of Code of Conduct to the next FGB agenda</p>	Clerk
<p>(f) Special Educational Needs & Disabilities (SEND) Policy Deferred. <u>ACTION:</u> Clerk to add the SEND Policy to the next agenda.</p>	Clerk
<p>(g) Allegations Against Staff & Volunteers Policy It was noted that Foundation & Ethos Committee (F&E) had reviewed and recommended the Allegations Against Staff & Volunteers Policy in the form circulated. The Allegations Against Staff & Volunteers Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the Allegations Against Staff & Volunteers Policy as an approved policy.</p>	Clerk
<p>(h) Equality Information Deferred. <u>ACTION:</u> Clerk to add the Equality Information to the next agenda.</p>	Clerk
<p>(i) Attendance Policy It was noted that F&E had reviewed and recommended the Attendance Policy in the form circulated. The Attendance Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the Attendance Policy as an approved policy.</p>	Clerk
<p>(j) Relationships, Sex & Health Education (RSHE) Policy It was noted that F&E had reviewed and recommended the RSHE Policy in the form circulated. The RSHE Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the RSHE Policy as an approved policy.</p>	Clerk
<p>(k) Complaints Procedure It was noted that F&E had reviewed, updated links and recommended the Complaints Procedure in the form circulated. It was further noted that:</p>	

	<ul style="list-style-type: none"> for the sake of clarity, the wording in the fifth paragraph under the heading 'Stage 3: A Panel Hearing' be amended to include the words in bold, i.e. "The Panel must be made up of at least 3 people with at least 1 member being independent of the management and running of the academy. – The panel cannot be made up of solely By Brook Valley governors." The current policy (without the above clarificatory wording would apply to any current live complaints <p>Subject to the above caveat regarding current live complaints, the Complaints Procedure was unanimously approved in the form circulated. ACTION: Clerk to file the Complaints Procedure as an approved policy.</p> <p>(I) EYFS Policy</p> <p>It was noted that committees had reviewed and recommended the EYFS Policy in the form circulated. The EYFS Policy was unanimously approved in the form circulated. ACTION: Clerk to file the EYFS Policy as an approved policy.</p>	<p>Clerk</p> <p>Clerk</p>
6.	<p>Safeguarding/Single Central Record Update</p> <p>(a) Whistleblowing Policy</p> <p>JC reported that, following the recent Local Authority (LA) safeguarding visit, the Whistleblowing Policy had been updated to include link to alternative organisation to approach (NSPCC) in addition to existing avenues, in line with LA recommendations. The Whistleblowing Policy was unanimously approved in the form circulated. ACTION: Clerk to file the Whistleblowing Policy as an approved policy.</p> <p>(b) Update</p> <p>JC reported:</p> <ul style="list-style-type: none"> LA safeguarding visit report and recommendations circulated with the papers for tonight's meeting Senior leadership are actioning implementation of recommendations The LA adviser reviewed the Single Central Record (SCR) and governors visit documents and was happy with both The annual audit has been submitted (copy circulated) <p>GP added that behaviour is now being fully recorded on CPOMS to ensure triangulation of information and he was drafting formal procedures for use of CPOMS to encourage full and consistent approach – which he planned to share with all staff next week.</p> <p>Q5: What prevented the school from being self-evaluated as highly effective in relation to question 46?</p> <p>A: Question 46:</p> <p>"The CP Policy must:</p> <ul style="list-style-type: none"> <i>describe procedures which are in accordance with DfE and local guidance</i> <i>refer to locally agreed inter-agency procedures put in place by SVPP</i> <i>be update annually (as a minimum)</i> 	<p>Clerk</p>

	<ul style="list-style-type: none"> • <i>reflect schools whole-school child-centred and co-ordinated approach to safeguarding including whole-school approach to child-on-child abuse, online safety and children with SEND any physical health issues</i> • <i>transparent, clear and easy to understand for staff, students, pupils, parents and carers</i> • <i>be available publicly either via the school website or by other means</i> <p><i>Opportunity should be provided for staff to contribute to and shape safeguarding arrangements and child protection policy"</i></p> <p>Whilst the school adopts the LA model policy and so is fully compliant – those completing the audit (GP (as headteacher) and JC (as safeguarding governor) considered pupil (and possibly parent) voice was required to ensure any school-specific tailoring of the policy is made in order to be considered highly effective. It was noted that collection of pupil voice was on the resultant action plan.</p> <p>Q6: Why did you not self-evaluate as highly effective against question 59?</p> <p>A: Question 59:</p> <p><i>"Governing bodies should ensure that there are appropriate procedures in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.</i></p> <p><i>Headteachers should ensure that the procedures, adopted by governing bodies, and particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.</i></p> <p><i>Governing bodies should understand the local criteria for action and the local protocol for assessment and ensure they are reflected in their own policies and procedures. They should also be prepared to supply information as requested by the three safeguarding partners."</i></p> <p>Whilst it is firmly believed that By Brook Valley has a strong and pervading safeguarding culture – more needs to be done to evidence this and more overtly push safeguarding to the front of everyone's agenda – e.g., via regular safeguarding updates in staff briefings and meetings, regular quizzes, etc. Again, this is included in the safeguarding action plan moving forwards.</p> <p>Q7: Why was the school not considered highly effective in relation to question 60?</p> <p>A: Question 60:</p> <p><i>"Governing bodies should ensure that the school:</i></p> <ul style="list-style-type: none"> • <i>contributes to multi-agency working in line with statutory guidance 'Working Together to Safeguard Children (2018)'</i> • <i>works with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes:</i> <ul style="list-style-type: none"> ○ <i>providing a co-ordinated offer of early help when additional needs of children are identified and</i> ○ <i>contributing to Early help Assessment including completing</i> 	
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	<p><i>and acting as lead professional for ESA</i></p> <ul style="list-style-type: none"> o <i>contributing to inter-agency plans to provide additional support to children subject to child protection plans”</i> <p>The team have included working smarter in relation to this as part of the action plan.</p>	
7.	<p>Link Governors Update</p> <p>ACTIONS: Forms to be completed as soon as feasible after conducting visits and (having obtained staff member’s comments) uploaded here: Visit Reports</p> <p>No further update at present.</p> <p>ACTIONS: (i) DN to present overview of Roles & Responsibilities at the next meeting and (ii) Clerk to add Overview of Roles & Responsibilities to the next agenda.</p>	<p>All</p> <p>DN Clerk</p>
	<p>Matters Arising from the last meeting</p> <p>All matters complete, covered by this evening’s agenda, or superseded save as follows:</p> <p>Item 4:</p> <ul style="list-style-type: none"> • AGM Minutes: not yet circulated to members pending resolution of leaving member’s replacement. RJ/Clerk in conversation with former governor, Keith Ernest (KE) and queried whether, if KE is willing, the board would recommend his appointment to the remaining members pursuant to the articles of association. The board unanimously recommended KE as member subject to his consent to act. ACTION: Clerk/RJ to liaise with KE and other members as necessary to effect his appointment and James Skinners’ resignation as member in due course.. • Expectations of Governors: To be carried forward to the next meeting. ACTIONS: (i) RJ/DN to update Expectations of Governors document and (ii) Clerk to add Expectations of Governors Update to the next agenda. • CT&L Policies: Carried forward as per item 5 above. • KCSiE Acknowledgements: Reminders sent yesterday² <p>Item 5:</p> <ul style="list-style-type: none"> • Healthy Schools Initiative: Carried forward ACTION: Clerk to add implementation of healthy schools’ initiatives update to the next agenda. <p>Item 12: Carried forward ACTION: RJ/DN to circulate confirmation of mentors for newer governors.</p> <p>Item 13: Following earlier discussions it was noted that there was no longer a need to re-schedule the July meeting and so the July meeting would proceed as originally planned on 20th July.</p>	<p>Clerk/RJ</p> <p>RJ/DN Clerk</p> <p>Clerk</p> <p>RJ/JN</p>

² Immediately before/during the meeting the final responses were received

8.	<p>Committees' Overview</p> <p>(a) CT&L DN summarised the CT&L committee:</p> <ul style="list-style-type: none"> • Takes reports from subject leaders – particularly those targeted in the SIAP/where there have been perceived issues in the past • Specifically focuses on data drops three times per annum – interrogates the data and links with headteacher reports' observations of quality of teaching & learning • Reviews policies pertinent to teaching & learning (and delegated to the committee under the Scheme of Delegation (SoD)) • Reviews quality of progress in school • Works to a detailed action plan which informs all committee meetings throughout the year <p>(b) F&E JC summarised the F&E committee:</p> <ul style="list-style-type: none"> • Has aims and objectives set out in its Terms of Reference (ToRs): <i>"To help promote and preserve the religious character and Christian distinctiveness of the school and support its individual qualities and core values.</i> <i>To advise the Headteacher and the governing body on any matters relating to the ethos and spiritual life of the school.</i> <i>To make appropriate comments, recommendations and actions on such matters to the governing body, on a regular basis."</i> • Works to an action plan which is aligned with the key Statutory Inspection of Anglican and Methodist Schools (SIAMS) strands: <ul style="list-style-type: none"> ○ Strand 1 Vision and leadership ○ Strand 2 Wisdom, knowledge and skills ○ Strand 3 Hope, aspiration and courageous advocacy ○ Strand 4 Community and living well together ○ Strand 5 Dignity and respect ○ Strand 6 Collective worship ○ Strand 7 Religious Education • SIAMS inspections take place every 5 – 6 years, but the school considers the strands at all times • The action plan informs agendas and the committee centres around vision and leadership of the school across the year: Christian ethos and views, character development/behaviour, RSHE, safeguarding, etc • SIAMS is introducing a new framework in September 2023 with greater emphasis on whether schools are living up to promoting Christian ethos contextualised to their own setting – JC and GP have attended training sessions on the new framework and a visit from the Diocese is scheduled for next week at which this will be discussed further <p>(c) F&P EG summarised the F&P committee:</p>	
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	<ul style="list-style-type: none"> • Focuses on financial management scrutiny to ensure that the school (academy trust) continues as a going (viable) concern • Has oversight of finance, premises and staffing/HR matters • Considers and approves/recommends (depending upon authorisation levels) prioritised spending/budget levels • Considers risk and insurances • Basically, has oversight of the background running of the school – the business rather than the output. 	
9.	<p>Curriculum, Teaching & Learning (CT&L) Committee Report/Minutes (matters arising) – including ratification of Pupil Premium and Special Educational Needs and Disabilities (SEND) Report</p> <p>January minutes circulated.</p> <p>DN reported the January meeting foci as follows:</p> <ul style="list-style-type: none"> • Maths Lead report – plan in place and monitoring of progress/impact ongoing • Home Learning Policy approved for recommendation to the board • Link Governor Reports: quite a few uploaded – governors encouraged to make time to ask safeguarding questions of children (CD emphasised that staff are happy to help arrange this time) • Developmental drop-ins scrutinised: <ul style="list-style-type: none"> ○ positive that a range of teachers are being seen and feedback given to them to further improve practice ○ next steps include GP seeing teachers teaching a range of different subjects – to ensure good subject knowledge as required of primary school teachers • Review of progress: a few issues highlighted (which the school is dealing with) where some year groups' pace of progress is better than others e.g., Yr3 cause of concern re progress and Yr2 phonics focus <p>DN noted that it was acknowledged that staff were conscious that efforts made to address focus areas must not compromise/adversely affect non-focus areas.</p>	
10.	<p>Foundation & Ethos (F&E) Committee Report/Minutes/Action Plan (matters arising)</p> <p>Minutes circulated.</p> <p>JC highlighted the meetings foci areas were:</p> <ul style="list-style-type: none"> • Safeguarding • Policies • Collective worship observations focus (governors keen to visit RE sessions) • Eco Warriors activities – which were excellent and informative • Prayer Garden development area – with committee support 	

11.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update</p> <p>Minutes circulated. EG highlighted:</p> <p>Financial Summary</p> <ul style="list-style-type: none"> • In year-surplus expected at year end 22/23 = £28.4K (up from budgeted £23.3K) • Staff costs additional £13.8k: due to pay awards higher than budgeted and, as noted above, training costs higher than budgeted • Favourable movement largely attributable to £12.1k increase re mainstream schools' additional grant (MSAG) funding for Apr 23-Aug 23 • Reserves (moving into 23/24): <ul style="list-style-type: none"> ○ free reserves up from £75k to £103.4k ○ This is revenue free reserves equivalent to 12.1% of General Annual Grant (GAG) income ○ Although this percentage of GAG as reserves exceeds the reserves policy (which is to retain free reserves of 7-12% GAG), holding this level of reserves is justifiable based on projections in the event of no further funding and declining Number on Roll (NOR) with intake into reception lower and still forecasting deficit in years 1 and 2 (current year being year zero for these purposes) <p>Last Committee Meeting Foci</p> <ul style="list-style-type: none"> • Overspend of training budget: £4,600 (+ tonight's committed spend of £2K for Sounds-Write TA training) and need to scrutinise use and value of National College subscribed courses • Integra (HR provider): Cessation of full contracts service from September 2023 – need to understand nature of templates and ongoing support offered • GAG income: GAG next year £6,000 less than this year and less than budgeted due to NOR – continued monitoring required • Financial Controls Assurance Report (FCAR): Audit scheduled for week after next – EG will report next time • Health & Safety: Cessation of Wiltshire Council's compliance services from September 2023 – the committee will be receiving the school manager's evaluation of potential alternative providers next time • Solar Panels: positive work is being conducted with comparators being reviewed and researched and, whilst initial savings may be low, costs should not exceed current costs and the committee are supportive of a greener way of accessing energy • Staff Wellbeing: Governors are encouraging GP to investigate charity resources to aid a whole school approach to staff wellbeing 	
	<p>Multi-Academy Trust (MAT) Considerations</p> <p>Given the cessation of several currently outsourced services referenced above and the continuing political pressures to join MATs, the board considered:</p> <ul style="list-style-type: none"> • The school's budget deficit • Benchmarking which indicates office staffing level brings the school's 	

	<p>spending on this into the highest 10% of similar schools</p> <ul style="list-style-type: none"> • Positive criteria for joining a MAT (recognising that MATs need to be considered as part of the long-term strategic agenda) • WOMBAT schools continue to provide opportunities for informal collaborative opportunities – which are and must continue to be maximised • The fact that the LA is not currently permitted to establish its own MAT and is promoting schools coming together into hubs • The need for a clear rationale for the school's position on MATs 	
12.	<p>Governor Training and Participation</p> <p>All encouraged to:</p> <p>(i) book (via the Clerk) on LA training: 09.03.23 AGENDA 12 a Training Brochure March 2023.pdf</p> <p>(ii) review cascaded materials: Training</p> <p>(a) Ofsted Preparedness</p> <p>It was noted that the SIA was continuing to offer Ofsted preparation support and guidance would be uploaded here: Ofsted Preparedness</p>	
13.	<p>AOB</p> <p>(a) Ratification of Second Delayed Entry</p> <p>The email approval of the delayed entry given between 19th and 24th January 2023 was unanimously ratified.</p> <p><i>ML left the meeting at 7.50pm</i></p> <p>(b) Investigatory Report</p> <p>It was noted that DN's summary report had been circulated to non-staff governors prior to the meeting.</p> <p>DN summarised:</p> <ul style="list-style-type: none"> • Complaint received based on: <ul style="list-style-type: none"> ○ Headteacher's conduct in relation to exclusion & ○ School's alleged failure to address potential dyslexia • As complaint was in part related to the headteacher, pursuant to the school's Complaints Procedure a governor needed to investigate the complaint • As RJ had initially spoken with the complainants, DN had been asked to conduct the formal investigation • DN's investigation included reviewing documentation and speaking with the complainants, the headteacher, the SENDCo and the Chair of Governors (about responses to initial concerns raised) • Following the investigation, DN did not uphold the complaint but made a series of 9 recommendations to improve school's procedures moving forwards • DN sent the outcome letter – which included the recommendations – to the complainants and, pursuant to the procedure, they have until 17th March to raise any objection/appeal to the outcome³ <p>RJ confirmed that she was scheduled to speak further with the complainants tomorrow morning but there had been no formal response</p>	

³ Outcome letter sent 5th March and procedure states complainants must raise any objection within 10 school days

	<p>to the outcome letter yet. All agreed that DN had articulated strong and helpful recommendations to improve processes on a day to day basis and thanked DN, GP and the SENDCo for their time in addressing the concerns raised.</p> <p>(c) Foundation Governor It was noted that Edwena Powell (Foundation Governor)(EP) had resigned for personal reasons. It was acknowledged that this was a huge loss and thanks were formally extended to EP for all her support and dedicated service during her time as a governor. It was further noted that the usual process to recruit a new foundation governor would be commenced shortly – JC and AK having identified a couple of potential candidates.</p> <p>(d) Articles of Association RJ reported that, following the resolutions at the AGM in November, the changes to the Articles of Association provisionally approved by the Board and the members, subject to the formal consent of the Diocese and the Secretary of State, were being submitted to the Secretary of State for generic approval by the Diocese. <u>ACTION: RJ/the Clerk to monitor progress of the Articles consent processes and provide an update at the next meeting.</u></p> <p>(e) Alcohol Licence Request DH reported that the PTA had approached her with a request for consent to serve alcohol at certain fundraising events. It was noted that a licence would be required for this and the board was uncertain as to how this aligned with the school's values and ethos. <u>ACTION: Consideration of alcohol licence consent to be added to the next agendas of both CT&L and F&E and considered by those committees in detail on both a practical and ethical basis.</u></p>	<p>RJ/Clerk</p> <p>DN JC</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"> • Questioned and analysed attendance – considered staff absence policy arrangements • Scrutinised Reading Audit and authorised urgent spending • Reviewed and approved policies (including consideration of scheduling/timetabling via the Policies Working Party) • Received and scrutinised Safeguarding Audit – particularly challenging to improve all areas to being evaluated as highly effective 	
15	<p>Date of next meeting: Thursday 11th May 2023</p>	Note

The Chair closed the meeting at 8.05pm

Signed.....

Date.....