

**By Brook Valley Academy Trust**  
(Company Registration Number 8020467)  
**Academy Board Meeting**  
**Thursday 12<sup>th</sup> January 2023**



**Minutes**

**Present:** Rosemary Jago (“**RJ**”), Graham Pike (Head teacher) (“**GP**”), Jacyn Cross (“**JC**”), Elizabeth Gilbertson (“**EG**”), Deborah Henshall (“**DH**”), Carrie Davies (“**CB**”), Edwena Powell (“**EP**”), Craig Parrott (“**CP**”), (from 5.50pm) David New (“**DN**”), (from 5.57pm) Anjali Kangaratnam (“**AK**”), and (attending via virtual conference facilities) Martin Lowe (“**ML**”) and Sarah Wren (“**SW**”)

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

**Apologies:** None

Item	Minute	Action
	<b>Opening Prayer</b> JC led the opening prayer	
1.	<b>Welcome and Apologies</b> RJ took the chair and opened the meeting at 5.05pm. No apologies – AK and DN running late. RJ declared that a quorum was present and formally welcomed everyone to the meeting.	
2.	<b>Pecuniary and Business Interests Register</b> 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.	
4	<p><b>Minutes of last meetings:</b> <b>17<sup>th</sup> November 2022 FGB</b> The FGB minutes of 17 November meeting were unanimously approved as a true and accurate record of that meeting and RJ signed them accordingly. <b>ACTIONS:</b> Clerk to file signed minutes and publish on school website.</p> <p><b>17<sup>th</sup> November AGM</b> The AGM minutes of 17 November meeting were unanimously approved as a true and accurate record of that meeting and RJ initialled them accordingly. <b>ACTION:</b> Clerk to circulate board approved AGM minutes to members.</p> <p>It was noted that James Skinner wished to resign his membership and RJ was seeking a replacement to ensure the number of members remained at 4 in accordance with the articles of association. <b>ACTION:</b> <u>RJ to identify willing new member and obtain email approval of proposed candidate from the board prior to obtaining formal consent of the members to their appointment.</u></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>RJ</b></p>

	<p><b><i>Matters arising not covered elsewhere</i></b> All matters complete, covered by this evening's agenda, or superseded save as follows:</p> <p><b>Item 4:</b></p> <ul style="list-style-type: none"> <li>• All governors to complete annual interests forms <b><u>ACTION: Clerk to send further prompt to those governors who have not yet completed annual declarations.</u></b></li> <li>• Update to Expectations/'Must, Could, Should,' document by RJ and DN carried forward <b><u>ACTION: RJ and DN to update Expectations of Governors document</u></b></li> <li>• Carry forward – <b><u>ACTION: (i) DN to circulate C, T&amp;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.</u></b></li> <li>• DN's curriculum development training to middle leaders scheduled for January</li> <li>• Keeping Children Safe in Education 2022 (KCSiE) Acknowledgements – further reminders sent <b><u>ACTION: DN, EG, EP and ML to complete KCSiE Acknowledgements.</u></b></li> <li>• Everyone was reminded to complete National College <b><u>ACTION: All governors to complete National College watchlists</u></b></li> </ul> <p><b>Item 5:</b> Training the trainer costs' review to be considered at F&amp;P Committee <b><u>ACTION: EG/Clerk to ensure train the trainer is raised at F&amp;P</u></b></p> <p><b>Item 8:</b> Committee chairs to ensure governor visits is a standing agenda item on all committees' agendas <b><u>ACTION: Ensure governors visits is standing committees' agenda item.</u></b></p>	<p>Clerk</p> <p>RJ/DN</p> <p>DN Clerk</p> <p>DN, EG, EP and ML</p> <p>All</p> <p>EG/Clerk</p> <p>DN/EG/JC</p>
5	<p><b>Headteacher Report (including School Improvement Action Plan (SIAP) Update)</b> GP highlighted:</p> <ul style="list-style-type: none"> <li>• Number on Roll (<b>NOR</b>): <ul style="list-style-type: none"> <li>○ Two left at the end of last term</li> <li>○ One left as moving back to Australia</li> <li>○ Two were due to join this term but have decided to defer – it is not permissible to hold places so this is a formal withdrawal although, if spaces are available, they may join at Easter or in September</li> <li>○ Delayed Entry Application: <b>FGB email approval unanimously ratified</b> – GP confirmed letters sent</li> <li>○ Lots of visits taking place for potential intake into reception, Yr3 and Yr4 (around 30-35, not including any with siblings already at the school)</li> </ul> </li> <li>• Attendance: <ul style="list-style-type: none"> <li>○ Slight decline since term 1 – attributable to various viruses/sickness (this is in line with national trends)</li> <li>○ Monitoring – including meeting with Local Authority's (<b>LA's</b>) Education Welfare Officer (<b>EWO</b>) (free of charge)</li> </ul> </li> </ul> <p><b><i>DN joined the meeting at 5.50pm</i></b></p> <ul style="list-style-type: none"> <li>• Staff Absence: <ul style="list-style-type: none"> <li>○ 1 x term 2: attendance meeting and now on phased return</li> <li>○ Various viruses/sickness before the Christmas holidays</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ 1 x informal absence meeting + monitoring meetings now</li> <li>• Complaints: No formal complaints, although one informal – DH, SENDCo and RJ liaising with parent regarding concerns raised about special educational needs support and wellbeing provision for their child (this is currently at Stage 1 – informal stage - of the Complaints Procedure and FGB are being put on notice for the sake of transparency/ in case it becomes formal, but with no specific details in order to preserve impartiality of potential future investigators and panel members)</li> <li>• Staffing: <ul style="list-style-type: none"> <li>○ Interviewed for casual after school club position – subject to references and DBS formalities, appointable candidate identified</li> </ul> </li> </ul> <p><b>AK joined the meeting at 5.57pm</b></p> <ul style="list-style-type: none"> <li>○ Brilliant TD Day – excellent session on middle leadership led by DN – thanks extended</li> <li>• School Resources Management Adviser (<b>SRMA</b>): due to contact RJ to discuss governance – report expected imminently</li> </ul> <p><u>Questions</u></p> <p>Q1: Has a date been set for rectification of snagging list/completion of remaining Early Years Foundation Stage (<b>EYFS</b>) area works? A: No, but we met with the contractors today.</p> <p>Q2: What was the accreditation process for Bronze Healthy Schools award and how and when will this be communicated to the school community? A: Accreditation was given on the basis of documentation submitted – including a number of new policies put into place. The community has not yet been advised – this will be published when time permits.</p> <p>It was acknowledged that:</p> <ul style="list-style-type: none"> <li>• The policies needed to be widely shared and consistently implemented e.g., encouragement of healthy lunchboxes, tuck shop items, etc</li> <li>• Children to be involved e.g., information and advice delivered in assemblies and in class, questionnaires to be circulated to consider initiatives to progress to silver award rating</li> <li>• Caterers to be involved – given their superb engagement with allergies, they could be strong allies in healthy choice initiatives and provision</li> </ul> <p><b><u>ACTION:</u></b> GP to liaise with staff to ensure full and effective implementation of Healthy Schools initiatives and compliance with new policies.</p> <p>Q3: Following the November racist incident reported in the termly monitoring report circulated, has there been any subsequent training/other follow-up (as this sounds like a lack of awareness)? A: The child was spoken to in order to refresh the learning already done in school around this. This is a key element of learning in school at the moment via books being read and diversity education/reflection.</p>	<p><b>GP</b></p>
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	<p>The same applies to sexual behaviours – in school NSPCC work and further information and resources given to families.</p> <p>Governors passed on thanks to staff for maintaining high attendance and providing excellent additional online safety resources.</p>	
6	<p><b>Policies:</b>  RJ explained that it was proposed to add generic Equality Impact Assessment wording to all policies and an aide memoire to ensure policies are appropriately reflecting equalities assessed. <b>This was unanimously approved in principle. ACTIONS:</b> (i) RJ/GP to discuss standard policies' front sheet wording with the office manager and bring proposed wording back to the board for approval and (ii) Clerk to add policies' EIA wording to the next agenda.</p> <p><b>(a) Fire &amp; Emergency Evacuation</b>  Comments were made on the Fire &amp; Emergency Evacuation Plan:</p> <ul style="list-style-type: none"> <li>• There is no reference to plans for those with additional needs (children, staff and visitors)</li> <li>• More specific wording about where to congregate (in/outside Village Hall, etc) are required</li> <li>• More specific wording about who in Yatton Keynell holds the Village Hall keys (e.g., parish clerk – together with generic contact details) was approved</li> </ul> <p><b>ACTIONS:</b> (i) GP to liaise with staff (perhaps at a staff meeting) to agree amendments to incorporate comments above and any further comments from staff following recent practical application and (ii) Clerk to circulate revised policy for email approval and add ratification of it to the next agenda.</p> <p><b>(b) Ratification of F&amp;P policies:</b></p> <ol style="list-style-type: none"> <li>a. Lettings</li> <li>b. DBS</li> <li>c. Debtor Management</li> <li>d. Health &amp; Safety</li> <li>e. Risk Management</li> <li>f. Finance Manual</li> <li>g. Critical Incidents</li> <li>h. Code of Conduct</li> </ol> <p>Deferred. <b>ACTION:</b> Clerk to add ratification of Lettings, DBS, Debtor Management, Health &amp; Safety, Risk Management, Finance Manual, Critical Incidents and Code of Conduct to the next agenda.</p> <p><b>(c) Staff/Governor Expenses/Allowances</b>  <b>The Staff/Governor Expenses/Allowances Policy was unanimously approved in the form circulated. ACTIONS:</b> Clerk to file the Staff/Governor Expenses/Allowances Policy as an approved policy</p> <p><b>(d) SEND - ratification</b>  <b>ACTIONS:</b> (i) DN to send the SEND Policy in the form approved and recommended by C,T&amp;L to the Clerk and (ii) the Clerk to add SEND</p>	<p>RJ/GP</p> <p>Clerk</p> <p>GP/Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>DN/Clerk</p>

	<p><u>Policy ratification to the next agenda.</u></p> <p><b>(e) Allegations Against Staff and Volunteers – deferred to March</b>  <b>ACTION:</b> Clerk to add Allegations Against Staff and Volunteers to the next agenda.</p> <p><b>(f) Equality Information – deferred to March</b>  <b>ACTION:</b> Clerk to add Equality Information to the next agenda.</p> <p><b>(g) EYFS</b>  <b>ACTION:</b> Clerk to add EYFS Policy to the next agenda.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><b>Safeguarding/Single Central Record Update (including PREVENT training)</b></p> <p>JC reported:</p> <ul style="list-style-type: none"> <li>Scheduled to conduct Single Central Record (<b>SCR</b>) check with office manager using LA proforma on Monday</li> <li>External Safeguarding Review scheduled for end of January – she and GP are preparing for this</li> <li>Local Authority (<b>LA</b>) audit is due in February – actions arising from January visit are underway <a href="#">Safeguarding Visit</a></li> </ul>	
8.	<p><b>Link Governors Update</b></p> <p><b>ACTIONS:</b> Forms to be completed as soon as feasible after conducting visits and (having obtained staff member's comments) uploaded here: <a href="#">Visit Reports</a></p>	All
9.	<p><b>Curriculum, Teaching &amp; Learning (CT&amp;L) Committee Report/Minutes (matters arising) – including ratification of Pupil Premium and Special Educational Needs and Disabilities (SEND) Report</b></p> <p>DN explained that the committee did not meet last term and there were no exceptional points to report.</p>	
10.	<p><b>Foundation &amp; Ethos (F&amp;E) Committee Report/Minutes/Action Plan (matters arising)</b></p> <p>It was noted that the minutes had been circulated and JC reiterated that all governors are welcome to attend F&amp;E meetings should they wish.</p> <p>JC highlighted:</p> <ul style="list-style-type: none"> <li>Collective worship focus, committee members visited and made suggestions/shared ideas including: <ul style="list-style-type: none"> <li>introduction of worship element into all assemblies</li> <li>greater emphasis on children's role – worship leaders/assistants</li> <li>collection of more feedback</li> <li>clearer development of topic from whole school worship on a Monday</li> <li>reinvigorating links with the local church – Eucharist, etc</li> </ul> </li> <li>Statutory Inspection of Anglican and Methodist Schools (SIAMS):</li> </ul>	

	<ul style="list-style-type: none"> <li>○ It has been three years since the school's last SIAMS inspection – a mid-term preparatory visit from the diocese is scheduled for 13/03/23</li> <li>○ The team are conducting full self-evaluation for SIAMS</li> <li>○ There are plans to develop outdoor peace/reflection area (with the help of community volunteers – including EP's contact)</li> </ul> <ul style="list-style-type: none"> <li>• Anti-bullying week provoked useful discussion and it has been agreed that this will be kept high on the agenda to ensure continuing support for all and there will be a focus on any discrepancies between policy and practice to improve continuity of approach to bullying</li> </ul> <p><b>It was unanimously agreed that a working party – comprising RJ, EG and DH/CD – share policies with staff to move towards greater continuity/practical implementation of policies (i.e., so policies more accurately reflect in-school practice) <u>ACTION: Policies working party to progress policies and practice consolidation.</u></b></p>	RJ, EG and DH/CD
11.	<p><b>Finance, Premises, Staffing &amp; HR (F&amp;P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update</b></p> <p>As F&amp;P are not scheduled to meet until 27<sup>th</sup> January, EG gave verbal update:</p> <ul style="list-style-type: none"> <li>• Based on November budget monitoring: <ul style="list-style-type: none"> <li>○ Income: Up c.£30K</li> <li>○ Expenditure: Up c.£34K</li> <li>○ Forecast surplus: c.£19.5K (down from previous c.£23.3K)</li> <li>○ Free reserves forecast (23/24) = £94.5K (11.4% of General Annual Grant (<b>GAG</b>) so within reserves policy)</li> </ul> </li> <li>• Some new money opportunities: <ul style="list-style-type: none"> <li>○ Energy Grant of £13.8K – government capital projects funding to improve energy efficiency (this has not yet been built into costings)</li> <li>○ Solar panels – following a remote assessment determining that the school has sufficient roof space to meet most of its electricity, efficacy of fitting now and selling/profitting from energy whilst tied to current utility contract is being investigated</li> </ul> </li> <li>• EG conducted visit (which will reported to F&amp;P) reviewing infrastructure and areas for improvement such as carpets, blinds, cracked areas, etc – the4se will be followed up via F&amp;P</li> </ul>	
12.	<p><b>Governor Training and Participation</b></p> <p><b>(a) Skills Audit Review</b></p> <p>Skills Audit summary dashboard circulated; areas identified for targeted training:</p> <ul style="list-style-type: none"> <li>• Diversity awareness (joint staff and governors training) – use of School Improvement Adviser (<b>SIA</b>) resource and training</li> <li>• General knowledge of governors' roles and responsibilities (aided</li> </ul>	

	<p>also by mentoring support and attending other committees' meetings)</p> <p><b>ACTIONS:</b> (i) Each committee chair to present overview of their committee's role and responsibilities as part of next FGB agenda (ii) DN to conduct brief training session refreshers on governors' roles &amp; responsibilities and strategic focus (iii) Clerk to add committee overviews and DN training sessions to the next FGB agenda and (iv) RJ/DN to meet on Tuesday and allocate mentors to newer governors.</p> <p><b>(b) Training Brochure on Teams and Cascaded training materials</b> It was noted that JC had attended the term 1 governors' briefing (materials circulated) and EG had attended LA finance training. All encouraged to:</p> <p>(i) book (via the Clerk) on LA training: <a href="#">12.01.23 AGENDA 11 Training Brochure (18).pdf</a></p> <p>(ii) review cascaded materials: <a href="#">Training</a></p> <p><b>(c) Ofsted Preparedness</b> It was noted that the SIA was continuing to offer Ofsted preparation support and guidance would be uploaded here: <a href="#">Ofsted Preparedness</a></p>	<p><b>DN/EG/JC</b></p> <p><b>DN</b></p> <p><b>Clerk</b></p> <p><b>RJ/DN</b></p>
13.	<p><b>AOB</b> Alternative date to be sought for July FGB (as it clashes with school event) <b>ACTION:</b> Clerk to notify of alternative date for July FGB 13<sup>th</sup> July</p>	<b>Clerk</b>
14	<p><b>How have we contributed to the vision of By Brook Valley C of E Primary School today?</b></p> <ul style="list-style-type: none"> <li>• Strategically considered healthy schools and catering</li> <li>• Agreed methods to improve clarity, value and appropriate implementation of policies</li> <li>• Received overview and assurances regarding preparation for external safeguarding visit and February audit</li> <li>• Challenge headteacher report</li> <li>• Refreshed roles and responsibilities and mentoring/buddies' support</li> </ul>	
15	<p><b>Date of next meeting:</b> <b>Thursday 9th March 2023</b></p>	<b>Note</b>

**The Chair closed the formal meeting at 7.10pm and DH and CD left the meeting prior to delivery of safeguarding training**

Signed.....

Date.....



## SAFEGUARDING TRAINING

GP delivered LA safeguarding training: [ALL governors training \(2022-23\).ppt](#)

### Online Safety

Q1: Is internet filtering and monitoring information included in a regular written report from the ICT provider?

A: Not yet. Asking for a written list and checking provisions of original contract regarding this.

### Safeguarding Culture/Importance

Q2: Whilst we appreciate the audit trail that staff sign to confirm they have read the policy and will adhere to it, are there any additional things put in place to ensure that there are meaningful checks? (e.g., regular quizzes, learning walks, key governors' questions)

Such measures are planned. The EIA form is designed to ensure inclusion of those at greater risk of harm – hence the statement for all policies discussed above. New staff are also taken through the expectations of the Staff Behaviour Policy as part of induction processes. **ACTION: GP to introduce meaningful and regular checks on staff's safeguarding knowledge, understanding and implementation.**

### Records

Q3: What are the current records' procedures followed in school?

The school uses CPOMS<sup>1</sup> upon which:

- All actions are recorded
- Pertinent information is uploaded, including: questions/responses, emails, decisions, next steps and referral documents
- This system ensures that:
  - all records are safe, central and securely shared as appropriate
  - electronic records are automatically transferred when feasible (i.e., when receiving school uses system)

Prior paper records are kept securely in locked cupboards and if a child comes from another non-CPOMS using school paper copies are retained **ACTION: Note of any paper records and where held to be recorded on CPOMS for completeness.**

Behaviour logs:

- General behaviour logs are kept in paper files – class based with escalation where deemed appropriate to the headteacher
- Behaviours which are escalated are logged on CPOMS

Q4: Should there be a defined trigger point (e.g., based on number of class behaviour incidents of a child) for recording on CPOMS?

A: We will seek guidance on this point during the external review **ACTION: GP to request guidance on behaviour being recorded on CPOMS as part of the external safeguarding review process.**

The board emphasised that there a variety of patterns of/changes in behaviour which could be a cause for concern – not just bad behaviour e.g., child becoming quiet and withdrawn which also need to be monitored and recorded to ensure capture of any potential indicators. GP assured governors that leadership regularly review class behaviour records against CPOMS records.

### Safer Recruitment

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<sup>1</sup> [CPOMS – Safeguarding Software for Schools](#)



It was noted that:

- GP, SENDCo, DH, JC and RJ all have up-to-date safer recruitment training
- Recruitment advertisements include working with vulnerable people wording
- Safeguarding and behaviour questions are incorporated into interviews

### ***Various***

It was noted:

- Extensive training is undertaken: PREVENT, sexual violence/FGM, online safety, etc
- Risk assessments are conducted as part of external visits and hire agreements, etc
- Pupil voice is regularly undertaken and confirms children feel safe

**ACTION:** Clerk to add safeguarding context to the next agenda.