

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 11th May 2023



Minutes

Present: Graham Pike (Head teacher) (“GP”), Jaclyn Cross (“JC”), Elizabeth Gilbertson (“EG”), Deborah Henshall (“DH”), Carrie Davies (“CB”), David New (“DN”), Anjali Kangaratnam (“AK”) and Sarah Wren (“SW”)

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

Apologies: Rosemary Jago (“RJ”), Craig Parrott (“CP”) and Martin Lowe (“ML”)

Item	Minute	Action
	Opening Prayer AK led the opening prayer.	
1.	Welcome and Apologies In RJ’s absence, JC took the chair and opened the meeting at 6.00pm. Apologies from RJ, CP and ML noted and accepted. JC declared that a quorum was present ¹ and formally welcomed everyone to the meeting.	
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.	Minutes of last meeting: 9th March The FGB minutes of 9th March meeting were unanimously approved as a true and accurate record of that meeting , JC initialled by way of confirmation. ACTIONS: (i) RJ to sign the last minutes (as chair of that meeting) and (ii) Clerk to file signed minutes and publish on school website. Matters arising not covered elsewhere All matters complete, covered by this evening’s agenda, or superseded save as follows: Item 3: (Carried forward from January meeting) <ul style="list-style-type: none"> AGM Minutes: not yet circulated to members pending resolution of leaving member’s replacement. Clerk confirmed that, following resolution at the March meeting, former governor, Keith Ernest (KE) had agreed to become a member and was attending to signature of the relevant paperwork. Following receipt of the paperwork, RJ/Clerk will communicate the board’s recommendation of KE’s appointment 	RJ/Clerk

¹ 1/3rd of governors holding office, rounded up (i.e., 4)

	<p>to the remaining members pursuant to the articles of association. <u>ACTION:</u> Clerk/RJ to liaise with KE and other members as necessary to finalise his appointment and James Skinner's resignation as member in due course.</p> <ul style="list-style-type: none"> • Expectations of Governors: To be carried forward to the next meeting. <u>ACTIONS:</u> (i) RJ/DN to update Expectations of Governors document and (ii) Clerk to add Expectations of Governors Update to the next agenda. • Confirmation of mentors for newer governors: <ul style="list-style-type: none"> ○ RJ to mentor AK ○ EG to mentor CP ○ JC to mentor SW <p>Item 4: GP confirmed that Sounds-Write books had been ordered, TAs booked on Sounds-Write training and detailed review of reading and audit action plan (including inviting reading subject leader) had been scheduled for Curriculum Teaching & Learning Committee (CT&L).</p> <p>Item 5: Equality Impact Assessment: Carried forward <u>ACTION:</u> RJ to circulated standard policies' front sheet working for email approval and Clerk to add ratification of this to the next agenda.</p> <p>Item 13: Alcohol licence requested considered at committees. EG reported that, in line with current policies, Finance & Premises Committee (F&P) recommended that no alcohol licence should be permitted. JC reported that Foundation & Ethos Committee (F&E) recommended a carefully worded amendment to policies to add discretion to the headteacher and chair of governors This was unanimously agreed in principle. <u>ACTION:</u> Clerk to circulate proposed amendment to Lettings Policy by email and add ratification of approval to the next agenda².</p> <p>Questions</p> <p>Q1: Does the school have an up-to-date entertainment licence?</p> <p>A: It is believed so, to allow singing as well as playing of music, but this will be checked³</p>	<p>RJ/Clerk</p> <p>Clerk</p>
4.	<p>Headteacher Report</p> <p>It was noted that the version of the Termly Monitoring Report uploaded to Teams with one piece of identifiable data had been removed and substituted with a fully anonymised version and all confirmed (in line with email request from the Clerk earlier today) that they had deleted all copies of the initial version.</p> <p>GP highlighted:</p> <ul style="list-style-type: none"> • One-to-one Teaching Assistant (TA) for Yr6 child left – replacement (after school club assistant) settled in very well • Staffing structure settled – subject to any resignations (closing date for teachers wishing to leave by September is 31st May) 	

² And potentially also Drugs Policy: [download.asp \(bybrookvalleyschool.co.uk\)](https://bybrookvalleyschool.co.uk/download.asp)

³ Checked with School Office Manager immediately following the meeting who confirmed by email to the Clerk 12.05.23 that a valid entertainment licence is in place

	<ul style="list-style-type: none"> ○ GP is leaving and DH has agreed to step up as acting headteacher for 1 year ○ Two Key Stage 2 positions open (both currently being advertised with closing date of 19.05.23 and interview date 25.05.23): <ul style="list-style-type: none"> ▪ 1 x 1-year fixed term ▪ 1 x Maternity cover • Trainee teachers from Pickwick have re-joined and there has been 1 work experience person • School Office Manager has resigned with effect from 7th June <u>ACTION:</u> GP/DH to consider office provision and advertise for appropriate post moving forwards and ensure at least 2 of the continuing team attend Intergra's HR training this academic year. <p>DH added with regard to proposed staffing structure from September:</p> <ul style="list-style-type: none"> • 2 x non-specific Key Stage 2 job advertisements are live • With regret no Early Career Teachers (ECTs) are proposed to be taken on in 2023/24 due to lack of capacity to provide appropriate support (mentoring and additional release time) – although the school remains committed to supporting colleagues new to the teaching profession having recruited very strong permanent teachers from those who were previously ECTs at the school • Second year ECT colleague will continue with appropriate levels of release time and mentoring • Music provision will be altered • Existing full-time TA (who has extensive training – including Emotional Literacy Support Assistant (ELSA) and various therapies) will not be attached to a particular class but will be deployed to lead small group/individual interventions as required • New TA (15 hours/week) will be attached to class • Existing TA will cover Planning Preparation and Assessment (PPA) cover – to provide greater stability for PPA cover and continuity for the children • Current Special Educational Needs Coordinator (SENDCo) will increase hours to four days per week and step up to the role of deputy headteacher for a fixed term of 1 year <p><u>Questions</u></p> <p>Q2: What is the prospect, given well-publicised national recruitment crisis, of recruiting quality staff for temporary positions in Key Stage 2? A: Obviously this is unknown at present, but the chances of attracting a broad field are maximised by advertisements having been placed in a timely fashion and the school's good reputation. There is time to run a further recruitment drive and alternative structures are being considered in the event that appointable candidates do not come forward in response to the current adverts.</p> <p>Q3: What is the proposed alternative music provision? A: Use of a brought-in scheme called 'Sing Up'⁴ at an annual charge of £250. Also, possible support from local secondary schools, as in previous years, will also be investigated.</p> <p>Q4: There appears to have been an escalation of bullying incidents in</p>	
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⁴ [Sing Up - Love learning, start singing](#)

	<p>terms 3 and 4 – why is this and how is it being addressed?</p> <p>A: This is not a widespread issue, as the incidents all relate to the same two children – mostly occurring during lunchtime. Staffing changes have been implemented to address the lunchtime issues and the children concerned have been supported. It is not currently considered necessary to provide further focus via personal development curriculum, but this will of course be monitored.</p> <p>The board noted that the Statutory Inspection of Anglican and Methodist Schools (SIAMS) comments on the website were at odds with the reviews conducted by F&E. JC confirmed that F&E had been closely considering the website, for the benefit of the children and parents, both with respect to general updates and church school focus.</p>	
5	<p>Policies:</p> <p>(a) EIA Wording & Policies Working Party Update As noted above, carried forward.</p> <p>(b) Learning Outside the Classroom Policy Deferred (DH reported that version incorporating staff comments was scheduled for review at Monday's CT&L meeting). <u>ACTION:</u> Clerk to add the Learning Outside the Classroom Policy to the next agenda.</p> <p>(c) Fire & Emergency Evacuation Policy It was noted that the (one page) document circulated immediately prior to the meeting, incorporated staff comments regarding toilet provisions and alternative evacuation venues. The Fire & Emergency Evacuation Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the Fire & Emergency Evacuation Policy as an approved policy.</p> <p>(d) F&P Policies:</p> <ol style="list-style-type: none"> Leave of Absence Code of Conduct Data Protection Data Impact Assessment Information Security Incident Procedure Finance Manual Freedom of Information Publication Scheme Gifts, Hospitality & Bribery Subject Access Request Records Retention <p>It was noted that:</p> <ul style="list-style-type: none"> each of the above policies had been reviewed and recommended in the form circulated by F&P Leave of Absence Policy had been updated, in accordance with HR guidance, due to lack of clarity around absence for childcare and the board specifically noted: <ul style="list-style-type: none"> The pro-rata provisions The headteacher's discretionary provisions The need to add the request form as an appendix <u>ACTION:</u> Clerk to arrange for request form to be added to the Leave of 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

7.	<p>Link Governors Update</p> <p>(a) Visit Reports It was noted that safeguarding and worship reports had been circulated by way of upload. No comments or queries. 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>(b) Overview of Roles and Responsibilities Deferred. 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>(c) Expectations of Governors Update Deferred. ACTIONS: (i) RJ/DN to update Expectations of Governors ('Must, Could, Should') document and present it at the next meeting and (ii) Clerk to add Expectations of Governors to the next agenda.</p>	<p>All</p> <p>DN Clerk</p> <p>RJ/DN Clerk</p>
9.	<p>CT&L Committee Report/Minutes (matters arising) It was noted that the next meeting is scheduled for Monday, so no minutes circulated. DN reported the March meeting really interrogated phonics, noting:</p> <ul style="list-style-type: none"> • Reading subject leader did not have dedicated management time to do quality assurance work (lesson observations, etc) • The committee strongly recommended that cover time be built in for monitoring and evaluation for all subject leads <p>The board discussed, noting:</p> <ul style="list-style-type: none"> • Budgetary constraints • Importance of maintenance and growth of Numbers on Roll (NOR) in order to retain financial stability – and how this is strongly supported by high quality educational provision • How greater investment in management time may help address two key risk factors for the school: <ul style="list-style-type: none"> ○ NOR ○ Staff wellbeing/retention and recruitment <p>The board also noted that, during the pandemic's limitations, children's peer-to-peer mentoring (playground monitors, friendship bench, etc) were not permitted, but it was crucial that these were now reintroduced as quickly as feasible.</p>	
10.	<p>Foundation & Ethos (F&E) Committee Report/Minutes/Action Plan (matters arising) Minutes circulated. JC highlighted the meetings foci areas were:</p> <ul style="list-style-type: none"> • Parent Questionnaire: prepared for circulation in multiple formats to maximise responses ACTION: GP to ensure vision is added to the top of the questionnaire (and all other school comms as standard) 	GP

	<ul style="list-style-type: none"> SIAMS Self Evaluation Form (SEF): JC and GP are completing the SIAMS SEF Foundation Governors: Following recent resignation and AK's imminent departure, JC is liaising with the local vicar to seek new recruits <p>The board acknowledged that governors' visibility, particularly with students, should be further improved and greater visibility/understanding of work done would also support recruitment drives.</p>	
11.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update</p> <p>Minutes to follow (committee met on Friday and EG is still reviewing draft minutes).</p> <p>EG highlighted:</p> <p>Financial Summary</p> <ul style="list-style-type: none"> In year-surplus expected at year end 22/23 = £37.9K (up from budgeted £23.3K) Reserves (moving into 23/24): <ul style="list-style-type: none"> Free reserves up from £75k to £112.4k This is revenue free reserves equivalent to 13.2% 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) <p>Last Committee Meeting Foci</p> <ul style="list-style-type: none"> Intake of 22 per class not realistic – looking at 26 Inflation presumption: 6% (Yr1), 5% (Yr2) and 3% (Yr3) – despite Wiltshire Local Authority guidance to assume 3% for all three years Viable position forecast for the next two years – to preserve longer-term financial security, focus on securing/growing NOR, including via: <ul style="list-style-type: none"> Extra-curricular clubs and wraparound care provision to improve attractiveness of the school Increased promotion via local nurseries Continuation of Education & Skills Funding Agency (ESFA) support (Schools Resources Management Adviser (SRMA)) Forecast deficit in Yr3 (£85K) – although noting that the committee retains an air of caution and mindfulness of the need to scrutinise school's finances, the finances have been in a similarly concerning position previously which has not come to fruition and the team currently remain optimistic that income and costs will change such that the financial position will not deteriorate as much as forecast without the need to implement significant costs-savings but rather through positive focus on the school's unique selling points to increase NOR 	
12.	<p>Governor Training and Participation Training</p> <p>All encouraged to:</p>	

	<p>(i) book (via the Clerk) on LA training: 11.05.23 AGENDA 11 Training Brochure (32).pdf</p> <p>(ii) review cascaded materials: Training</p> <p>Relatively low use of National College online training provision had been reported and the board noted:</p> <ul style="list-style-type: none"> • current expectation that staff complete in their own time • costs and time savings of online versus dedicated time and local networking opportunities, etc of face to face <p>Ofsted Preparedness</p> <p>It was noted that the school Improvement Adviser (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 April Delayed Entry The email approval of the delayed entry given between 19th and 20th April 2023 was unanimously ratified.</p> <p><i>SW left the meeting at 8.10pm</i></p> <p>(b) Succession Planning Discussed under item 4 above.</p> <p>(c) Mentors for new governors Noted under item 3 above.</p> <p>(d) Implementation of healthy schools' initiatives GP reported that staff wellbeing survey was circulated for completion yesterday and whole school wellbeing strategies were being worked on.</p> <p>(e) Articles Update As per copy emails circulated, it was noted that the Diocese had given its consent (as member) to the changes to the articles proposed at the AGM and Diocesan staff were working on processes to obtain approval of the Secretary of State in accordance with the provisions of the articles.</p> <p><u>ACTION: RJ/the Clerk to monitor progress of the Articles consent processes and provide an update at the next meeting.</u></p>	RJ/Clerk
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"> • Scrutinised budget and forecasts • Reviewed staffing and succession planning • Supported increased quality assurance through subject leadership 	
15	<p>Date of next meeting: Thursday 20th July 2023</p>	Note

The Chair closed the meeting at 8.20pm

Signed.....

Date.....

