

A hexagonal illustration of a landscape. The top portion is a blue sky with three white birds. Below the sky are green hills. A blue river flows from the top right, through a small bridge, and then curves to the left. There are two green trees on the left bank and one on the right bank. The entire scene is enclosed within a hexagonal border.

	<p><u>accordingly.</u></p> <ul style="list-style-type: none"> Whilst it was acknowledged that the School Office Manager had confirmed, immediately following the last meeting (by email to the Clerk 12.05.23), that a valid entertainment licence is in place – new team members needed to establish where this was held and ensure it was displayed as required for compliance purposes. <u>ACTION: DH to locate entertainment licence and advise new office team members and ensure displayed as required.</u> <p>All were reminded to produce visit reports to record visits to the school as this is tangible evidence of engagement and understanding of the school.</p>	DH
4.	<p>Headteacher Report</p> <p>It was noted that the Termly Monitoring Report, School Improvement Action Plan (SIAP) framework and end of year data summary had been circulated by upload to Teams.</p> <p>GP highlighted:</p> <ul style="list-style-type: none"> Number of Roll (NOR): Lost one pupil to a neighbouring school in term 5 but have also gained a few Attendance: <ul style="list-style-type: none"> Above national average Vulnerable groups also above national average: <ul style="list-style-type: none"> Special Educational Needs and Disabilities (SEND): 95.1% Pupil Premium (PP): 94.07% Children in Need (CIN): New joiners whose attendance was c.40% at previous school, following warm By Brook Valley (BBV) welcome (which has made a huge difference), now attending almost 100% The Local Authority's (LA) Education Welfare Officer (EWO) is very impressed with the term 5 attendance data Attendance continues to be recorded and monitored on Child Protection Online Management System (CPOMS)² There are two children whose attendance continues to hover around 85%: <ul style="list-style-type: none"> 1 x SEND/PP 1 x SEND One's attendance is improving although the other's is not yet improving (despite support in place) All others with less than 90% attendance are improving with parents receptive to support and working with the school to improve <p><u>Questions</u></p> <p>Q1: Are the national averages being used as comparators primary or all schools?</p> <p>A: Primary, and BBV is in the Fischer family Trust³ top 25% for attendance, although we have not conducted local benchmarking of similar schools.</p> 	

² [CPOMS HOME - CPOMS](#)

³ [FFT provides education data, school literacy programmes and research - FFT](#)

	<p>to look for/how to evaluate what they are seeing?</p> <p>A: Yes, re pupil conferencing and book looks but not so confidently with lesson observations – some are quite new and this is an area of subject leadership to specifically develop. <u>ACTION: DH to specifically add subject leadership – including provision of appropriate time and training (particularly in relation to lesson observations development) – to next year's SIAP</u></p> <p>Q6: Is anything further regarding mentoring capacity required (particularly given that we have three new Early Career Teachers (ECTs) joining?</p> <p>A: Not at present – we are buying in new packages for music and computing (and also DT) to ensure proper coverage (these are very thorough and include curriculum overviews) without assigning subject leaders to these areas. We will continue to monitor these resources and this approach as this is implemented and embedded.</p> <p>DH explained that:</p> <ul style="list-style-type: none"> despite what she said at the last meeting and given the current national recruitment crisis, following a robust recruitment process the school had decided to recruit ECTs to the teaching vacancies these new recruits were very strong and gave the best delivery for the children in the classroom – providing strong justification to technically 'take a risk' on them and invest in their training in order to benefit from the wide range of expertise they bring and support succession planning the salary cost reduction was negligible once oncosts are factored in <p>The board noted that:</p> <ul style="list-style-type: none"> A further 7 children had left the school so the budget is further constrained Whilst the financial forecast is that the school will remain in a surplus position at the end of next academic year, the position declines in the following year Next year is acknowledged to be a challenging one with a significant amount of investment for the longer term (including ECTs and music/computing packages) As an academy, the school can choose to have additional INSET Days – which would give staff more time without increasing pressures on the budget⁵ The board unanimously agreed that up to a further 3 additional INSET Days to be added to next year's dates in DH's discretion <u>ACTION: DH to add up to three additional INSET Days to the school calendar 2023/24 as she sees fit</u> 	DH
5	<p>Policies:</p> <p>(a) EIA Wording & Policies Working Party Update</p> <p>It was noted that the working party had not yet met but planned to do so early in the next academic year. RJ circulated. The Clerk would collate current policies, house style them (in accordance with the document linked below) and link into a master spreadsheet ready for review by the working party : writing a policy.docx</p>	DH

⁵ [Introducing additional INSET days](#) [The Key Leaders.pdf](#)

<p>ACTIONS: (i) All to review/comment on the proposed wording on or before 31st July and (ii) Clerk to conduct administrative work referenced above to feed into policies working party</p> <p>(b) Lettings Lettings policy Approved March 2023 Review March 2024.docx</p> <p>(c) Drugs Alcohol Drugs and Substance Misuse Policy Amended May 2022.docx</p> <p>(d) Learning Outside the Classroom CT&L Policy from DN 20.07.23 Learning Outside the Classroom Policy 2023[1].docx</p> <p>(e) Supporting Pupils With Medical Conditions CT&L Policy from DN 20.07.23 Medical conditions policy 2023[1].docx</p> <p>(f) Special Educational Needs & Disabilities CT&L Policy from DN 20.07.23 BBV-SEND-Policy 2023[1].docx</p> <p>(g) Collective Worship Collective Worship Policy for FGB July 2023.doc</p> <p>(h) SMSC SMSC Policy Approved July 2023.docx</p> <p>(i) Charging & Remissions 14.07.23 AGENDA 07iii Charging and remissions policy Approved July 2021 Review July 2023.docx</p> <p>(j) Leave of Absence: 14.07.23 AGENDA 07i BBV Short term leave of absence 2023 DRAFT (1).docx</p> <p>(k) Gifts & Hospitality: 14.07.23 AGENDA 07ii DRAFT POST MAY 2023 Gifts Hospitality & Bribery Policy.docx</p> <p>(l) Code of Conduct: 14.07.23 AGENDA 07iv Code of Conduct for staff, Governors and Volunteers Sept 2021.doc</p> <p>Questions</p> <p>Q7: Would the school consider reviewing the current prohibition on staff administering medicines to children?</p> <p>A: Appropriately trained staff administer medicines when required in accordance with formal medical plans. Please note:</p> <ul style="list-style-type: none"> You can ask teachers or other staff members to administer medicines to pupils, but they can't be required to do so (teachers' professional duties don't include administering medicines or providing medical care) In line with guidance, pupils who are competent to take responsibility for managing their own medicines are encouraged to do so On school trips, BBV follows DfE guidance regarding the administration of non-prescription medicines: <ul style="list-style-type: none"> Obtain prior written consent from the pupil's parents Administer in line with the school policy Staff check, and receive parental confirmation, that the pupil has previously used the medicine without any negative effect Staff make a record for each pupil, explaining what medicine has been administered and when and inform the pupil's parents Government statutory guidance stipulate: <ul style="list-style-type: none"> staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within individual healthcare plans) 	<p>All Clerk</p>
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	<ul style="list-style-type: none"> ○ In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans • BBV's policy is that all medicine must be administered in the presence of at least two members of staff and there is insufficient capacity to generally offer this so parent are encouraged to pop in to administer general prescription and over-the-counter medication to their own children and it is not proposed that this changes <p>(Subject only to 'house-styling') each of the above policies were unanimously approved in the form circulated. <u>ACTION: Clerk to file each of the above policies as an approved policy and arrange for their publication on the school website as required.</u></p>	Clerk
6.	<p>Safeguarding/Single Central Record Update</p> <p>JC reported:</p> <ul style="list-style-type: none"> • She and GP met (GP is currently covering the School Office Manager responsibilities too) – focused visit report circulated • Key is now to arrange with DH and BS how to monitoring procedures moving forwards • As mentioned above, paper behaviour records have been uploaded to CPOMS and monitoring procedures' discussions will include how governors can sensibly review and report back • She conducted pupil conferencing based on LA questions: <ul style="list-style-type: none"> ○ results circulated ○ CT&L discussed amendments to the questions moving forwards – need to ensure phrased correctly to maximise clarity of responses and perhaps consider tailoring number/type of questions to certain age groups ○ Those spoken to had a good understanding of fire evacuation procedures <p><u>Questions</u></p> <p>Q8: Were there any areas of responses which demonstrated adverse impact of Covid pandemic, e.g., lack of familiarity in certain year groups?</p> <p>A: JC responded - I don't know as I only questioned Yr1 but most knew what to do and included reference to named and trusted adults. GP confirmed that road safety, particularly in the context of school visits, is an area where children seem to need more reminders than pre-pandemic.</p>	
7.	<p>Link Governors Update</p> <p>(a) Visit Reports</p> <p>It was noted that safeguarding and worship reports had been circulated by way of upload. No comments or queries.</p>	

	<p><u>ACTIONS:</u> Forms to be completed as soon as feasible after conducting visits and (having obtained staff member's comments) uploaded here: Visit Reports</p> <p>All were encouraged to make and even more importantly record via visit reports, as many school visits as practicable. It was noted that the current visits' foci, in favour of historic procedures involving being linked to a class, did not provide the same opportunities for governors to chat with staff and really immerse in their experiences and considering ways in which this may be re-emphasised would be beneficial, particularly in view of the number of incoming staff. <u>ACTION:</u> DN/RJ to consider ways to build staff/governor rapport as part of roles and responsibilities/expectations of governors' reviews.</p> <p>(b) Overview of Roles and Responsibilities Deferred. <u>ACTIONS:</u> (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. <u>ACTIONS:</u> (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 RJ</p> <p>DN Clerk</p> <p>RJ/DN Clerk</p>
9.	<p>CT&L Committee Report/Minutes (matters arising)</p> <p>Minutes and action plan circulated.</p> <p>DN highlighted:</p> <ul style="list-style-type: none"> • Good review of data – particularly phonics, Early Years Foundation Stage (EYFS) and end of key stages data • Thanks, in particular for improvement in phonics results – impact of teachers' dedication and training • Key Stage (KS) 1 outcomes: <ul style="list-style-type: none"> ○ Reading: broadly in line with national averages ○ Writing: below national ○ Maths: above national • In the school's context of most children joining at above national level, there needs to be a clear and robust narrative around any areas where this is not maintained • KS2 outcomes: <ul style="list-style-type: none"> ○ Reading: well above national (particularly proportion achieving Greater Depth Standard (GDS)) ○ Writing: broadly in line with national ○ Maths: broadly in line with national • The KS2 results in Writing and Maths show big improvements on previous years but achieving above/significantly above should generally be expected of the BBV cohorts (in view of the school context noted above) • Fluctuation in SEND results requires clear narrative to explain 	

	<ul style="list-style-type: none"> Staffing: the committee discussed the additional impact of three new ECTs and the need to ensure sensible devolution of responsibilities (particularly given impending maternity leave of senior leader, CD) Surveys discussed: <ul style="list-style-type: none"> Staff: clear on wellbeing but needs greater input on what staff feel about academic outcomes, progress, leadership and behaviour Pupil: As noted above, also needs minor amendments to ensure capturing the information we need Parent survey: JC analysis circulated but not discussed in committee <p><u>Questions</u></p> <p>Q9: When is the next staff survey scheduled?</p> <p>A: This has not yet been set but it is acknowledged that staff surveys should be conducted frequently and not always at the same time of year. Probably will take place in the spring term 2024.</p> <p>The board discussed the following priorities:</p> <ul style="list-style-type: none"> To focus on writing (particularly boys' writing) as it is currently at a different standard to reading and maths – to be a key focus of next year's SIAP Need for governors from other committees to attend January CT&L meeting in January 2024 and also an alternative chair to be nominated for that meeting (as DN will be away) <u>ACTION: All to consider attending CT&L January meeting and also volunteering to chair that meeting</u> Need to recruit a replacement staff governor to follow CD – whose term of office expires in late September – thanks were extended to CD for all her input over the years and all wished her well with her maternity leave/impending parenthood <u>ACTION: Clerk/DH to commence staff governor recruitment formalities.</u> 	<p>All</p> <p>Clerk/DH</p>
10.	<p>Foundation & Ethos (F&E) Committee Report/Minutes/Action Plan (matters arising)</p> <p>Minutes circulated.</p> <p>JC highlighted:</p> <ul style="list-style-type: none"> Succession planning: <ul style="list-style-type: none"> New foundation governor is applying to join – Merope Silvester: she attended the committee meeting, recently retired from financial services, is also a trustee of other organisations and brought lots of suggestions and ideas AK's role is coming to an end as she moves on next year. The benefice is advertising a vacancy for a self-supporting minister (i.e., volunteer) – JC has discussed with the By Brook Benefice team rector, Rev Marc, roles moving forward and he has reiterated that he wishes to use his time with the school 	

	<p>in ways other than as ex officio governor – it was acknowledged that Marc’s commitment agreement with the school must be formalised and his support to recruit replacement for AK (who works tirelessly in the background) from the wider benefice team</p> <ul style="list-style-type: none"> ○ The committee visited the peace and prayer garden – the eco warriors were enthusiastic guides and it was excellent to see implementation of this, which was part of the action plan arising from the last Statutory Inspection of Anglican and Methodist Schools (SIAMS) report ○ Previous parent of the school (whose children have now transitioned to secondary school) is keen to volunteer – he is an eco-champion at Castle Coombe and would like to support ecological curriculum around climate change, etc 	
11.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update Report/Minutes Minutes circulated EG highlighted:</p> <ul style="list-style-type: none"> • In year-surplus expected at year end 22/23 = £44K (up from budgeted £23.3K) • Additional income: <ul style="list-style-type: none"> ○ predominantly from sports funding (£17K – expected but not previously budgeted pending government confirmation this funding was continuing) and mainstream school additional grant funding (£12K) ○ fantastic efforts of cake sales – raising an amazing c. £1K acknowledged and all involved heartily thanked • Expenditure up £23K – predominantly due to salaries (pay awards plus national insurance contributions/oncosts) and rising educational costs • Reserves (moving into 23/24): <ul style="list-style-type: none"> ○ Free reserves up from £75k to £119k ○ This is revenue free reserves equivalent to 13.8% 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 NOR – 23/24 position of budgeted in-year deficit of £21K and with carried forward reserves of £97K back within reserves policy position the following year (NB: This is in context of assumed inflation rates at much higher levels than LA guidance suggests – F&P deciding factoring in higher/more realistic inflationary levels is prudent) • Next year: <ul style="list-style-type: none"> ○ Staffing costs down (plus ECTs) ○ Modelling of NOR moving forwards shows we are in a viable 	

	<p>It was noted that:</p> <ul style="list-style-type: none"> The Academy trust handbook states that “The Department’s strong preference is that external reviews of governance are also conducted routinely as part of a wider programme of self-assessment and improvement” While there is no prescribed timescale for these external reviews, it is good practice for boards to undertake reviews at regular intervals – good practice in large trusts is every 3 years <p><u>ACTION:</u> F&P to consider value in commissioning an external review of governance at this stage.⁶</p>	F&P/EG
12.	<p>Governor Training and Participation</p> <p>Training</p> <p>All encouraged to:</p> <p>(i) book (via the Clerk) on LA training: 20.07.23 AGENDA 11 Training Brochure (41).pdf+</p> <p>(ii) review cascaded materials: Training</p> <p>Ofsted Preparedness</p> <p>It was noted that the school Improvement Adviser (SIA) was continuing to offer Ofsted preparation support and that the School Resources Management Adviser (SRMA) support continued to be positive – DH had conducted a very promising introductory call with the SRMA this week. Guidance would be uploaded here: Ofsted Preparedness</p> <p>SW left the meeting at 8pm</p>	
13.	<p>AOB</p> <p>(a) Officer Manager role cover</p> <p>Interview being conducted tomorrow – hoping to appoint by the end of term. Meanwhile, thanks extended to the office team for providing cover.</p> <p>(b) Articles update</p> <p>No update to report at present. <u>ACTIONS:</u> Clerk to (i) continue to liaise with the diocese for updates and (ii) add articles update to the next agenda.</p> <p>(c) Membership Update</p> <p>Reported above.</p> <p>(d) Length of School Day Update</p> <p>DH reported that:</p> <ul style="list-style-type: none"> LA advice was that BBV school day did not need to be lengthened at present DfE’s non-statutory guidance suggests schools have until September 2024 to implement changes to length of school day but, although this guidance applies to academies as well as maintained schools, changes are not mandatory, may not be appropriate for BBV for various reasons and, even if implemented, require a relatively lengthy consultation process <u>ACTIONS:</u> (i) DH to consider parent communication of the school’s current position on length of school day and (ii) Clerk to add review of options for length of school day to the next agenda <p>(e) Sports Premium Report (to be published by 31.07.23)</p>	<p>Clerk</p> <p>DH Clerk</p>

⁶ [External reviews of governance: guide for schools and academy trusts - GOV.UK \(www.gov.uk\)](#)

	<p><u>ACTION:</u> For completeness, DH to circulate a copy of the report to be published after the meeting.</p> <p>(f) SEND Report Deferred. <u>ACTION:</u> DN to liaise with BS re SEND Report and report back to the next meeting.</p> <p>(g) Pupil Premium – end of year analysis initial summary Deferred – formal report not due until December. EG requested that armed forces funding is separately reported as per regulations: Service Pupil Premium: what you need to know - GOV.UK (www.gov.uk)</p> <p><u>ACTIONS:</u> (i) DN to ensure armed forces funding is separately reported and (ii) Clerk to add Pupil Premium Report to the November agenda.</p> <p>(h) Questionnaires:</p> <ul style="list-style-type: none"> • Parents • Pupils • Staff <p>Reported above.</p> <p>DH reported that she had been allocated a mentor by the LA, had attended first headteacher induction meetings and was scheduling regular meetings with RJ (to also include the school's finance officer) for 23/24.</p> <p>RJ thanked all for their contributions to BBV.</p>	<p>DH</p> <p>DN</p> <p>Clerk</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"> • Comprehensive presentation and review of the data and results. • Agreement for further time allocated to support Subject Leaders in light of staff changes/arrangements in place for September 2023 and agreement for up to and including 3 TD/INSET days to support this. • Strategy for updating and standardising the approach to reviewing, updating and issuing of BBVS Policies. • Detailed reports from all Committees and on-going strategy for continued improvement to BBVS' financial position discussed. <p>Class visits highlighted as a priority for all Governors next year, training and development (staff and Governors).</p>	
15	<p>Date of next meeting: 28th September 2023</p> <p>Next year's meeting dates: 28th September 2023 16th November 2023 (5.30pm start – AGM too) 18th January 2024 14th March 2024 9th May 2024 18th July 2024</p>	Note

The Chair closed the meeting at 8.20pm

Signed.....

Date.....

