

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 28th September 2023



Minutes

Present: Rosemary Jago (“RJ”), Deborah Henshall (Interim Head teacher) (“DH”), Craig Parrott (“CP”), Jaclyn Cross (“JC”), David New (“DN”), Anjali Kangaratnam (“AK”) and Natasha Nicolas (“NN”)

Present via virtual conferencing facilities:
Elizabeth Gilbertson (“EG”) and Martin Lowe (“ML”)

In Attendance: Merope Sylvester (prospective foundation governor) (**MS**) and Michelle Hocking (Governance Professional) (“**Clerk**”)

Apologies: Sarah Wren (“SW”)

Item	Minute	Action
	Opening Prayer AK led the opening prayer.	
1.	Introduction: Welcome and Apologies/Terms of Office & Vacancies Apologies from SW noted and accepted. RJ declared that a quorum was present ¹ and welcomed everyone to the meeting – especially NN to her first meeting as staff governor and MS as an observer pending her formal appointment by the Diocese (confidentiality undertaking signed). Thanks and best wishes extended to Carrie Davies (CD) – exiting staff governor – for all her dedication. It was noted that there were no other terms of office expiring this academic year, but AK would be leaving to take up a new post at Christmas – she will be much missed. The Clerk briefly took the chair: Elect Chair/Vice Chair <i>Procedure Acknowledged</i> (a) It was formally noted that the process for nomination of the chair and vice-chair was: (i) All governors are made aware of the need to elect chair and vice-chair of governors in the first meeting of the academic year, each for a term of office of one year. (ii) All governors are given the opportunity to nominate themselves for either of these roles (both before and during the first meeting of the academic year).	

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

	<p>(iii) In order that governors feel able to vote freely, persons nominating themselves are identified and are invited to leave the room whilst the remaining governors vote on their appointment; and</p> <p>(iv) Self-nominated individuals must then be nominated and seconded and then their appointment to the role of chair or vice-chair is put to the governing body as a whole to vote upon.</p> <p>(b) Each governor present confirmed that they had been made aware of the need to elect people and invited to nominate themselves to the roles of chair and vice-chair of governors by email prior to the meeting, attaching the agenda. MH asked if anyone wished to nominate themselves for either of these roles.</p> <p>RJ confirmed that she would be prepared to re-stand and chair and DN confirmed that he would be prepared to re-stand as vice-chair. There were no other nominees/volunteers for these roles. RJ and DN were invited to leave the meeting room temporarily, but all present deemed this unnecessary.</p> <p>JC nominated, CP seconded and it was unanimously agreed that RJ be and is appointed chair of governors and DN be and is appointed vice chair of governors each with immediate effect and for a term of one year (until the first meeting of the academic year 2024/25).</p> <p><i>RJ re-took the chair.</i></p>	
2.	<p>Pecuniary and Business Interests Register</p> <p>It was noted that all present had completed the annual Related Parties Declaration of Interests forms (via online forms) and no interests were declared in the business of this meeting.</p>	
3.	<p>Minutes of last meeting: 20th July</p> <p>The FGB minutes of 20th July meeting were unanimously approved as a true and accurate record of that meeting. <u>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.</u></p> <p><i>Matters arising not covered elsewhere</i></p> <p>All matters complete, covered by this evening's agenda, or superseded save as follows:</p> <p>Item 3:</p> <ul style="list-style-type: none"> <u>ACTION: Clerk to circulate AGM minutes to members (KE's appointment as member now having been formalised)</u> Whilst it was acknowledged that the School Office Manager had confirmed, immediately following the May 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>Item 4:</p> <ul style="list-style-type: none"> GP to add to the termly monitoring report the date on which parents of child restrained were informed of the incident – DH confirmed that, 	<p>RJ/Clerk</p> <p>Clerk</p> <p>DH</p>

	<p>for the record, this had been done</p> <ul style="list-style-type: none"> School Improvement Action Plan (SIAP): DH confirmed that she would add subject leadership to the SIAP once drafted <u>ACTION: DH to specifically add subject leadership – including provision of appropriate time and training (particularly in relation to lesson observations development) – to the SIAP</u> <p>Item 8: Actions carried forward - <u>ACTIONS:</u> i) RJ/DN to update Expectations of Governors ('Must, Could, Should') document (including roles & responsibilities) and present it at the next meeting and (ii) Clerk to add Expectations of Governors to the next agenda.</p> <p>Item 9:</p> <ul style="list-style-type: none"> RJ volunteered to chair the January Curriculum, Teaching & Learning (CT&L) committee meeting in DN's absence It was noted that SW had requested a move to Foundation & Ethos (F&E) committee and, pending further recruitment, RJ and/or JC would attend CT&L meetings to ensure quoracy² It was further noted that F&E Terms of Reference (ToRs) stated that the composition of the committee shall consist of the ex officio foundation governor, the headteacher, foundation governors and a 'Governor representing community interests' <u>ACTION: F&E to consider whether SW, as a parent governor, is deemed to be representing community interests or whether the ToRs need to be amended</u> <p><i>ML joined the meeting at 6.18pm</i></p> <p>Item 11:</p> <ul style="list-style-type: none"> Carried forward action: <u>ACTION: Clerk to add costs savings review to the March F&P and FGB agendas</u> It was noted that the Clerk had circulated the new Academy Trust Handbook for acknowledgement via online forms <u>ACTION: All to acknowledge new Academy Trust Handbook via online forms.</u> Carried forward to first F&P meeting: <u>ACTION: F&P to consider value in commissioning an external review of governance at this stage.</u> <p>Item 13: Length of school day update: The committee discussed practicalities and requirements, noting:</p> <ul style="list-style-type: none"> Process Whilst there's no specific process to alter your school day, the DfE recommends: <ul style="list-style-type: none"> Exploring practical considerations (e.g. financial implications) and propose changes to the length of the school week and the use of additional time Consulting key stakeholders on the proposed changes Discussing proposed changes to transport with relevant local authorities (giving enough notice so changes can be 	<p>DH</p> <p>RJ/DN</p> <p>JC/F&E</p> <p>Clerk</p> <p>All</p> <p>EG/F&P</p>
--	--	--

² Quorum = 3 governors, at least 1 of whom is not staff

	<p>implemented)</p> <ul style="list-style-type: none"> ○ Considering responses from the consultation and make decisions on any changes needed to school timetable ○ Informing all key stakeholders of intended changes to the school timetable, with adequate notice ○ Publishing the new timetable on the school website <ul style="list-style-type: none"> ● Practical considerations <ul style="list-style-type: none"> ○ Parents' drop-off practicalities – including timings of drop offs of siblings at local secondaries, etc ○ Breakfast club timings ○ Staff contracts ○ Current 'soft' start time (when doors opened): 8.45am ○ Closure of register/late/absent timings: <ul style="list-style-type: none"> ▪ late moves from 9.00 to 9.10 ▪ unexplained absence moves to 9.15 (safeguarding considerations) ○ Informal communications opportunities – continue after school/appointments booked via school office ● Consultation <ul style="list-style-type: none"> ○ Voluntary consultation as part of community commitment/positive dialogue ○ Advance notice – consult before Christmas and implement from summer term ○ Propose simply making 8.45 formal start time – consistency with break/play children straight in ● Transport <p>Following consultation, DH will arrange transport alterations with transport provider.</p> 	
4.	<p>Agree Committees, Panels, Working Parties and Named Governors (including computing/filtering & monitoring)</p> <p>It was unanimously agreed as follows:</p> <p><u>Committees</u> CT&L: DN (chair elect – pending first meeting), DH, NN and (temporarily) RJ/JC F&E: JC (chair), DH, AK, SW and (once formally appointed) MS Finance & Premises, Staffing and HR (F&P): EG (chair elect – pending first meeting), RJ, ML and CP (DH attending to report but not member)</p> <p><u>Panels</u> Pay Panel: DN, EG and RJ Headteacher Review Panel: JC, RJ and DN Pay Appeals Panel: Decided as/when required Staffing Panel: Decided as/when required Staffing Appeals Panel: Decided as/when required</p>	

	<p><u>Working Parties</u> None at present</p> <p><u>Named Governors</u> Health & Safety: ML Special Educational Needs (SEND)/Disadvantaged Learners: DN Safeguarding/Children Looked After (CLA): JC Cyber Security/Online Safety (including filtering & monitoring): JC Early Years Foundation Stage (EYFS): (subject, in her absence, to her consent to act) SW Whistleblowing: JC Equality & Diversity: CP (with handover from AK) Training & Development: RJ Attendance: JC</p>	
5.	<p>Scheme of Delegation – subject to update of committees’ plans following first committees’ meetings Deferred pending detailed review at first committee meetings of the academic year. <u>ACTION:</u> Clerk to add Scheme of Delegation to the next agenda.</p>	Clerk
6.	<p>Headteacher Report <i>Monitoring Report</i> It was noted that the Termly Monitoring Report and Headteacher report had been circulated by upload to Teams. DH highlighted:</p> <ul style="list-style-type: none"> Proposed changes to reported items: <ul style="list-style-type: none"> Leavers/joiners: Not including details of reasons/destinations/where they have come from (save in exceptional circumstances) Lateness: Reporting on exceptions only basis i.e., if overall attendance significantly drops Use of Ofsted Handbook guidance for data reporting to governor meetings Report provides headlines snapshot overview of this term <p><i>SIAP/School Evaluation</i> SIAP deferred as, although draft in progress and priorities were shared at start of term training day, the team are incorporating review points arising from recent external evaluation process. Over meetings scheduled for the next two Tuesdays DH, the deputy headteacher (BS) and the SIA will be writing the SIAP and also the school’s Self Evaluation Form (SEF). It was noted that, whilst the SEF is not mandatory, it is best practice and the team have opted to produce a SEF accordingly. <u>ACTIONS:</u> (i) DH to circulate the SIAP and SEF after the meeting and (ii) Clerk to add SIAP and SEF Review to the next agenda. DH reported that the school was externally evaluated via a supportive review conducted by the school’s new School Improvement Adviser (SIA), Laura Bromberg, and Wiltshire Council Regional School Improvement and Excellence Lead – North Wiltshire, Steve Wigley (SWig):</p> <ul style="list-style-type: none"> This was a really useful day of evaluation – including scrutiny of data, observations (particularly of phonics in Key Stage 1 and writing in 	DH Clerk

	<p>Key Stage 2), subject area ‘deep dives’ (particularly in history and PE), work scrutiny and review of website</p> <ul style="list-style-type: none"> • Overall, really positive with some targeted things to work on • RJ attended feedback session: <ul style="list-style-type: none"> ○ Positives included pupil feedback (particularly around how safe they feel in school) and atmosphere of staff team ○ Areas for development included: <ul style="list-style-type: none"> ▪ Writing (there has since been a focused staff meeting on this) ▪ Website (compliance check has been conducted free of charge and resultant updates completed – thanks extended to Mr Henshall and CD) • Formal report awaited <u>ACTION: DH to circulate supportive review report upon receipt</u> • SWig is also providing training (on deep dives, etc) to cluster schools – cluster forming informal hub and so allowing By Brook Valley to join this training free of charge (DH is offering to conduct some writing moderation in return) – hub arrangement benefits the school, it’s children and SIAP and governors are encouraged to forge links with governing bodies across the hub too <p>The board observed:</p> <ul style="list-style-type: none"> • Following continuity decision to bring maternity cover teacher into class from the beginning of term, CD’s pre-maternity leave time in school has been maximised as she has worked extensively on the school website and conducted drop-ins and work scrutinies • The supportive review will provide a good introduction to the school to other external agencies • FAQ/signposting parents’ page on school website would be really helpful (to cover a variety of queries in one place including SEND and safeguarding) 	DH
7.	<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. Meanwhile, the Clerk has been collating current policies which will be house-styled (in accordance with this: PolicyTemplate2324.docx) and placed in folders in accordance with protocol circulated 28.09.23 AGENDA 07 BBV Policies Protocol 23 24 v1.docx</p> <p>(a) Behaviour: 28.09.23 AGENDA 07 BBV Behaviour policy 2023 - Updated.docx</p> <p>The Behaviour Policy was unanimously approved in the form circulated.</p> <p>(b) Safeguarding/CP: 28.09.23 AGENDA 07 Wilts Model Safeguarding and CP Policy July 2023 DRAFT.docx</p> <p>The Safeguarding/CP Policy was unanimously approved in the form circulated.</p> <p>(c) Whistleblowing: 28.09.23 AGENDA 07 Whistleblowing policy and procedure for schools - June 2023.docx</p>	

	<p>Subject to any comments from JC (as whistleblowing governor) or F&P (as responsible committee) the Whistleblowing Policy was unanimously approved in the form circulated.³</p> <p>(d) Staff Behaviour: 28.09.23 AGENDA 07 Wilts Model Staff Behaviour Policy July 2023 DRAFT.docx</p> <p>The Staff Behaviour Policy was unanimously approved in the form circulated.</p> <p>(e) The following policies, all of which had been produced to the July meeting, were unanimously ratified:</p> <ol style="list-style-type: none"> Lettings Lettings policy Approved March 2023 Review March 2024.docx Drugs Alcohol Drugs and Substance Misuse Policy Amended May 2022.docx Learning Outside the Classroom CT&L Policy from DN 20.07.23 Learning Outside the Classroom Policy 2023[1].docx Supporting Pupils With Medical Conditions CT&L Policy from DN 20.07.23 Medical conditions_policy_2023[1].docx Special Educational Needs & Disabilities CT&L Policy from DN 20.07.23 BBV-SEND-Policy_2023[1].docx Collective Worship Collective Worship Policy for FGB July 2023.doc SMSC SMSC Policy Approved July 2023.docx Charging & Remissions 14.07.23 AGENDA 07iii Charging and remissions policy Approved July 2021 Review July 2023.docx Leave of Absence: 14.07.23 AGENDA 07i BBV Short term leave of absence 2023 DRAFT (1).docx Gifts & Hospitality: 14.07.23 AGENDA 07ii DRAFT POST MAY 2023 Gifts Hospitality & Bribery Policy.docx Code of Conduct: 14.07.23 AGENDA 07iv Code of Conduct for staff, Governors and Volunteers Sept 2021.doc <p>ACTION: Clerk to file each of the above policies (listed in (a) – (e) a. – k inclusive, as an approved policy and arrange for their publication on the school website as required.</p> <p>DN noted that the SEND Policy was on Monday's CT&L agenda for further review. ACTION: Clerk to add SEND Policy to the next agenda.</p>	<p>Clerk</p> <p>Clerk</p>
8.	<p>Safeguarding Governor Update</p> <p>Keeping Children Safe in Education Acknowledgements</p> <p>Given by all via online forms except RJ, NN and MS ACTIONS: (i) Clerk to send KCSiE acknowledgement to NN and (once formally appointed, to MS) and (ii) RJ, NN and (once formally appointed) MS to complete form,</p> <p>Governor Safeguarding Training</p>	<p>Clerk RJ, NN and MS</p>

³ The board confirmed preference to adopt model policy but acknowledged analysis against existing policy to check no elements of that should be retained by way of addition to the model had yet to be completed

	<p>DH reported that:</p> <ul style="list-style-type: none"> • She had linked relevant training (safeguarding + online safety) to governors' individual watchlists on the National College <u>ACTION: All to complete National College watchlists by the end of October</u> • She was investigating alternative training providers for when National College contract expires in December – currently favouring The Key. DN declared a pecuniary interest as an education consultant guidance contributor to The Key <u>ACTION: DH to recommend alternative training providers, via F&P or FGB, and DN to abstain from any decisions in relation to such training providers.</u> <p><i>Link Governor Training (every three years)</i></p> <p><i>Safeguarding Governor</i></p> <p>JC reported:</p> <ul style="list-style-type: none"> • Separation of roles between headteacher and Designated Safeguarding Lead • As safeguarding governor, she will meet with DH, BS or both: <ul style="list-style-type: none"> ○ six times per annum to review child protection, behaviour, bullying and attendance records ○ three times per annum to review behaviour and restorative justice logs • She will also review Single Central Record (SCR) – massive thanks were extended to Jo Harvey in the school office for her incredible work in updating the SCR prior to the impending move to new template • The safeguarding action plan will form part of the SIAP • Meeting is set for next term <p><i>Online Safety</i></p> <p>DH reported with regarding to online safeguarding:</p> <ul style="list-style-type: none"> • CPOMS records continue to be robustly completed to provide holistic picture – thanks to staff for continuing vigilance • Oakford (the school's IT provider) will provide weekly, user specific, filtering and monitoring report – which DH can check and follow up on as necessary • Cyber security is being enhanced via everything moving to the cloud and introduction of two-factor authentication • DH will work with Oakford to include online safety measures evaluation in the SEF 	<p>All</p> <p>DH/DN</p>
9.	<p>Link Governors Update</p> <p><i>Visit Reports</i></p> <p>Governors are encouraged to conduct more visits – RJ requested at least one visit from each committee this term. <u>ACTIONS: Forms to be completed as soon as feasible after conducting visits and (having obtained staff member's comments) uploaded here: Visit Reports</u></p>	<p>All</p>

	<p>Overview of Roles and Responsibilities/Expectations of Governors Update</p> <p>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>The board requested that specific events (such as stay & learns, Science week, etc) are circulated to all governors. ACTION: Clerk to circulate school events' dates to all governors.</p>	<p>RJ/DN Clerk</p> <p>Clerk</p>
10.	<p>CT&L Committee Report/Minutes (matters arising)</p> <p>Meeting scheduled for next week.</p> <p>As noted above, RJ and JC will attend where feasible and RJ will chair January meeting in DN's absence.</p> <p>ACTION: Clerk to add all CT&L meetings' dates to the Governance Calendar.</p>	Clerk
11.	<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"> • Long meeting – went through Statutory Inspection of Anglican & Methodist Schools (SIAMS) SEF in detail • Committee action plan is on SharePoint • MS attended as observer • Discussions about replacement ex-officio foundation governor (following AK's departure) scheduled with Rev. Marc 	
12.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update</p> <p>Meeting scheduled for next week.</p> <p>EG reported:</p> <ul style="list-style-type: none"> • No significant change to detailed figures discussed at July meeting • Revenue income outturn at year end 22-23: £1,105.6k (against a budgeted outturn of £1,043.9k) – predominantly additional government funding (both ringfenced and general grant) • Revenue expenditure outturn at year end 22-23: £1,043.8k (against a budgeted outturn of £1,020.6k) – predominantly staffing costs • Premises: <ul style="list-style-type: none"> ○ Reinforced Autoclaved Aerated Concrete (RAAC) buildings condition survey conducted – report awaited ○ Tree survey urgently required (believed to be overdue) – will be discussed at next week's F&P <p>ACTIONS: (i) DH to circulate buildings condition survey report upon receipt (ii) ML and CP to review buildings condition survey report and report back to F&P and (iii) F&P to consider tree survey requirements</p>	<p>DH ML/CP EG/F&P</p>
13.	Governor Training and Participation	

	<p>Priority/Annual:</p> <ul style="list-style-type: none"> • Cyber awareness all: Cyber security training for school staff - NCSC.GOV.UK ACTION: All to complete cyber security training and upload completion certificates to training certificates folder: Cyber Awareness • PREVENT (every 2 years): link sent to relevant governors The Clerk confirmed all completed. • Safer Recruitment (every 3 years): RJ and JC both up to date Noted that RJ and JC's safer recruitment training is up to date. ACTION: DN to complete safer recruitment training via National College. <p>Brochure on Teams + Cascaded training materials: 28.09.23 AGENDA 13 SGS Annual Training Brochure 2023-24 v.7.pdf Training ACTION: All to book training via the Clerk</p> <p>Ofsted Preparedness: Ofsted Preparedness Noted.</p>	<p>All</p> <p>DN</p> <p>All</p>
14.	<p>Chair's Update RJ reiterated:</p> <ul style="list-style-type: none"> • Positivity of supportive review • F&P to consider costs of External Governance Review • More Visit reports required • Further community governors' recruitment required: current vacancies: Art 50 (up to 9 co-opted): DN and RJ + UP TO 7 VACANCIES Art 51 (3 Foundation): AK, JC and MS Art 50 HT: DH Art 50A Staff x 2: NN and VACANCY Arts 53 – 58 Parents (at least 2): EG, SW and CP Art 59 (up to 2 co-opted): ML + VACANCY 	
15.	<p>Single Central Record Update (including all governors' identity documents) As noted above, SCR up to date and new template awaited.</p>	
16.	<p>AOB</p> <p>(a) Skills Audit ACTION: All asked to complete skills audit circulated: nga-skills-audit-single-schools-20220707 (1).xlsx</p> <p>(b) Officer Manager Recruitment DH reported no applications received on second recruitment round. Continuing pressure on office team acknowledged. ACTION: DH/RJ to consider amendments to advert/job description before re-advertising</p> <p>(c) Articles Update</p>	<p>All</p> <p>DH/RJ</p> <p>Clerk</p>

	<p>Email from Diocese circulated. ACTIONS: Clerk to (i) continue to liaise with the diocese for updates and (ii) add articles update to the next agenda.</p> <p>(c) Sports Premium Report (to be published by 31.07.23) Published on the school website: Sports Premium Report: By Brook Valley C of E Primary School - Primary School Sports Funding Report 2022/23 (bybrookvalleyschool.co.uk)</p> <p>(d) SEND Report Published on the school website: By Brook Valley C of E Primary School - SEN and Inclusion (bybrookvalleyschool.co.uk)</p> <p>(e) Staff/Governor Social All keen to add to dairies in the next month or so.</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"> • Secured DH's services as interim headteacher • Agreed strategy for increasing length of school day • Discussed supportive review – celebrated successes and agreed manner of monitoring action points • Supported outward-facing engagement – informal hub • Approved policies and policies' protocol • Overview of further improvements to safeguarding processes (including filtering and monitoring) • Re-emphasised importance of governor training and link governor visits 	
15	<p>Date of next meeting: 16th November 2023 (5.30pm start – AGM too)</p> <p>Meeting dates for the academic year: 18th January 2024 14th March 2024 9th May 2024 18th July 2024</p>	Note

The Chair closed the meeting at 8.15pm



Signed...

.....

Date.....27.11.23...