

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Monday 27th November 2023



Minutes

Present: Rosemary Jago (“**RJ**”), Deborah Henshall (Head teacher) (“**DH**”), David New (“**DN**”), Natasha Nicholas (“**NN**”), Jaclyn Cross (“**JC**”), Elizabeth Gilbertson (“**EG**”), Martin Lowe (“**ML**”) and Craig Parrott (“**CP**”)

Members in Attendance (until the end of the AGM, agenda item 3, at 6.10pm):

Rosemary Jago (“**RJ**”) (Chair), Owen Upton (“**OU**”) (Representative of Diocese of Bristol Academies Company Diocese of Bristol Education (“**DBE**”), Keith Ernest – present by proxy – Anton Campbell (“**AC**”) and Rosalind Edwards (“**RE**”)

In Attendance: Michelle Hocking (Clerk/Company Secretary) (“**MH**”) and (until 6.10pm) Simon Cunningham, Moores (the company’s auditors) (“**SC**”) and (also until 6.10pm) Cathryn MacDougall (“**CM**”)

Apologies: Anjali Kanagaratnam (“**AK**”) and Sarah Wren (“**SW**”)

Item	Minute	Action
	Opening Prayer JC led the opening prayer	
1.	Welcome and Apologies RJ took the chair and opened the meeting at 5.35pm. Apologies were noted and accepted from AK and SW. RJ declared that a quorum was present and formally welcomed everyone to the meeting, particularly RE, OU, AC, SC, and CM – present for the AGM	
2.	Pecuniary and Business Interests Register It was noted that all present had completed the annual Related Parties Declaration of Interests forms and, save for DN declaring that he provides consultancy services to The Key, no interests were declared in the business of this meeting.	
3. AGM AGM Business Items noted: AGM Notice BBV AGM Agenda Nov 2023 <ul style="list-style-type: none">Last AGM minutes (17 November 2022) BBV AGM 17.11.22 AGM Minutes – approved in January 2023 board meetingReview of the accounts BBV 2023 draft accountsReview of management letter points BBV 2023 Audit Summary		

- Any other matters
 - Subsequent events
 - electronic publication

The meeting adjourned for the AGM 5.40pm – 6.10pm

It was noted that during the AGM:

- The accounts for the year ended 31 August 2023 (**Accounts**) were laid before the members, the auditors provided a summary and members' questions were answered
- The trustees/governors confirmed their approval of the Accounts, together with the associated Audit Summary (including Management Letter) and Letter of Representation
- The trustees/governors confirmed the representations contained in the Letter of Representation and that, so far as they were aware, all relevant matters are disclosed in the Accounts and there are no subsequent events to report – i.e., no financial commitments, contractual problems/disputes/contingent liabilities, legal claims – ongoing or anticipated (including staffing), related parties' transactions or post balance sheet events to disclose.

4	<p>Minutes of last meeting: 15 September 2022 FGB The minutes of 28 September meeting were unanimously approved as a true and accurate record of that meeting.</p> <p>Matters arising not covered elsewhere: FGB ACTIONS Log 2023 24</p> <p>Alternative Training Providers: DH proposed The Key in place of National College as main training provision – full service (which includes governors' and leaders' mandatory CPD such as safeguarding) raises annual cost to c.£1,900. On the basis that The Key is presented to all staff and governors as the first choice for external training (alongside Local Authority (LA) sessions included in the school's 'Right Choice' subscription), subscription to The Key was unanimously (with DN abstaining due to his potential conflict of interests) approved.</p>	
5	<p>Headteacher Report Reported circulated. DH highlighted:</p> <ul style="list-style-type: none"> • Fully staffed • School visits conducted • 2 training days <ul style="list-style-type: none"> ○ One parent had challenged based on inconvenience of extra teacher training days for childcare, but sessions proving extremely useful for staff ○ Thanks extended to staff for focus on granular knowledge and building proforma for pupil voice questions • Working well with School Improvement Adviser (SIA) (Laura) – supported drafting of Self-Evaluation Form (SEF) <p>The board observed:</p> <ul style="list-style-type: none"> • the step changes over the last two months, drive to complete things and high-level of transparency • a School Improvement Action Plan (SIAP) which is based on accurate self-evaluation is likely to be impactful • Through governors' scrutiny (particularly via Curriculum, Teaching & 	

	<p>learning Committee (CT&L), the board is confident that the SIAP is based on accurate self-evaluation and will continue to be reviewed and adapted as a live document throughout the year</p> <p>DH added:</p> <ul style="list-style-type: none"> • Termly monitoring report: Correct as at the end of term 1 save that two children who started at the beginning of term 2 have been included in the number on roll (NOR) data • Lots of school tours have been conducted • Informal review and curriculum review are both scheduled prior to Christmas <p>The board discussed:</p> <ul style="list-style-type: none"> • Suggestion that a letter (from DH or jointly with RJ on behalf of governors) be sent to parents before Christmas – emphasising the measures being taken to drive improvement/work on building excellence • Increased governor presence/visibility in school – particularly to answer questions around parents' main foci (e.g., length of school day) <p><u>ACTIONS:</u> (i) DH and RJ to draft pre-Christmas update letter to parents and (ii) All to endeavour to attend school (e.g., at drop off/collection times) to provide presence/answer questions for parents</p>	<p>DH/RJ</p> <p>All</p>
6	<p>Policies:</p> <p>(a) Recommended by F&P:</p> <p>(i) Freedom of Information</p> <p>(ii) Health & Safety</p> <p>(iii) Mental Health & Wellbeing</p> <p>(iv) Risk Management</p> <p>(v) Online Safety – ratification</p> <p>(vi) Pay</p> <p>(b) Recommended by F&E:</p> <p>(i) Whistleblowing ¹</p> <p>(ii) Behaviour</p> <p>(iii) RE - deferred</p> <p>(c) Recommended by C,T&L:</p> <p>(i) Early Years Foundation Stage</p> <p>(ii) Special Educational Needs & Disabilities</p> <p>(iii) Pupil Premium Report</p> <p>All policies listed above approved/ratified in the form circulated (as recommended by the relevant committee. <u>ACTIONS:</u> (i) Clerk to arrange for filing/publication (as relevant) of the above-listed policies as approved policies and (ii) add RE Policy to the next agenda.</p>	<p>Clerk</p>

¹ Noted Whistleblowing delegated to F&P for review moving forwards

7.	Scheme of Delegation (SoD) It was noted that F&E had proposed changes to the SoD, which had been circulated with papers for this meeting, CT&L comments are recorded in their minutes and comments are awaited from F&P. <u>ACTION:</u> (i) RJ to incorporate all committees' suggested changes to the SoD for ratification at the next meeting and (ii) Clerk to add SoD to the next agenda.	RJ Clerk
7.	Safeguarding/Single Central Record Update JC reported: <ul style="list-style-type: none"> Monitoring continues – JC continues to meet termly with DH and also the SENDCo/Deputy Designated Safeguarding Lead (DDSL) Requirements: SoD stipulates Safeguarding Governor meets with in-school safeguarding leads at least three times per annum – currently exceeding this as meeting six times a year (will continue as also discuss behaviour, attendance and restorative justice at these meetings) Meeting with more than one person has been useful to get a more holistic sense of what is going on and also provides greater flexibility should one of the in-school leads not be available to join these meetings from time to time Questions Q1: Is persistent absence considered as a potential safeguarding risk? A: Yes, it forms part of the holistic picture recorded on the school's electronic reporting and document storage system, CPOMS ² and is scrutinised by the LA's Education Welfare Officer (EWO). The EWO regularly visits (as standard) and latest report raises no concerns.	
8.	Link Governors Update (a) Visit Reports: Plea for more visits to be conducted and visit reports completed/uploaded – governors reminded that a variety of visits 'count' and provide insight into the school/opportunities to independently verify what is reported by leadership in governors' meetings. (b) Expectations of Governors (including 'Must, Could, Should') Updated Expectations document circulated ('Linger & Learn' sessions will be reinstated next term) It was noted that all governors will be asked to personally RAG-rate their personal performance against these agreed expectations at the end of the academic year. <u>ACTION:</u> Clerk to add events dates in newsletters to governance calendar as well as circulate newsletter to governors who are not parents.	Clerk
9.	Curriculum, Teaching & Learning (CT&L) Committee Report/Minutes (matters arising) – including ratification of Pupil	

² [CPOMS - The Market Leading Safeguarding and Wellbeing Solution](#)

	<p>Premium and Special Educational Needs and Disabilities (SEND) Report</p> <p>It was noted that minutes and associated documents have been circulated (November meeting minutes are currently draft only): Questions were invited – there were none.</p>	
10.	<p>Foundation & Ethos (F&E) Committee Report/Minutes/Action Plan (matters arising)</p> <p>It was noted that the minutes and associated documents have been circulated JC highlighted:</p> <ul style="list-style-type: none"> Following the meeting, non-staff committee members informally met to discuss various practicalities and requested: <ul style="list-style-type: none"> Circulation of draft FGB minutes and actions log is expedited Draft admissions arrangements are considered at FGB <p>The board briefly discussed the current admissions arrangements, noting that:</p> <ul style="list-style-type: none"> Some governors have suggested that multiple births with existing siblings should be given higher priority The school currently follows LA admissions priorities – as, although (as an academy) the governing body is the admissions authority, the LA administer the admissions processes <p><u>ACTION:</u> JC to compare By Brook and LA model admissions arrangements to clearly identify any areas where these differ.</p> <p>Vision Statement: The vision statement was unanimously approved in the form circulated above. <u>ACTION:</u> Clerk and DH to arrange for amendment of vision statement on policies' proforma, letterhead and other relevant documents around the school.</p>	<p>JC</p> <p>Clerk/ DH</p>
11.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update</p> <p>It was noted that minutes had been circulated and financial matters discussed as part of AGM: EG highlighted:</p> <ul style="list-style-type: none"> End of October budget monitoring (latest) shows: <ul style="list-style-type: none"> In-year deficit: £26.2 (against a budgeted £50.9k) Adverse movement of £1.6K since September This shows a less favourable in-year position with free reserves down from £136.8k to £110.6k which is equivalent to 13.1% of General Annual Grant (GAG) income – this is against policy stating hold 7% but, as noted in the AGM, holding of higher reserves can be justified in the context of declining forecasts for future years Maintenance need: <ul style="list-style-type: none"> Minor provision for emergencies/minor maintenance team 	

	<p>works</p> <ul style="list-style-type: none"> ○ The school is relatively new with no significant issues (including no reinforced autoclaved aerated concrete (RAAC)) ○ As a matter of best practice, F&P is aiming to conduct period condition surveys to ensure a proactive approach to repairs and maintenance and identify issues requiring specific additional funding bids <p>ACTIONS: Clerk/DH and CP to research potential grant funding streams available.</p>	Clerk/DH and CP
12.	<p>Governor Training and Participation</p> <p>(a) Priority/Annual:</p> <p>(i) Cyber awareness all: Cyber security training for school staff - NCSC.GOV.UK</p> <p>(ii) Safer Recruitment (every 3 years): RJ, JC and DN all up to date</p> <p>ACTION: All complete priority training and upload certificates.</p> <p>(b) Brochure on Teams + Cascaded training materials: ACTION: All to book LA training via the Clerk.</p> <p>(c) Ofsted Preparedness: Ofsted Preparedness folder and its contents noted.</p>	<p>All</p> <p>All</p>
13.	<p>Chair's Update (including headteacher recruitment and vision)</p> <p>RJ reported:</p> <p>General</p> <ul style="list-style-type: none"> • New Governors: Merope's appointment is expected to be formalised on 4th December – after which her induction is to be formally concluded ACTIONS: (i) Clerk, RJ and DH (as relevant) to complete induction formalities with Merope and (ii) DN, EG and JC (as committees' chairs) to meet with Merope to explain structure/responsibilities of committees. • Admin Officer: New admin officer joining in two weeks' time. RJ will go through contracts status refresh with her in January. ACTION: RJ/new admin officer to conduct contracts' status refresh in January. <p>HT Recruitment</p> <p>Headteacher recruitment working party will be formed in January with a view to appointment being secured by Easter. ACTIONS: (i) RJ to propose composition of headteacher recruitment working party and (ii) Clerk to add approval of headteacher recruitment working party composition to January agenda.</p> <p>Vision Update</p> <p>Discussed and agreed under item 10 above.</p>	<p>Clerk/RJ/DH</p> <p>DN/EG/JC</p> <p>RJ</p> <p>RJ Clerk</p>
	<p>AOB</p> <p>Special Educational Needs and Disabilities (SEND)</p>	

	<p>DN reported that, upon the advice of the SENDCo, it was proposed that a child recently referred to the school be declined on the basis of the school's inability to meet the child's needs. The recommendation was noted and unanimously agreed.</p> <p>Pay Panel DN reported that the Pay Panel had unanimously approved the headteacher's recommendations. This was noted.</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"> • Received very positive Headteacher Report • Scrutinised parental engagement and ways to support improvement • Agreed investment in The Key – for training and budgetary efficiencies • Participation: encouraged more link governor visits, continuing to meet Single Central Record best practice requirements (exceeding simple compliance) and considered admissions processes <p>Thanks again extended to CM for all her hard work on the accounts and DH for her work in the background.</p>	
15	<p>Date of next meeting: Thursday 18th January 2024 at 6.00pm</p>	Note

Next meetings:

14th March 2024

9th May 2024

18th July 2024

The Chair closed the meeting at 7.30pm



Signed.....

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Date.....18.01.24.....