

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 15th May 2025



Minutes

Present: Merope Sylvester ("MS"), Natasha Nicholas ("NN"), Jaclyn Cross ("JC"), Craig Parrott ("CP"), Lisa Nicolson ("LN"), (until 6.45pm) Martin Lowe ("ML"), (virtually) Rosemary Jago ("RJ") and (from 6.10pm) David New ("DN")

In Attendance: Carrie Davies (Deputy Headteacher) ("CD") and Michelle Hocking (Clerk/Company Secretary) ("Clerk")

Apologies: Deborah Henshall (Headteacher) ("DH") and Elizabeth Gilbertson ("EG")

Item	Minute	Action
	Opening Prayer JC led the opening prayer	
1.	Welcome and Apologies MS took the chair and opened the meeting at 6.00pm. Apologies were noted and accepted from DH and EG – it was assumed that DN was running late as he had confirmed attendance. MS declared that a quorum was present and formally welcomed everyone to the meeting – particularly CD and NN who, as joint deputy headteachers, were deputising for DH).	
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 – 13th March The minutes of 13th March meeting were unanimously approved as a true and accurate record of that meeting. BBV Academy Board Minutes 13.03.25 Chair Approved.docx MS authorised the Clerk to affix her electronic signature to the above-approved minutes. ACTION: Clerk to <u>(i) affix MS's electronic signature to the 13.03.25 minutes (ii) file the approved minutes and (iii) publish the 13.03 25 board minutes as appropriate</u> FGB Actions Log 2024 25.docx The actions log linked above was updated and the board specifically noted: <ul style="list-style-type: none"> With regard to solar panels' grant funding, MS had received an email from a diocesan colleague which she would circulate as soon as feasible ACTION: MS to circulate OU email re solar panels' <u>funding.</u> 	MS

	<ul style="list-style-type: none"> It was noted that the catering tender should be commenced as soon as possible by the new school business manager (SBM) <u>ACTION: SBM to commence catering tender and report this via F&P.</u> <p><i>DN joined the meeting at 6.10pm</i></p> <ul style="list-style-type: none"> It was noted that the Single Central Record (SCR) with leavers recorded and no new starters – training to follow MS reported that the governors’ newsletter had been published, and she planned another one in early December <u>ACTION: Draft governors’ newsletter for December.</u> 	<p>SBM</p> <p>All</p>
<p>4.</p>	<p>Headteacher Report (including costed School Improvement Action Plan (SIAP)) Headteacher Report and Termly Monitoring Report circulated. No comments or queries.</p> <p>In DH’s absence, CD and NN highlighted:</p> <ul style="list-style-type: none"> Standard Assessment Tests (SATs): <ul style="list-style-type: none"> The report was written before the start of SATs – no timetable variation was required Thank you to LN for attending for governor oversight – report to follow <u>ACTION: LN to upload SATs governor visit report when ready</u> Parental Engagement: <ul style="list-style-type: none"> Reports went out and parents’ evening was very positive ‘Linger & Learn’ maths session was well attended overall (some classes had very good attendance although others were a little low) <p>Governors observed:</p> <ul style="list-style-type: none"> In some classes (e.g. Early Years Foundation Stage (EYFS)), parents may be reluctant to attend session due to disruptive effect of them coming in and then leaving their children again ‘Linger & Learn’ sessions offered have covered a good range of subjects – with the maths one being a good problem-solving focused event and online safety session providing a broad overview <p>CD further highlighted:</p> <ul style="list-style-type: none"> Safeguarding: <ul style="list-style-type: none"> As mentioned, online safety ‘linger & learn’ session was useful Issue in Yr6 was resolved through DH meeting with the parents of those directly involved and sending a letter to all parents of that year group Staffing: <ul style="list-style-type: none"> New SBM due to start at the beginning of June (just after half term) Maternity Leave: <ul style="list-style-type: none"> Yr4 teacher is due to go on maternity leave a few weeks before the end of this academic year Class will be covered by job-share (CD and Liz) – for 	<p>LN</p>

	<p>last few weeks of this year and the whole of next academic year (for the sake of continuity/consistency for the children)</p> <ul style="list-style-type: none"> ○ Leaver: Yr5 teacher has resigned (end of Early Careers Teacher (ECT) period) – Yr3 teacher (also at end of ECT temporary period) will move to permanent role ● Enrichment/extra-curricular activities: Lots going on – as listed in the report circulated ● Continuing Professional Development (CPD): Lots of CPD being conducted – including writing moderation and Special Educational Needs & Disabilities (SEND) enhanced training led by our local special school outreach programme providers ● SIAP: <ul style="list-style-type: none"> ○ Updated by DH and the School Improvement Adviser (SIA) following Ofsted (e.g. as Ofsted was very positive about the school’s British Values, this has been removed as a key priority) and various targets have been added in line with Ofsted feedback although lots of these were already being worked on, some of these will be rolled on in September ○ Actions have been RAG-rated ○ Specific Safeguarding Action Plan has been RAG-rated and is mostly green <p>Questions were invited. There were none.</p>	
<p>5.</p>	<p>Detailed Risk Review</p> <p>MS reminded all present that the board has agreed to create a new risk register (based on a template DN will produce following Monday’s CT&L meeting) to reflect the key risks from each committee’s area of responsibility and focus and to help inform budget-setting.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> ● F&E risk profile – completed as per last committee meeting minutes circulated <u>ACTION: JC to input F&E agreed risks into the risk register template when available.</u> ● CT&L risk profile – to be discussed as Monday’s committee meeting <u>ACTION: DN to (i) produce template risk register (ii) input CT&L agreed risks into the risk register and (iii) circulate the risk register</u> ● F&P risk profile – although detail yet to be agreed (meeting scheduled for tomorrow) – internal audit report circulated for this meeting as a number of risks identified in the auditor’s recommendations (some of which have not previously been actioned and so are repeat recommendations): The board noted that some of the recommendations were based on incorrect assumptions – presumed to be that full sets of minutes were not available to the audit and open/misinterpretation of the wording of the school’s Finance Manual <u>ACTIONS: (i) F&P to discuss internal audit report in detail and tomorrow’s committee meeting and produce an agreed management response and (ii) EG to input F&P agreed risks into the risk register template when available.</u> <p><i>ML left the meeting at 6.45pm</i></p>	<p>JC</p> <p>DN</p> <p>F&P</p> <p>EG</p>

<p>6</p>	<p>Policies:</p> <p>(a) Recommended by Finance & Premises Committee (F&P):</p> <p>a. Fraud: The fraud policy was unanimously approved in the form circulated <u>ACTION: Clerk to file the fraud policy as an approved policy.</u></p> <p>b. Finance Manual: Deferred pending further F&P review in conjunction with the internal audit report <u>ACTIONS: (i) F&P to consider wording of Finance Manual in conjunction with internal audit report and (ii) Clerk to add ratification of Finance Manual to the next agenda.</u></p> <p>c. HR Policies – Pay: It was unanimously agreed that the Pay Policy be amended to specifically reflect that Headteacher Performance Management Panel has delegated responsibility for recommending the headteacher’s salary as well as setting and assessing the completion of objectives <u>ACTIONS: (i) F&P to consider/recommend amendments to the Pay Policy and propose a protocol for the operation of the headteacher’s performance management panel (ii) Clerk to add ratification of pay policy and headteacher’s performance management panel terms of reference to the next agenda and (iii) Clerk to add agreed headteacher performance management meetings to the next agenda.</u></p> <p>It was noted that there have been some media reports suggesting a move towards de-linking performance and pay for teachers. CD reported that the school has not yet implemented any such measures.</p> <p>(b) Recommended by F&E:</p> <p>a. Behaviour The Behaviour Policy was unanimously approved in the form circulated. <u>ACTIONS: Clerk to file the Behaviour Policy as an approved policy and arrange for its publication as appropriate.</u></p> <p>b. Accessibility It was noted that the Accessibility Plan was deferred pending further input from the SEND Coordinator (SENDCo). <u>ACTIONS: (i) F&E to collate input from the SENDCo and recirculate proposed Accessibility Plan and (ii) Clerk to add Accessibility Plan to the next agenda.</u></p> <p>c. Relationships, Sex & Health Education (RSHE) It was noted that the RSHE Policy was deferred pending input from CT&L (meeting on Monday) <u>ACTIONS: (i) CT&L to input to RSHE Policy and pass back to F&E (ii) F&E to finalise RSHE Policy for recommendation to the board and (iii) Clerk to add ratification of the RSHE Policy to the next agenda.</u></p> <p>d. Complaints The Complaints Procedure was unanimously approved in the form circulated. <u>ACTIONS: Clerk to (i) file the Complaints Procedure as an approved policy and (ii) arrange for publication of the Complaints Procedure as appropriate.</u></p> <p>(c) Recommended by C,T&L:</p> <p>a. Early Years Foundation Stage (EYFS)</p> <p>b. Supporting Pupils With Medical Conditions</p> <p>c. Learning Outside the Classroom</p>	<p>Clerk</p> <p>F&P</p> <p>Clerk</p> <p>F&P</p> <p>Clerk</p> <p>Clerk</p> <p>F&E</p> <p>Clerk</p> <p>CT&L F&E Clerk</p> <p>Clerk</p>
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	<p>d. Home Learning</p> <p>It was noted that CT&L have not met since the last FGB – next meeting on Monday - so review/ratification of the above policies were deferred.</p> <p><u>ACTIONS:</u> (i) DN/LN to ensure CT&L reviews the above-listed policies at its next meeting and (ii) Clerk to add EYFS, Supporting Pupils With Medical Conditions, Learning Outside the Classroom and Home Learning policies to the next agenda.</p>	<p>DN Clerk</p>
7.	<p>Safeguarding/Single Central Record Update</p> <p>JC reported:</p> <ul style="list-style-type: none"> • Usual FGB training session not completed this year, so all governors required to complete Local Authority (LA) 'safeguarding for all governors' e-learning course <u>ACTION:</u> All governors except JC (who attended start of academic year training with staff at Derry Hill School) to (i) complete 'safeguarding for all governors' e-learning course and (ii) upload their certificates/pass their certificates to the Clerk to upload to training TEAMS folder. • JC noted that it would be useful for the new SBM to have easy access to governors' training records and also to keep staff training records together with governors' records. <u>ACTION:</u> Clerk to re-set access to governors' training records' TEAMS folders for the new SBM. • As noted above, DH is continuing to maintain the SCR during the period of vacancies in the school office and training will be undertaken as appropriate in due course. 	<p>All Clerk</p>
8.	<p>Link Governors Update</p> <p>(a) Visit Reports: Visit Reports</p> <p>(b) Governors' Monitoring Course</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • The main purposes of governors' visits are to: <ul style="list-style-type: none"> ○ Give governors insight/a greater understanding of the school ○ Provide the opportunity to gather first-hand information to check accuracy of reporting to governors' meetings ○ Allow governors to witness the daily operation/culture of the school first-hand (e.g. strength of safeguarding culture evident) • Whilst Ofsted was impressed with the level of governors' knowledge exhibited during the inspection, there are always learning points and so MS and JC are booked onto the monitoring training course linked in the agenda and will report back <p><u>ACTIONS:</u> (i) MS and JC to attend monitoring training course and (ii) Clerk to add feedback on monitoring training course to the next agenda.</p>	<p>MS/JC Clerk</p>
9.	<p>Curriculum, Teaching & Learning (CT&L) Committee Report/Minutes/Action Plan (matters arising)</p> <p>No update – committee has not met since the last FGB. Meeting scheduled for Monday will focus on data.</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: Term 5 meeting 6 May 2025</p> <p>JC highlighted that discussions were focused on:</p> <ul style="list-style-type: none"> • SEND – SENDCo attended the meeting, and the committee discussed the policies and procedures review which has been agreed will be conducted within 90 days of the agreement with the SEND tribunal claimants • RE – committee members visited RE lessons and attended diocesan training on how to monitor and evaluate RE • Vision – the committee discussed, and DH reported plans for consultation with pupils and parents 	
11.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes/Finance Report/Budget Approval and Risk Register Update</p> <p>Meeting scheduled for tomorrow, so minutes to follow <u>ACTION: Clerk to circulate F&P minutes 16.05.25 once approved.</u></p>	Clerk
12.	<p>Governor Training and Participation - Brochure on Teams + Cascaded training materials:</p> <p>Training Brochure (22).pdf</p> <p><u>ACTION: All to book LA training via the Clerk.</u></p>	All
13.	<p>Chair's Update</p> <p>MS reported</p> <p>(a) Tribunal and complaint update (including end of investigating officer role)</p> <ul style="list-style-type: none"> • Agreement was reached with claimants • The school offered to have a meeting to convey apologies to the child – this was not taken up • The school has finalised what has been added to the child's record and, with the agreement of the claimants, passed certain information to the child's current school (the child is no longer on By Brook Valley's roll) • Complaint Investigator has been stood down – with the agreement of the parents. It was noted that the Complaint Investigator had returned all paper copies of documents to the school and confirmed deletion of all electronic records. It was unanimously agreed that the resignation of the Complaint Investigator as a temporary co-opted governor be accepted with effect from today <u>ACTIONS: Clerk to (i) extend sincere thanks to the Complaint Investigator on behalf of the board and (ii) remove the Complaint Investigator from the governance records (including closing temporary email account and removing any ongoing access to all electronic documents)</u> <p>(b) Policies Review Working Party</p> <p>As part of the Tribunal settlement, the governing body has agreed to:</p>	Clerk

	<ul style="list-style-type: none"> • Review the following policies within 90 days of the settlement agreement: <ul style="list-style-type: none"> ○ Behaviour Policy (which now covers suspensions and permanent exclusions – see above) ○ SEND Policy (as noted above, this is being reviewed by the SENDCo and F&E committee and will be brought to the next board meeting for ratification) ○ Equalities ACTIONS: (i) <u>CT&L to review the equalities policy in detail and propose revised draft to the board</u> (ii) <u>Clerk to circulate proposed equalities policy to the board for email approval and</u> (ii) <u>Clerk to add ratification of the equalities policy to the next agenda.</u> • Ensure both staff and governors receive enhanced training: <ul style="list-style-type: none"> ○ Staff training has been scheduled with Silverwood School outreach provider ○ Whole board training will be scheduled shortly – ALL governors must attend this ACTIONS: (i) <u>MS/Clerk to schedule whole-board training as soon as feasible and</u> (ii) <u>all to attend whole board training.</u> <p>(c) Community Engagement: Community Engagement (includ gov newsletters)</p> <ul style="list-style-type: none"> • As noted Above, newsletter sent, and another planned for just before Christmas • Church/& School Partnership training highlighted ways to demonstrate broader community engagement – slides circulated 	<p>CT&L</p> <p>Clerk</p> <p>MS/Clerk</p> <p>All</p>
<p>14.</p>	<p>AOB</p> <p>(a) Holidays notification reminder All governors reminded to add their holidays to the governance calendar.</p> <p>(b) Education Health Care Plan (EHCP) Update It was reported that:</p> <ul style="list-style-type: none"> • The EHCP discussed at the last meeting is no longer relevant to the school as the family have decided that their child should remain at their current school • There is a new EHCP naming the school which has been notified to the school: <ul style="list-style-type: none"> ○ By Brook Valley was notified that it had been named by the child’s current setting – failure to follow proper processes to be taken up with the Local Authority (LA) ○ The child has complex needs: <ul style="list-style-type: none"> ▪ with significant delay across all EYFS areas – including communication (speaking level = birth to 11 months) ▪ highly specialised one-to-one support would be required ▪ bespoke curriculum and break out spaces would be required ○ The school does not have: <ul style="list-style-type: none"> ▪ Intimate care facilities ▪ Appropriately trained specialist staff 	

	<ul style="list-style-type: none"> ▪ Dedicated breakout (soft play/multi-sensory space provision, etc) areas (or space to provide these) ○ The parents have not visited to the school to see for themselves the provision which is feasible <p>It was unanimously agreed that the school was unable to meet need and, on the basis that the LA did not follow the correct process (including 15 days consultation period before being named as the setting), the naming of the school on this EHCP be challenged <u>ACTION: DH/SENDCo to challenge EHCP (on bases procedures were not followed and the school is unable to meet need)</u></p> <p>Number on Roll/Admissions CD reported:</p> <ul style="list-style-type: none"> • Confirmed intake of 25 into EYFS in September 2025 • Yr3: <ul style="list-style-type: none"> ○ Currently 30 children ○ Two applications: 1 x provisionally agreed and 1 x Ukrainian family due to arrive in June • Context: If accepted, this would mean next year there would mean Yr3 = 22 and Yr4 = 32 <p>Q: Is there a high level of need in this cohort? A: Yes.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Published Admission Number (PAN) for each year group is 30 (although the school has discretion to exceed PAN in Key Stage 2) • Admissions decisions must be consistent – current Yr6 is a cohort of 32 (PAN exceeded with agreement – although also a cohort with a high level of need) <p>The board unanimously agreed to exceeding PAN in current Yr3 by two <u>ACTION: DH to ensure places are offered to both applicants for current Yr3.</u></p> <p>Local Planning Consultation CD reported that the school had been invited to comment on planning proposals for new housing at the edge of the village (55 houses east of Biddestone Lane) – DH had already commented on behalf of the school and governors were invited to do so should they so wish. <u>ACTION: F&P to progress expression of interest in/application for any associated section 106 funding.</u></p> <p>(c) Succession planning <u>Parent Governors Recruitment May 2025</u> MS reported that only one person has come forward (three vacancies – so appointment automatic) and she/the Clerk would liaise as necessary for onboarding <u>ACTION: MS/the Clerk to complete onboarding of new parent governor.</u></p>	<p>DH/SENDCo</p> <p>DH</p> <p>F&P</p> <p>MS/Clerk</p>
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	<p>(d) Next year's proposed meeting dates 18th September 2025 (to include brief update on finance items pending first F&P) 27th November 2025 22nd January 202 12th March 2026 14th May 2026 16th July 2026</p> <p><u>ACTION: All to note next year's meeting dates for their diaries.</u></p>	All
15	<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"> • Reviewed risks and committed to drawing up comprehensive risk register to help inform budget planning • Considered vision • Agreed processes for complying with tribunal settlement provisions • Reviewed and supported the school in relation to EHCP application 	
16	<p>Date of next meeting: Thursday 17th July 2025 at 6.00pm</p>	Note

Next meetings:
17 July 2025

NN and CD left the meeting at 7.45pm

Confidential Staffing Item

The board's discussions of a confidential staffing matter are recorded in a confidential appendix to these minutes.

The Chair closed the meeting at 8.00pm



Signed.....

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Date.....17.07.25.....