

By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 17th July 2025



Minutes

Present: Merope Sylvester ("MS"), Deborah Henshall (Headteacher) ("DH"), Natasha Nicholas ("NN"), Jaclyn Cross ("JC"), Craig Parrott ("CP"), Lisa Nicolson ("LN"), Rosemary Jago ("RJ"), David New ("DN") and Jenny George (JG)

In Attendance: Michelle Hocking (Clerk/Company Secretary) ("Clerk")

Apologies: Elizabeth Gilbertson ("EG") and Martin Lowe ("ML")

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 EG – apologies assumed from ML. MS declared that a quorum was present and formally welcomed everyone to the meeting – particularly JG attending her first meeting as new parent governor. JG explained that she had a child in Early Years Foundation Stage (EYFS), another child due to join EYFS next year and worked in the NHS. All present briefly introduced themselves to JG.	
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 – 15th May The minutes of 15th May meeting were unanimously approved as a true and accurate record of that meeting. BBV Academy Board Minutes 15.05.25 ChairApproved.docx MS authorised the Clerk to affix her electronic signature to the above-approved minutes. ACTION: Clerk to (i) affix MS's electronic signature to the 15.05.25 minutes (ii) file the approved minutes and (iii) publish the 13.05 25 board minutes as appropriate FGB Actions Log 2024 25.docx The actions log linked above was updated and the board specifically noted: <ul style="list-style-type: none"> • The need for JC to attend Single Central Record (SCR) training has been superceded, although she confirmed she was happy to 	

	<p>complete online training in any event ACTIONS: (i) DH to send <u>SCR training link to JC and (ii) Clerk to send SCR for governors' guidance to JC.</u></p> <ul style="list-style-type: none"> • MS has followed up the Biddestone Education Trust as a potential source of funding (they provided leavers bibles this year and last year and also bibles for school) • Whilst it has been agreed to retain separate committees at present, all governors are invited to attend others' committee meetings • School Improvement Action Plan (SIAP) will be uploaded shortly ACTION: DH to circulate SIAP when ready. • MS reminded all committee chairs to take responsibility for rescheduling any committee meetings they are unable to attend and asked that the Finance, Premises & Staffing Committee (F&P) schedule a meeting before the next FGB meeting ACTION: F&P to conduct a meeting on 12th September 2025 at 12.30, • All were reminded to confirm they have read the Disability awareness training (circulated by email and also linked in today's agenda) – JC confirmed she has read this and the Clerk noted that, as staff, DH and NN attended the training and CP, MS and LN have confirmed by email ACTION: DN, EG, ML, JG and RJ to read the <u>Disability awareness training slides and confirm this by email to the Clerk.</u> 	
4.	<p>Headteacher Report (including costed School Improvement Action Plan (SIAP)) Headteacher Report and Termly Monitoring Report circulated.</p> <p>DH highlighted: Termly Monitoring Report</p> <ul style="list-style-type: none"> • Number on Roll (NOR): <ul style="list-style-type: none"> ○ There has been less movement in/out (although one has just left) ○ Current NOR = 192 ○ September forecast NOR = 187 (large Yr6 leaving – 32 – smaller EYFS joining – 25) • Yr 6 Standard Assessment Tests (SATs): <ul style="list-style-type: none"> ○ Details shared with the Curriculum, Teaching & Learning Committee (CT&L) on Monday ○ Results are at or above national across the board ○ Thanks to LN for coming in to see the procedures (report uploaded) – LN observed that the whole school was really calm and the processes robust (as evidenced by completion of checklist uploaded) <p>Headteacher Report</p> <ul style="list-style-type: none"> • Staff have worked extremely hard this year – as can be seen from continuing professional development (CPD) and enrichment activities listed in the report (there has been a lot more invitations to parents to come into school) – the team are mindful of the costs of trips and focus on maximum value/import • Following on from Ofsted in January, work has continued on the two areas for improvement identified: <ul style="list-style-type: none"> ○ Special Educational Needs &/or Disability (SEND) training 	

	<p>already booked in</p> <ul style="list-style-type: none"> ○ Assessment was known next step even before inspection and work is continuing on that ● Collaborative working – the team are celebrating work as a hub: <ul style="list-style-type: none"> ○ This year including computing training and moderation workshops ○ This will continue next year – commencing with RE/RE curriculum work scheduled for the autumn <p><u>ACTION:</u> DH to ensure staff to maximise opportunities to communicate and celebrate enrichment activities with parents.</p> <p>Q1: Do you reach out to families who may struggle to pay? A: Sometimes – we try to do so on a personal level.</p> <p>The board discussed ways to ensure support is readily available for families which need it – noting that there will be some families in the school community who would readily extend their support e.g. through donations. It was suggested that, if technically feasible without placing an undue administrative burden on the office staff, donations facility be set up on ParentPay for willing and able parents to donate/overpay for trips (to build up a subsidy pot) and also donate to Friends of By Brook Valley School (FoBBVS). ACTIONS: (i) DH to arrange for the office team to add donations facility to ParentPay (if feasible) and (ii) MS advertise the facility via governor newsletter in the autumn.</p> <p>CP left the meeting at 6.28pm</p>	
5.	<p>Detailed Risk Review</p> <p>It was noted that the risk register circulated incorporated risks input by CT&L and Foundation & Ethos Committee (F&E) ACTIONS: (i) F&P to add their committee’s risks to the risk register prior to the next FGB and (ii) the Clerk to add risk register review to the F&P agenda on 12th September accordingly.</p> <p>CP returned to the meeting at 6.29pm</p>	F&P Clerk
6.	<p>Policies:</p> <p>(a) Recommended by Finance & Premises Committee (F&P):</p> <p>a. Finance Manual: The finance manual (approved via email) was unanimously ratified in the form circulated ACTIONS: Clerk to file the Finance Manual as an approved policy document.</p> <p>b. HR Model Policies</p> <p>It was unanimously agreed that:</p> <ul style="list-style-type: none"> ● A Sabbatical Policy was unnecessary ● The Acceptable Use provisions of the Code of Conduct needed to be checked against the school’s insurance policy to ensure appropriate alignment 	Clerk F&P Clerk

	<ul style="list-style-type: none"> • The current Whistleblowing Policy (based on Local Authority (LA) model be retained (rather than adopt Juniper model) • All other HR policies circulated (i.e. all save for Sabbatical, Code of Conduct and Whistleblowing) were unanimously approved for immediate adoption in the form circulated <u>ACTIONS: (i) Clerk to delete the Sabbatical Policy and Whistleblowing Policy based on the Juniper model (ii) Clerk to request the office staff check the Code of Conduct responsible use provisions against the school's insurance policies to ensure appropriate alignment (iii) DH to ensure all approved HR policies are made available to all staff (iv) DH to obtain written confirmation as to whether Juniper takes responsibility for updating (and notifying the school of any updates to) the HR policies and (v) Clerk to add Code of Conduct and Whistleblowing Policy to the next agenda.</u> <p>c. Pay Policy (including Headteacher Performance Management Protocol) The Pay Policy including headteacher performance management protocol was unanimously approved in the form circulated. <u>ACTIONS:</u> (i) Clerk to file the Pay Policy including the headteacher performance management protocol as approved policy documents and (ii) DH to ensure that the approved pay policy documents are available to staff as required.</p> <p>(b) Recommended by F&E:</p> <p>a. Accessibility It was noted that the Accessibility Plan takes into consideration the real needs of pupils and parents/carers currently in the school community but may require further input from F&P (re physical environment) and further consideration of any potential future needs. It was unanimously agreed that (i) the Accessibility Plan be and is approved for immediate adoption in the current form on an interim basis (ii) F&P to review the Accessibility Plan at its September meeting (iii) an accessibility audit be commissioned to consider further adaptations which may be required. <u>ACTIONS:</u> (i) Clerk to file the Accessibility Plan as an approved document and arrange for its publication on the school website with a specific note that it is an interim plan subject to an accessibility audit (ii) CP to conduct an accessibility audit as soon as feasible and feed in to F&P in September (iii) F&P to consider Accessibility Plan and audit (and Clerk to add them to the September F&P agenda accordingly) (iv) Clerk to add ratification of the final Accessibility Plan to the next agenda. DH noted that the school is doing some outreach work with Silverwood School (local special needs school) whereby a wheelchair-bound Yr2 child will attend By Brook one day a week. Colleagues from Silverwood have conducted a pre-visit to the school and have confirmed that By Brook will be fully</p>	<p>F&P</p> <p>Clerk Clerk</p> <p>DH</p> <p>DH</p> <p>Clerk</p> <p>Clerk</p> <p>DH</p> <p>Clerk</p> <p>CP</p> <p>Clerk</p>
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	<p>accessible for that child.</p> <p>b. Relationships, Sex & Health Education (RSHE) It was noted that, having been reviewed by both F&E and CT&L, the RSHE policy was unanimously approved and ratified in the form circulated <u>ACTIONS: Clerk to file and arrange for publication as necessary of the RSHE Policy as an approved policy document.</u></p> <p>c. Spiritual, Moral, Social & Cultural Development Policy (SMSC) Subject to removal of erroneous reference to Salisbury Diocese, the SMSC Policy was unanimously approved in the form circulated. <u>ACTIONS: Clerk to (i) remove reference to Salisbury Diocese and then (ii) file the SMSC as an approved policy and (iii) arrange for publication of the SMSC Policy as appropriate.</u></p> <p>(c) Recommended by C,T&L:</p> <p>a. Early Years Foundation Stage (EYFS) b. Supporting Pupils With Medical Conditions c. Learning Outside the Classroom d. Home Learning e. Equalities</p> <p><u>ACTIONS: (i) DN to circulate the CT&L approved versions of the above-listed policies (ii) Clerk to circulate each of the above-listed policies in the form approved by CT&L for email approval and (iii) Clerk to add ratification of the EYFS, Supporting Pupils With Medical Conditions, Learning Outside the Classroom and Home Learning policies to the next agenda.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>DN</p> <p>Clerk</p>
<p>7.</p>	<p>Safeguarding/Single Central Record Update JC reported:</p> <ul style="list-style-type: none"> • Visit report linked • When JC was in school, she spoke briefly with the new school business manager (who will be responsible for maintained the SCR moving forward) and will arrange an SCR review early in the new academic year <p><u>ACTIONS: (i) JC to review SCR early in the new Academic year (ii) JG to assist with collation of appropriate safeguarding trends data for circulation to assist with governors' oversight.</u></p>	<p>JC</p> <p>JG</p>
<p>8.</p>	<p>Link Governors Update (a) Visit Reports: Visit Reports (b) Governors' Monitoring Course It was noted that:</p> <ul style="list-style-type: none"> • More F&P link governor reports – particularly H&S – need to be uploaded for the records • Art, Science and RE are curriculum areas which have been specifically monitored this year 	

	<ul style="list-style-type: none"> Behaviour has been unanimously regarded as positive with all link governors' reports consistently recording the calm and orderly movement of children around the school and the mutual respect the children show to each other. 	
9.	<p>Curriculum, Teaching & Learning (CT&L) Committee Report/Minutes/Action Plan (matters arising)</p> <p>It was noted that the minutes and associated documents have been circulated. DN reported that at the committee's meeting on Monday:</p> <ul style="list-style-type: none"> Report was received from RE lead: <ul style="list-style-type: none"> New agreed syllabus for Wiltshire is planned for next year Training on the new syllabus is not being provided until November The LA are proposing introduction from January 2026 The committee concur with the school's view that the timescale for implementation is unrealistically short, and a mid-year change is not supportive of continuity, sequencing or progress – so it is proposed that the change is delayed until September 2026 This was unanimously agreed by the board Accessibility Plan reviewed (see above) Data: <ul style="list-style-type: none"> Year by year review Reading Writing & Maths combined results (RWM) Need to review EYFS curriculum Very few children did not make expected progress (for those that did not, there is contextual trauma/SEND) Lots of children exceeded Age Related Expectations (ARE) SEND Report: The expected progress of these children is in line with the rest of the school Pupil Premium children: <ul style="list-style-type: none"> 76% achieved ARE 80% of non-pupil premium children achieved ARE Closing the gap is a key focus for next year Parental Behaviour: <ul style="list-style-type: none"> Some staff have been subjected to verbal abuse at drop off (in front of the children) and at parents' evenings This is obviously unacceptable and so processes being implemented: <ul style="list-style-type: none"> Posters of expectations displayed around the school Considering yellow/red cards/banning from site procedures Reminder of expectations comms via newsletter Education Health Care Plan (EHCP) – as discussed at last FGB: <ul style="list-style-type: none"> Child with very complex needs – school named on EHCP without prior knowledge Parents have not visited the school 	

	<ul style="list-style-type: none"> ○ The school cannot meet needs ○ The SEND Co-ordinator (SENDCo) has spoken to parent and invited them in to see the setting – declined ○ The school always tries to be inclusive but really cannot meet the level of need and this is exacerbated as the parent will not come in to view/discuss ○ The school team have produced a heavily costed provision map to indicate the significant investment and time needed to recruit staff/make physical adaptations to the school to enable needs to be met <p>The board emphasised that the child could not be accepted onto the school’s role at the current time.</p> <p><u>ACTIONS:</u> (i) SENDCo/DH to challenge LA for not following consultation process and (ii) SENDCo/DH to speak to parents again and follow up in writing – to ensure child whose needs cannot be met does not attempt to attend the school in September before any provision could be made.</p>	<p>SENDCo/DH</p> <p>SENDCo/DH</p>
<p>10.</p>	<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 that discussions were focused on:</p> <ul style="list-style-type: none"> ● Church/School Partnership Award: Lead teacher (Charlotte) presented to the committee – she is doing lots of work on renewing this ● House parliament: Led by Yr6’s are reviewing vision with theology underpinning ● Lots of links continue – Open the Book, etc. 	
<p>11.</p>	<p>Finance, Premises, Staffing & HR (F&P) Committee Report/Minutes Finance Report/Budget Approval and Risk Register Update</p> <p>In EG’s absence, RJ reported:</p> <p><u>2024 2025</u></p> <ul style="list-style-type: none"> ● Budget Monitoring: Budget monitoring is up to date. ● 24/25 Y/E close draft budget Noted and approved by F&P via email. The board unanimously ratified and approved the closing budget. ● 25/26 Budget: <ul style="list-style-type: none"> ○ Approval/recommendation of 25/26 draft budget ○ Continuing uncertainties/potential adjustments ○ BFR Return July 25 ● F&P consider the draft 25/26 budget to be reasonable and have, via email, recommended as a reasonable forecast in which the school continues as a going concern. ● A couple of points needs to be checked on historic brought-forward amounts and their knock-on effects. ● Brought forward amount of zero, pending EG/school business manager and auditors’ further analysis ● F&P and leadership have a huge amount of confidence in and wish 	

	<p>to extend thanks to the new school business manager for her thoroughness</p> <ul style="list-style-type: none"> Sensible assumptions have been made and there is confidence in the expenditure and going concern forecasting, although there may be some further movement <p>The board unanimously approved the draft budget 25/26 in the form circulated and delegated authority to EG and RJ to approve final amendments prior to submission as necessary. <u>ACTIONS: (i) EG/RJ and in-school staff to liaise as necessary to finalise the draft 25/26 budget and (ii) DH to arrange for submission of the draft 25/26 budget as required.</u></p> <ul style="list-style-type: none"> Audit Matters: <ul style="list-style-type: none"> Note of Academy Trust Handbook and Accounts Directive acknowledgement <u>ACTIONS: (i) All to note the changes to the Academy Trust Handbook (ii) Clerk to send acknowledgement via online forms and (iii) all to complete and return acknowledgement via online forms</u> Internal Audit The management response linked in the agenda was unanimously approved. ACTION: DH to share the management response to previous points with the internal auditor. Aged Debtors Noted for the record – no substantial amounts, some falling into longer unpaid period. DH reported that after school club provision was, in contravention of regulations, operating at a loss – the new school business manager was modelling alternative pricing structures <u>ACTIONS: (i) DH/school business manager (SBM) to take after school club pricing models to the next F&P and (ii) Clerk to add after school club pricing to the next F&P agenda.</u> Approvals/Ratifications: <ul style="list-style-type: none"> Smartboards DH: <ul style="list-style-type: none"> Reported that new smartboards are urgently needed – three quotations obtained – competitive price being offered by current IT provider is £6,600 Proposed that £6,000 of the £6,600 total price is funded from capital. The board unanimously approved the expenditure of £6,600 (£6,00 of which shall be funded from capital) for smartboards. Laptops Deferred. <u>ACTION: Clerk to add Laptops to the next F&P agenda.</u> SIMS It was noted that the SIMS contract continues with current pricing (which has been confirmed as correctly invoiced following previous query) Finance Support (LA) DH reported that support for the new school business manager has been bought in from the LA. She was unable to confirm the exact cost of this but pledged to share with F&P and obtain that committee’s retrospective approval. 	<p>EG/RJ</p> <p>DH</p> <p>All Clerk All</p> <p>DH</p> <p>DH/SBM Clerk</p> <p>Clerk</p>
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	<p>contracts which have not triggered thresholds. ACTIONS:(i) <u>F&P to reconsider ICT provision and whether it would be appropriate to conduct a market-testing tender of all services and (ii) Clerk to add ICT Review/Tender Consideration to the next F&P agenda.</u></p> <ul style="list-style-type: none"> Audit: ACTION: <u>DH to request formal confirmation of extension of auditors' terms.</u> 	<p>F&P Clerk</p> <p>DH</p>
12.	<p>Governor Training and Participation - Brochure on Teams + Cascaded training materials: ACTION: <u>All to book LA training via the Clerk.</u></p> <p>As discussed under the CT&L update above, all were reminded to read the Disability Awareness training slides and confirm this to the Clerk via email.</p>	All
13.	<p>Chair's Update</p> <p>a) Governance Guide updates: <u>Governance guides updated The Key Leaders.pdf</u> Noted.</p> <p>b) PE/Sports Premium Report It was noted that this was being worked on ready for publication by the end of the month. The board unanimously delegated authority to approve and sign on behalf of the board to MS. ACTIONS: (i) <u>DH to arrange for finalisation of the PE/Sports Premium Report (ii) MS to review, approve and sign the PE/Sports Premium Report and (iii) DH to arrange for publication of the PE/Sports Premium Report by 31.07.25.</u></p> <p>c) Policies Review Working Party Deferred.</p> <p>d) Staff/Governor Social It was agreed that another staff/governor social event should be scheduled. ACTION: <u>DH to liaise with staff and propose potential dates for staff/governor social.</u></p> <p>e) Strategy Session It was agreed that a half day strategy session (to discuss new vision and preparation for Statutory Inspection of Anglican and Methodist Schools (SIAMS)) should be scheduled. ACTION: <u>MS and DH to liaise and propose potential dates for half day governors' strategy session.</u></p> <p>f) Succession Planning adverts ACTION: <u>MS and Clerk to draft adverts for vacancies in the autumn.</u></p>	<p>DH</p> <p>MS</p> <p>DH</p> <p>DH</p> <p>MS/DH</p> <p>MS/Clerk</p>
14.	<p>AOB</p> <p>(a) Succession planning:</p> <ul style="list-style-type: none"> EG renewal as co-opted The Clerk reported that EG was willing to be renewed at the end of her current term as parent governor (28.09.25). As EG will no longer be eligible as a parent governor in September, the board unanimously pre-approved EG's reappointment as a co-opted governor with effect from 29th September 2025. ACTION: <u>Clerk to update the records to record EG's reappointment as a co-opted governor with effect from 29.09.25.</u> New parent Governor (Jenny) 	Clerk

	<p>JG confirmed that she remained interested in taking up the parent governor role. It was noted that, as there were fewer applicants than vacancies, JG was appointed with immediate effect. ACTIONS: (i) <u>Clerk to update the records to record JG's appointment as a parent governor with immediate effect and (ii) Clerk to set up JG's access to school and LA documentation.</u></p> <ul style="list-style-type: none"> o Panels and Named Governors: By Brook Valley Panels and Named Governors.docx <p>Save for the headteacher's performance management panel agreed above, all to consider volunteering for the panels and named governors positions for 25/26 listed in the linked document. ACTIONS: (i) <u>All to consider volunteering for panels and named governor roles (particularly those vacancies arising following RJ's departure and (ii) Clerk to add appointment of named governors and panels to the next agenda.</u></p> <p>(b) Admissions Update Succession planning: EG renewal as co-opted New parent Governor (Jenny) Panels and Named Governors: By Brook Valley Panels and Named Governors.docx</p> <p>Admissions Update Noted in the headteacher's report above.</p> <p>EHCP Update Noted in the CT&L report above.</p> <p>Tribunal Update: By Brook - Tribunal Order (Conclude Proceedings) - 16 04 25(73378634.1) (2).pdf</p> <p>Compliance was noted for the record as follows:</p> <ul style="list-style-type: none"> - Apology and note on file made as reported in item 13, May minutes - Staff Training conducted and slides shared with governors (all confirming read) - see item 3 above - Behaviour Policy reviewed and approved May 2025 and published on website (including exclusion on p.9) - SEND Policy: <ul style="list-style-type: none"> • Approved Jan 2025 and published on website • SENDCo and SEND governor reviewed and confirmed compliant July 2025 (noted on website) - Equality Information Policy (and Objectives): <ul style="list-style-type: none"> • Approved Jan 2025 and published on website • Reviewed by F&E and CT&L and re-approved by FGB <p>MS noted that RJ was stepping down as a governor after many years of dedicated service and heartfelt thanks were extended by all. ACTIONS: <u>Clerk to remove RJ from the records with effect from 25th July 2025.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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 and approved 2025/26 draft budget • Scrutinised outcomes • Approved accessibility arrangements • Consider and agreed implementation timing of RE curriculum changes 	

16	Date of next meeting: Thursday 18th September 2025 at 6.00pm	Note
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Next meetings:
 18th September 2025
 27th November 2025
 22nd January 2026
 12th March 2026
 14th May 2026
 16th July 2026

The Chair closed the meeting at 8.10pm



Signed.....

..... Date...18.09.25...