

By Brook Valley Academy Trust
 (Company Registration Number 8020467)
Academy Board Meeting
Thursday 18th September 2025



Minutes

Present: Merope Sylvester ("**MS**"), Natasha Nicholas ("**NN**"), Jaclyn Cross ("**JC**"), Craig Parrott ("**CP**"), Lisa Nicolson ("**LN**"), David New ("**DN**") and Jenny George (**JG**)

Present via virtual conferencing facilities: Elizabeth Gilbertson ("**EG**")

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

Apologies: Deborah Henshall (Headteacher) ("**DH**") and Martin Lowe ("**ML**")

Item	Minute	Action
	<p>Opening Prayer JC led the opening prayer</p>	
1.	<p>Introduction Welcome and Apologies The meeting was opened at 6.00pm. Apologies were noted and accepted from DH – apologies assumed from ML. MS declared that a quorum was present and formally welcomed everyone to the meeting Introduction: Welcome and Apologies/Terms of Office & Vacancies</p> <p>The Clerk briefly took the chair: Elect Chair/Vice Chair Procedure Acknowledged (a) It was formally noted that the process for nomination of the chair and vice-chair was:</p> <ul style="list-style-type: none"> (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). (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 (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>(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. The Clerk asked if anyone wished to nominate themselves for either of these roles.</p> <p>MS confirmed that she would be prepared to re-stand as chair and DN confirmed that he would be prepared to re-stand as vice-chair. There were no other nominees/volunteers for these roles. MS 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 MS be and is re-appointed chair of governors and DN be and is re-appointed vice chair of governors each with immediate effect and for a term of one year (until the first meeting of the academic year 2026/27).</p> <p>MS re-took the chair.</p> <p>Terms of Office/vacancies The current position was noted as follows: Parent vacancies: 2¹ (3 from the end of the month) Co-opted/Community vacancies: 4 (3 from the end of the month – as EG moves to this category) Foundation (ex officio) vacancies: 1</p> <p>MS reported that she had published an advertisement to the local community – those with finance and audit skills (as EG was not remaining as F&P chair) and pledged to liaise with the Clerk to arrange for parent governors’ roles to be re-advertised <u>ACTION: Clerk/MS to run another parent governor recruitment process.</u></p> <p>The board acknowledged the need to maintain and further raise the profile of the governing body to help support further recruitment:</p> <ul style="list-style-type: none"> Continuing quarterly governors’ newsletters <u>ACTION: MS/DN to arrange for next governors’ newsletter for early November (just after half term)</u> Continuing/increasing governors’ presence at school events – particularly parents’ evenings <u>ACTION: All governors to attend school events/parents’ evenings when able.</u> <p>It was further acknowledged that targeted recruitment, to fill identified skills’ gaps, is preferable – so an updated skills audit prior to the next recruitment drive would be preferable. <u>ACTIONS: (i) Clerk to circulate skills audit to all governors and (ii) all governors to complete skills audit as soon as feasible.</u></p>	<p>Clerk/MS</p> <p>MS/DN</p> <p>All governors</p> <p>Clerk All governors</p>
<p>2.</p>	<p>Pecuniary and Business Interests Register</p> <p>It was noted that the Clerk had circulated the annual Related Parties Declaration of Interests forms and no interests were declared in the business of this meeting. <u>ACTION: All governors to complete Related</u></p>	<p>All governors</p>

¹ EG currently parent – term of office expires 28/09/25 – pre-approved as co-opted governor with no gap in service

	<u>Parties Declaration of Interests.</u>	
3.	<p>Minutes of last meeting – 17th July Minutes 17.07.25</p> <p>The minutes of 17th July meeting were unanimously approved as a true and accurate record of that meeting.</p> <p>MS authorised the Clerk to affix her electronic signature to the above-approved minutes. <u>ACTION:</u> Clerk to (i) affix MS's electronic signature to the 17.07.25 minutes (ii) file the approved minutes and (iii) publish the 17.07 25 board minutes as appropriate</p> <p>FGB Actions Log 2025 26.docx</p> <p>The actions log linked above was updated and the board specifically noted:</p> <ul style="list-style-type: none"> • 17.07.25 (item 4) – DH ensure staff to maximise opportunities to communicate and celebrate enrichment activities with parents: NN reported that the curriculum evening was really positive: <ul style="list-style-type: none"> ○ Very well attended - 39 families ○ DH gave a talk in the hall about general journey: curriculum, experiences, vision, etc (slides published on website – including advice to parents about what they can do at home) ○ Plans to repeat the curriculum evening annually moving forward – new parents found it particularly useful • 17.07.25 (item 6) – When considering progress of the accessibility audit, the board enquired about the child from Silverwood School mentioned at the last meeting – proposed to be attending one day a week. NN and CP confirmed that the school's facilities had been deemed adequate for these purposes – level access, wide doors and corridors, etc – although the child had not yet started attending regularly • 17.07.25 (item 9) – NN reported that the child with an Education Health Care Plan (EHCP) and extensive complex needs had not come to the school, although: <ul style="list-style-type: none"> ○ The school's Special Educational Needs Coordinator (SENDCo) had received an email from the Local Authority (LA) at the end of the summer informing him that the child would have to attend BBV ○ The parents had subsequently refused to send their child on the basis of the school's stated and observed inability to meet need ○ The child's school entry has been postponed until their 5th birthday (which is spring/summer) and the family plan to move to Chippenham prior to that – this gives the parents time and justification to appeal • 17.07.25 (item 11) – It was noted that the budget had been submitted as required thanks to the supreme efforts of the new school business manager. The board extended sincere thanks to Bronwyn Lightowler for all her work in finalising and submitting the budget. 	
4.	Agree Committees, Panels, Working Parties and Named Governors	

	<p>The following were unanimously agreed:</p> <ul style="list-style-type: none"> • Pay Panel: DN, EG and MS • Pay Panel Appeals: Decided when/if required • Staffing Panel: Decided when/if required • Staffing Appeals: Decided when/if required • HT Review Panel: JC, MS and DN • Health & Safety Governor: ML • SEN(D)/PP Governor: DN • Safeguarding/Child Protection Governor (including filtering & monitoring): JC • EYFS Governor: LN/JC • Whistleblowing Governor: JC • Equality & Diversity (Including Community Cohesion) Governor* & PSHE/RSHE/Healthy Schools Governor: CP • Training & Development Governor: JG • Looked After Children Governor (can be linked with Safeguarding/CP): JC • Attendance: JC 	
5.	<p>Scheme of Delegation (SoD) The SoD was unanimously reapproved in its current format. <u>ACTION:</u> Clerk to file, and publish as necessary, the SoD as an approved document.</p>	Clerk
6.	<p>Headteacher Report (including costed School Improvement Action Plan (SIAP)) Headteacher Report and Termly Monitoring Report circulated.</p> <p>In DH's absence, NN highlighted: Headteacher Report</p> <ul style="list-style-type: none"> • The team continue to work with the other schools in the local cluster – sharing best practice, e.g.: <ul style="list-style-type: none"> ○ Writing moderation continues ○ Phase meetings are proving really useful • Early Years Foundation Stage (EYFS) have settled in really well • The curriculum evening was really positive, as noted above: <ul style="list-style-type: none"> ○ Well attended ○ Received positive feedback – particularly from new parents ○ Plans to continue this event every year moving forward • Vision: <ul style="list-style-type: none"> ○ House Parliaments have resumed – including reception class children ○ New tagline: ‘Planted in love, growing in Wisdom; Flourishing and soaring, reaching new heights’ ○ Passionate Yr6 children attended F&E committee meeting – spoke with understanding of the parable of the Sower, etc ○ A shortened version will be used on all school documents ‘Planted in love, growing and flourishing’ <p>The board:</p>	

	<ul style="list-style-type: none"> Observed the inclusive nature of the vision – for everyone to flourish, noting that the children understood that this is different for different people and they understand and ‘own’ the vision Congratulated all involved for their work on the vision <p>NN continued to highlight:</p> <ul style="list-style-type: none"> Safeguarding: <ul style="list-style-type: none"> All staff trained (including on strategic overview perspective of safeguarding) Governors are requested to complete the LA e-learning safeguarding update training as soon as feasible (by half term at the latest) ACTIONS: All governors to (i) complete LA safeguarding update training by half term and (ii) advise the Clerk by email when they have completed the safeguarding update training. The Children’s Wellbeing & Schools bill is expected to be passed by Christmas and may change Keeping Children Safe in Education (KCSIE) documents: Children's Wellbeing and Schools Bill 2024: policy summary - GOV.UK Attendance: Remains a key focus and is emphasised to parents accordingly <p>Q1: Does the attendance of vulnerable groups get separately tracked? A: Yes – although small numbers in these cohorts skew the statistical data.</p> <p>NN referred the board to the school improvement priorities circulated with the papers, emphasising:</p> <ul style="list-style-type: none"> Ofsted priorities (assessment/target-setting) ACTIONS: (i) DN to deliver a new Ofsted framework update at the next meeting and (ii) Clerk to add New Ofsted Framework Update to the next agenda accordingly. RE: working on adopting the agreed syllabus incrementally i.e. weave into current provision rather than ‘overnight quick fix’ Aligning with new Ofsted framework <p>Termly Monitoring Report It was noted that:</p> <ul style="list-style-type: none"> There had been no exclusions or suspensions Late arrivals/absentees’ analysis was required to ensure these are appropriately differentiated Currently, if attendance falls below 90%, significant support is put in place – including LA scrutiny – it is being considered whether this trigger should be changed to 95% <p>ACTION: Termly Monitoring Report to report those with attendance 95% and below moving forward.</p>	<p>All governors</p> <p>DN Clerk</p> <p>DH/NN</p>
7.	<p>Policies:</p> <p>a. Mental Health & Wellbeing: Mental Health and Wellbeing policy .docx</p> <p>The Mental Health & Wellbeing Policy was unanimously approved in the form circulated. ACTION: Clerk to file the Mental Health & Wellbeing Policy as an approved policy.</p>	<p>Clerk</p>

<p>b. Attendance: Attendance Policy 2024 25 Nov 2024.docx It was noted that the Attendance Monitoring Procedures set out at the end of the Attendance Policy may soon be updated, should proposed practice be implemented to reflect that a letter will sent home explaining that the pupil's attendance being monitored, and the attendance officer will contact the parents to discuss this when attendance falls below 95% rather than the current 90%. <u>ACTION:</u> Should the attendance monitoring procedures be updated, DH to make necessary administrative amendments to the Attendance Policy and advise the board of this. Noting the potential for subsequent minor administrative change to the monitoring procedures, the Attendance Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file, and arrange for publication of, the Attendance Policy as an approved policy.</p> <p>c. Home Learning: Home learning policy The Home Learning Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file, and arrange publication of, the Home Learning Policy as an approved policy.</p> <p>d. Online Safety: BBV Online safety policy The Online Safety Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file, and arrange for publication of, the Online Safety Policy as an approved policy.</p> <p>e. Safeguarding/CP: Model Safeguarding and CP Policy - July 2025 .docx The Safeguarding/Child Protection Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file, and arrange for publication of, the Safeguarding/Child Protection Policy as an approved policy.</p> <p>f. Staff Behaviour: Model Staff Behaviour Policy - July 2025 (1).docx The Staff Behaviour Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file, and arrange for publication of, the Staff Behaviour Policy as an approved policy.</p> <p>g. Whistleblowing: Whistleblowing policy and procedure Nov 2024.docx The Whistleblowing Policy was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file, and arrange for publication, of the Whistleblowing Policy as an approved policy.</p> <p>h. Recommended by F&E Committee: Mental Health & Wellbeing,</p>	<p>DH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>Attendance, Child on Child Abuse, Online safety and safeguarding model policies listed above</p> <p>i. Ratification of those recommended by C,T&L Committee: None pending first meeting of the year (date confirmed as 13.10.25)</p> <p>j. Recommended by F&P Committee: None (deferred) – Pay to be circulated when available <u>ACTION: (i) DH to circulate proposed 25/26 Pay Policy for email approval (ii) all to review and approve Pay Policy by email and (iii) Clerk to add ratification of Pay Policy to the next agenda.</u></p>	<p>DH</p> <p>All governors</p> <p>Clerk</p>
<p>8.</p>	<p>Safeguarding Governor Update</p> <p>a. Keeping Children Safe in Education (KCSiE) Acknowledgements</p> <p>It was noted that KCSiE 2025 acknowledgements had been sent via online forms, and the majority of governors had completed these <u>ACTIONS: LN, NN, EG and JG to complete KCSiE 2025 acknowledgement via online forms as soon as feasible.</u></p> <p>b. Governor Safeguarding Training (NB: Training spreadsheet moving forwards)</p> <p>Schools training guide September 2025 v2.docx Training Records 25 26.xlsx</p> <p><i>Safeguarding Annual Update Training</i></p> <p>JC confirmed that she and staff have attended annual update training as noted above. The Clerk confirmed that all non-staff governors (save for JC) were booked onto the LA safeguarding update e-learning training. <u>ACTIONS: All governors to (i) complete LA safeguarding update e-learning training prior to half term and (ii) complete the training records spreadsheet linked above.</u></p> <p><i>Induction Training</i></p> <p><u>ACTION: JG to book, via the Clerk, LA new governor induction training before half term.</u></p> <p><i>Online Safety Training</i></p> <p>JC reported that DH was participating in NSPCC training and would cascade this to staff and governors as required. <u>ACTIONS: (i) DH to cascade Online Safety Training to staff and governors and (ii) Clerk to add cascaded online safety training to an FGB agenda/schedule a separate governors' session for this (as directed by DH).</u></p> <p>Meanwhile, all governors to review update information here: 2025 Safeguarding Update Information <u>ACTION: All governors to review safeguarding update information (which includes Child Protection Refresher, Online Safety and PREVENT).</u></p> <p>c. Link Governor Training (every three years)</p>	<p>LN, NN, EG and JG</p> <p>All governors</p> <p>JG</p> <p>DH</p> <p>Clerk</p> <p>All governors</p>

	<p>It was noted that JC had last completed Nominated Safeguarding Governor training in June 2025 and so remained up to date.</p> <p>d. Single Central Record (SCR) Update JC reported that the requirements for reviewing the SCR had changed and so, technically, she was required only to check that DH (as headteacher) had reviewed the SCR rather than conduct her own checks. However, JC proposed that, particularly as the school business manager (who has taken over day-to-day responsibility for maintaining the SCR) is new, JC continues to also conduct her own supportive ad hoc reviews of the SCR to provide further assurance to the board. It was unanimously agreed that JC should continue to conduct reviews of the SCR.</p>	
<p>9.</p>	<p>Link Governors Update (a) Visit Reports: Visit Reports 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 • All governors to complete visit reports when they are able – for all visits to school <p>(b) Expectations of Governors Update (NB: Initial Ofsted Framework Update + Training spreadsheet moving forwards): <u>ACTION:</u> (i) All governors to upload to training records Certificates and/or provide copy training certificates to the Clerk and JG and (ii) the Clerk/JG to update the training records as relevant: Training Records 25 26.xlsx</p> <p>(c) Companies House verification: Verifying your identity for Companies House - GOV.UK <u>ACTION:</u> All governors to complete Companies House identity verification by half term.</p> <p><i>EG left the meeting at 7.35pm</i></p>	<p>All governors Clerk/JG</p> <p>All governors</p>
<p>10.</p>	<p>Curriculum, Teaching & Learning (CT&L) Committee Report DN confirmed that there were no pre-committee exceptional items to report, and the first meeting of the academic year was scheduled for 13th October 2025. <u>ACTION:</u> Clerk to circulate 13.10.25 CT&L documents with the papers for the next FGB.</p>	<p>Clerk</p>
<p>11.</p>	<p>Foundation & Ethos (F&E) Committee Report/Minutes/Action Plan (matters arising) It was noted that the papers for the F&E committee meeting had been shared with the papers for this meeting: Term 1 meeting 9 September 2025 JC highlighted the foci of the meeting:</p>	

	<ul style="list-style-type: none"> • Vision: as noted above, Yr6's attended to give an excellent presentation (there are lots of junior leader roles available/being promoted – including Yr6 worship leaders – for which there were five applications) • Church/School Partnership: continuing work, with more links being built and opportunities being clearly publicized in the school newsletter • Statutory Inspection of Anglican and Methodist Schools (SIAMS) is expected next academic year – so preparation is commencing • DN attended the meeting and he, as all governors from other committees, was warmly welcomed <p>There were no comments or queries on the F&E report.</p>	
12.	<p>Finance, Premises, Staffing & HR (F&P) Committee Report</p> <p>MS reported:</p> <ul style="list-style-type: none"> • As noted above, the committee is without a substantive chair as EG has stepped down and there is currently no replacement (hence community recruitment campaign underway) • A shortened meeting (due to limited availability and need to focus on key budget monitoring and infrastructure works) took place on Monday – attended by DN, CPp and MS (and DH and the school business manager reporting in) – MS chaired this meeting, although as Chair of Governors cannot be appointed substantive chair of the committee • Key points: <ul style="list-style-type: none"> ○ Budget: <ul style="list-style-type: none"> ▪ Reserves cover in-year deficit – so remain 'going concern' ▪ Deficit lower than originally forecast – position better than previously anticipated ▪ New school business manager is working extremely hard to de-code others' work around accruals and prepayments (although some uncertainties currently remain) ○ Premises: <ul style="list-style-type: none"> ▪ Limited maintenance budget of £5K available for small day-to-day/reactive maintenance items ▪ Priority/urgent works are required to emergency lighting (see below) ▪ Other, higher value/ more proactive, works are required, including: <ul style="list-style-type: none"> • Fire extinguishers (to be put onto a rolling replacement programme) • Tree works • Health & Safety groundworks (outside Yr5 and Yr6 class) • Front gate (significant repairs/possible replacement required) • Toilets refurbishment 	

	<ul style="list-style-type: none"> • Boiler replacement • Rolling programme for classrooms repair and maintenance (carpets, etc) <p>Emergency Lighting</p> <p>MS explained that the school business manager had reported to the committee on Monday that:</p> <ul style="list-style-type: none"> • The emergency lighting is currently non-compliant and remedial work was therefore urgently required • The works were currently being costed but were not anticipated to exceed the £2K senior leader’s authorised spend limit <p>Given the continuing elements of financial uncertainty and the challenges around F&P availability and quoracy, the committee had requested that it be advised of the costs before they incurred and, in the unlikely event that the costs exceed £2K, MS proposed that (to avoid any delay in ensuring prompt compliance) she be authorised by the board to approve the costed works on the basis that the board is notified by email as soon as feasible and ratifies the decision to proceed at the next meeting. It was unanimously agreed that the emergency lighting compliance works be conducted as soon as feasible and the board delegated authority to MS to approve them (for reasons of expediency) provided that the board is kept informed via email and the incurring of any costs in excess of £2K is retrospectively ratified at the next meeting. ACTIONS: (i) F&P/MS to track the implementation of emergency lighting remedial works and update the board and (ii) FGB retrospective approval of emergency lighting works is, if necessary, added to the next agenda.</p> <p>Pay Awards</p> <p>Teachers Pay Award Email.pdf Teachers Pay Approvals Register.docx</p> <p>The teachers’ pay award (as set out in the email linked above) and the majority email approvals of such award (as detailed in the approvals register linked above) were unanimously approved and ratified. ACTIONS: DH/NN to ensure the approved teachers’ pay award is paid to relevant staff.</p> <p>Support Staff Pay Award Email.pdf Support Staff Pay Approvals Register.docx</p> <p>The support staff’ pay award (as set out in the email linked above) and the majority email approvals of such award (as detailed in the approvals register linked above) were unanimously approved and ratified. ACTIONS: DH/NN to ensure that the approved support staff pay award is paid to relevant staff.</p> <p>Electricity Contract</p> <p>Electricity Contract Email.pdf Electricity Contract Approvals Register.docx</p> <p>The electricity contract (as set out in the email linked above) and the majority email approvals of entering into such contractual arrangements (as detailed in the approvals register linked above) were unanimously approved and ratified. ACTIONS: DH/NN to ensure that the approved electricity contract is entered into and implemented.</p>	<p>F&P/MS Clerk</p> <p>DH/NN</p> <p>DH/NN</p> <p>DH/NN</p>
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<p>Audit Documents</p> <p>It was noted that the documents linked in the agenda were required for the internal audit – and some of these were incomplete/overdue for review.</p> <p>The board considered each of these documents in turn:</p> <p><i>Critical Incident Policy & Plan:</i> Critical Incident Policy and Plan The Critical Incident Policy & Plan was unanimously re-approved in the form circulated, subject to this being an interim document with a next review date of January 2026 <u>ACTIONS: (i) Clerk to update the review date and arrange for a copy of the approved Critical Incident Policy & Plan to be provided to the internal auditor and (ii) Clerk/F&P to add review of the Critical Incident Policy and Plan to the January F&P and FGB agendas.</u></p> <p><i>Information Security Incident Procedure:</i> Information Security Incident The Information Security Incident Procedure was unanimously re-approved in the form circulated, subject to this being an interim document with a next review date of January 2026 <u>ACTIONS: (i) Clerk to update the review date and arrange for a copy of the approved Information Security Incident Procedure to be provided to the internal auditor and (ii) Clerk/F&P to add review of the Information Security Incident Procedure to the January F&P and FGB agendas.</u></p> <p><i>Risk Register:</i> Risk Register with F&P input It was noted that, following discussions at the last meeting, MS had input some initial risks on behalf of F&P The board acknowledged that the risk profile input by MS was reasonable and thanked MS for her work on this. On the basis that the risk register remained a live document (i.e., subject to further change – including input from other F&P members) It was unanimously agreed that the risk register be approved in its current form and the school authorized to provide it to the internal auditor. <u>ACTIONS: (i) Clerk to ensure the approved risk register is provided to the internal auditor as soon as feasible and (ii) all governors – particularly F&P committee members – to add their further input into the approved risk register linked above.</u></p> <p><i>Business Continuity Plan:</i> BBV Business Continuity Plan Approved Sept 25 Review Jan 26.docx The Business Continuity Plan was unanimously re-approved in the form circulated, subject to this being an interim document with a next review date of January 2026 <u>ACTIONS: (i) Clerk to update the review date and arrange for a copy of the approved Business Continuity Plan to be provided to the internal auditor and (ii) Clerk/F&P to add review of the Business Continuity Plan to the January F&P and FGB agendas.</u></p> <p>BBVS Estate Vision and Strategy - c[1].DOC It was noted that the Estate Vision & Strategy document had been input into and provisionally approved by F&P and the board and now needed DH/the in-school team to add appropriate bespoke operational items. <u>ACTION: (i) DH/NN to ensure in-school team update the Estate Vision & Strategy document as required and (ii) Clerk/F&P to add review of</u></p>	<p>Clerk</p> <p>Clerk/F&P</p> <p>Clerk</p> <p>Clerk/F&P</p> <p>Clerk</p> <p>All governors/ F&P</p> <p>Clerk</p> <p>Clerk/F&P</p> <p>DH/NN</p> <p>Clerk/F&P</p>
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	<p><u>Estate Vision & Strategy document to the January F&P and FGB agendas.</u></p> <p>Asset Management Plan.odt</p> <p>MS reported that, despite having been provided with the building's maintenance schedule drawn up by CP/EG and regularly reviewed by F&P, the internal auditor had requested sight of the school's holistic asset management plan. Accordingly, MS had composed the draft document linked above as a starting point – pulling together items from previous discussions at F&P and at board meetings. On the basis it remains a live document and subject to further changes (in the interim minor changes to be approved by MS on behalf of the board), the Asset Management Plan document was unanimously approved in the form circulated and the school authorised to provide it to the internal auditor as required. <u>ACTIONS: (i) Clerk to ensure the approved Asset Management Plan (with such amendments as MS and the school business manager shall, in their discretion, deem appropriate) is provided to the internal auditor as required and (ii) Clerk/F&P to add Assets Management Plan to the next F&P agenda.</u></p>	<p>Clerk</p> <p>Clerk/F&P</p>
13.	<p>Governor Training and Participation - Brochure on Teams + Cascaded training materials:</p> <p>a. Priority/Annual:</p> <p>i. Cyber awareness all: Cyber security training for school staff - NCSC.GOV.UK</p> <p>ber Security Toolkit for Boards - NCSC.GOV.UK</p> <p>ii. PREVENT (every 2 years)</p> <p><u>ACTION: All to review the documents uploaded and email the Clerk to confirm completion of that review: 2025 Safeguarding Update Information</u></p> <p>iii. Safer Recruitment (every 3 years): JC up to date</p> <p>iv. Online Safety</p> <p>To be cascaded as noted above</p> <p>b. Brochure on Teams + Cascaded training materials: Annual Brochure of Courses 25-26 - Aug25.pdf</p> <p><u>ACTION: All governors to book relevant courses via the Clerk.</u></p>	<p>All governors</p> <p>All governors</p>
14.	<p>Chair's Update</p> <p>MS confirmed that she had no further updates in addition to what has been raised and recorded above.</p>	
14.	<p>AOB</p> <p>MS confirmed that's he would arrange for flowers to be sent to DH on behalf of the board as she recuperates.</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"> Review of/support for revised vision/tagline 	

	<ul style="list-style-type: none"> • Detailed review and approval of Risk register • Scrutiny of and support for raised expectations on support for and reporting of attendance • Governor recruitment campaign 	
16	Date of next meeting: Thursday 27th November 2025 at 5.00pm	Note

Next meetings:
 27th November 2025
 22nd January 2026
 12th March 2026
 14th May 2026
 16th July 2026

The Chair closed the meeting at 8.05pm



Signed.....