By Brook Valley Academy Trust
(Company Registration Number 8020467)
Academy Board Meeting
Thursday 16th July 2026
Via virtual conferencing facilities

Minutes

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

In Attendance: (until 7.40pm) Bronwyn Lightowler, School Business Manager (**"BL"**) and Michelle Hocking (Clerk) (**"Clerk"**)

Apologies: Martin Lowe (**"ML"**) 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 noted and accepted from ML and EG – quorum present. ***JC renewal*** It was noted that, in anticipation of a lengthy formal renewal process, JC had applied to the Diocese to be reappointed as a Foundation Governor upon expiry of her current term of office and her term had been formally renewed by the Diocese with effect from 1st July. **ACTION:** Clerk to update the records to reflect JC's new term of office.	**Clerk**
2.	**Pecuniary and Business Interests Register** No changes to interests previously declared nor interests declared in the business of this meeting.	
3.	**Minutes of last meeting:** **The minutes of 14 March were unanimously approved as a true and accurate record of that meeting.** MS authorised the Clerk to add her electronic signature to the approved board minutes. **ACTIONS:** Clerk to add MS's electronic signature to the approved minutes and file and (as relevant) publish them.	**Clerk**

	+ matters arising not covered elsewhere: FGB Actions Log 2025 26.docx Actions updated live in the meeting. It was noted that online safety sessions had elicited positive parental feedback.	

4.	**Finance, Premises, Staffing & HR**
	Budget Monitoring - June (May circulated for information)
	Noted that the May budget monitoring had been previously circulated in line with the Academy Trust Handbook (**ATH**).
	
	It was noted that this part of the meeting was treated as a separate Finance committee meeting for the purposes of compliance with the ATH, pending recruitment of governors to facilitate regularly quorate committee meetings.
	
	BL drew the board's attention to the June budget monitoring report (spreadsheet and commentary) and highlighted:
	• The 2025/2026 budget was submitted with a £6.8k surplus (refer T164 in June BMR), this position has changed and the Period 10 Projected year-end position is now £27k surplus (refer X164 in June BMR), a variance of +20k (refer Y164 in June BMR)
	• Income increase of £35.6k (refer Y40 in June BMR) predominantly attributable to the following previously unbudgeted items:
	  ○ Early Careers Teacher (**ECT**)/mentor time off (c.£10K)
	  ○ Special Educational Needs & Disabilities (**SEND**) additional funding (c.£11K)
	  ○ National Insurance – employers' allowance
	• Capital payment received in June (c.£6K) will be accrued as it is funding for 2026/27
	• Expenditure:
	  ○ Staff costs' savings (c.£12K): teacher on maternity leave and change of contract (reduction from full time to three days' per week job share)
	  ○ Lots of small savings, e.g.:
	  ▪ Advertising budget not spent
	  ▪ Changed supply insurance
	  ▪ Wiltshire Council appeals budgeted but not spent (we did not need to call on this 'pay as you go' service)
	  ○ Quotes have been factored in for repairs and maintenance items we are catching up on
	  ○ Other items which were not in budget and paid for from capital and redeployment of other finds were:
	  ▪ Windows 11 upgrade
	  ▪ New smartboards
	  ▪ 32 new laptops
	
	BL and DH drew the board's attention to the decking area – just	

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	outside the room in which the meeting was taking place – noting the Health & Safety risk it posed, particularly as a fire escape route passes across it. The board briefly discussed the quality of the decking (thinner wood than the recognised standard appeared to have been used) and lack of maintenance and **the board unanimously agreed that removal of the decking should be expedited as a priority over the summer due to its Health & Safety risks.** **ACTIONS:** BL to (i) arrange for the decking to be removed and the area made safe as soon as feasible (ideally during the summer holidays) and (ii) obtain advice and quotations to refurbish the area following the removal of the decking – including ensuring its fitness for purpose as a fire escape route (taking into account accessibility issues, etc). BL requested governors' approval to commence arrangements for decoration of Reception Class Owls and Year 1 Falcons Class in accordance with the previously approved Asset Management Plan. **The board unanimously approved arrangements for redecoration of two classes in line with the previously approved Asset Management Plan.** **ACTION:** BL to cost and arrange redecoration of Owls and Falcons classes. **Draft Budget 2026/27** Noted: • Assumptions summary circulated • Draft based on Local Authority (**LA**) guidance and best estimates ***Context*** BL explained: • Although she had commenced drafting the budget in April, in the last 8 days (from 7th July) there have been significant changes: o Teachers' pay award announced – more than originally budgeted and only partially funded (by School Support Budget Grant through to April 2027) NB: This has not yet been agreed by unions – response from unions unlikely much before November 2026 o Support staff pay award (Backdated to April 2026) – not yet agreed by unions (two out of three main unions have not agreed and are considering strike action) o Employers' pension contributions have reduced – but the DfE is seeking to claw this back from General Annual Grant (**GAG**) o Sports Funding is being discontinued – this was announced immediately prior to May half term and it is estimated that there will be a payment to cover the transition period through to December of 'around £8K'	**BL** **BL**

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	– there are no definitive figures – the calculators supplied only estimated amounts.
	• Key points (NB: caveats above re lack of confidence in estimated figures):
	  ○ Forecast surplus/deficit:
	  ▪ 2026/27: Small in-year deficit, £6.5 - £7K
	  ▪ 2027/28: c.£1.5K deficit
	  ▪ 2028/29 onwards: move to surplus position
	  ○ Bank balances: Never less than £135K
	  ○ Number on Roll (**NOR**): 179 – intake into reception class forecast (based on demographics/declining birthrate)
	  ▪ September 2026: 30 (confirmed)
	  ▪ September 2027: 28
	  ▪ September 2028: 26
	  ▪ September 2029: 26
	
	• GAG Income:
	  ○ Guidance for LA schools advised assumption of 2% increase per annum
	  ○ BL proposed conservative approach of 1.6% for per pupil element and 2% for add-ons
	The board unanimously agreed BL's proposal to assume GAG income 1.6% increase for per pupil element and 2% for add-ons.
	
	• Pupil Premium figures were confirmed – represented 2.3% increase this year but, continuing conservative approach, 2% assumed next year
	• Continued elements of uncertainty included:
	  ○ Pension contribution rates:
	  ▪ Current 28.68%
	  ▪ DfE had advised would drop by 11% - said this would be 17% (but based on actual, 17.68% factored into figures)
	  ▪ This will be clawed back from April (5/12ths of year)
	  ○ Mainstream funding for 5/12ths of next year remains uncertain
	  ○ Universal Infant Free School Meals (**UIFSM**):
	  ▪ Loss for all schools
	  ▪ Replaced by Expanded Free School Meals – should be costs neutral as those eligible will be automatically assigned but only providing unfunded FSM for Targeted FSM children picked up during the opt out system that Wiltshire started for the Expanded FSM as this will not appear in census until Oct 2026 which is used for the 2027/28 academic year funding	

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Q1: How many paid meals are taken up?
A: We will circulate the details after the meeting as we do not have them to hand – there are quite a few who pay for school meals a couple of times a week, although the numbers taking school meals do drop significantly after Yr2. [Numbers confirmed after meeting: Paid_meals_June_26[1].pdf]

- Named Pupil Allowance (**NPA**) budgeted for:
  - Child requiring one-to-one support joining reception in September
  - Education health Care Plan (**EHCP**) in progress for one child
  - Existing EHCP for one child already in school
  - Two Child Looked After (**CLA**)
- Consultancy income from LA also included

Wraparound Care Fees
The email approval of the increase in wraparound care fees was unanimously ratified.

School Meals
The email approval of the increase in school meals charges was unanimously ratified.

DH and BL explained that:

- A new Teaching Assistant (**TA**) in reception class had been added into the budget to support a child who already had an EHCP – the provision for this child was for an extra TA for one hour a day and an extra Midday Supervisory Assistant (**MDSA**)
- Three children were undergoing Early Support assessments:
  - A child with very low oracy skills
  - A child for whom the pre-school had suggested was not ready for mainstream school
  - A child who was neurodivergent

It was acknowledged that:

- EHCPs were increasing difficult to successfully apply for
- Mainstream Inclusion Fund is due to replace – but for BBV this amounted to a total of only £8K – which would not even cover one-to-on support by one member of staff for one child

Q2: Given that you have just described the one-to-one support as one TA for one hour a day, how does this align with the budget commentary statement 'Staff added for a one year contract only for Educational support x 10 hours and lunch support x 5 hours.'?
A: This is for a TA cover supervisor – this person will be in Early Years Foundation Stage (**EYFS**) in the afternoons and cover Planning Preparation and Assessment (**PPA**) time separately. DH will also be covering PPA for one class as well as a couple of TAs and Up & Under providing PPA cover.

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It was acknowledged that:

- Hours would be reduced as needed moving forwards – arrangements would be closely monitored for the first part of the year
- Priority to maintain seven classes as long as possible as a significant unique selling point (**USP**) of the school

Assets Management Plan

BL highlighted:

- Management Information System (**SIMS**):
    - Current contract nearing expiry – so taking opportunity to consider streamlining/alternatives
    - Looking to move to one system incorporating GDPR and IT security (although currently alternative providers are not able to match the high level of safeguarding management currently offered by CPOMS)
    - SIMS alternatives being trialled – both cheaper than SIMS

Q3: If the school moves from SIMS to one of the alternative providers, is it easy to transfer data?

A: Yes, this is largely automated so should not be a significant administrative burden.

Q4: What is the contract timeline?

A: We must give notice by December, but we have a termination notice letter drafted and ready to go now if the board approves the move in principle. We could very quickly get an alternative provider in place and may run SIMS and new provider simultaneously for a short transition period to ensure no issues with the transfer.

The DfE has announced plans to open a purchasing platform for this in July 2027, but unfortunately all of the key providers in this area offer a minimum contract term of three years – so we would not be able to access the DfE purchasing platform immediately.

The board unanimously approved the move from SIMS and authorised BL and DH to deliver a contract termination notice accordingly pending settlement of alternative provider.

BL continued to highlight:

- Up & Under – continue for another year
- Forest School – carried forward
- Cleaning Contract:
    - Due for termination/renewal in March 2027
    - Very expensive – investigations indicated substantial savings estimated:
        - For the school to employ staff direct would be

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	c.£4K cheaper ▪ To separately contract deep cleaning services would cost c.£2K • External Audit: costs are high – need to be market-tested • Capital: currently costs neutral (income matches expenditure) – likely to need to spend (pledge some level of matched funding to support Condition Improvement Fund (**CIF**) bids) **Q5:** Is the in-year deficit forecast to move to in-year surplus predominantly due to shifts in numbers on roll (**NOR**)? A: Predominantly, yes – small cohorts (such as Yr4 – which will be 19 children in September this year) forecast to be replaced by larger incoming cohorts (30 actual this year and 28, 26 and 26 in following years). **Q6:** What is the assumption of average class sizes? A: Between 26 and 28 children. **Q7:** Given that the budget includes 30 intake for this September, is there a high risk of losing any of the current admissions over the summer 9based on historic trends)? A: No, the risk is very low based on what has happened in previous years. **Q8:** Is the school still losing a significant number of Yr5 pupils to private education? A: No, there have been none this year. **The board unanimously approved the 2026/27 draft budget in the form circulated and authorised BL/DH to submit the 2026/27 budget as soon as feasible.** **The board also unanimously approved the Assets Management plan with the addition of car park cleaning and hedge trimming as well as the redecoration of classrooms discussed above as part of seven-year premises strategy.** **Maximising Interest (INSIGNIS)** BL reported: • DfE encouraging schools to maximise interest – make money through investment of funding • INSIGNIS was the only DfE approved investment platform • Current returns on the school's deposited funds were small: o £985 from Nationwide o £14.63 from Lloyds (despite amounts held in Lloyds account usually exceeding £100k!) • Due to timings of main income and outgoings over each month, there is reliable scope to invest monies on short-term deposit without adversely impacting cashflow **Q9:** Can investments be automated?	

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	A: No – some oversight is required but both BL and DH could provide this. **Q10:** what are the risks involved? A: Minimal – these would be deposit accounts only, with trusted institutions backed by the Financial Services Compensation Scheme (as per the criteria to afford protections built into the draft Investment Policy circulated). **Q11:** Will the investments be ethical investments? A: Yes, because the DfE has conducted its own due diligence on this. **The board unanimously approved the Investment Policy in the form circulated and to the school depositing funds via the INSIGNIS platform in accordance with the criteria set out in the Investment policy.** **Internal Audit** The Fraud Internal Audit Report, BL's management response and associated draft documents to address audit recommendations were all noted and approved. **Finance Manual** BL/the Clerk explained the proposals (incorporated into the draft document circulated) that the authorisation limits be increased as follows: • School Business Manager: £5K • Headteacher: £5K - £15K • Any unbudgeted items up to £15K in total can be authorised by the headteacher but must be notified to governors at the next available meeting • Any unbudgeted items (single or part of a series) exceeding £15K to require governors' approval **The board unanimously approved the Finance Manual in the form circulated incorporating the changes in authorisation limits summarised above.** The board thanked BL for all her hard work and for attending the meeting to present on financial matters. ***BL left the meeting at 7.40pm*** **Information Security Incident Procedure** Deferred. **ACTION:** Clerk to add Information Security Incident procedure to the next agenda. **Business Continuity and Critical Incident Plan** Noted that combined draft plan circulated. **The combined Business Continuity & Critical Incident Plan was unanimously approved in the form circulated. ACTIONS:**	**Clerk** **Clerk/BL**

	Clerk and BL to ensure filing and publication of the Business Continuity & Critical Incident Plan as required. **HR Policies** **Each of the Leave of Absence, Sickness Absence and Teachers' Severance policies were unanimously approved in the form circulated. ACTIONS:** Clerk and BL to ensure filing and publication of the Leave of Absence, Sickness Absence and Teachers' Severance policies as required. **Mental Health & Wellbeing** It was noted that the two policies circulated were different: one was a child-centred wellbeing policy and the other an HR policy focused on staff wellbeing – the board to consider whether these should or should not be merged into one holistic policy. **It was unanimously agreed that continuation with two separate policies (one for pupil wellbeing and one for staff wellbeing) was appropriate and they were each unanimously approved in the form circulated. ACTIONS:** Clerk and BL to ensure filing and publication of each of the approved wellbeing policies as required. **Whistleblowing** It was noted that the school's HR provider offered a template generic whistleblowing policy and the LA provided an education sector specific template whistleblowing policy – the board to consider which to adopt moving forward. **It was unanimously agreed that the LA education sector specific whistleblowing model policy should be utilised moving forward. Pending any updates following formal publication of Keeping Children Safe in Education (KCSiE), the LA Whistleblowing Policy was unanimously approved in the form circulated. ACTIONS:** Clerk and BL to (i) file and publish the Whistleblowing Policy as an approved policy and (ii) monitor any LA updates to the model Whistleblowing Policy and seek approval of these ex-committee (and ensure ratification of any email approvals are added to the next agenda accordingly) It was noted that the Finance Committee items had been covered and the rest of the meeting reverted back to full governing body/board meeting.	**Clerk/BL** **Clerk/BL** **Clerk/BL**
5.	**Policies and Review Process** Deferred pending further operational/strategic cross-over discussions between DH, MS and Clerk.	
6.	**Headteacher Report** Report circulated. DH highlighted:	

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	• Implementation of Religion & World Views curriculum
	• Statutory Inspection of Anglican and Methodist Schools (**SIAMS**) – the school's inspection is due in 2027/28 – preparation focus next academic year accordingly
	• Speech & Language Therapy training – all staff have received this in light of increasing numbers of children with increased oracy/communication challenges
	• Recent events really successful, including:
	  ○ Turnaround
	  ○ Art Gallery
	  ○ Open Door (for families to meet new class teacher) – relatively well-attended
	• Standard Assessment Tests Yr6 (**SATs**):
	  ○ Results delayed from 7th July to today
	  ○ Headlines:
	  ▪ Reading: 77% achieved Age-Related Expectations (**ARE**)
	  ▪ Spelling, Punctuation & Grammar (**SPAG**): 81% ARE
	  ▪ Maths: 81% ARE
	  ▪ Writing: 77% ARE
	  ▪ **ACTIONS:** DH to circulate SATS data after the meeting.
	
	The board acknowledged the administrative changes and challenges – particularly this year and SATs taking place during DH's absence – and extended sincere thanks to all involved, particularly deputy head Carrie Davies.
	
	Q12: Are the proportion achieving Greater Depth Standard (**GDS**) higher than national averages?
	A; This is not known.
	
	Q13: Is the proportion achieving GDS this year comparable to last year?
	A; It is not easy to draw comparisons as there are significantly more children in this year's cohort with additional needs – note that this cohort started school during the Covid pandemic and there are three children in the class with EHCPs. Already today we have reviewed the teacher assessment data and remarked to support five challenges (applications for official remarking).
	
	Q14: How much does it cost to challenge/apply for official remarking?
	A; £9 per paper (which is only payable if the challenge is not upheld). We plan to appeal four Reading papers and one Maths paper.
	
	DH continued to highlight:
		DH

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	• Church/School Partnership: Award being presented in a September assembly. Trevor Ranger will continue to work more directly with the school – advising on bible stories foci and directly working with the children.
	• Safeguarding:
	  ○ Staff have been supporting some very challenging situations (discussed as appropriate with JC as safeguarding governor – JC confirmed that she was assured that Designated Safeguarding Leads have these well in hand)
	  ○ One family on Child Protection (**CP**)
	  ○ A Child In Need (**CiN**) meeting scheduled for tomorrow
	  ○ One family placed on Early Support quite quickly
	  ○ Benedicts Law – in readiness for implementation of requirements in September:
	  ▪ Draft policies based on Anaphylaxis UK's templates produced
	  ▪ EpiPens provision being arranged
	  ▪ An Allergy link governor volunteer was requested
	LN volunteered to take the role of allergy link governor in accordance with best practice under Benedicts Law. **The board unanimously approved LN's appointment as allergy link governor. ACTIONS:** (i) BL to send LN allergy training (ii) LN to complete allergy training before September and (iii) Clerk to update the records according.
	
	  ○ DH took the difficult decision to close the school for 1.5 days during the recent heatwave – this was very much a decision of last resort – to safeguard~~ing~~ pupils and staff – and the school was closed for a shorter period than many local schools (with the decision being postponed as long as possible/taken in real time rather than being taken in advance based on weather forecasts which could have changed).
	
	Q15: Did you receive any parental complaints about the heatwave closure?
	A: No, the feedback received indicates that families appreciated the options given to collect children early if they wished.
	
	ACTIONS: DH to arrange for (ii) publication of a short note explaining how the decision was made/lessons learnt for any future heatwaves situations and (ii) consider mitigations/solutions (such as purchasing fans for classrooms in anticipation of future heatwaves).
	
	• Staffing and Wellbeing:
		BL
		LN
		Clerk
		
		DH

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	○ SENDCo reducing by one day per week from September ○ Teacher returning from maternity leave ○ Strong appointment made during DH's absence • Attendance: During standard support meeting with LA's Education Welfare Officer (**EWO**) advised that absence should be 'unauthorised' if no medical note – this update to the attendance policy (which is aligned across the local hub) is being considered with the other hub schools – particularly in relation to patterns of attendance around holiday periods Board members observed that the headteacher's report included a useful summary of wider curriculum opportunities which would be useful for marketing, to support tours, etc and suggested such information might be published on the school website. **ACTION:** DH to consider whether adding wider curriculum opportunities to the school website, newsletter or local parish publications is feasible/desirable. **Q16:** How are donations going following the donation option being implemented via ParentPay? A: The Art Exhibition and Upper Key Stage 2 performance raised approximately £100 via ParentPay donations. The Amazon wish list is also working really well. **School Improvement Action Plan (SIAP) and Hub Plan** Noted that both of these plans had been circulated and DH highlighted next year's key priorities were: • Maths: ○ Raising attainment and accelerating progress – including review of use of White Rose maths curriculum ○ Focus on foundational maths – including subject leaders' coaching on peer-to-peer mentoring and reviews • Oracy: To address communications weakness which have been observed across all schools • SIAMS Preparation: As noted above – particularly resilience and challenge (subject leaders are focusing on these in their own subjects) **Q17:** Have these priorities been informed by the school's own self-evaluation? A; They have been informed by data and focus on: • All children achieving well in tests – particularly vulnerable/disadvantaged groups • Strategies for disadvantaged learners – understanding and adapting to their needs	**DH**

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	• Boys writing (particularly achieving GDS – there were none who achieved this standard last year, although two this year) • Implementing changes to regulatory requirements for religious education – hence curriculum changes and move from RE to Religious & World Views **Q18:** Can we have clearer triangulation between actions and impact – including trends data? A: DH, MS and Clerk will consider appropriate format to triangulate **ACTION;** DH to discuss format for triangulation of SIAP actions and impact trends data with MS and propose format in September. **Risk Management Policy** **The draft Risk Management Policy was unanimously approved in the form circulated. ACTIONS:** Clerk/BL to arrange for filing and publication of the approved Risk Management Policy as appropriate.	**DH** **Clerk/BL**
7.	**Safeguarding/Single Central Record Update** JC reported that she had met with NN (during DH's absence) and with DH (since her return). No significant points to raise not already covered above.	
8.	**Link Governors Update** Noted that: • Health & Safety: MS was scheduled to visit school tomorrow and would write up report following that visit **ACTIONS:** (i) MS to visit school and circulate written Health & Safety visit report and (ii) Clerk to add Health & Safety Visit report to the next agenda • SATs: LN's reported circulated. LN emphasised the calm and compliant administration of the tests. No comments or questions.	**MS** **Clerk**
9.	**Compliance** **PE Grant** Noted that: • DfE submission deadline postponed to September • There has been no notification that the publication of the report (usually due by 31 July each year) had been similarly postponed (Report published on website: download.asp) **SEND Information Report** **Subject to correction of typographical error in date and rechecking NOR figures, the SEND Information report was unanimously approved in the form circulated ACTIONS:** DH to (i) ensure typographical and administrative corrections are made to the SEND Information report and (ii) arrange for	

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	submission/publication of the SEND Information report as required. **Admissions** **The Admissions Policy was unanimously reapproved in its current form, with no changes to Published Admission Number proposed.** **Pupil Premium Review** Update above. **Estate Vision & Strategy** Deferred pending incorporation of DfE inclusive estates recommendations. **ACTIONS:** (i) DH/MS/Clerk to review Estate Vision & Strategy and (ii) Clerk to add Estate Vision & Strategy to the next agenda. **Risk Management Protocol** Approved above – Risk Management Policy.	**DH** **DH/MS/Clerk** **Clerk**
10.	**Multi-Academy Trust (MAT) Working Party Update** DN reported MAT specification document circulated set out essential/desirable qualities as per employment candidate specifications. DH explained that this would be shared with staff. The board briefly discussed whether pros and cons of joining a MAT should be considered with governors and staff – whilst emphasising, to minimise staff concerns around uncertainty, that this is not being actively pursued at present, but leadership (including governors) are considering as part of regular review of stability and sustainability whether current structures continue to suit. It was also noted that this might feed into staff survey questions around why staff like working at BBV (to help inform key non-negotiables) and what insecurities there may be. **ACTION:** All to consider/comment directly into draft MAT specifications document.	**All**
11.	**Foundation & Ethos/Curriculum, Report/Minutes** Minutes circulated Policies recommended: • Accessibility Plan: Deferred **ACTION:** Clerk to add Accessibility Plan to the next agenda • Relationships Sex and Health Education (**RSHE**) Policy – no changes proposed: **The RSHE Policy was unanimously reapproved in its current form. ACTIONS**: Clerk to arrange for filing and publication of the RSHE Policy as an approved policy as required • Spiritual, Moral, Social & Cultural (**SMSC**) Policy – no	**Clerk** **Clerk**

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	changes proposed: **The SMSC Policy was unanimously reapproved in its current form <u>ACTIONS</u>**: <u>Clerk to arrange for filing and publication of the SMSC Policy as an approved policy as required</u> • Religion & World Views (**RW**) Policy: **The RW Policy was unanimously reapproved in its current form <u>ACTIONS</u>**: <u>Clerk to arrange for filing and publication of the RW Policy as an approved policy as required</u>	**Clerk** **Clerk**
12.	**Curriculum Teaching & Learning Committee Report/Minutes** Noted that committee meeting had been postponed and no significant updates to report which had not already been covered in this meeting.	
13.	**Governor Training & Participation: Brochure on Teams + Cascaded training materials:** Noted – together with ongoing action for all to complete training assigned via the Clerk. In particular the mandatory training as follows: Safeguarding/Child Protection: LA e-learning course PREVENT: Government update training Cyber Security: National Cyber Security Centre training for all school staff (annual requirement for insurance) KCSiE: Update via usual acknowledgement Online Safety: Assigned via IAM Compliant **<u>ACTIONS:</u>** <u>(i) Clerk to share links/assign mandatory training and (ii) all to complete mandatory training assigned and confirm completion via/as requested by the Clerk</u>	**Clerk** **All**
14.	**Chair's Update** **Governors' website page Website govs page.docx (all to check/provide updated bios please)** Noted. **Communications/Marketing Plan Update** No further update at this stage. **Recruitment Update** Noted above. **<u>ACTION:</u>** <u>MS/DH and Clerk to make proposals for further recruitment in September.</u> Noted above recruitment of parent governors would take place in September – following usual transparent process – following two expressions of interest + CP end of current term. **2026/27 Planning**	**MS/DH/Clerk**

	Approvals: **Unanimously agreed:** • **Current Committee structure to continue until January 2027 strategy meeting (i.e. F&P to continue within FGB and CT&L and F&E to continue as joint meetings – alternating foci and chairing between JC and DN)** • **SIAP Priorities, monitoring format and start of year policies/key documents would be circulated for email approval as soon as feasible in September <u>ACTIONS:</u>** <u>Clerk to circulate SIAP Priorities, monitoring format and start of year policies/key documents for email approval as soon as feasible and add ratification of these email approvals to the next agenda.</u> • **Key appointments (Chair, Vice Chair/Committees' chairs and link governors) to remain as currently until the first meeting of the next academic year** MS, DN and JC all confirmed that they would be willing to continue with their current chairing and link governors' roles – unless anyone else wished to step into them. **<u>ACTIONS:</u>** <u>(i) Clerk to circulate details of link governor roles (ii) all to consider whether they wish to continue with existing roles and/or take on other roles (including chairing) and notify the Clerk of any changes requested and (iii) Clerk to add key appointments to the next agenda.</u>	**Clerk** **Clerk** **All** **Clerk**
13.	**AOB** ***The Clerk left the meeting at 8.34pm*** AOB discussion/decision recorded in governors' notes. ***The Clerk rejoined the meeting at 8.42pm***	
14.	**How have we contributed to the vision of By Brook Valley C of E Primary School today?** • Agreed 2026/27 budget • Agreed summer works (particularly priority Health & Safety works) • Agreed changes to Finance Manual and policies • Prepared for governance year ahead • Considered headlines SATs outcomes MS extended thanks to all.	
15.	**Date of next meeting:** **Thursday 8th October 2026 at 6.00pm in school**	**Note**

Approved next meetings:
26th November 2026
21st January 2027
4th March 2027
13th May 2027

15th July 2027

The Chair closed the meeting at 8.43pm

Signed…….. Date……