



Brimpton Church of England Primary School

Minutes of Meeting (BGB80)

Wednesday 17th July 2024, 5pm

Present: Brenda Harding (Chair), Heidi Davies (Headteacher), Zoe Baker, Revd. Jane Manley, Rachel Jones, Susan Moore, Gayle Bonner (Clerk)

Mrs. Gemma McCrae in attendance

Mrs. Hilary Fraser in attendance

1.	Welcome, Introductions & Opening Prayer
	The meeting began with the introduction of Mrs. Gemma McCrae who wishes to take the role as a Parent Governor alongside RJ. Mrs. Hilary Fraser was also in attendance and is interested in assisting the Finance Committee. The Governors welcomed everyone and a prayer was conducted by JM.
2.	Apologies for Absence
	There were apologies received and accepted for RN.
3.	Matters to be raised under Other Business
	None.
4.	Declarations of Interest in items on the agenda
	None.
5.	Governing Board Vacancies
	Parent Governor Vacancy The clerk had distributed Mrs. McCrae's personal statement in advance of the meeting for the Governors to review her application. The clerk will arrange for an announcement on her role to be put in the school newsletter.
	Finance Governor The two potential Finance Governors have been invited to the next Finance meeting to discuss what the role entails. Mr. Holt is scheduled to meet with HD and the Finance Officer in September.
	There are two possible Associate Members who have expressed their interest in joining, the clerk made contact but has not heard back. The clerk will chase this up before the end of term. BH is waiting to speak to her contact regarding the LA vacancy and will report back when she has an update.
6.	Approval of Minutes of Meeting
	Approval of minutes BGB79 5th June 2024 – The minutes were reviewed and signed off as a true record of the meeting. Actions: 9.1 GB to note the school events on the work programme – Ongoing, Open. 7.1 GB to make the necessary changes to the Finance Policies to make them “school specific” - pending with the Finance Committee – Open.

	<p>12.1 GB to revise the work schedule to show the Safeguarding Audit taking place in November/December not June as presently listed – Open.</p> <p>Matters Arising: None.</p>
7.	<p>Finance</p> <p>There has not been a Finance meeting since the last full governors meeting. There was nothing urgent to report.</p>
8.	<p>Headteacher Update</p> <p>HT said that her report covered multiple items on the agenda. HD will go through her report and if anything is missed, it can be covered on the agenda later on.</p> <p>Headteacher on academic results HD said that lots of the items that she has to report on in terms of statutory information are not always relevant to Brimpton as a small school.</p> <p>Attendance HD highlighted attendance and said it was tricky, the new Government are due to tighten up on the rules with new guidance being produced to follow from September 2024. HD said that she was in regular contact with the education welfare officer where she explains the individual reasons and family circumstances. The school are not in-line with the national average but a constant reminder to parents is always sent in the school newsletter. HD said it was important that the whole picture is given to parents to engage with them. HD said that there have been a couple of requests for holiday in term but these were dealt with on an individual basis. HD discussed that even though the numbers of absences are small, they impact the overall percentages due to the small cohorts of children. HD reassured the Governors that attendance has and will always be a focus area.</p> <p>Complaints There have been no formal complaints this year but lots compliments, too many to list. HD referenced the Diocese advisor who visited and spoke to the children. The comments from the children were that they are part of the Brimpton Primary family and that they felt safe at school. ZB said that there was plenty of evidence available where HD has received many compliments.</p> <p>Data The data collection took place last week along with processing the SAT's data. There is data for Autumn and Spring but the summer data is pending still. HD said she would be sending the final amended data out to the Governors before the end of term. The SAT's data is not sent out to parents until the end of time. HD said there was 1 child who was disapplied. A full discussion took place with their parents and this was planned for.</p> <p>If there are under 10 children the data is not reported but there is always a story behind every child. There were 8 children who took the SAT's this year including some children who had some adaptations. 50% of the children achieved the expected level in Reading, Maths & SPAG. HD is awaiting feedback from the Primary Gateway to review the results where a couple of children missed out by 1 or 2 marks. HD reported that at the secondary transition days the children were told they would be re-assessed at the start of Year 7.</p> <p>The Governors discussed how the data around SAT's did not really show the true level of where the children are and the progress they have made. HD said that overall, the results were largely what the school had predicted for the Year 6 children. The children</p>

have flourished in many ways, not just results wise. JM said she did question if the SATs were worth it and worried how they impact upon the children.

Quality of Education

This was an Ofsted focus area, more so than data now. HD highlighted the sections from the SEF stating the quality of education as *Good*. Behaviour and Attitudes – *Good*. Personal Development – *Good*. Leadership & Management – *Good*. Safeguarding – *Good*. Overall Effectiveness – *Good*.

Curriculum Subject Leads Reports

These show the specific focus areas of each subject lead. HD said it was important to share the work so that a particular area does not get overwhelmed. There is greater depth information listed evidencing how the subjects have been developed.

Health & Safety & Premises Report

SV reported that all weekly, monthly and yearly safety checks and inspections were being carried out and recorded in line with the WBC guidelines. RJ said that a surveyor had been out to assess the outside wall. HD expressed concern that the wall is safe now but over the coming years it could become a safety issue. SV has been trying to get WBC for a long time to come out and rectify it. RJ said that once the building works start next door, the vibrations would undoubtedly add to the problem. HD took an action to meet with Mrs. McCrae & SV in the new term. **8.1 HD to find a suitable date to meet with Mrs. McCrae & SV to discuss the boundary wall.** Mrs. McCrae offered to assist with this and stated this was her specialty as a chartered surveyor.

SEND Report to Governors from ZB

ZB produced her report within HD's report showing the summary of the SEND work for the academic year 2023-2024.

CPOMS

HD put a screenshot into her report showing the safeguarding incidents logged on the CPOMS system. HD said the picture shows the number of incidents had declined. There were also no incidents to report around child protection, sexual harassment or SEND. HD said the staff are well versed at using the system now and it created a whole picture. RJ challenged the safeguarding concerns number that showed an increase. HD reported that this was due to two families which were subsequently moved out of that category.

Staffing

HD discussed the movements in staff that have taken place or are due to happen. TN kindly assisted HD with the interviews for the new ELSA/TA role. This member of staff will undertake her training as she goes and it includes supervision groups and sharing of resources.

Partnership & Collaboration

HD reported that the school improvement partner, Mrs. Carberry has been so supportive and will continue to work with and support the school next term. ZB said that the staff have HD for support but Mrs. Carberry is a great support for HD.

Education Psychologists

HD reported that lots of the educational psychologists had left WB and the school would now be covering this privately. Mrs. McCrae reported she may be able to help with some contacts.

Pupil Premium Grant

This is used for school uniform, school trips, other school equipment, instrument lessons and enrichment opportunities. HD discussed the cost-of-living crisis that is still impacting families in terms of buying food and uniform.

Sports Funding

Used to pay for equipment and staff affiliation membership.

Finance

The school are currently in deficit. This is also the case for most schools across the LA. HD said that the school have been working with the Schools Financing team at WB and have to undertake a license agreement. The agreement must outline how the school plans to get out of deficit over the coming years. HD said that herself, WB and the Finance Officer meet to finalise the deficit license agreement. However, this was rejected due to the fact that the school were predicted to still be in deficit in 3 years. HD said that all the staffing options have been looked and all the savings that could be made have been made. HD and Mrs. Carberry have been working with the Finance Officer to put a new proposal together. HD said she would also be providing a commentary to demonstrate the savings and what the school were doing to make them. The Governors discussed lettings at the school using the school hall. HD said the school had taken lettings in the past but there is the issue of having no caretaker meaning HD or another member of staff would have to lock up the school.

Mrs. McCree said there were possibly some parents who could help the school. Mrs. Fraser mentioned the *easy fundraising* shopping app that gives money back to charities, this could be an option. HD said that any monies raised by FOBS will be put towards stationery and exercise books. HD talked about being creative to ensure the main school budget is not impacted upon further.

JM challenged, if the school cannot get out of deficit, would the school need to look at academisation. RJ asked if the school had thought about joining with other local schools to bulk buy resources. HD said that the school already linked with Aldermaston Primary to provide school lunches.

HD reported she is meeting with Aldermaston Primary as neither Brimpton or Aldermaston can afford the lunch bills going forward. ZB queried if meals could be prepared onsite at Aldermaston. The head at Aldermaston has stated that this was not possible due to the staffing requirements and training. HD discussed the issue of pupil numbers and funding for Brimpton in terms of the small cohorts. ZB discussed the change in demographic in terms of where children come from to Brimpton and that the school were now feeding into six different secondary schools. ZB said that word of mouth had attracted families from Tadley, Thatcham & Newbury.

HD updated the Governors that SV had carried out a large body of work on the policy schedule. Thanks to SV for undertaking this alongside her normal workload.

9.	Review work of Governing Body
	GB to produce an updated programme after the meeting dates are finalised.
10.	Annual Reports from Link Governors
	BH suggested that with new members joining, a review of the link roles should take place in September.
11.	Agree dates of meetings for coming year
	GB will be sending out a rough calendar for the Governors to review.
12.	Church School Matters
	The Leavers Service will take place on Monday at 9.30am. The PCC have purchased the bibles. JM reported that the Year 6 Woolhampton Primary children joined the children for a picnic which was lovely.
13.	Health & Safety/Premises
	This was covered under the Head's report. Thanks to SV & RJ for their work.
14.	Travel Plan
	There was nothing to update at this meeting. HD updated Mrs. McCree on what the plan entails. JM asked if the pavement foliage had been cleared yet. RJ said she did not think it had been. RJ said that WB have repeatedly refused to put a crossing in despite the dangers encountered by the children and parents accessing the school. RJ discussed possibly having access to the side gate code.
15.	Safeguarding Update
	This was covered under the Headteacher report.
16.	Communication & Marketing
	There was nothing to update at this meeting.
17.	FOBS
	This was covered under the Headteacher report. The Governors thanked FOBS for all their hard work on fundraising.
18.	AOB
	There was nothing raised.
	BGB78/79ACTIONS SUMMARY
	9.1 GB to note the school events on the work programme 7.1 GB to make the necessary changes to the Finance Policies to make them "school specific" 12.1 GB to revise the work schedule to show the Safeguarding Audit taking place in November/December not June as presently listed. 8.1 HD to find a suitable date to meet with Mrs. McCrae & SV to discuss the boundary wall.

Meeting closed at 6.35pm.

Signed:..... Date:.....