



## Brimpton Church of England Primary School Minutes of Meeting (BGB79) Wednesday 5<sup>th</sup> June 2024, 5pm

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

<b>1.</b>	<b>Welcome &amp; Opening Prayer</b>
	The meeting began with a prayer conducted by JM.
<b>2.</b>	<b>Apologies for Absence</b>
	There were no apologies for absence.
<b>3.</b>	<b>Matters to be raised under Other Business</b>
	None.
<b>4.</b>	<b>Declarations of Interest in items on the Agenda</b>
	None.
<b>5.</b>	<b>Governing Board Vacancies</b>
	<p>The clerk has now contacted the potential Parent Governor, Mrs. Gemma Allen who is submitting her nomination form.</p> <p>The two potential Finance Governors have been invited to the next Finance meeting to discuss what the role entails.</p> <p>There are two possible Associate Members who have expressed their interest in joining, the clerk has emailed them to make contact.</p> <p>BH mentioned a possible contact from the village who we could consider for the LA Governor vacancy.</p> <p>There will be an update on the vacancies at the next meeting.</p>
<b>6.</b>	<b>Approval of Minutes of Meetings</b>
	<p><b>Approval of minutes BGB78 24<sup>th</sup> April 2024</b> – The minutes were reviewed and signed off as a true record of the meeting.</p> <p><b>Actions:</b>  <span style="color: red;">9.1 GB to note the school events on the work programme – Ongoing, Open.</span>  <span style="color: red;">5.1 GB to send out the parent Governor nomination letter - Completed, Closed.</span></p> <p><b>Matters Arising:</b> None.</p>
<b>7.</b>	<b>Finance</b>
	<p>The Finance Committee Minutes of 22/05/2024 were distributed in advance for review. HD raised at the last meeting that the sports budget could not be submitted with a deficit. The Finance Officer has been working in conjunction with WB Schools Financing to make the necessary adjustments to the SBS finance system. BH said that the LA Schools Financing team had been very helpful. HD confirmed that the budget had now been submitted to WB.</p> <p><b>Finance Policies</b>  The clerk sought advice from WB regarding making the Finance policies more school specific. WB stated that this was permitted as long as the policy content is not altered. The clerk will make the necessary changes and take the polices to the next Finance Committee meeting and then the BGB80 meeting in July 2024. <span style="color: red;">7.1 GB to make the necessary changes to the Finance Policies to make them “school specific”.</span></p>

<p><b>8.</b></p>	<p><b>Headteacher Update</b></p> <p><b>SATS</b>  The YR6 children worked very hard on their SAT's, they were very mature and not phased by them. HD praised the approach that resulted in the children not being stressed or anxious. The children went to Pizza Express for a celebration at the end of the week. The results will be sent to the children's secondary schools as part of their transition. The children asked if their results will be shared with them. Usually reports are not published until the end of term but HD will give the children some feedback before the break. HD said that secondary school transition days are now starting. The schools have been very quick to respond in terms of taking the children on an additional visit. HD said she would be attending one of the days so she is familiar with the settings, she can then reassure the children with any worries they may. There are 10 children transitioning over to 6 schools.</p> <p>The KS1 SATs are being delivered optionally this year as HD said she wanted to give the children some experience. There is also Phonics testing taking place next week with a themed day being organised. HD said she was not sure if any monitoring would take place.</p> <p><b>ELSA/LSA Advert</b>  HD briefed that there is currently an advert out for an ELSA (2 days)/LSA for (2.5days). There have been 4 enquiries so far and HD hopes to appoint somebody that is already trained as the training is quite costly. TN briefed the Governors on how robust the ELSA training is, if somebody has breaks in their employment, they must retrain. HD said that one of the Education Psychologists at WB has been helping her with the application paperwork. JM asked HD who was assisting her with the interview process. HD said she might ask TN to assist.</p> <p><b>Governors in School Day</b>  Friday 14<sup>th</sup> June 2024 9am (RN/RJ sent their apologies). HD said she would do a celebration assembly at the start of the day. Also, in the morning the Governors can hear readers and then have lunch. At 1pm the Diocese Advisor is coming into school to do a short session based on the SIAMS inspections. The school are on the list for a SIAMS inspection next year. HD said the framework had changed and is a very different approach to Ofsted Inspections. It will focus on Christian Values, the children's voice and how the children celebrate faith. HD said she had not been through a SIAMS inspection for a long time so she is due to attend some up to date training. HD said she would be asking ZB/JM to assist with the self-evaluation form. HD said she thought the inspections are quite a pleasant experience, it is an opportunity to celebrate the school. The Diocese Advisor will also do some work with the children to get their views.</p> <p><b>Ice-Cream Fundraiser</b>  Taking place on Fridays after school 3pm, the Governors were invited to come along to help raise funds.</p> <p><b>Summer Fayre</b>  6<sup>th</sup> July 2024 12-2.30pm  HD said there are two extremely hard-working mums who are trying to organise the summer fayre, volunteers are currently being sought.</p> <p>HD said that at the July meeting she would be providing a written Headteacher report showing an overview from the subject leaders showing how the curriculum has developed.</p>
<p><b>9.</b></p>	<p><b>Church School Matters</b></p>
	<p>24<sup>th</sup> June 2024 – School Picnic with Woolhampton Primary</p>
	<p>22<sup>nd</sup> July 9.30am - School Leavers Service, JM is liaising with Mrs. Brimms to order the leavers bibles. HD said that parents could come to the church after drop off that morning.</p>
<p><b>10.</b></p>	<p><b>Health &amp; Safety/Premises</b></p>
	<p>SV submitted a health &amp; safety and premises report in advance of the meeting. SV confirmed in her report that all weekly, monthly and yearly safety checks and inspections were being carried out and recorded in</p>

	<p>line with the WB guidelines. A Governor H&amp;S walk about for the summer term with RJ is waiting to be booked into the diary. RJ updated that this had now been scheduled for next Monday, time tbc.</p> <p>HD added that SV referenced the lodge in her report. HD said she had received an email from a contract manager giving HD his contact details. Before the SAT's took place, HD emailed the land and planning manager to ask them to be courteous during the SAT's and to keep any noise to a minimum. The gentleman responded back saying that works had been ceased for now, it is likely the works will start over the summer break.</p> <p>Thanks to SV for her comprehensive update.</p>
<b>11.</b>	<b>Travel Plan</b>
	RJ asked if some more hedge cutting could be done by WB, the children's access is being obstructed along the pavements. HD said she would make a note to ask SV if this could be requested from WB highways.
<b>12.</b>	<b>Safeguarding Update</b>
	<p>There was nothing to update. RN is due to meet with HD before the end of term.</p> <p>RN asked the clerk to move the Safeguarding Audit that was listed for this meeting. The audit is conducted in November/December by RN/HD online via the NSPCC.</p> <p><b>12.1 GB to revise the work schedule to show the Safeguarding Audit as November/December not June.</b></p>
<b>13.</b>	<b>Communication &amp; Marketing</b>
	There was nothing to update.
<b>14.</b>	<b>FOBS</b>
	There was nothing to update, Summer Fayre discussed above.
<b>15.</b>	<b>AOB</b>
	The Governors thanked TN who was attending her last meeting as a Governor today. TN was thanked for her commitment and contribution to the school over the years. The Governors asked TN to keep in touch and let them know where her next adventure takes her.
	<p><b>Date of next meetings:</b>  Finance meeting 26<sup>th</sup> June 2024 4pm  BGB80 17<sup>th</sup> July 2024, 5pm <b>Governor link reports for this meeting.</b>  RN sent her apologies but will submit her report in advance.</p>
	<b>BGB78 ACTIONS SUMMARY</b>
	<p><b>9.1 GB to note the school events on the work programme</b>  <b>7.1 GB to make the necessary changes to the Finance Policies to make them "school specific"</b>  <b>12.1 GB to revise the work schedule to show the Safeguarding Audit as November/December not June</b></p>

Meeting closed at 6pm.

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