



Brimpton Church of England Primary School Minutes of Meeting (BGB78) Wednesday 24th April 2024, 5pm

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

1.	Welcome & Opening Prayer
	The meeting began with a prayer conducted by JM.
2.	Apologies for Absence
	Apologies were received and accepted for ZB.
3.	Matters to be raised under Other Business
	HD – Staff member & family circumstance.
4.	Declarations of Interest in items on the Agenda
	None.
5.	Governing Body membership
	The clerk sought nominations for a Parent Governor before the Easter break but received no nominations. HD asked if RJ would produce a short statement about her role as Parent Governor. The clerk will re-send the nomination letter. The clerk will liaise with the Office Manager to action this.
	Finance Governor The clerk will contact the interested parties to make the arrangements to take over from SP.
6.	Approval of Minutes of Meetings
	Approval of minutes BGB77 20th February 2024 – The minutes were reviewed and signed off as a true record of the meeting. Actions: 2 BH to contact Cllr Boeck regarding the pavement shrubbery – Completed, Closed. 9.1 GB to note the school events on the work programme – Ongoing, Open. 5.1 GB to send out the parent Governor nomination letter - Completed, rerun, Open. 15.1 GB to move the Finance meeting of 20.03.2024 – Completed, Closed. Matters Arising: Governors in school day date to be set by HD and communicated to the Governors.
7.	Finance
	The clerk distributed the Finance Committee minutes of 07.02.2024 v2. The draft Finance Minutes of 25/03/2024 were sent to SP for approval prior to distribution. Draft Budget 2024/2025 AB distributed the draft budget 2024/25 report. AB reported to HD that she had some queries that she needs to check with the school accountant. SP said the sports fund is showing a deficit and because the fund is ringfenced it cannot be submitted with a deficit. This means the Governors cannot approve the draft budget today until this has been resolved. SP stated that the other budgets are forecasting a deficit for 2024/25 and future predictions show further deficits due to the low birth rate. HD discussed the in-term admissions that do occur but these are not guaranteed. The Governors discussed that the low birth rates were a national issue. SP highlighted the ongoing issue with the teacher who departed.

	<p>SP stated the end of 24/25 deficit would be around £23,000. The PPG budget is looking quite healthy. The Sports Fund deficit needs to be cleared prior to submitting the budget. The Capital budget shows a £4,000 carry forward and the out of hours club has a predicted carry forward off just over £3,000.</p> <p>SP said that subject to the Sports Fund being cleared would the Governors agree to provisionally recommend the budget for approval. All of the Governors AGREED. Once the Sports Fund budget issue has been resolved then BH can sign off the budget proforma.</p> <p>SM discussed the funding that is available through The Greenham Trust. HD said there had previously been some funds allocated by Greenham for a Chaplaincy project. At the time the Chaplaincy project did not go ahead. JM said she believed the project would be starting up again, The Kennet School are currently taking part in a pilot scheme.</p> <p>Sincere thanks were expressed to SP for all her work during her time as Finance Governor. SP departed the meeting.</p>
8.	Policies
	<p>The clerk distributed the following policies for review:</p> <ul style="list-style-type: none"> • Health & Safety • Anti-Fraud & Corruption • Anti-Money Laundering • Bribery Act <p>The Governors were happy to approve the health & Safety Policy.</p> <p>JM queried section 2 Accountability. Although these are model policies they frequently reference council workers and mostly they are not relevant to schools. The clerk agreed to query this with West Berkshire and report back at the next meeting. 8.1 GB to contact WB regarding the Finance policies and report back at the next meeting.</p>
9.	Headteacher Update
	<p>HD reported that all was well in the school with a calm atmosphere. HD said the behaviour and safeguarding CPOMS logs have showed very few incidents. HD reported that now the Ofsted process was over the stress levels have reduced and the staff have a renewed enthusiasm.</p> <p>HD said that the residential trip had gone really well and the children were wonderful. The leaders at the site were fabulous with the children and the food was excellent. All of the children with allergies or special needs were catered for. The setting was beautiful and the weather allowed for all the activities to take place. HD said she has already booked the venue for next year.</p> <p>HD reported that swimming lessons start tomorrow with the whole school taking part this year. HD said the swimming gives the children such confidence and is such an important life skill.</p> <p>RJ asked if HD had logged into the Ofsted <i>Big Ask</i> questionnaire. HD said this was being discussed by the local headteachers.</p> <p>HD said that some data would be coming out to Governors soon to enable them to make comparisons from last year.</p> <p>TN asked HD how she was feeling about the SAT's this year. HD said that the children are regularly given example questions to familiarise them. The children are used to the word SAT's and they seem very relaxed and ready, they also very much look forward to having their SAT's breakfasts. During SAT's week HD will be running fun activities for the children and there will be a treat at the end of the week.</p>

	HD reported that the secondary transition process has started, this is vital to ensure things are put in place to support the children's transition.
10.	Church School Matters
	JM reported that the Easter service was beautiful and the children were wonderfully behaved. JM said she needed to get the bibles for the Year 6 leavers. JM reported that the church presently has an issue with damp and the heating is being looked at. JM wants to do an afternoon for the children around St. Peter. HD suggested having a picnic for this. JM said it is always the highlight of her week visiting the children.
11.	Health & Safety/Premises
	There was nothing to report at this meeting. RJ said she had completed her checks with SV last term. HD said the school had purchased a new cupboard with the lottery money it receives. This was essential to be able to store resources and not have excess items on top of cupboards that could fall and injure somebody.
12.	Travel Plan
	There was nothing to update at this meeting.
13.	Safeguarding Update
	RN reported that she had met with HD 1 st March 2024, there was nothing urgent to report.
14.	Communication & Marketing
	TN said there was nothing to update at this meeting. TN discussed admissions and said it was tricky in terms of the low birth rates, even with lots of marketing and flyers actual numbers are difficult to predict. TN said it was important to continue to raise the profile of the school.
15.	FOBS
	The FOBS team are due to meet with HD this Friday after school. The Chairs have already started the planning for the summer fayre. The fayre has been scheduled for the 6 th July 2024.
16.	AOB
	HD briefed the Governors that two of the children had their residential trip paid for by the school. HD said this was an exceptional circumstance to support wellbeing. The Governors talked about possibly approaching The Greenham Trust to help with equipment for residential. HD said she would like to find some time to look at the funding possibilities. RJ said that some music lessons could possibly be funded or a new projection could be purchased. HD reported that sadly TN had handed in her notice as ELSA. HD said that TN has given the school lots of time to be able to recruit her replacement. HD said that TN would be very difficult to replace. TN is staying on until the end of the term. The Governors said that TN will be sorely missed as both a valuable member of staff and a Governor. BH reported that the Parish Council had contacted her about the ongoing parking issues outside of the school. HD said she thought she knew what incident this resulted from and that it had been dealt with. RN reported that the public house next door was currently doing some work on the cellar.
	Date of next meetings: Finance meeting 22nd May 2024 4pm BGB79 5 th June 2024, 5pm
	BGB76/77/78 ACTIONS SUMMARY
	9.1 GB to note the school events on the work programme 5.1 GB to resend the parent Governor nomination letter 8.1 GB to contact WB regarding the Finance policies and report back at the next meeting

Meeting closed at 6.01pm.

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