



## Brimpton Church of England Primary School

### Minutes of Meeting (BGB77) Tuesday 20<sup>th</sup> February 2024, 4pm

**Present:** Rhoda Nikolay (Vice Chair) Heidi Davies (Headteacher), Zoe Baker, Revd. Jane Manley  
Tasneem Nurbhai, Rachel Jones, Susan Moore, Sheilagh Peacock, 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>
	Apologies were received and accepted for BH.
<b>3.</b>	<b>Matters to be raised under Other Business</b>
	Residential Trip approval.
<b>4.</b>	<b>Declarations of Interest in items on the Agenda</b>
	None.
<b>5.</b>	<b>Governing Body membership</b>
	<p>Unfortunately, Hilary Fraser is no longer able to take over from SP as Co-Opted/Finance Governor. The Governors discussed the possibility of Hilary joining the board as an Associate Member. RJ said she possibly knew somebody who could assist the school, she will make some enquiries. SP offered to stay on until the budget is set. Thanks were expressed to SP.</p> <p>The Governing Board still has the LA Governor role vacancy along with a Parent Governor vacancy since TN moved to an Associate role. <b>5.1 GB to send out the parent Governor nomination letter.</b></p>
<b>6.</b>	<b>Approval of Minutes of Meetings</b>
	<p><b>Approval of minutes BGB76</b> 29<sup>th</sup> November 2023 – The minutes were reviewed and signed off as a true record of the meeting.</p> <p><b>Actions:</b>  <b>2 BH to contact Cllr Boeck regarding the pavement shrubbery – RN said she would check with BH if this was completed - Open.</b>  <b>6.1 GB to investigate induction training dates for SM. SM now booked onto the training, Closed.</b>  <b>9.1 GB to note the school events on the work programme – Ongoing, Open.</b></p> <p><b>Matters Arising:</b>          HD proposed amending the date of the Governors in School Day, she will send out a new date for approval.</p>
<b>7.</b>	<b>Headteacher Update</b>
	<p>HD handed out a copy of the Ofsted report giving a nice summary of the school that captures the priorities and development areas. The two main areas identified were:</p> <ol style="list-style-type: none"> <li>1. Improve the subject leaders programmes' of study, working on how children recall knowledge.</li> <li>2. Ensuring building blocks are secure before moving pupils on. Differentiation takes places in all lessons on an ongoing basis.</li> </ol> <p>HD said that the inspectors were very enthused about what the school does with the pupils. HD will be double checking the SDP to ensure it incorporates the areas for improvement. The two development points will remain the same for the next two years.</p> <p>The Governors congratulated HD and her team on their work.</p>

	HD said she would be sending the report out to the parents tomorrow with an invitation to an afternoon celebration with tea and cake. JM said it would be nice for the Governors to attend. RN said she would drop a copy of the report off to BH.
<b>8.</b>	<b>Church School Matters</b>
	The Easter Service is organised for Tuesday 26 <sup>th</sup> February 1.45pm. JM said the church had now been decorated and is looking lovely.
<b>9.</b>	<b>Finance</b>
	<p>The Finance minutes of 7<sup>th</sup> February 2024 were distributed to the Governors in advance of the meeting The following were distributed to the Governors along with the benchmarking reports for this year:</p> <ul style="list-style-type: none"> <li>• Budget monitoring report</li> <li>• SFVS</li> <li>• Pay Policy</li> </ul> <p>The Governors had a robust discussion around the benchmarking reports that showed limited opportunities for making savings. The teaching staff are very experienced and as such are on high pay scales. All teaching support has been cut completely.</p> <p><b>Budget</b> The Budget monitoring report is forecasting <b>-£14.260</b> (this includes the Sports Premium deficit)</p> <p><b>SFVS</b> The Finance Committee reviewed the SFVS and recommended it for approval by the FGB. SP said there were now clear and concise budget monitoring reports and the school continues to follow the recommendations from the audit report. There is close monitoring of the budget to minimise the deficit. SP sought approval for the SFVS to be submitted to the LA. The Governors agreed to approve the SFVS, RN signed off the document on behalf of BH as Vice-Chair.</p> <p><b>Pay Policy</b> The Finance Committee reviewed the policy along with the TLR's. SP sought approval from the Governors to approve the model policy. The Governors <b>AGREED</b> to <b>APPROVE</b>.</p>
<b>10.</b>	<b>Health &amp; Safety/Premises Update</b>
	<p>RJ is due to meet with the office manager soon for their next H&amp;S inspection.</p> <p>The building works next door are due to start in the Spring. The Governors expressed concern over noise levels during the SAT's exams. The Governors said this could be challenging to manage and suggested liaising with the contractors to give them plenty of notice.</p>
<b>11.</b>	<b>Travel Plan</b>
	There was no update for this meeting.
<b>12.</b>	<b>Safeguarding Update</b>
	RN/HD are meeting next Friday to conduct their usual checks.
<b>13.</b>	<b>Communication &amp; Marketing</b>
	<p>TN is awaiting the Parent Governor election to be able to hand over this area of responsibility.</p> <p>HD said the parental questionnaire did not need to be completed again until next year as the parental views were taken during the Ofsted process. The Governors agreed with this view. There were 43 parents out of the 55 who submitted their views to Ofsted.</p> <p>TN said that over the last couple of years the marketing had not really been pushed due to the admission numbers. TN suggested renewing efforts on marketing to attract new families into the school.</p>
<b>14.</b>	<b>FOBS</b>
	HD said there had been a very successful family social event. RJ's husband very kindly did the disco for the children and there was a raffle that raised approx.£300. The FOBS team are now thinking about the summer fayre. RN suggested having some flyers available for marketing purposes.

15.	<b>AOB - Residential Trip Approval</b>
	<p>HD requested approval from the Governors for the residential trip. YR5/6 <i>Grittleton Adventures</i> in Swindon, Wednesday-Friday 17-19<sup>th</sup> April 2024 for 20 pupils. There is catering onsite for this trip and the pupils will get a chance to participate in the many activities and challenges on offer. The Governors AGREED to APPROVE the trip.</p> <p>HD presented both TN &amp; SP with some flowers from the Governors to express thanks for their contribution to the Governing Board and the school.</p>
	<p><b>Date of next meetings:</b>  <b>Finance meeting 20<sup>th</sup> March 15.1 GB to move the Finance meeting of 20.03.24.</b>  <b>BGB78 24<sup>th</sup> April 2024, 5pm</b></p>
	<b>BGB76/77 ACTIONS SUMMARY</b>
	<p>2 BH to contact Cllr Boeck regarding the pavement shrubbery  9.1 GB to note the school events on the work programme  5.1 GB to send out the parent Governor nomination letter  15.1 GB to move the Finance meeting of 20.03.2024</p>

Meeting closed at 5pm.

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