



Brimpton Church of England Primary School

Minutes of Meeting (BGB76) Wednesday 29th November 2023 at 5.15pm

Present: Brenda Harding (Chairman), Heidi Davies (Headteacher), Zoe Baker, Rhoda Nikolay, Tasneem Nurbhai, Rachel Jones, Sheilagh Peacock

Hilary Fraser observing

1.	Welcome & Opening Prayer
	The meeting began with a prayer conducted by BH. Hilary Fraser was in attendance this evening and was considering joining the Governing Board to take over from SP as Finance Governor.
2.	Apologies for Absence
	Apologies were received and accepted for JM, SM & clerk.
3.	Matters to be raised under Other Business
	HD stated she needed to conduct a Part II meeting this evening. HD reminded the Governors that staff members would be asked to depart for the Part II meeting.
4.	Declarations of Interest in items on the Agenda
	None.
5.	TN Associate Member vote
	BH discussed that TN's Parent Governor term of office has now ended. It was previously discussed that TN would continue as an Associate Member. It was proposed that TN will continue her Communication and Marketing role as an Associate Member until a new Parent Governor can take over. HD proposed that the clerk runs a parent Governor election in January for TN's replacement. RJ suggested flagging this up to parents in the newsletter so they are aware an election will take place. The Governors thank TN for her continued support to the school. The Governors AGREED for TN to become an Associate Member.
6.	Governing Body membership
	SM's Foundation Governor paperwork has now been approved. The clerk will now look into the West Berkshire and Oxford Diocese induction training. 6.1 GB to investigate induction training dates for SM.
7.	Approval of Minutes of Meetings
	Approval of minutes BGB75 27th September 2023 – The minutes were reviewed and signed off as a true record of the meeting. Actions/Matters Arising: RJ updated the Governors that her H&S inspection with SV will take place 8 th December 2023. 1 The clerk will email the Finance Committee to reschedule the date – Completed, Closed. 2 BH to contact Cllr Boeck regarding the pavement shrubbery. TN updated that she had put through a request to the highways department at WB. BH said she still needed to talk to Cllr Boeck – Open. 3 TN to contact the parent interested in assisting the school with social media. TN has had a conversation with the parent in question – Completed, Closed. 4 GB to contact SV to request John Hicks' contact details for Governor recruitment. Mr Hicks kindly placed an appeal in the Parish Council newsletter – Completed, Closed.
8.	Headteacher Update
	HD reported that she would not be discussing the Ofsted report at length this evening. The school experienced quite a traumatic Ofsted inspection. As such, HD has submitted a complaint to Ofsted stating that she felt the inspection should have been stopped due to a member of staff falling very ill. HD has been assigned a complaints officer by Ofsted and until the complaint has been resolved the full report will not be published. There were other staff members who were impacted by the member of staff falling very ill and in

a small school, it caused significant trauma to everybody. There was no differentiation made by Ofsted in terms of the four teachers being repeatedly interviewed and observed. HD stated she did not feel the grading and judgement was fair. HD said that development points highlighted were already things that were in the school development plan. HD said there had been lots of support from parents and West Berkshire. There is a sense from everybody that the inspection was unbalanced. HD will update the Governors further in due course.

Apprenticeships

As there are now no learning support assistants in the classrooms there is no longer support available for interventions. HD discussed a member of staff who had originally been appointed to support a child 1:1. That child is now being home educated until a tribunal takes place for admission to a specialised setting. HD has appointed the member of staff as an apprentice Learning Support Assistant and has a meeting scheduled with WB to commence her training. The member of staff is very professional and proactive and has been a wonderful addition to the team.

SDP

The SDP previously shared with staff and Governors contained the four main target areas. HD has rag rated the document to show the progress made.

1. Quality of Education – 1 target has been achieved, 2 are working towards, 1 red outstanding. HD praised the Maths lead who has achieved so much during interventions across the school. The teacher attends the Maths network meetings and this is then disseminated amongst the staff. This improves confidence amongst teachers and is good CPD.
2. Effective Leadership & Management – 1 target achieved based on mental health. HD said she is constantly talking to the mental health support team who are very helpful. HD said the support team are so effective at seeing children. 1 target not achieved – HD to meet with other heads from local schools, this can be challenging but HD does talk with other local heads on a regular basis. 1 target which is for the Governors in School Day, HD proposed **Friday 26th January 2024**. The day will follow the same structure as before. The afternoon sessions will be to meet with teachers and discuss the SDP.
3. Personal Development – all the targets have been achieved for this year in this area. Pupil worship and parental engagement is going well with more workshops for parents taking place.
4. Behaviour & Attitudes – all the targets have been achieved in this area. There are other success criteria's set for the rest of the year. HD discussed the challenges around behaviour, this is not unique to Brimpton, it is a national trend. HD praised the staff on how they manage behaviour. The staff are also doing an excellent job in logging behaviour on the CPOMS system.
5. Inclusion – 1 target achieved, 2 targets making good progress
6. Quality of EYFS – 2 targets achieved, 1 working towards
7. Premises, Resources, Marketing – 2 targets achieved, 1 target working towards, a sensory corner

Attendance

HD discussed the challenges around tracking attendance. The rates are published for parents in the newsletter. In terms of lateness, there are still some persistently late children but there has been an improvement. HD met with the EWO to discuss attendance and absence. The EWO was more than happy with how the school were managing things. The highest attendance rate so far has been 96.3 % which is above the local and national average (95%). The EWO stated that there was nothing alarming her about the attendance rate.

CPOMS

HD discussed the huge benefit of the CPOMS system. There are currently no safeguarding concerns to report. HD talked through the behaviour points on the system and the type of incidents logged.

	HD said she continues to be so proud and grateful to the staff and Governors for their support during some challenging times.
9.	Church School Matters
	HD said that the Christmas church service will take place on 19 th December 2023 1.45pm. BH said it would be good to have all the events added to the Governor Work Programme. 9.1 GB to note the school events to be put onto the work programme.
10.	Finance
	The Finance minutes of 14 th November 2023 were distributed to the Governors in advance of the meeting for review. SP also distributed the budget monitoring reports. SP stated that at present there is a predicted deficit budget of £24,000. HD said she had met with BH and West Berkshire Schools' Financing which was the first of the deficit meetings. HD said it was a very useful meeting and WB will be working closely with the Finance Officer to support her. The next meeting is booked for February 2024. The Finance Officer is due to attend some additional training on budget monitoring to assist her. Financial Management Policy & Finance Committee Terms of Reference SP asked the Governors to approve the FMP and ToR. The Governors AGREED to APPROVE. HD informed that WB Schools' Financing had given their approval. HD asked if SP could attend one more meeting while Hilary decides if she is happy to take over from SP. HD thanked SP for her support. Hilary is currently volunteering at another local primary school and assisting them with their finances.
11.	Health & Safety/Premises Update
	SV distributed her health & safety and premises report in advance for review. HD wanted to thank SV for all her hard work in making sure the school stays safe. HD reported that the building work has ceased for a while until Spring 2024. The CEO of the building company has written to the school to keep them informed of the ongoing progress. The school can potentially do a visit to site with the children which will be an interesting experience. RN discussed the ongoing issue of traffic and site vehicles around the village.
12.	Travel Plan
	There was nothing to update at this meeting. The school have been very mindful in terms of monitoring the traffic around the building site. So far there have been no issues and the builders are being very polite and helpful.
13.	Safeguarding Update
	There was nothing urgent to report. RN & HD are due to meet to their audit next week.
14.	Communication & Marketing
	The open morning was successful with 17 families visiting the school. It is however always difficult to tell which families will actually apply.
15.	FOBS
	A meeting took place last Friday, the joint chairs are very organised and have lots planned. A Christmas Quiz has been scheduled for the 9 th December, special thanks to RJ's husband for organising this event.
	Date of next meeting: BGB77 7th February 2024, 5pm
	BGB76 ACTIONS SUMMARY
	2 BH to contact Cllr Boeck regarding the pavement shrubbery. 6.1 GB to investigate induction training dates for SM. 9.1 GB to note the school events on the work programme.

Meeting closed at 5.50pm.

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