



## Brimpton Church of England Primary School

### Minutes of Meeting (BGB75) Wednesday 27<sup>th</sup> September 2023 at 5pm

**Present:** Brenda Harding (Chairman), Heidi Davies (Headteacher), Zoe Baker, Tasneem Nurbhai, Rachel Jones, Gayle Bonner (Clerk).

<b>1.</b>	<b>Welcome &amp; Opening Prayer</b>
	The meeting began with a prayer conducted by BH.
<b>2.</b>	<b>Apologies for Absence</b>
	Apologies were received and accepted for RN & JM (conducting a wedding rehearsal)
<b>3.</b>	<b>Matters to be raised under Other Business</b>
	Suspensions Science Evening
<b>4.</b>	<b>Declarations of Interest in items on the Agenda</b>
	None.
<b>5.</b>	<b>Co-Opt RN</b>
	The clerk notified RN/BH in advance of the meeting that RN's term of office was due to end. RN expressed that she would be willing to undertake a new term of office. BH asked the Governors to vote if they agreed to Co-opt RN back onto the board for another term of office. The Governors AGREED.
<b>6.</b>	<b>Election of Chairperson/Vice Chair</b>
	BH proposed as Chair – All AGREED. RN proposed as Vice-Chair – All AGREED.
	The clerk notified the Governors of the vacancies on the board: 1X Foundation Governor, 1X LA Governor. The clerk has been working with the Diocese to finalise Sue Moore's application as Foundation Governor.
	HD notified that SP was unfortunately having to step down as a Governor. SP has agreed to stay on until a replacement Governor is found. HD mentioned that SV had a candidate in mind and she also had somebody in mind that might be able to assist. The Governors expressed they were very sorry to hear that SP was departing.
	TN's term of office is due to end in November 2023. TN said she wanted to stay on until Ofsted and suggested staying on as an Associate Member. The clerk said she needed to think about how to run the next Parent Governor election, an election just before Christmas would not be ideal in terms of attracting candidates.
<b>7.</b>	<b>Appointment of Clerk</b>
	All of the Governors AGREED to re-appoint GB as Clerk.
<b>8.</b>	<b>Administration</b>
	<b>The following documents/policies were reviewed and agreed;</b> <ul style="list-style-type: none"> <li>• Scheme of Delegation</li> <li>• Instrument of Government</li> <li>• Standing Orders (Terms of Ref for Governing Body)</li> <li>• Terms of Reference for sub committees</li> <li>• Financial Policies (<i>Financial Management Policy, Finance ToR, Teachers' Pay, Charging and Remissions, School Fund (pending approval by the Finance Committee)</i>)</li> <li>• Code of Conduct</li> <li>• Qualification for office</li> </ul>

	<ul style="list-style-type: none"> <li>• Declaration of Business Interest Sep 2023</li> <li>• Keeping Children Safe in Education Sep 2023</li> <li>• Safety policies: Health and Safety</li> <li>• Whistle Blowing</li> <li>• Model Child Protection Safeguarding</li> <li>• SEND</li> <li>• RSE</li> <li>• Supporting children with medical conditions</li> </ul> <p>The Governors were asked to review the policies before the half term break. The policies highlighted in green are pending approval by the Finance Committee.</p>
9.	<b>Agree Link Governors/Committee Membership</b>
	The clerk said she would review the spreadsheet.
10.	<b>PCC Meeting Dates</b>
	The Governors agreed that PCC meetings were still not able to go ahead due to the number of Governors. SV/HD have been working on the policy schedule, some policies can be delegated. SV sent out a policy schedule along with a summary on the status of each policy. TN read through SV's update on policies.
11.	<b>Approval of Minutes of Meetings</b>
	<b>Approval of minutes BGB74 12<sup>th</sup> July 2023</b> – The minutes were reviewed and signed off as a true record of the meeting. <b>Matters Arising:</b> Two actions that are closed.
12.	<b>Headteacher Update/School Development Plan Update</b>
	<b>SDP</b> HD distributed a copy of the SDP for the Governors to review. The working document will adapt over the term. HD said that it was a draft version for now but the SIP has reviewed it. The front page is the section to show the main intentions of the school over the year. HD said some of the targets from last year have been added to ensure imbedding. HD said that she had put Governors initials against the targets for monitoring purposes. Ofsted will request a copy of the SDP uploaded to their visit portal prior to their inspection.  HD said at the next meeting the Ofsted criteria would be reviewed. The self-evaluation form (SEF) is based on all the Ofsted criteria grading. HD said she had graded the school as Good in everything and there is evidence to support this. The SEF includes finer details on the school to give Ofsted a flavor of how the school runs.
13.	<b>Church School Matters</b>
	The Harvest Festival service is Friday 6 <sup>th</sup> October 2023 in church 1.45pm.
14.	<b>Finance</b>
	The Finance minutes of 27 <sup>th</sup> June 2023 were distributed to the Governors in advance of the meeting for review. The next Finance meeting scheduled for 8 <sup>th</sup> November 2023 will now need to be rescheduled. <b>1. The clerk will email the Finance Committee to reschedule the date.</b>  The FMP/ToR is being finalised and will go through the Finance Committee for approval before being submitted for FGB approval at the next meeting.  The budget deficit form has now been submitted to West Berkshire and the budget has been submitted now. The pay award for teaching staff at 3% was allocated to the budget. The support staff pay award was not yet approved.  TN challenged how things were doing without LSA's in the classroom. HD said it was really challenging and hard at the moment, especially in the upper school where the classes are larger. The needs are also more prominent in the upper school. SP asked if the SEN funding had been amended. HD said she thought the school was still waiting for the funding to come through. HD said that the school were seeing how things

	<p>would go and then possibly the decision has to be made to appoint LSA's and swallow the deficit in the budget.</p> <p>HD asked which Governors would be available to assist with Ofsted should they call imminently.</p>
<b>15.</b>	<p><b>Health &amp; Safety/Premises Update</b></p> <p>RJ reported that herself and SV are due to meet after half term to conduct their H&amp;S walk around.</p> <p>RJ/SV have reviewed the school for RAAC, it was confirmed the school does not have any to cause concern.</p>
<b>16.</b>	<p><b>Travel Plan</b></p> <p>HD reported that John Hicks had published an update to state that no work would be taking place prior to Christmas. TN reported that West Berkshire had no conservation officer at present which had delayed things further.</p> <p>TN discussed the pavement and the overhanging bushes. BH said she would discuss this with Cllr Boeck. <b>2. BH to contact Cllr Boeck regarding the pavement shrubbery.</b> TN said that any work carried out needed to be added to the travel plan.</p>
<b>17.</b>	<p><b>Safeguarding Update</b></p> <p>KCSIE/CP Policy all Governors received the policies and confirmed they had read and understood them. RN/HD are meeting next week for their safeguarding update.</p>
<b>18.</b>	<p><b>Communication &amp; Marketing</b></p> <p>The school Open Day is scheduled for 18<sup>th</sup> October 2023 10-11am, TN is working on the flyer. TN said she would publish the details on the local Facebook page. The printed poster goes out to all nursery schools and also goes into the local newsletter. RJ queried if a banner should be put onto the gate to market the event further. TN/ZB suggested putting up flyers in local shops. TN said that social media had been the most successful way of marketing the event but a small number of flyers will be printed too. HD said a parent had been in touch about assisting the school with the Facebook page and also volunteered to run an Instagram account. HD said she did not really like the thought of Instagram but possibly Twitter (X). TN agreed to discuss this with the parent on how to move forward and grant access. <b>3. TN to contact the parent interested in assisting the school with social media.</b></p>
<b>19.</b>	<p><b>FOBS</b></p> <p>HD spoke to the chair from last year and a meeting date is scheduled to recruit a new chair and set some dates for this term.</p>
<b>20.</b>	<p><b>AOB</b></p> <p><b>Suspensions</b></p> <p>HD reported there had been two suspensions, two children in 1 week and another suspension this week. One child has an EHCP plan. HD reported that the process had been quite tricky to follow but the West Berkshire exclusions officer is now involved. HD has been liaising with the SEN team but there is a delay between Hampshire &amp; West Berkshire. HD said that the alternative provisions and specialist settings are very difficult to access. HD talked about the disruption and the violence used by the children in question.</p> <p>HD reported that West Berkshire had been in touch to ask the school to take two more SEN children. HD has expressed her concerns around taking the two children, West Berkshire may push back on this. TN queried the number of children on roll. HD said there are 53 children (8 PPG).</p> <p><b>TN challenged the succession planning of the Governing Board.</b> TN suggested asking John Hicks of the Parish Council to put an announcement in the local newsletter to attract more Governors. <b>4. GB to contact SV to request John Hicks' contact details for Governor recruitment.</b></p>

	<p><b>Science Evening</b>          BH said it was such a wonderful achievement for the school. The evening was so interesting to attend. RJ said the children had such a great day and enjoyed the day immensely. BH asked if the photographs of the event have been sent to the Newbury Weekly News.</p>
	<p><b>Date of next meeting: BGB76 29<sup>th</sup> November 2023, 5pm</b></p>
	<p><b>BGB75 ACTIONS SUMMARY</b></p>
	<p>1 The clerk will email the Finance Committee to reschedule the date          2 BH to contact Cllr Boeck regarding the pavement shrubbery          3 TN to contact the parent interested in assisting the school with social media          4 GB to contact SV to request John Hicks' contact details for Governor recruitment</p>

Meeting closed at 6.05pm.

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