



Brimpton Church of England Primary School Minutes of Meeting (BGB74) Wednesday 12th July 2023 at 5pm

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

Sue Moore – Observing

1.	Welcome & Opening Prayer
	The meeting began with a prayer conducted by JM.
2.	Apologies for Absence
	The clerk submitted her apologies.
3.	Matters to be raised under Other Business
	HD had an item for the end of the meeting.
4.	Declarations of Interest in items on the Agenda
	None.
5.	Approval of Minutes of Meetings
	Approval of minutes BGB73 19th April 2023 – The minutes were reviewed and signed off as a true record of the meeting. Actions 1 GB to add the RSH policy onto the next meeting agenda, Completed, Closed. 2 GB to add strategic Governance to the next meeting agenda, Completed, Closed. Matters Arising: The Governors discussed the change to the local councilors since the local elections. There is now a majority Liberal Democrat council. This has meant limited contact with Cllr Boeck since the transition.
6.	Governing Board Members
	BH discussed a local resident that could be considered for the LA Governor vacancy. JM asked if the candidate was male TN said the board could also appoint Associate Members. TN said that her role was due to end in November 2023. The Governors discussed reviewing the skills on the board along with the roles and responsibilities.
7.	Agree meeting dates for coming year
	HD said that the dates needed to be finalised and around the reporting of the Finance Committee. The Governors discussed which day of the week was best for them all. The Governors decided on Wednesday's at 5pm. HD proposed the Finance meetings take place on Wednesday's at 4pm but at least a week before FGB meetings to allow time for the Finance Officer to produce her reports. The Governors agreed on the FGB meeting dates 2023-2024. <ul style="list-style-type: none">• BGB75 27th September 2023 5pm• BGB76 29th November 2023 5pm• BGB77 7th February 2024 5pm• BGB78 24th April 2024 5pm• BGB79 5th June 2024 5pm• BGB80 17th July 2024 5pm The clerk will add these to the annually produced work programme. 1 – GB to add the meeting dates to the work programme and distribute them. SP said she would now have a look at the Finance meetings around the dates.

8.

Headteacher update

HD discussed that the data collection had been delayed.

HD talked through her report for this meeting that includes Finance minutes, Curriculum Lead updates, Safeguarding update & a Health & Safety & Premises update from the Office Manager.

HD discussed the challenge of predicting the number of children, these numbers fluctuate, there are not always clear reasons for the numbers.

Total No on Roll

Autumn 59

Actual No.56

Attendance

This is still not where HD wants it to be. HD has attended an attendance course through West Berkshire where fines were discussed. West Berkshire feel that the fines are not having an impact on parents, the fines are too low. HD said she still considers requests for absence on an individual basis, i.e. family bereavement, these are put down as an authorised absence but these are under special circumstances. If there are families who have taken their children out for holidays she cannot authorise the absence. HD said she plans to have a meeting with parents to discuss absences during term time. There is the Covid Legacy where parents are still sometimes unsure about sending in their children. HD said she did not believe in Attendance awards as these discriminate against children with medical issues. A new EWO at WB has been appointed and HD will liaise with them in the new term to go through the data.

Bullying/Accidents

HD said there had been some incidents of bullying. There were also some minor accidents with children that were logged on the Crest System. HD also briefed on an accident involving a member of staff who was injured on the playground. HD said that the school log all incidents however minor.

RJ challenged if there had been any health & safety reviews and work resulting from the incidents. HD reported that the WB Health & Safety team had visited the site to ensure everything was safe and procedures were being followed. The school were given the all clear. HD said that the Office Manager carries out her regular checks and keeps meticulous records on health & safety and accidents.

Data

HD discussed the data and highlighted the need for more SPAG work. This remains a challenge and HD needs to think about how to allocate staff to support the children with their progress. In the first few weeks of September there needs to be beautiful handwriting and focusing on the basics. This will then give the children a more solid platform. SPAG will be in the SDP for next year. SP challenged the FSM numbers presented, are these actual numbers of percentages. HD said that the numbers were the actual numbers. Maths has seen a big improvement with lots of new tools introduced to support the children. HD said that the children's confidence has grown around using the White Rose Maths scheme. HD said some new targets will be put in place.

Subject Leads Update

HD said these had been useful for the staff to undertake. One of the teachers reviewed the Governance Handbook to look at what information the Governors would need in the reports included in HD's report.

SEF

SEF Grade: Good

The Quality of Education

Leaders adopt or construct a curriculum that is ambitious and designed to give all pupils, particularly disadvantaged pupils and including pupils with SEND, the knowledge and cultural capital they need to succeed in life. This is either the national curriculum or a curriculum of comparable breadth and ambition.

SEF Grade: Good**Behaviour and Attitudes**

Pupils' attitudes to their education are positive. They are committed to their learning, know how to study effectively and do so, are resilient to setbacks and take pride in their achievements. Relationships among pupils and staff reflect a positive and respectful culture; pupils are safe and they feel safe.

SEF Grade: Good**Personal Development**

The school provides high-quality pastoral support. Pupils know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy. They have an age-appropriate understanding of healthy relationships and of the protected characteristics. The school provides a wide range of opportunities to nurture, develop and stretch pupils' talents and interests. Pupils appreciate these and make good use of them.

SEF Grade: Good**Leadership and Management**

Leaders have a clear and ambitious vision for providing high-quality, inclusive education to all pupils. This is realised through strong, shared values, policies and practice.

Leaders focus on improving teachers' subject, pedagogical and pedagogical content knowledge in order to enhance the teaching of the curriculum and the appropriate use of assessment. The practice and subject knowledge of staff, including ECTs, build and improve over time. This includes building teachers' expertise in remote education.

SEF Grade: Good**Safeguarding**

Safeguarding is effective.

SEF Grade: Good**Overall Effectiveness**

The quality of education is at least good.

All other key judgements are likely to be good or outstanding. In exceptional circumstances, one of the key judgement areas may require improvement, as long as there is convincing evidence that the school is improving this area sustainably and securely towards good.

Safeguarding

HD will be meeting with RN in September to go through the CPOMS log. The staff are now very confident around the reporting on the system. HD said that the teachers were also now logging behaviour incidents and red cards. The logging of incidents is much easier to monitor now and letters are sent out to parents to follow up. HD said that safeguarding and behaviour are closely linked so they are important to monitor and track. HD talked through the different categories for reporting and the follow up with external agencies if necessary. HD said the Therapeutic Therapy dialogue is still being used with the children.

HD said that from September she would print off the behaviour logs and bring them to the meetings to monitor and identify any trends.

Staffing

HD said that the school were very lucky to keep such consistency with the staff but said there were a few changes from September. HD discussed the current budgetary constraints on the school and how challenging it is for everyone. HD said that the staff always go above and beyond for the children.

Finance & Audit

HD discussed the current budgetary constraints on the school and how challenging it is for everyone.

	<p>HD said that the Finance Committee had reviewed the Finance Audit recommendations. The new Finance Officer has been producing some excellent reports for HD. It was recommended by the auditor that the clerk formally take the Finance Committee minutes going forward and that these are clearly distributed to the FGB. HD said she has been working closely with WB Schools Financing to see what cuts or adjustments could be made to reduce the deficit budget. The school are not the only school in WB in a deficit budget.</p> <p>Complaint RJ challenged if HD needed any support with the complaint. HD reassured that at this point no assistance was required, the correct process is being followed. TN alerted HD to a typo in SV's report, the last bullet point under the H&S section should be FGB not FGM.</p> <p>Ofsted JM discussed the recent positive inspection at Aldermaston primary and suggested reviewing the questions that were raised. There was still no update on when Ofsted will inspect the school, it will be before July 2024. JM said the experience had been a positive one at Aldermaston Primary. HD said she had managed to liaise with the Headteacher at Aldermaston to get some feedback and how the inspection was approached.</p>
9.	Chair Update
	<p><u>Request Link Governor Reports</u> BH requested the outstanding link reports from the Governors. BH asked if these were mandatory. SP said they are advisable. BH said she would be producing a letter to parents to give an update on Governance. TN said she has the parental questionnaire feedback to give to parents. HD said these can be sent out in one letter to parents.</p> <p><u>Strategic Governance Statement</u> JM said she had reviewed the competence statement from The Key as this would be raised by Ofsted.</p>
10.	Finance
	<p>The Finance Committee minutes of 27th June 2023 were distributed to the Governors in advance of the meeting along with the following reports for review:</p> <ul style="list-style-type: none"> • Monthly Variation report • Finance Audit – nothing major was raised just more recommendations • Deficit school submission timetable
11.	Curriculum & Policies
	<p>RSH Policy HD said this needs to be postponed until September due to some vocabulary changes. 2 - GB to add the RSH Policy to the September meeting agenda.</p>
12.	Health & Safety/Premises Update
	<p>SV sent the clerk her reports on Health & Safety & Buildings & Premises.</p> <p><u>Buildings & Premises</u></p> <ul style="list-style-type: none"> • Flat Roof and Outside Wall – still on-going. • Playground Sheds – I am pleased to inform the governors that Brimpton Parish Council have accepted our grant request and will be giving us £750 towards our new sheds, which I will be looking into in the new term. • Hall Windows – Mr. Wyllie has now cleaned the top-level windows in the school hall. • Defibrillator – Having agreed with Heartstart to take over the maintenance and upkeep of the defib that is situated on the outside wall at the front of the school, we needed to replace the pads and the battery which last for approximately 3 years. The defib does not belong to the school, it is a community defibrillator. The cost has increased quite significantly and as a school we could not afford the upkeep, so the Parish Council has agreed to pay for the upkeep of the defib as and when it is needed and I shall continue to do the monthly checks and report to The Circuit. The Parish has agreed that I let them know when anything needs replacing and they will order and have sent to the school.

- Grounds Maintenance – as we did not buy back into the grounds maintenance contract that WBC offer I have had to get quotes to find best value for our grass cutting and grounds maintenance. Wyllie Maintenance Services have been given the contract. Mr. Wyllie is also our school maintenance/handy man and does our yearly PAT testing. We are always very pleased and satisfied with all his work and he is always reliable.
- Building Works at Washoe Lodge – Although the construction work has not yet begun, there has been contractors in this week clearing the grounds. It was extremely noisy and we could all feel the vibrations of the digger under foot! As yet we have not seen any Project Manager or any one from T.A Fisher. I do believe they are not able to start as there are bats in the main house. We did have a visit from the H&S Team (Alice Pye) a couple of weeks ago and she has said that until they actually start the main works we need to just wait and see if the company contact us and start a relationship with the school. I have been informed that the back wall that runs along the entire length of the playground belongs to T.A Fisher and all the surrounding fencing – we are very intrigued to know what their intentions are regarding these things? I do think that when all the building works start we need to have a governor(s) who will represent the school along with the Head Teacher and myself to make sure we are compensated in some way for the major disruption and that H&S is one of their main priorities especially as they are building right next to a school! We definitely need a representative.

Signed: S Vockins Dated: 4th July 2023.

Health & Safety

- Checks - SV reported that all weekly, monthly and yearly safety checks and inspections were being carried out and recorded in line with the WBC guidelines. No outstanding issues or concerns to report.
- Training – All training is now up-to-date for the next three years.
- H&S Governor – Our new H&S Governor Rachel Jones has been on-site and carried out her first governor inspection around the school along with myself on Friday 12th June 2023. These will be carried out termly and any issues will be reported to the FGB via RJ. Each termly check we shall focus on one particular item and ensure it is working at its best for the school. If any governor would like to see the ticked list please let SV know.

Thanks were expressed to RJ & SV for their work.

13.	Safeguarding Governor Update
	Update under Headteacher Report item 8.
14.	Communication & Marketing
	TN said she had reviewed the parental questionnaire responses with BH & HD. The responses were positive but there were some negative responses around homework. There are differing views on homework amongst the parents. There were some points raised on behaviour. TN said that parents have been reassured that the school are doing everything they can to address behaviour and get external support where necessary. The lunchtime food and lack of healthy options was raised, this is difficult to manage in terms of the external caterer Dolce. TN said that originally there were 5 children starting but this reduced to 4, this year has a low birth rate. In terms of marketing, the summer fayre was very successful and this will be a good platform for the new parents joining to build on.
15.	Travel Plan
	No update for this meeting.
16.	FOBS
	No update for this meeting.
17.	AOB
	<u>SDP summary and overview</u>

	<p>HD discussed the summary document that sits alongside the main SDP. HD said she still needs to think about benchmarking and how the targets are set. HD said she would send out the review document to be finalised with staff and Governors.</p> <p><u>SEN Request</u></p> <p>HD received a request from the WB SEN team to ask if the school would accept an admission for an SCHK child. Unfortunately, the year group in question is full at this point and the child's needs are beyond the school. HD said she has 15 days to respond but will be rejecting the request as it would not be fair on the child to accept them, they have quite severe physical disabilities and educational difficulties. The school simply does not have the capacity or resources to facilitate the admission. HD said she felt it would not be safe for the child, there will be no TA's in that class. RJ said she felt the site was just not suitable and could not accommodate a wheelchair. HD said the child also needs lots of medical intervention during the school day that the school are not able to provide. The Governors agreed with HD that rejecting the request was the right decision for both the child and the school.</p> <p><u>SAT's</u></p> <p>HD said the SAT's results were published last night. HD and the Office Manager met to review the results. HD said the results vary as all children perform differently in a test environment. Six Y6 children took their SAT's, 1 child was disapplied for personal reasons. 1 child at expected level for all subjects, 1 child achieved the expected level in SPAG, 2 children expected level for Maths. HD said she will review one child's scripts as he was only a couple of points away. All of the Y6 children got the expected level at Science. HD said she would formalise the results in a table in September.</p>
	<p>Date of next meeting: BGB75 27th September 2023 5pm</p>
	<p>BGB74 ACTIONS SUMMARY</p>
	<p>1 – GB to add the meeting dates to the work programme and distribute them 2 - GB to add the RSH Policy to the September meeting agenda</p>

Meeting closed at 6.35pm.

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