



Brimpton Church of England Primary School

Minutes of Meeting (BGB81) Tuesday 24th September 2024 at 5pm

Present: Brenda Harding (Chairman), Heidi Davies (Headteacher), Rachel Jones, Gemma McCrae, Susan Moore, Gayle Bonner (Clerk)

In Attendance: Mr. Graeme Holt

1.	Welcome & Opening Prayer
	The meeting began with a prayer conducted by BH. BH welcomed everyone to the meeting.
2.	Apologies for Absence
	Apologies were received and accepted for RN, ZB & JM.
3.	Matters to be raised under Other Business
	HD – Building next door & extra-curricular activities.
4.	Declarations of Interest in items on the agenda
	None. The clerk deferred the new forms for the next meeting.
5.	Election of Chairperson/Vice Chair Vacancies
	<p>BH proposed as Chair – All AGREED to APPROVE. RN proposed as Vice-Chair – All AGREED to APPROVE.</p> <p>The clerk notified the Governors of the current vacancies on the board: 1X LA Governor 1X Co-Opted Governor. Mr Holt is proposed this evening for the Co-Opted vacancy as Chair of the Finance Committee.</p> <p>The previous Finance Officer has expressed an interest in assisting the Finance Committee. The Governors had a lengthy discussion around the gaps within the Governing Board and the need for more Finance expertise. The clerk will make contact with the previous Finance Officer and Mrs. Fraser who could assist the Finance Committee as Associate Members.</p> <p>HD has met with GM in terms of setting up a funding committee with the parents. The Governors talked about getting the parents involved in terms of the financial concerns that the school have. RJ said that most parents are not involved with finances and are probably not aware of the issues across schools in WB. HD is conducting a poll amongst the parents to ask if they have a preference on when information meetings are held.</p>
6.	Co-Opt Mr. Holt
	Mr. Holt was proposed as a Co-Opted Governor assigned to the Finance Committee. All AGREED to APPROVE.
7.	Appointment of Clerk
	All of the Governors AGREED to re-appoint GB as Clerk.
8.	Administration
	<p>The following documents/policies were reviewed and agreed;</p> <ul style="list-style-type: none"> • Scheme of Delegation – The Governors discussed that this needed further review outside of the meeting before approving. 8.1 GB to distribute the scheme of delegation for review. • Instrument of Government • Standing Orders (Terms of Ref for Governing Body)

	<ul style="list-style-type: none"> Financial Policies (Financial Management Policy, Finance ToR, Teachers' Pay, Charging and Remissions, School Fund (<i>pending approval by the Finance Committee</i>)). HD will undertake her usual performance management with her staff, looking at targets and if they were met, new targets will then be agreed. HD said she works very closely with the staff who frequently submit their evidence to show their progress and the impact it has made. Code of Conduct – <i>deferred to next meeting</i> Qualification for office - <i>deferred to next meeting</i> Declaration of Business Interest Sep 2024 - <i>deferred to next meeting</i> Keeping Children Safe in Education Sep 2024 – 8.2 GB to distribute the KCSIE Policy Model Child Protection Safeguarding <p>The Governors AGREED to APPROVE the policies.</p>
9.	Agree Link Governors/Committee Membership
	<p>The Governors reviewed the roles and responsibilities document. GM was assigned to Communication & Marketing and Premises & Finance. SM was assigned to cover the Complaints Committee. RJ agreed to cover Internet Safety. The clerk will get the document updated.</p> <p>RJ talked about how much the parents like the weekly newsletter but suggested producing the newsletter fortnightly. The Governors discussed the time it takes to produce it every week, a fortnightly publication could make it more impactful.</p>
10.	Dates of school terms and important events
	The clerk has an open action to note any important dates on the Governor work programme. GB to liaise with SV to get any additional dates added to the programme along with the term dates.
11.	Approval of Minutes of Meetings
	<p>Approval of minutes BGB80 17th July 2024 – The minutes were reviewed and signed off as a true record of the meeting.</p> <p>Matters Arising:</p> <p>9.1 GB to note the school events on the work programme – Open.</p> <p>7.1 GB to make the necessary changes to the Finance Policies to make them “school specific” – Open.</p> <p>12.1 GB to revise the work schedule to show the Safeguarding Audit as November/December - Closed.</p>
12.	Headteacher Update/School Development Plan Update
	<p>RJ asked HD if the drainage issue had been resolved. HD said the work had been carried out but the car park surface still needed to be redone. HD said that WB had been out to talk about maintenance works around the school. Unfortunately, there is no money available from WB to assist with any works, there is a chance that WB could contribute 5% towards any costs. HD said that Thames Water are obliged to compensate the school in terms of the leak and the water lost. BH suggested contacting the Parish Council in terms of funds that might be available. GM suggested asking the building company to help, they seem to be very helpful.</p> <p>HD reported that there was an oil leak over the summer which had caused damage to one of the classroom carpets. There is also the smell of residual oil throughout the area, a significant amount of oil was lost. HD said the school have been talking to the assessors at the insurance company.</p> <p>HD said the term had started well, the lovely new Reception children have settled well and the other children have made them so welcome. HD said it was lovely to have the Brimpton family back together after the break. The children have been sharing their summer experiences together and developing their language. There are a couple of children who have struggled with the transition from the summer holidays. The LSA has been working closely with these children to settle them back in.</p>

	<p>HD reported that she had unfortunately had to do a short suspension for a child who was struggling, the child needed an afternoon at home to reset. The usual rules were adhered to and the child was set work to do at home.</p> <p>HD reported that the new ELSA had sadly had to submit her resignation due to family circumstances. HD said that another advert had gone out to advertise the vacancy. HD said the ELSA role is a specialist role that is vital for the school. When referrals are made to the mental health team, they will ask the school if there has been ELSA input prior to the referral. GM said she may have some contacts to help HD with recruitment. HD has contacted the educational psychologist at WB who said she would keep her ears open for any possible candidates. GH asked about the qualifications required for an ELSA. HD talked through the training and supervision that takes place during training up an ELSA. GM suggested advertising through local publications. HD said she would need to check with WB in terms of safer recruitment.</p>
13.	Church School Matters
	There was nothing to report at this meeting.
14.	Finance
	There was nothing to report at this meeting. The first Finance Committee meeting is scheduled for 6 th November 2024.
15.	Health & Safety/Premises Update
	RJ said she would be meeting with SV in the second half of the term.
16.	Travel Plan
	There was nothing to update at this meeting. The school are still adding incidents to the plan when they occur.
17.	Safeguarding Update
	HD is due to meet with RN on her return from holiday. HD discussed that some staff needed to attend Safeguarding training and proposed asking RN to host her annual training session in April 2025. The Governors discussed the previous charge to external schools for attending and suggesting increasing it this year to help with finances.
18.	Communication & Marketing
	There was nothing to update for this meeting.
19.	FOBS
	HD talked about trying to attract more members to FOBS. The two joint chairs are happy to stand for another year. FOBS are looking to run a Christmas Quiz and possibly a disco. RJ's husband is so generous and always puts on the disco which is so popular. The children love the games and have such fun.
20.	AOB
	<p>HD said the school had been invited to sing at the sports awards tomorrow night at Arlington Arts. A pupil has been shortlisted for an award for his gymnastics. HD said the school were very proud of the pupil and his dedication to his sport.</p> <p>There is a MacMillan coffee afternoon this Friday at 2.30pm, all Governors are welcome to attend.</p> <p>HD raised the building works next door and said she had met with the foreman who was very helpful. The homes are being built by TA Fisher and they are very keen to contribute to the community and the school. TA Fisher are looking at building some affordable houses on the excess land. In addition, they discussed building a car park for the school with a possible turning circle. HD was asked for a wish list and discussed possible getting a new canopy and a new space for an ELSA. HD said it was all very exciting and further discussions will be taking place. The Governors talked about how a car park would make things more attractive to prospective parents and would ease the current congestion.</p> <p>RJ asked HD if there was a date yet for the next Governors in school day. HD said she would have a look at some possible dates.</p>

	Date of next meeting: 28th November 2024,5pm.
	ACTIONS SUMMARY
	BGB80 9.1 GB to note the school events on the work programme 7.1 GB to make the necessary changes to the Finance Policies to make them "school specific" BGB81 8.1 GB to distribute the scheme of delegation for review 8.2 GB to distribute the KCSIE Policy

Meeting closed at 7pm.

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