



## Brimpton Church of England Primary School

### Minutes of Meeting (BGB82) Thursday 28<sup>th</sup> November 2024 at 5.15pm

**Present:** Brenda Harding (Chairman), Rhoda Nikolay (Vice-Chair), Heidi Davies (Headteacher)  
 Zoe Baker, Graeme Holt, Rachel Jones, Revd. Jane Manley, Gemma McCrae, Gayle Bonner (Clerk)

<b>1.</b>	<b>Welcome &amp; Opening Prayer</b>
	The meeting began with a prayer conducted by JM. BH welcomed everyone to the meeting.
<b>2.</b>	<b>Apologies for Absence</b>
	There were apologies received from SM.
<b>3.</b>	<b>Matters to be raised under Other Business</b>
	Part II meeting at end, staff member present to depart.
<b>4.</b>	<b>Declarations of Interest in items on the agenda</b>
	None. The clerk distributed the new forms for completion.
<b>5.</b>	<b>Governing Body Vacancies</b>
	<p><b>G Holt Finance Committee Chair vote</b>          For the purposes of those Governors who had not met GH he introduced himself and gave a summary of his working history. The Governors all AGREED to APPROVE GH as the Chair of the Finance Committee.</p> <p><b>A Hancock Associate Member appointment</b>          The Governors were aware of AH in her previous role as Finance Office and AGREED to appoint AH as an Associate Member.</p> <p>The LA Governor vacancy is still open. JM suggested undertaking a skills audit. <b>5.1 GB to source a suitable skills audit.</b> GH stated that the diversity of the board needed to be improved upon. The Governors agreed this was an issue that had been raised before.</p> <p><b>New Governor training</b>          The clerk asked the Governors to approve the training cost of £123 per Governor.          The Governors discussed the content of the training and how there should be consistency around Governor inductions, it was agreed that GM &amp; GH would be booked onto the training. GM has undertaken her Safeguarding Level 1 training. GH stated he had not received the link to the training. HD said she will check with SV on GH's Safeguarding Training.</p>
<b>6.</b>	<b>Approval of Minutes of Meetings</b>
	<p><b>Approval of minutes BGB81 24<sup>th</sup> September 2024</b> – The minutes were reviewed and signed off as a true record of the meeting.</p> <p><b>Matters Arising:</b>  <b>9.1 GB to note the school events on the work programme – Closed</b>  <b>7.1 GB to make the necessary changes to the Finance Policies to make them “school specific” – Pending with the Finance Committee - Open</b>  <b>8.1 GB to distribute the scheme of delegation for review - Open</b>  <b>8.2 GB to distribute the KCSIE Policy - Closed</b></p>
<b>7.</b>	<b>Headteacher Update/School Development Plan Update</b>
	HD gave out copies of the most up to date SDP showing the objectives for 2024/25. Quality of Education, Maths results showed an increase in attainment but also the Maths performance throughout the school was showing a steady improvement. A Maths specialist is working across the year groups, particularly with KS1

	<p>with children who are struggling with their Maths. The teacher also runs interventions to boost the impact on the children. SPAG is challenging for the children and this is a target for this year alongside the Maths improvements. The Literacy Lead for WB is due to meet with HD to talk about the literacy targets. HD has been working with the teachers to cover literacy, in the new year a new lead will take over. HD can set a plan with the literacy lead for this academic year and also set a plan for the future.</p> <p>The SDP also covers the targets for Behaviour &amp; Attitudes, Inclusion &amp; Leadership &amp; Management.</p> <p>The SIAMS inspection is due soon following the publication of a new framework. SIAMS promotes <i>Courageous advocates in the community</i>. HD talked about giving the children confidence to go out into the community and make a difference.</p> <p>HD said she would be updating the Governors at meetings in terms of what targets are met and what is in progress. HD said some of the targets are quick but some take more time. RJ asked HD for a copy of the Governors visit proforma. <b>7.1 HD/GB to ask SV for a master copy of the visit proforma form.</b> The Governors discussed how useful the forms were during the Ofsted process and how it evidences the monitoring that takes place.</p>
8.	<p><b>Church School Matters</b></p>
	<p>JM updated on the Christmas Service being held on the 17<sup>th</sup> December. There will also be a Posada where the holy couple go between the children's homes.</p> <p>JM/HD attended the SIAMS training on the new framework which was very worthwhile. RN asked what the notice period was for SIAMS to announce their inspection. JM said the school would be given a week's notice. HD said she felt the paperwork was complete and correct, she has completed the self-evaluation form with the staff and the children's input. A copy of the form goes to the Diocese and JM for her reference. JM said the inspection is not graded anymore; it is about the Christian Vision being evident around the school.</p> <p>JM asked for the vision statements to be added to the next agenda. JM said she would be working with ZB on spirituality in the New Year.</p>
9.	<p><b>Policies</b></p>
	<p>The following policies were distributed in advance of the meeting:</p> <p><b>Supporting Pupils with medical needs</b>  <b>SEND Policy</b>  <b>Equality Statement</b></p> <p>The Governors AGREED to APPROVE the policies.</p>
10.	<p><b>Finance</b></p>
	<p>HD, BH &amp; AB attended a budget deficit license meeting with West Berkshire School Financing. The meeting was not positive but WB approved the license for 1 year. The Finance Officer can now do some more projections. HD discussed a new scheme (SMRA) that WB have recommended the school use to support coming out of deficit. HD said a model of the school was undertaken in terms of intake numbers of children. Schools Financing will be working with all the schools in deficit across WB using the SMRA scheme. GM asked HD if WB were aware of the funding committee that has been proposed. GH asked how he could assist with liaising with WB. GM asked GH to join the funding committee if possible. HD said that when the Finance Committee meet in January this can be discussed. GM reported that she had set up a meeting with some parents to see what funding and grants could be obtained to bolster the school finances.</p> <p>The P6 Budget Monitoring reports were distributed to the Governors in advance of the meeting.</p> <p><b>Fund 01 Main School Budget</b>  <b>Fund 08 Pupil Premium</b>  <b>Fund 13 Sports Premium</b></p>

	<p><b>Fund 76 Capital Budget</b> <b>Fund 99 Out of Hours Club</b></p> <p>GH challenged the £22,500 deficit and discussed the variable balances on the other funds. GH queried if this was because of the budgeting. HD said that all of the costs for schools had increased, there were also Teacher and Support Staff pay increases that had to be adhered to. HD said that these costs were not able to be forecasted as the final awards are not decided by the school. HD said it was about being creative with the other budgets. The Out of Hours budget has a surplus which could help the other funds. HD talked about moving the funds to where they are needed without taking away from the quality of education. HD said that WB want the school to be out of deficit in 5 years, this is not going to be possible but the deficit can be reduced.</p> <p>GH stressed the importance of reducing the deficit where possible, hopefully there will be some additional funds sourced by the funding/grants committee. HD said that Year 2 will be restructured next year to take into account the predicted cohort numbers. There may also be more children come into the school meaning more funds. JM discussed the falling birth rate in the area which the school cannot do anything about unfortunately.</p>
<b>11.</b>	<b>Health &amp; Safety/Premises Update</b>
	<p>SV provided her Health, Safety and Premises report. Thanks to SV for her comprehensive report and continued monitoring.</p> <p><b>Oil Leak</b> The classroom needs to be emptied so that the necessary work can take place over the February half term. HD will let Governors know if any volunteers are needed.</p>
<b>12.</b>	<b>Travel Plan</b>
	Nothing to report.
<b>13.</b>	<b>Safeguarding Update</b>
	<p>RN is due to meet with HD soon and RN will be conducting her SCR check next week. HD said that the Safeguarding Audit had now been moved to Spring 2025. JM asked RN about Prevent training. HD said that RN normally covers this in her comprehensive yearly training. RN reported that she was available in the April term to provide her training for staff, Governors and other local schools. The Governors discussed the cost to schools and agreed it should remain at a reduced rate to keep it accessible.</p> <p>JM informed RN that she had completed her Diocese Safeguarding training, JM will provide the clerk with a copy of the certificate. <b>13.1 JM to provide a copy of her Diocese Safeguarding training certificate to the clerk.</b></p>
<b>14.</b>	<b>Communication &amp; Marketing</b>
	<p>HD talked about the work that GM has been doing on marketing. HD ran a Saturday morning workshop as a forum for parents to discuss the budget deficit and inform them of the current situation. HD said it was so well attended and received by the parents. HD and GM met before the workshop to set up a funding and grants committee. HD talked about the amount of grants that are available to schools but not having the capacity to apply for them. The grants require lots of time and if there were some parents who could assist with applications this could boost the schools' finances. HD said that it was essential for the school to get out into the community.</p> <p>GM has been working on the school Facebook page to increase the school social media presence. A local parent has already contacted the school to praise the social media posts. RN strongly suggested having some terms of reference for the committees that have been set up. RN wanted to check if any committee members would be in contact with children. HD said they would only be meeting outside of school hours. GM said the objective was to get grants and look at funding opportunities. GM reported that the parents she had met had such enthusiasm and had lots of contacts. GM said she would like some finance support from GH if possible. HD discussed setting a QR code or donation page. RN warned about ensuring that the school stays within the Charity Commission rules around fundraising. GM and GH will</p>

	<p>liaise to discuss some of the finer details. The Governors discussed that any funds could be put into the FOBS budget and their standalone bank account.</p> <p>The Governors discussed how these committees would not be part of the Governing Body and that they would meet outside of school hours.</p> <p>GM discussed the other committee she has set up for the school environment. There were offers of help from tradespeople who are parents who have volunteered to paint walls. GM said it was all very positive and the parents were all very keen to help.</p> <p>GM talked about getting most of the parents onto the school WhatsApp group. There have been some parents who have expressed concern over GDPR law. GM is proposing a different system where peoples numbers are not displayed. The playground noticeboard has also been revamped. GM reported that any communication via the text system costs the school money.</p> <p>GM talked about opening the school gates earlier to allow parents onto the school site.</p> <p>GM gave the Governors more about the promotion that has taken place on Facebook to advertise events and publicise the school. In the last 28 days there has been a 328% increase in views across Facebook with a 29% increase in followers. The next steps are for GM to come into school to video the staff doing mini tutorials for parents. There will be more photography of the school to target new parents. The next steps could be then be to promote through Tik Tok and Instagram. HD stressed that all the members of staff and parents had given their consent. All of the videos/photographs adhere to Safeguarding rules. The Governors discussed having something in place for any negative comments and to think about how these are managed. HD said there is a management policy that would need to be followed.</p> <p>GM plans to host a FOBS second hand clothing sale, this could be a good way to raise funds. GM has put a full proposal forward to the FOBS parents.</p>
<b>15.</b>	<b>FOBS</b>
	<p>A quiz night was held and was well attended, there were 8 teams who participated. There was raffle and £200 was raised.</p> <p>The Christmas Fayre has been scheduled and parents have been asked to donate items for wrapping.</p>
<b>16.</b>	<b>AOB</b>
	Part II meeting – ZB as staff member departed the meeting.
	<p><b>Dates of next meetings:</b>  Finance meeting 22nd January 2025 4pm  BGB83 26th February 2025 5pm - apologies from RN were submitted in advance.</p>
	<b>ACTIONS SUMMARY</b>
	<p><b>BGB80/81</b>  7.1 GB to make the necessary changes to the Finance Policies to make them “school specific  8.1 GB to distribute the scheme of delegation for review</p> <p><b>BGB82</b>  5.1 GB to source a suitable skills audit  7.1 HD/GB to ask SV for a master copy of the visit proforma form  13.1 JM to provide a copy of her Diocese Safeguarding training certificate to the clerk</p>

Meeting closed at 6.55pm.

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