



Brimpton Church of England Primary School

Minutes of Meeting (BGB83) Wednesday 26th February 2025 at 4pm

Present: Brenda Harding (Chairman), Heidi Davies (Headteacher), Zoe Baker, Graeme Holt, Revd. Jane Manley, Gemma McCrae, Susan Moore,

1.	Welcome & Opening Prayer
	The meeting began with a prayer conducted by JM. BH welcomed everyone to the meeting.
2.	Apologies for Absence
	There were apologies received from RN, RJ, GB.
3.	Matters to be raised under Other Business
	None.
4.	Declarations of Interest in items on the agenda
	JM declared her role as a Governor at Woolhampton Primary School and Aldermaston Primary School.
5.	Governing Body Vacancies
	ZB's term of office is coming to an end. This item was deferred to the clerk for action and discussion at the next meeting.
6.	Approval of Minutes of Meetings
	Approval of minutes BGB82 28th November 2024 – The minutes were reviewed and an amendment to section 10 was requested – the meeting with WB Finance was <i>not</i> positive, GB to make the amendment. Matters Arising: 7.1 GB to make the necessary changes to the Finance Policies to make them “school specific” – Pending with the Finance Committee – Closed. 8.1 GB to distribute the scheme of delegation for review – Open BGB82 5.1 GB to source a suitable skills audit - Open 7.1 HD/GB to ask SV for a master copy of the visit proforma form – Closed. 13.1 JM to provide a copy of her Diocese Safeguarding training certificate to the clerk – Closed.
7.	Headteacher Update/School Development Plan Update
	HD reported that there had been a staff absence of 3 weeks which has been very tricky to manage with HD teaching full time. GH brought up supply possibilities. HD stated she is still waiting for the information regarding the school insurance contract. HD reported that the new Year 2 teacher had started and will cover the position until the end of the summer term. The member of support staff who is retiring on the 24 th April. The role will need to be covered until the end of the summer term because of safety number ratios. This could be an existing TA increasing their hours and some possible past applications. HD said that the SEN children are all operating with reasonable adjustment, differentiation and personalised learning. HD informed the Governors that there is a school trip to the Milestones Museum on the 7 th March.
8.	Residential Trip Approval
	18 children to Grittleton Adventure Camp, Chippenham. HD confirmed that all the health & safety Evolve risk assessments have been completed.

9.	Church School Matters
	JM informed the Governors that the Easter service has been booked in.
10.	Finance
	JM withdrew from part of the finance discussion. HD said that the budget was tracking more or less on target. The pupil numbers are down for next year with 10 children due to leave. The Governors discussed how the profile of the school could be raised to bring in more children. HD asked if BH could contact WB admissions to discuss waiting lists. There is presently a low birth rate locally. The finance officer is due to meet with the WB data and statistics person in March. HD reported that some of the FOBS money recently had to be used to buy stationery.
11.	Health & Safety/Premises Update
	The oil leak was supposed to be repaired over the half term but the insurance is yet to pay out. The wall at the side of the building will be fixed by West Berkshire with a small cost to the school.
12.	Travel Plan
	HD to contact a local couple for an information chat regarding parking.
13.	Safeguarding Update
	HD reported that the online NSPCC audit was completed, there were no issues to report. The CPOMS system is all up to date. HD has been working with The Hurst School on a safeguarding issue, HD has found this collaboration very worthwhile.
14.	Communication & Marketing
	GM continues to promote the school via social media, with over 300 followers on the WhatsApp broadcast group.
15.	FOBS
	The social event scheduled for Saturday may need to be cancelled. The school now has a QR code which will be put on the newsletters. The Governors encouraged GM to join FOBS to link in with her marketing role.
16.	AOB
	None.
	Date of next meeting: BGB84 23 rd April 2025 5pm.
	ACTIONS SUMMARY
	BGB81 8.1 GB to distribute the scheme of delegation for review BGB82 5.1 GB to source a suitable skills audit

Meeting closed at 5.15pm.

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