



## Brimpton Church of England Primary School

### Minutes of Meeting (BGB84) Wednesday 23<sup>rd</sup> April 2025 at 5pm

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

<b>1.</b>	<b>Welcome &amp; Opening Prayer</b>
	The meeting began with a prayer conducted by HD. BH welcomed everyone to the meeting.
<b>2.</b>	<b>Apologies for Absence</b>
	There were apologies received and accepted from JM.
<b>3.</b>	<b>Matters to be raised under Other Business</b>
	A reminder about the Governors in School Day Wednesday 11 <sup>th</sup> June HD – staffing update
<b>4.</b>	<b>Declarations of Interest in items on the agenda</b>
	None.
<b>5.</b>	<b>Governing Body Vacancies</b>
	ZB's term of office as the Staff Governor has now come to an end. The Governors expressed that they would like ZB to remain. HD will ask if there are any staff members that would like to stand, there has not been any expressions of interest. HD will double check this and report back to the Clerk to finalise.  The board still has a vacancy for an LA Governor.
<b>6.</b>	<b>Approval of Minutes of Meetings</b>
	<b>Approval of minutes BGB83</b> 26 <sup>th</sup> February 2025 – The minutes were reviewed and agreed as a true record of the meeting. <b>Matters Arising:</b> <b>BGB81</b> 8.1 GB to distribute the scheme of delegation for review – Open <b>BGB82</b> 5.1 GB to source a suitable skills audit - Open
<b>7.</b>	<b>Headteacher Update</b>
	HD discussed the roof that was repaired over the Easter Holidays.  The September admissions have now been confirmed with 5 children starting. HD said the 5 children exceeded the predicted numbers which was pleasing. There may still be more children starting in terms of second choices. There are also still families looking around the school. ZB said that the school usually get in-term admissions throughout the year. GH asked HD about the capacity numbers. HD said the maximum would be 52.  Following the WB consultancy process that took place, HD has met with the contact again to conduct an assessment for Brimpton providing Nursery places. HD said she would not be able to accept too many children in terms of the space available in the cabin. HD said she now needed to consult with parents to gauge their interest, she will also be contacting the new reception parents. The school age would change to be 3-11 instead of 4-11 years. HD said there needed to be a quiet space for the younger children away from the main cabin room. If the school takes children any younger, sleep space and additional toileting would be required. The WB contact has said once the space is allocated and adjusted the school could start taking children from September. HD said at this point she was not sure if the necessary works could

	<p>be completed by this time. GM asked about the available the funding for these children. HD said the funding was not clear at this point, more information would need to be sought. The Government fund the free hours via the LA and this is then somehow allocated to the school.</p> <p>GH asked about the before school clubs that are offered. HD said that the school currently offers a breakfast club and there are after school clubs three days per week. GH said this was very beneficial for parents in terms of covering their working day. The Governors discussed that most Nursery children do full days. HD said the school can offer full days but this could be adjusted for the interested families. HD said that one of the TA's in the cabin is also a trained Nursery Nurse. HD talked about how different areas could be moved around to accommodate the different needs. HD said it would be good for the younger children to mix with the older ones to socialise and integrate with the upper school. HD will be working with WB along with other local schools who are also looking to provide a similar provision.</p> <p>GH asked about the outlay required to set up the provision. HD said that most of the equipment is already in place, lots has been previously donated. HD said there might be a kit list provided by WB that she can review.</p>
<b>8.</b>	<p><b>Finance</b></p> <p>The clerk distributed the following papers from the Finance Committee meeting of 31.03.2025.</p> <ul style="list-style-type: none"> <li>• Finance Committee Minutes 31.03.25</li> <li>• Budget Approval 2025/26</li> <li>• P11 Budget Monitoring reports</li> <li>• SFVS</li> <li>• Benchmarking</li> </ul> <p>HD discussed the surplus funds in the Pupil Premium and the After School Club budgets. This has been transferred over to the main school budget, as instructed by WB. GH queried how long it was going to take to clear the deficit. HD said the school had been asked to do five-year predictions but the deficit could possibly be cleared in two years. There are lots of unknowns at this point but it is important to remain optimistic and continue with the monitoring.</p> <p>HD talked about the grants and funding committees that are working really hard to ensure additional funds come into the school. This means we are not spending from the main school budget.</p>
<b>9.</b>	<p><b>Church School Matters</b></p> <p>JM was not in attendance to give an update. HD said there was nothing urgent to report.</p>
<b>10.</b>	<p><b>Health &amp; Safety/Premises Update</b></p> <p>HD discussed the roof at the top of the meeting, there were no other items to raise.</p>
<b>11.</b>	<p><b>Travel Plan</b></p> <p>There was nothing to update.</p>
<b>12.</b>	<p><b>Safeguarding Update</b></p> <p>RN and HD are due to meet shortly to do their usual checks. HD talked about a safeguarding issue she is currently working and liaising with RN on alongside the necessary external agencies.</p>
<b>13.</b>	<p><b>Communication &amp; Marketing/FOBS</b></p> <p>GM said the Facebook strategy has been continuing and now has over 300 followers, this is a really good result without any expenditure. GM said she was now thinking about raising the profile of the school further and is looking at doing some paid advertising on the page. Instead of using the school text system that costs per text, a WhatsApp broadcast system has been looked at. GM has checked that it complies with GDPR regulations, this would be free for the school to use.</p> <p>The Boujee sale is taking place this weekend with some amazing donations received from parents including designer brands. GM said she was hopeful in terms of the funds generated for the school. HD said that all</p>

	the profits are going to the school. The Governors asked about any items that are left over. GM said these could be sold on via Vinted. GM said the sale had been advertised through the Newbury Weekly News, it will be interesting to see how many people come. GM said that we should possibly should have used the village hall but the event will be a test event to gage interest.
<b>14.</b>	<b>AOB</b>
	<b>Staffing</b> A member of the TA staff retired at the end of the term. A new member of staff has now taken over the cleaning of the school. HD said there have been two resignations received. One of the teachers who has always wanted to teach abroad will be leaving the school to pursue this. HD has now put out an advert for a KS1 teacher. Additionally, the school ELSA will be stepping down due to personal reasons. HD talked about the 11 applicants who previously applied for the ELSA role, two of which were very good candidates that HD is looking to possibly recruit. HD talked about balancing the budget against maintaining the quality first teaching for all the children.
	<b>Date of next meeting:</b> BGB85 4 <sup>th</sup> June 2025 5pm.
	<b>ACTIONS SUMMARY</b>
	<b>BGB81</b> 8.1 GB to distribute the scheme of delegation for review <b>BGB82</b> 5.1 GB to source a suitable skills audit

Meeting closed at 5.50pm.

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

**How have we fulfilled out strategic purpose in this meeting?**

Children’s welfare budget discussions

**How have we demonstrated our commitment to our Christian Vision?**

Holding everyone in the schools’ net of love