



Brimpton Church of England Primary School Minutes of Meeting (BGB87) Wednesday 15th October 2025 at 5pm

Present: Brenda Harding (Chairman), Heidi Davies (Headteacher), Zoe Baker, Graeme Holt, Rachel Jones, Gemma McCrae, Revd. Jane Manley (JM), Susan Moore, Gayle Bonner (Clerk).

1.	Welcome & Opening Prayer
	The meeting began with a prayer conducted by JM.
2.	Apologies for Absence
	There were apologies received from RN the meeting was quorate.
3.	Matters to be raised under Other Business
	RJ term of office – cover under item 5.
4.	Declarations of Interest in items on the agenda
	The clerk handed out the new forms for completion.
5.	Election of Chairperson/Vice Chair Vacancies
	<p>BH proposed as Chair – All AGREED to APPROVE.</p> <p>BH updated that RN has had to give in her resignation due to work and family commitments. RN will be stepping down as vice-chair and as a Co-Opted Governor, her role as Safeguarding Governor will also need to be filled. SM agreed to cover the safeguarding role and has a background in child protection. JM informed SM about the Safeguarding forum/network at the LA. Thanks were expressed to SM for agreeing to perform this role. BH confirmed that RN will step down from Christmas 2025. GM said she would be willing to stand as Vice-Chair. The Governors thanked GM for stepping forward and accepted her nomination. The clerk invited further nominations for vice-chair and asked for them to be submitted formally to her prior to the next meeting.</p> <p>The clerk outlined the vacancies on the board: 1x Co-Opted (RN) 1X LA Governor 1X Parent Governor (RJ)</p> <p>RJ's term of office as a parent Governor ends on the 15th November 2025. RJ discussed that she may be willing to stand as the LA Governor. The Governors decided to give everyone some time before the next meeting to give the vacancies some thought. The clerk will add an agenda item at the start of the next meeting to formally vote for a vice-chair and discuss how the remaining vacancies will be filled. 5.1 GB to add an agenda item to the BGB88 meeting for a vice-chair vote and vacancies discussion.</p>
6.	Appointment of Clerk
	All of the Governors AGREED to re-appoint GB as Clerk.
7.	Administration
	<p>The following documents/policies were reviewed and agreed;</p> <ul style="list-style-type: none"> • Scheme of Delegation – The clerk is yet to review this; it was deferred to the next meeting 7.1 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>)). Code of Conduct Qualification for office Declaration of Business Interest Sep 2025 Keeping Children Safe in Education Sep 2025 – 7.2 GB to distribute the KCSIE Policy Model Child Protection Safeguarding – HD stated that herself and RN reviewed the WB model policy. The Governors AGREED to ratify the policy and HD was given approval to publish the policy on the website.
8.	Agree Link Governors/Committee Membership
	The Governors reviewed the roles and responsibilities document and decided that with the upcoming changes this should be deferred for discussion at the next meeting. 8.1 GB to add the link/committee membership documents onto the next agenda.
9.	Dates of school terms and important events
	<p>The Governors work programme was distributed ahead of the meeting for review. HD reported that any key dates are included in the weekly newsletter, she will also send them to the clerk to update the work programme. 9.1 GB to add the key dates from HD to the work programme.</p> <p>HD said the open morning will be taking place next week for prospective parents. GM asked if there is anybody at WB that can help with attracting new admissions. HD talked through how admissions at WB look at the numbers and sometimes consider going over the PAN. GH queried the current number of children on roll and asked if these were the predicted numbers. HD said there are currently 48 children on roll, as expected, there are also in term admissions sometimes that are not predictable.</p> <p>HD talked about how well the nursery children are coping in school and how well they are able to sit in assemblies. HD said that having the numbers capped for nursery is keeping it manageable in terms of resources and staffing.</p>
10.	Approval of Minutes of Meetings
	<p>Approval of minutes BGB85 24th June 2025 – The minutes were reviewed and agreed as a true record of the meeting. <i>The BGB86 meeting scheduled for 16th July 2025 5pm was subsequently not deemed necessary due to its close proximity to BGB85.</i></p> <p>Matters Arising: RJ reported that her usual health and safety audit has been delayed due to staff absence</p> <p>Actions: BGB82 5.1 GB to source a suitable skills audit - Open BGB85 3.1 GB to note the social media policy for the next meeting agenda - Open 8.1 GB to distribute the scheme of delegation for review - Open 13.1 GB to ask SV to recirculate the website logins - Open 15.1 GB to put together the new draft meeting schedule for circulation – Closed</p>
11.	Headteacher Update
	<p>HD said the term had gone well including collecting an award at a special ceremony for the Platinum Sports Mark. A Y6 pupil entered a design competition for AWE and out of 800 entries the pupil won a science workshop from the Royal Science College in London. HD said she was thinking about approaching AWE to see if they would support the school financially. GH suggested putting a proposal together to ask for specific resources. HD said she was giving this some thought and she would keep the Governors informed with any progress.</p> <p>HD said the term had not been without it challenges some of the children are very tired following their class transitions. HD reported that the office manager had a health emergency at the end of term. HD has</p>

	<p>worked really hard to work on a phased return to work and to ensure occupational health have been there to provide support. HD praised the finance officer who has been working an extra day to cover the office. HD is due to undertake a performance management review with the office manager to go through her job description, it is extensive and varied.</p> <p>HD reported that there are issues in terms of staffing for the HLTA that left. There has been a class combined but an extra person, either a TA or HLTA would be ideal. HD talked about the balance of staffing needs against reducing the deficit budget where possible. There has been a new finance system put in place and the finance officer has been liaising with WB and the accountant to navigate it. So far, the deficit has been reduced by around £20,000. GH said the reduction is great to hear about but talked about having a balance between clearing the deficit and not impacting too much on the school and staff. GM expressed concerns about HD and the impact on staff and their workload. The Governors discussed the possibility of getting a temporary office admin person to assist in the short term. HD talked about the previous finance governor who may be able to assist or recommend somebody. GH asked if anybody from WB could help. HD said she did not think WB would be able to help but she did think about approaching other local schools.</p> <p>SDP</p> <p>HD handed out the first summary page of the SDP that is underway. The staff were consulted and the previous years targets were reviewed. The EYFS teacher has been looking at the various schemes very efficiently, especially with phonics, sentences and sounds. There is a phonics audit after half term so this will be a key focus area. The writing moderation took place after the summer and HD talked about consistency being a focus area. There will be a big focus on Writing to ensure the judgments are sound; the small school moderation sessions will continue. JM asked HD if she was seeing an impact. HD said it has had an impact, for instance focusing on punctuation. GH asked when the next assessment will be. HD said the next data collection will be done around Christmas time and then the next assessment will take place next year. There are new grids from the literacy coordinator to ensure consistency across the school. HD said another key focus area would be to continue ensuring the SEN children are supported.</p> <p>There is a new RE framework that came out of the SIAMS inspection. ZB is awaiting the final papers from the new framework but the school have now met the new Diocese advisor.</p>
12.	Church School Matters
	JM said there was nothing urgent to report. HD commented on how wonderful the church looked for harvest festival.
13.	Health & Safety/Premises Update
	RJ will be undertaking her health and safety checks as soon as possible.
14.	Travel Plan
	<p>GM said she wanted to raise the parking issues. GM said she wanted to approach the parish council to see if they can assist with car park space and possibly fund it. GM said that WB should also be able to identify possible plots of land that may be suitable. GM said she was very unhappy about the way the parish council reported the issue in the community newsletter. GM said she feels very strongly about this issue and said that with all due respect, the school has been in this situation for a long time and the lack of support and animosity towards parents is unacceptable. GM said she would like an official solution to be explored. HD said she wondered if as Chair of Governors BH could try and talk to Sovereign Housing about the allotment space. BH said she could also try talking to Cllr Boeck. GH said he has a contact within Wasing Estate that might be able to help.</p> <p>HD has made contact with the builders again in terms of the work not starting. GM said she felt this will be a negative for prospective parents. HD said there had been quite a few incidents recently that HD has tried to resolve with the parents. GH talked about covenants on the land that should indicate possible issues. GM said that although this is a national issue across schools, Brimpton is on a very dangerous road with people speeding, it is just not safe. 14.1 The Governors agreed to reach out to their various contacts to try again to find a parking solution.</p>

15.	Safeguarding Update
	HD will be sending out some safeguarding and prevent training for the Governors to undertake.
16.	Communication & Marketing/FOBS
	GM said she had nothing urgent to report at this meeting. The school now have 346 followers on Facebook, this has increased significantly from 100. GM said she would be willing to help with the website as there are a few areas that could be improved upon. HD said that one of the staff members has been working on the website as they have previous experience with the new platform. This can be kept under review in terms of marketing.
17.	FOBS
	HD reported that the autumn disco will be taking place next Thursday. This will be hosted again by RJ's lovely husband. Sincere thanks, the children enjoy the disco so much. The FOBS chair has also asked if he would consider running a quiz night and bingo night to help raise some funds. The yearly Christmas Fayre will be run by the children, they love running their stalls. GM said she also thought another second-hand sale could be held before Christmas. In the new year FOBS will be meeting to talk about next year's events and they will be approaching both the existing and new parents to help. GM said she thought there could be whole village fundraiser, like they do in Yattendon.
18.	Date of next meetings Finance Committee meeting, 26 th November 2025, 4pm BGB88 26 th November 2025 5pm
	ACTIONS SUMMARY
	BGB82 5.1 GB to source a suitable skills audit BGB85 3.1 GB to note the social media policy for the next meeting agenda 13.1 GB to ask SV to recirculate the website logins BGB86 5.1 GB to add an agenda item to the BGB88 meeting for a vice-chair vote and vacancies discussion 7.1 GB to distribute the scheme of delegation for review 7.2 GB to distribute the KCSIE Policy 8.1 GB to add the link/committee membership documents onto the next agenda 9.1 GB to add the key dates from HD to the work programme 14.1 The Governors agreed to reach out to their various contacts to try again to find a parking solution.

Meeting closed at 6.32pm.

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

How have we fulfilled out strategic purpose in this meeting?

Procedural paperwork completed

How have we demonstrated our commitment to our Christian Vision?

Wellbeing and safety of our pupils