



Brimpton Church of England Primary School

Minutes of Meeting (BGB88) Wednesday 26th November 2025 at 5.15pm

Present: Brenda Harding (Chairman), Heidi Davies (Headteacher), Zoe Baker, Graeme Holt, 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.	Expression of thanks for RN
	The Governors were informed at the last meeting that RN will be departing as Vice-Chair and a Co-opted Governor. HD will be meeting with RN on the 11 th December where a gift and card will be given. The clerk reported that RN had been in post since 2015.
	The Governors expressed sincere thanks to RN for her long service and contribution to the school and local community.
3.	Apologies for Absence
	There were apologies received from RN the meeting was quorate. RJ gave her apologies to HD and said that as her term of office as parent Governor had ended, she was not in attendance this evening. There were previous discussions around RJ taking on another role but this was not confirmed. The clerk will contact RJ to find out if she was still interested in staying on and moving to either the Co-Opted or LA vacancy.
	Thanks were expressed to RJ for her contribution as parent Governor and also her husband who frequently helps out at the school with discos and events.
4.	Matters to be raised under Other Business
	Competitions - HD Part II Complaint – BH
5.	Declarations of Interest in items on the agenda
	None.
6.	Vice Chair vote
	GM confirmed she was still willing to stand as Vice-Chair. The Governors thanked GM for stepping forward and accepted her nomination. The clerk had not received any further nominations for vice-chair. The Governors were asked to vote GM as Vice-Chair, all of the Governors AGREED to APPROVE GM's appointment.
	Vacancies The clerk outlined the vacancies on the board: 1x Co-Opted (<i>RN departing</i>) 1X LA Governor 1X Parent Governor (<i>RJ end of term</i>)
	HD will be putting something into the newsletter to announce RN's departure and about GM taking over as Vice-Chair.
	The clerk reported that she would need to seek parent Governor nominations after the Christmas period. 6.1 GB to seek parent Governor nominations after the Christmas period.

7.	<p>Roles & Responsibilities</p> <p>SM agreed to take on Safeguarding & LAC roles. HD stated that at present there are currently no LAC children at Brimpton.</p>
8.	<p>Approval of Minutes of Meetings</p> <p>Approval of minutes BGB87 15th October 2025 – The minutes were reviewed and agreed as a true record of the meeting.</p> <p>Matters Arising: Parking – to be covered under the travel plan item.</p> <p>Actions:</p> <p>BGB85 3.1 GB to note the social media policy for the next meeting agenda – awaiting policy as WB are still doing an update following the new KCSIE, Open 13.1 GB to ask SV to recirculate the website logins – SV progressing, Open</p> <p>BGB86 5.1 GB to add an agenda item to the BGB88 meeting for a vice-chair vote and vacancies discussion – Closed 7.1 GB to distribute the scheme of delegation for review - pending, Open 7.2 GB to distribute the KCSIE Policy – Completed, Closed 8.1 GB to add the link/committee membership documents onto the next agenda - Completed, Closed 9.1 GB to add the key dates from HD to the work programme - Completed, Closed 14.1 The Governors agreed to reach out to their various contacts to try again to find a parking solution - In progress, Open.</p>
9.	<p>Headteacher Update</p> <p>HD stated that the school had recently undertaken the phonics audit. The lady that visited designed the scheme and she was very happy with what she could see in the classroom. The staff are very rigorous and are following the scheme really well. HD talked about the existing tracking programme that is being used to show week by week progress of the children.</p> <p>Next Steps: thinking about the next phonics test, what can be done to progress those children further by putting interventions in place. The TA is supporting while the teacher is doing quality first interventions. HD has been asked to look at the data groups, boy/girls, DA, PPG/SEN, and to break the cohorts down into small groups. HD said that the cohort is very small but this can be done. The nursery practitioner and the EYFS teacher have been on some school visits to observe best practice.</p> <p>Governors in School Days Thursday 4th December – this date was deemed too early Thursday 19th March - all day Wednesday 17th June - all day</p> <p>JM reminded everyone that she will be going on sabbatical from 1st September-30th November 2026.</p> <p>Residential Trip March 2026 HD asked for approval from the Governors for the residential trip, proposed 11th March -13th March 2026 at Grittleton House Adventure Centre. HD said that the children love the residential trip that is offered to Years 5&6. HD said she normally changes the activities but the children have requested the same ones for next year. HD said she is hoping to take around 20 children. JM asked what the cost will be for parents. HD said the total cost to parents is £225 for three days including accommodation and food. The Governors AGREED for HD to proceed pending all the usual necessary checks and risk assessments.</p>
10.	<p>Church School Matters</p> <p>JM said the church service is booked for 16th December 1.45pm at St. Peter’s Church. HD said she did not manage to put this in the newsletter but she wanted it noted how beautiful the church was decorated with poppies for Remembrance. The annual Carol Service is scheduled for 14th December 2025.</p>

11.	Policies
	The Finance Committee met prior to this meeting and reviewed the Financial Management policy and the Pay Policy.
12.	Finance Update
	<p>The Finance Committee reviewed the budget monitoring reports for P6 for funds 01,08,13,76,99.</p> <p>GH said the good news is that the school are heading towards the end of the year and the deficit has been reduced by £8,0000 from around £20,000.</p> <p>GH talked about the discussions that the committee had on the impact of the reduction of staffing levels. The message from finance was that yes there are the teaching staff but it is the additional responsibilities that occur on a daily basis that require extra staff. HD said that WB had suggested the Nursery which the school has implemented and the staffing levels were reviewed and reduced. This will need to be looked at going forward due to the workload and staff wellbeing.</p>
13.	Health & Safety/Premises Update
	SV distributed her H&S Report in advance of the meeting. RJ conducted and completed her H&S checks with SV, there was nothing urgent to report.
14.	Travel Plan
	BH made contact with Cllr Boeck regarding the allotment land who gave BH a name at Sovereign Housing. The lady has been very helpful and stated she needed to investigate if Sovereign actually own the land. The lady confirmed back to BH that Sovereign do own the land. The contact has liaised with her colleagues and gave a contact name of who could help. HD suggested talking to John Hicks and Nick who is due to take over from John at the Parish Council.
15.	Safeguarding Update
	<p>SM is booked onto the Designated Safeguarding Lead training on Thursday 05 Feb 2026.</p> <p>SV informed the clerk that BH/HD's Safer Recruitment refresher is now due.</p> <p>JM queried the Prevent training for Governors. HD said the online training has a link to some Prevent training. RN will also be looking to see if she can offer her yearly safeguarding training to the school. This could also assist with raising some funds as the school have previously charged external staff from other schools to attend.</p> <p>HD said she will be meeting with SM about how the SCR is checked, managed and monitored.</p> <p>Online Safeguarding HD chased up the Governors on their online safeguarding training.</p>
16.	Communication & Marketing
	<p>GM said that the Facebook page had now increased to 158 followers.</p> <p>The second-hand clothes sale raised £500 even though it was a little last minute.</p> <p>GM said she had been busy with work but that she plans to refocus her attentions on the marketing strategy and the website.</p>
17.	FOBS
	<p>The disco raised £170 and was very kindly run by RJ's husband again.</p> <p>There is a quiz/bingo night being planned for the end of Jan 2026 in the school hall.</p> <p>The Christmas Fayre is being run by the children on the 12th December 2025 with Father Christmas visiting. The children really enjoy running their stalls and all the funds go back into the school.</p> <p>In January the FOBS ladies will be reaching out to the new parents to try and organise a big fundraising event for next summer 2026.</p>
18.	AOB
	Competitions

	<p>HD updated the Governors on the recent competition that a pupil won for the AWE 75-year celebration to draw a scientist. HD and the pupil were invited to attend a celebration at AWE which is coming up in the New Year.</p> <p>The school have also entered the Brackenwood Big Sing competition. HD was told about the event and the children starting practicing in November. Brimpton are now part of 12 schools who have their song published on the Brackenwood website where members of the public can vote. The school could win £1,500 prize money. The children have looked at the other school videos and have been very gracious. HD said the voting is open for two weeks and then a panel will decide on the winner, to be announced on the 17th December 2025.</p> <p>There is also another competition at Youngs Industrial Estate for a truck run. The children will be decorating the trucks and a winner will be chosen. This is a fundraiser event and the company will allocate their funds which were around £3,000 last year to the school.</p> <p>JM asked if the children could come to the carol service to sing their song. HD said this was a really nice idea and she would see if it was possible.</p> <p><u>National Lottery Funding</u> GM updated that she had applied for some lottery funding. The application went through but was rejected due to an admin issue. GM said she will apply next year and will get assistance with the proposal to bolster it. GM now has a contact at the lottery through her new job and will take some advice as to how best to apply for the funds. Thanks were expressed to GM for taking the time to apply as it is a lengthy process.</p>
19.	<p>Date of next meetings Finance Committee meeting, 4th February 2026, 4pm BGB89 4th February 2026 5pm</p>
ACTIONS SUMMARY	
	<p>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</p> <p>BGB86 7.1 GB to distribute the scheme of delegation for review 14.1 The Governors agreed to reach out to their various contacts to try again to find a parking solution</p> <p>BGB88 6.1 GB to seek parent Governor nominations after the Christmas period</p>

Meeting closed at 6.32pm.

Signed..... Date.....

How have we fulfilled out strategic purpose in this meeting?
Discussions around school finances, phonics & enrichment from trips
How have we demonstrated our commitment to our Christian Vision?
Celebrating success, Christmas services