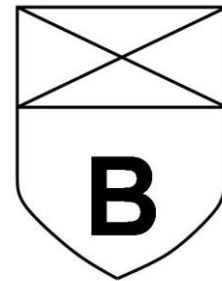


Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 18 July 2017 5.30pm

Location: Bradfield School

Present: Jenny Slade-Nowell (HT)
Julian Gadsby
Lindsay Holley

Robin Hassan (CHR)
Helen O'Reilly

Katharine Handley-Archer
Stephen Ruddick

Edward Holloway
Pauline Ford (clerk)

Apologies: Alasdair Pearson

Absent: Kester Russell (VCHR)

Reference No.	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for June <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.07/17	APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Alasdair Pearson. Kester Russell was absent.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.07/17	NOTIFICATION OF ANY OTHER BUSINESS 2.1 The HT wished to discuss the funding letter, marketing data and school logo. The SBM wished to discuss supply insurance.	
03.07/17	DECLARATIONS OF INTEREST 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. JG declared that he is a Governor at Bucklebury School. EH declared that he is a Governor at John Madjeski academy and a director of Blossom House School.	
04.07/17	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 22 June 2017 (<i>previously distributed</i>), were approved and signed by the Chairman as a correct record.	
05.07/17	MATTERS ARISING 5.1 The Record of Actions was updated, outstanding matters had been completed. HT is working on the Admissions policy, draft letter to parents re funding situation is to be discussed and finance audit will be reported next term. <i>RH asked if the parent issues have been sorted out – yes, but the number of incidents where parents are rude to office staff or teachers is increasing.</i>	
10.07/17	GOVERNING BOARD MATTERS 10.2 HO informed the Governors that her draft report was now on GovernorHub. There were no major areas of concern. She had been asked by teaching staff to listen to their concerns regarding stress and wellbeing so she visited school and spoke to teaching staff. Discussions included: Feeling stressed when seeing a governor so would like to see them more often, not just for Learning Walks and Ofsted related, maybe have link governors. Working long hours Not feeling appreciated Pay review Parents can be abusive and /or aggressive. They have been known to bypass teachers and speak directly to headteacher Purchase of own resources The HT informed the FGB that some of this stress occurred during one week; it was the deadline for reports, subject leader reports and information was also needed for a core visit. It was also	

unfortunate that she had been unwell for two weeks and with no supply budget staff had had to forgo their PPA time. Staff had made a choice to purchase their own resources, the SBM had not been approached with costings. The PTA plans to give £60-£100 per class to cover the purchase of materials. Parents could also be asked for a voluntary donation to cover the cost of materials if the subject was curriculum based and a compulsory charge imposed if not curriculum based. The Foundation Stage would like to ask for £5 per child, per term to cover the cost of consumables. Staff situations at home can also impact school. She added that in this instance protocol had not been followed by approaching a Governor directly. The correct procedure would be to first speak to their line manager. The FGB agreed that staff were valued; they were thanked many times in the minutes during the past year. Approved minutes are always available on the school website. The issue of time management and working smarter also needs to be addressed. It will be part of the appraisal set up in Autumn and review in Spring/early Summer. She hopes to arrange some time management training for the September Inset day and priorities are a continual focus at staff training meetings. JG suggested using 'Six Thinking Hats' by Edward de Bono and volunteered to visit school and speak to staff pastorally.

This matter was discussed at length by the FGB. The Governing Board recognises the pressures and empathises. Governors take on board that staff can feel uncomfortable at Governor visits. They would encourage efficient working and hope the HT will find a system to explore and support smart working. They also ask that the correct protocol is followed. LH added that staff wellbeing could be addressed by approaching the Charlie Waller Memorial Trust based in Thatcham.

06.07/17

HEADTEACHER'S REPORT

6.1 The Governors all commented on the very detailed report which included comprehensive reports from subject leaders. A lot of work had gone into their preparation for which they are grateful. The next step to assist the FGB is to include outcomes of monitoring across the school. It was noted that science does not have tracking in place and was 'light' in comparison to other reports. The subject leaders will feed into the Action plan for next year. Governors asked that the reports should be a maximum of one side A4 paper and include impact and next step columns. The HT drew attention to: the persistent absence includes some Pupil Premium (PP) pupils. In Year 6 one PP child did meet their target to achieve the expected standard at reading. HO left the meeting at 6.35pm.

The governors suggested that the HT keep a written records of compliments given as they can be forgotten. The Governors discussed the expectations of school, a reminder of school expectations with regard to uniform, safeguarding and punctuality plus others will be sent out in September. The new logo launch has been postponed, the artwork needs adjusting. It would be sensible to let parents know in advance that the logo will be changing; they might wish to delay the purchase of logo'd items, although the old logo will still be acceptable. There is a need for extra reading books for more able, younger readers. It can be difficult to source appropriate books. The PTA will make a donation for these.

6.2 Learning improvement Plan (LIP) RH noted that on page 6 formal monitoring had not taken place on foundation subjects. The HT had been teaching, away on the Year 6 residential trip and been unwell, she had simply run out of time and it would have put too much stress on staff at that time to monitor them. JG asked if the Government announcement of more funding for schools have any impact. KHA responded that the money will not be available until 2018/19, there is nothing for the next year; it will probably go towards rising salaries. The new funding formula is still unknown. SR asked about Target Tracker for maths, results were lower than expected, was the Headteacher happy with the system. There were some discrepancies, school continues to work with Westwood Farm to refine the system. Reading test results were not as good as teacher assessment. There were more inference questions, making for a harder paper. There will be more practice and technique training next year. Two papers have been resubmitted- 1 for expected and 1 for greater depth gradings. Pupil voice on page 7 shows that children do feel challenged in maths lessons but don't always feel that they receive as much 1:1 attention from the teachers as less able children do. The HT will address this through INSET training on Real Time Feedback. Very ambitious targets had been set. Although the targets were not met, the results are strong

	<p>compared to the LA and National averages. The governors wished to say well done and thanks to the Headteacher and staff for the results. Due to the combined efforts Governors recognise the steady improvement across the year.</p>	
07.07/17	<p>CHAIR'S REPORT 7.1 The chair gave a verbal feedback. He had attended Sports Day. There had been a fantastic atmosphere; the children had all supported each other and parents had also been very supportive. The PTA had created a brilliant end of sports day fair with an impressive array of things on offer. The Performers club have been meeting every Thursday morning and recently performed several songs and solos; non-musical children were also involved in performances and enjoyed it. He had received some positive parental feedback on the HT's end of year reflection letter which included data comparisons against the LA and gave a complete picture of life at school. SR also commented that he had received comments on how happy they were with the school and the HT's leadership.</p>	
08.07/17	<p>FINANCE 8.1 The SBM presented the Budget Monitoring report for Period 3. Staffing costs showed as an overspend but are ok, there has been a cost saving in cleaning as £500 had been budgeted for deep cleaning but was included in the contract. The water meter was read the previous week; there may be a leak. Thames water has sold commercial contracts to Castle Water. Catering supplies – shutter cost was £800, the dishwasher is leaking and fridge seal will need replacing. The buybacks are front loaded so it does look at this point that we have over spent the budget allocation. This should even out over time. A good search in school has found stationery supplies reducing the cost of the order. Supply insurance - last year cost £2400, another provider had been sourced for £1500, the original provider had agreed to reduce the premium to £1900; this included several extras for staff wellbeing so school would continue with this one. 8.2 WB is taking a tough stance on schools with a deficit budget; 19 are reported to be in the danger zone which has two elements. Bradfield is not expected to be in this zone as it no longer has a deficit budget.</p>	
09.07/17	<p>POLICIES 9.1 No policies were presented</p>	
10.07/17	<p>GOVERNING BOARD MATTERS 10.1 Safeguarding – no issues. SCR to be inspected in September. KHA send link for Safer Recruitment course to SR 10.2 Health & Safety – roof work taking place during the summer holiday. They will need access inside school on two occasions for the roof lights. Boys' toilet floor is being replaced at £650 and the reception carpet fixed. 10.3 Training KR to undertake the WB DSL level 2 in near future for Bradfield College. LH has completed 'Keeping children safe online' training, send certificate to KHA. 10.4 PREVENT No issues. 10.5 No governor reports presented. RH,JSN and PF meet to plan reports schedule and agenda planner for 2017/18 10.6 The Twenty questions discussion was postponed due to time pressures. 10.7 Meeting dates were agreed for 2017/18 10.8 The clerk asked for self nominations for the role of Chair and Vice Chair and statements to be emailed to her by 7 September.</p>	<p>SR KHA</p> <p>LH</p>
11.07/17	<p>ANY OTHER URGENT BUSINESS 11.1 The HT reminded Governors about the funding letter to parents. Concern had been raised about payments going to the PTA. School cannot hold a donations account; if payment is made to the School Private Fund account there is no tax relief. It was suggested that the school bank account details be included in the funding letter, the SBM to check with the bank if this is acceptable. 11.2 RH asked about school promotion. Could a paragraph be published in the Chapel Fair booklet, Bradfield Newslink or Bucklebury Parish magazine. EH asked if the school website was</p>	

	<p>up to date, the letter could also be uploaded to there.</p> <p>LH left the meeting at 7.40pm</p> <p>The Chair thanked staff and Governors for all their hard work during the past year.</p>													
12.07/17	<p>DATE OF FUTURE MEETINGS –</p> <table> <tr> <td>14 September 2017</td> <td>8 February 2017</td> <td rowspan="4">All meetings to be held at 5.30pm at the school</td> </tr> <tr> <td>9 November</td> <td>26 April</td> </tr> <tr> <td>14 December</td> <td>24 May</td> </tr> <tr> <td></td> <td>21 June</td> </tr> <tr> <td></td> <td>19 July</td> <td></td> </tr> </table>	14 September 2017	8 February 2017	All meetings to be held at 5.30pm at the school	9 November	26 April	14 December	24 May		21 June		19 July		
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13.07/17	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chairman declared the meeting closed at 7.45pm.</p>													
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda 18July 2017 • Minutes 22 June 2017 • Record of Actions June 2017 • HT Report to governors July 2017 • LIP • HT End of Year Reflection letter to parents • Budget Monitoring Pd 3 • Note of visit – Robin Sharples SIA Oxford Diocese • H& S report summer 2017 • Potential meeting dates • DOCUMENTS PRESENTED AT THE MEETING • 													

Minutes Taken By: Pauline Ford, Clerk to the Governors 18 July 2017