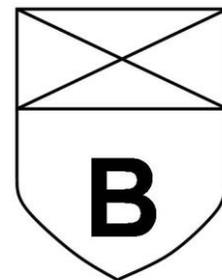


Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 22 June 2017 5.30pm

Location: Bradfield School

Present: Jenny Slade-Nowell (HT)
Kester Russell (VCHR)
Helen O'Reilly

Robin Hassan (CHR)
Katharine Handley-Archer

Alasdair Pearson
Julian Gadsby
Pauline Ford (clerk)

Apologies: Edward Holloway

Lindsay Holley

Absent: Stephen Ruddick

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
01.06/17	APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Edward Holloway and Lindsay Holley. Stephen Ruddick was absent.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.06/17	NOTIFICATION OF ANY OTHER BUSINESS 2.1 The clerk needed the Finance committee minutes for 10 and 21 March 2017 and the Part II minutes dated 10 March 2017 approved. The HT had two documents to table	
03.06/17	DECLARATIONS OF INTEREST 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. AP declared that he is a Governor at John Rankin Infants and Junior School, Newbury. KR declared that he is the Commercial Director at Bradfield College. JG declared that he is a Governor at Bucklebury School.	
04.06/17	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 18 May 2017 (<i>previously distributed</i>), were approved and signed by the Chairman as a correct record.	
05.06/17	MATTERS ARISING 5.1 The Record of Actions was updated, outstanding matters had been completed. HT is working on the Admissions policy, Creation Day feedback later in the meeting, draft letter to parents re funding situation is nearly ready, website information for donations required; any funds will be paid to school not the PTA. JG has referred the field lease matter to the Diocese who need more information. The SBM has found it difficult to find specific information on Gift Aid.	
06.06/17	HEADTEACHER'S REPORT 6.1 The HT presented her Raw Data report and gave Governors the highlights. Foundation Stage Reading – just exceeded target of 84% with 86, performance stronger than last year Writing - target of 84% not met with actual of 81, better than 2016's 77 Maths – Actual 90%, better than target 89 and last year 82 The overall Good Level of Development is 76.2 which is above last year's national average of 69 and the LA average of 75. Two pupils joined after September 2016 who have reduced the averages, matched pupils (those in school since September 2016) achieved higher in all areas. Phonics	

Year 1 target 88.8%, actual 85% (equates to 1 child not meeting target)
 Year 2 3 pupils who did not pass last year have met the standard in 2017.

End of KS1

	Reading		Writing		Maths		All Core	
	ARE	ARE+	ARE	ARE+	ARE	ARE+	ARE	ARE+
Bradfield 2016	83	24	78	28	72	22	61	22
Target 2017	94	50	94	50	94	50	94	50
Bradfield 2017	89	33	67	27	83	28	67	17

Target Tracker generated ambitious targets. Writing – the outcomes are not as strong as in the previous cohort. There are three borderline pupils who might be moderated upwards to 72 thus increasing ARE+ to 39. Two pupils joined midyear, four pupils have SAPs.

RH asked if looking forward will it be possible to get these pupils to ARE in Year 6. Yes, this should be possible for 50% of these pupils.

End of KS2

Writing has been moderated, other results are not yet available. A high level of vocabulary was seen, indicating an exciting curriculum which inspired the children. 85% ARE, 30% ARE+. One pupil to submit revised work to consolidate ARE+ which will put school on 35%. A significant improvement has been seen from last year's 67% ARE /25% ARE+.

The HT spoke about the Attainment trend over three years 2015-2017 and presented a report. This showed improvements in reading, writing and maths for EYFS, especially matched pupils. JG pointed out that Moving and Handling was lower than last year. This relates to fine motor skills. The HT had noticed that summer born boys do not show as much dexterity in using a pencil.

Interventions are in place – weekly write dance, Dough disco, Good Morning Challenges. Y1 have twice weekly interventions for fine motor skills and Good Morning challenges for handwriting. The KS2 data was taken from Raise online; calculations 2011 – 2015 were calculated differently from 2016-17 so it is not easy to show comparisons or trends. Big Write was introduced in 2014 and is now showing a good long term impact on KS2 writing standards.

6.4 Long Term Plan

The HT had rag rated the Strategic plan written in 2014 and she talked the FGB through it.

Achievement of pupils

Phonics was getting closer to 90%, an upward trend has been established

Quality of teaching

The experience teachers are now consistently good. An experienced teacher is regarded as having five years teaching or more.

Leadership and Management

Staff are still insisting on working too late; there are systems in place for lone working and locking up etc. The FGB discussed this and believe that all staff should leave the building by 7pm but preferably 6pm. Budget constraints have meant that there is a lack of support staff, other than for contact with children time, who might photocopy, arrange displays etc. so teachers are carrying out these tasks. The HT would like to offer teachers some time out for wellbeing but cover is not financially viable at the moment.

6.3 Feedback The HT informed the FGB that there had been a racist incident in school whilst she was away on the Y6 trip. Pupils had said to girls wearing headscarves that 'bows were banned in school so why were they allowed to wear their headscarves. They should remove them'. The DHT had spoken to the parents. The HT had planned assemblies on British Values and tolerance etc for the week following May half term, finishing with Creation Day. The focus of this was on the universe; appealing to all. Children could choose to attend workshops on drama, music, dance, photography art or sewing to celebrate the creation of the universe.

Robin Sharples, the SIA for the Oxford Diocese, had spoken a selection of children. They found assemblies to be highly effective with high impact. They liked the opportunity to say a prayer and want to choose the hymns. They also want assemblies to meet the needs of children of other faiths. RS felt that the framework for assemblies is based on delivery and is not engaging enough. Staff should do less of the planning; the assembly should be driven by the children. The HT will include the School Council. There is also a need for structured conversations about what is a

	<p>church school, discussion on other faiths and faith festivals in each season. Father's day lunch had been a huge success with a good atmosphere and a great attendance. £170 was raised from the sale of ice-cream. Thanks to the generosity of a grandfather who purchased a freezer for school ice creams can now be on sale every Friday. Cuts in grounds maintenance are having implications; longer grass = clover = bee stings. Sports Day takes place on 30 June RH and AP to attend. The HT presented the Staffing Structure for 2017/18 and asked that the Governors approve it. RESOLVED: That, having been proposed and seconded, the Staffing Structure for 2017/18 be approved. AP asked if School Improvement support now only came from the Diocese of West Berks LA as well. Yes, there had previously been an overlap. WB focussed on Teaching and Learning, Oxford not so much. The decision had been taken for financial reasons.</p>	
07.06/17	<p>CHAIR'S REPORT 7.1 The Chair had attended the Leadership Forum. Council ward members had been discussed, plus changes to assessment and IR35 - employment of non-school staff. There had been two upsetting incidents with fathers requiring police involvement one at a drop off and the second at the Fathers' Day picnic. The FGB discussed the need to remind parents that they are all role models for all children and the need to exhibit appropriate behaviour whilst on school grounds</p>	
08.06/17	<p>FINANCE 8.1 KR informed the FGB that the FC had met on 20 June, draft minutes had been circulated. Redundancy costs had been removed. School no longer had a deficit budget; there was now a small surplus of £1700. The budget has to be approved, signed by the Chair and HT and resubmitted. RESOLVED: That, having been recommended by the Finance Committee, proposed and seconded, the Main school budget for 2017/18 be approved. 8.2 As the FC meeting on 20 June had not been quorate the Minutes for the FC meetings 10 and 21 March 2017 and the Part II minutes dated 10 March 2017 were presented for approval and signed by the Chair of the Finance Committee as a correct record. 8.3 The buyback on Governor Services had been discussed at the FC with the recommendation to purchase the basic service and Leadership Forum for £650 plus £200. This was approved. 8.4 Terms of Reference - Finance Committee these had been reviewed by the Finance Committee in October 2016. RESOLVED: That, having been recommended by the Finance Committee, proposed and seconded, the Terms of Reference - Finance Committee be approved. 8.5 Financial Audit The report has not yet been received. Points raised include Governors Financial Skills audit – KHA to email, Finance policy needs some amendments to tie in with operational systems, no diminus level of capital, attachment of funding to long term plan.</p>	
09.06/17	<p>POLICIES 9.1 No policies were presented</p>	
10.06/17	<p>GOVERNING BODY MATTERS 10.1 Safeguarding – no issues 10.2/7 Health & Safety – no incidents. HO and KHA had undertaken H&S walk, holes are appearing on the field, made by rabbits? and been filled in. There are a few leaks, a hot water problem in the staffroom; maintenance is in hand. There is a hot weather action plan, bringing children in early from lunch etc. HO will report on the new H&S audit form at a future meeting. The new software system for risk assessment etc. is in use. 10.3 Training KR to undertake the WB DSL level 2 in near future for Bradfield College 10.4 PREVENT No issues. 10.5 Terms of Reference approved in 8.4. 10.7 The clerk requested that Governors have a discussion on the Twenty Questions - Key Question every Governing Board should ask itself, set by an all-party group. Governors briefly discussed their self- evaluation based on questions 13, 16 and 19 which were</p>	

	<p>Rag Rated.</p> <p>13) How do we make regular reports on the work of the governing board to our parents and local community? Regular reports, minutes published on website, Chair's report, parents contribution meeting. Governor Annual report to be written for publication.</p> <p>16) Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy? Governors visit school regularly for Learning Walks, Father's Day lunch, Christmas lunch, and sports day. Governor report forms to be completed each time for Governance folder.</p> <p>19) Are our financial management systems robust so we can ensure best value for money? Robust evidence from financial audit showing finances are tightly managed, experienced Finance Committee</p> <p>10.8 The HT had three examples of the new school logo. Each Governor gave their preference; staff will now be shown them and vote.</p>										
11.06/17	<p>ANY OTHER URGENT BUSINESS</p> <p>11.1</p> <p>11.2.</p>										
12.06/17	<p>DATE OF FUTURE MEETINGS –</p> <table border="0"> <tr> <td>15 September 2016</td> <td>9 February 2017</td> <td rowspan="4">All meetings to be held at 5.30pm at the school</td> </tr> <tr> <td>10 November</td> <td>27 April</td> </tr> <tr> <td>7 December</td> <td>18 May</td> </tr> <tr> <td></td> <td>22 June</td> </tr> </table> <p>18July</p>	15 September 2016	9 February 2017	All meetings to be held at 5.30pm at the school	10 November	27 April	7 December	18 May		22 June	
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10 November	27 April										
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13.06/17	<p>CLOSE OF MEETING</p> <p>There being no further business, the Chairman declared the meeting closed at 7.30pm. The next meeting to be changed to 18 July, clerk to email Governors.</p>										
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda 22 June 2017 • Minutes 18 May 2017 • Record of Actions May 2017 • FC draft Minutes 20 June 2017 • FC Terms of Reference • Staffing structure 2017/18 • 20 Questions • DOCUMENTS PRESENTED AT THE MEETING • Part II Minutes 27 April 2017 • Strategic direction – Long term plan • Raw Data Headlines • Attainment Trend 2015-17 • New logo 										

Minutes Taken By: Pauline Ford, Clerk to the Governors 22 June 2017