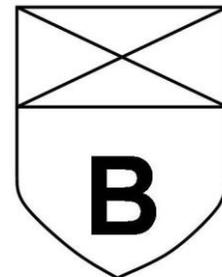


# Minutes of Meeting

## Bradfield Primary School Full Governing Board



**Date of Meeting:** 14 September 2017 5.30pm

**Location:** Bradfield School

**Present:** Jenny Slade-Nowell (HT)  
Julian Gadsby

Robin Hassan  
Kester Russell

Katharine Handley-Archer  
Stephen Ruddick

Alasdair Pearson  
Lindsay Holley

**Attending:** Pauline Ford (clerk)

**Apologies:** Edward Holloway Helen O'Reilly

Reference No.	Minute	Action
	<b>Minutes to be read in conjunction with the Record of Actions for June</b> <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.09/17	The clerk opened the meeting. <b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Helen O'Reilly and Edward Holloway <b>.ELECTION OF CHAIRMAN</b> 1.1 There being no other nominations Robin Hassan was duly elected as Chairman for the academic year 2017/18. <b>ELECTION OF VICE CHAIRMAN</b> 1.2 There being no other nominations Kester Russell was duly elected as Vice Chairman for the academic year 2017/18. The Chair took over the meeting.	
	<b>THE MEETING WAS QUORATE/NOT QUORATE</b>	
02.09/17	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 The HT wished to discuss a PTA/Funding issue, KR wished to raise GDPR (Data Protection)	
03.09/17	<b>DECLARATIONS OF INTEREST</b> 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.	
04.09/17	<b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 18 July 2017 ( <i>previously distributed</i> ), were approved and signed by the Chairman as a correct record.	
05.09/17	<b>MATTERS ARISING</b> 5.1 The Record of Actions was updated, outstanding matters had been completed. HT is working on the Admissions policy. SR has completed Safer Recruitment training, LH has completed Designated Person, Keeping Safe online and Domestic Violence training, certificates to be forwarded to KHA. SR was unable to obtain free advertising in the Chapel Fair magazine. The woodland area is not on record at the Land Registry; JG to check if the Diocese has any records. AP suggested offering a nominal amount for the land, a solicitor would then have to do due diligence. LH left the meeting at 5.55pm.	

**HEADTEACHER'S REPORT**

6.1 The Headteacher reported that there had been a smooth start to the term. Transition arrangements had worked well in Foundation; today had been their first full day today and a good lunchtime was experienced. Other classes had settled in well; in part due to the changes already instigated earlier in the year. There had been successful training on the INSET day for teachers and TAs on outstanding formative assessment and teacher workload, including the quality of real time assessment.

LH returned to the meeting at 6.00pm.

The emphasis was on less deep marking after the lesson and more self, peer and teacher assessment during the lesson to support progress within the lesson. It also provided a good framework for mixed ability teaching and considering seating plans carefully. Feedback/marking will be monitored carefully this term to see if the training has had an impact on progress.

The teachers will be sharing topics; asking children how and what they would like to learn about and experiencing WOW days such as today's day of Bronze Age Explorers when the children made bead jewellery, baked bread and whittled sticks. Fire extinguisher training also took place for ten staff while the others had completed online training on fire safety and manual handling. There is a very limited training budget this year. Priority will be given to ER for new to Year 1 training and MW for leadership training. The HT will approach Westwood Farm school to see if they can help. Staff had also attended Target Tracker refresher training at Westwood Farm.

6.2 The HT had made several adjustments to support the wellbeing of staff. No teacher will cover break duty; TAs do this as they are employed 9.00 – 12.00 so are not eligible for a break. JG will take assembly on Tuesdays, relieving the teachers. Christmas INSET will be given as a holiday day, covered by twilight training. The HT is trying to reduce staff working late by asking for the return of school keys. This is consequently putting pressure on HT and SBM for opening and locking up. Staff currently are signing in and out so that working times can be monitored. Some staff meeting time will be used to help complete designated tasks eg Target Tracker. There is also a rota to give subject leaders some time out of the classroom in addition to PPA. The HT asked for the Governors opinion on closing the school at 2.00pm on the last day of the full terms. This had happened previously but was withdrawn when the school went into special measures. The Governors had discussion on the merits/disadvantages for parents and teachers and agreed to reinstate it.

**AGREED: That the Headteacher could close the school at 2.00pm on the last day of the full terms.**

At the July meeting HO had relayed how teachers found Learning Walks by Governors intimidating. JSN will ask teachers why they felt uncomfortable and how the walks could best be worked. She will send the Monitoring schedule and Governors will give their availability; potentially reducing the number of Governors attending each walk.

6.3 School Development Priorities The Key School Development priorities had been circulated. The foci continue to be maths across the school and reading in KS2; results had not been as good as expected. especially for disadvantaged boys. The SATs paper was hard with 50% of the reading comprehension questions requiring inference skills. Boys who were maths based found it difficult. Staff will be receiving training on techniques for developing inference skills; Sarah Carpenter from WB has some training facilities and there will be in-house training led by subject leads. Target 3 is to ensure high quality feedback is given, continuing from the INSET day training. The wider curriculum is already showing improvement eg a music topic this afternoon. Target 4 is to improve subject leadership. All subject leaders have targets and will lead some training. LH suggested that subject leaders could visit Denefield School to talk to subject leaders there in a mentoring/coaching capacity. SIAMS – a new RE scheme of work is due to be introduced. RH commented that in previous years very high targets had been set; whilst these were good for aspiration there is a potential motivation issue if **the school then fell short. Are the current targets realistic. The HT responded that the current Y6 had very high scores at KS1; two pupils are struggling to achieve KS2 expectations.**



	<p><b>Admissions committee</b>, Clerk Pauline Ford, Jules Gadsby, Edward Holloway, Robin Hassan  <b>Heads Review Panel</b> Robin Hassan, Edward Holloway, Kester Russell  <b>Heads Review Appeal Governor</b> Alasdair Pearson  <b>Finance Committee</b> Kester Russell, Alasdair Pearson, Robin Hassan, Stephen Ruddick, Jenny Slade-Nowell, Katharine Handley-Archer Clerk Pauline Ford</p> <p><b>Link Governors</b>  Safeguarding – Stephen Ruddick  Governor Training &amp; Development – Pauline Ford  Health &amp; Safety/Premises – Helen O’Reilly  IT, online safety, website monitoring – Helen O’Reilly  Personal Development, behaviour and welfare including SIAMS - Jules Gadsby  Leadership &amp; Management – Robin Hassan  Learning &amp; Teaching; Data – Lindsay Holley, Jules Gadsby, Edward Holloway  SEN&amp;D &amp; PPG – Lindsay Holley  Equalities Objective monitoring – Kester Russell  EYFS - Helen O’Reilly</p> <p>10.8 The Standing Orders and Terms of Reference were agreed. The Terms of Reference Clerking paragraph (3), page 1 quotes ‘excluding Governors’; this should read ‘including Governors but not the Headteacher’ to agree with the Standing Orders.  <b>RESOLVED: That having been proposed and seconded the Standing Orders be accepted.</b>  <b>RESOLVED: That having been proposed and seconded the Terms of Reference for the FGB be accepted</b></p> <p>10.9 Website update Governor details and policies to be updated. <b>Skills audit to RH by 30 September.</b></p> <p>10.10 The HT requested a change of date for the December meeting; it will now be <b>7 December.</b>  Finance Committee meeting to take place 18 October 8.15am at Bradfield School.</p> <p>10.11 Subsequent to the meeting the HT review dates were suggested as 5th Oct any time, 7th Nov am, 8th Nov pm after 1pm. <b>HT review panel to coordinate.</b></p>	<p>All govs</p> <p>RH,KR,EH</p>											
12.09/17	<p><b>DATE OF FUTURE MEETINGS –</b></p> <table border="0"> <tr> <td>14 September 2017</td> <td>8 February 2018</td> <td rowspan="5">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>7 December</td> <td>24 May</td> </tr> <tr> <td></td> <td>21 June</td> </tr> <tr> <td></td> <td>19 July</td> </tr> </table>	14 September 2017	8 February 2018	All meetings to be held at 5.30pm at the school	9 November	26 April	7 December	24 May		21 June		19 July	
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9 November	26 April												
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13.09/17	<p><b>CLOSE OF MEETING</b>  There being no further business, the Chairman declared the meeting closed at 7.55pm.</p>												
Appendix	<p><b>DOCUMENTS EMAILED</b></p> <ul style="list-style-type: none"> <li>● Agenda 14 September 2017</li> <li>● Minutes 18 July 2017</li> <li>● Record of Actions July 2017</li> <li>● School Audit report</li> <li>● LIP 2017-18</li> <li>● Self-nomination statements RH and KR</li> <li>● Standing Orders/Terms of reference</li> <li>● <b>DOCUMENTS PRESENTED AT THE MEETING</b></li> <li>● Governance forms</li> </ul>												

**Minutes Taken By:** Pauline Ford, Clerk to the Governors 14 September 2017

