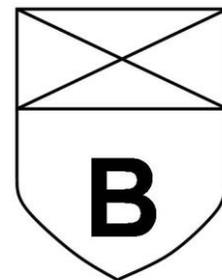


Minutes of Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 27 April 2017 5.30pm

Location: Bradfield School

Present: Jenny Slade-Nowell (HT)
Kester Russell (VCHR)
Julian Gadsby

Robin Hassan (CHR)
Katharine Handley-Archer
Edward Holloway

Alasdair Pearson
Stephen Ruddick
Pauline Ford (clerk)

Also Attending:

Apologies: Lindsay Holley Helen O'Reilly

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
01.04/17	APOLOGIES FOR ABSENCE 1.1 Apologies were received and accepted from Lindsay Holley and Helen O'Reilly	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.04/17	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None	
03.04/17	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. EH declared that he is a Governor at John Madjeski academy and a director of Blossom House School.	
04.04/17	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 9 February 2017 (<i>previously distributed</i>), and the Part II Minutes dated 9 February 2017 were approved and signed by the Chairman as a correct record. AP pointed out that 6.2 last paragraph should read measurables not measurable.	
05.04/17	MATTERS ARISING 5.1 The Record of Actions was updated, outstanding matters had been completed. A Governor asked if a new app for learning times tables was in place. Y6 has a sing along programme. In Y5 the teacher wanted to use a different resource to keep the resources in each year group fresh for the children. In Y5, 82% now know all their times tables, in Y6 79%. Writing data is covered in the HT report. Parent funding can be made as a voluntary contribution but not to pay for staffing. The PCC will be making a contribution of £3500 towards the LCVAP 10%. SR to bring the revised logo to the May meeting, Working at Height Bradfield College can provide training at school on a Tuesday at 3.30pm	
06.04/17	HEADTEACHER'S REPORT 6.1 The HT report had been read by all present. The HT gave an overview. The school appeared to be gaining a reputation for supporting SEN children; they were admitting an increasing number of children with high levels of SEN – new pupils in FS2 and <u>Y5</u> needing support. Persistent absence was an issue at 11.1%. Three children had health issues and attendance was poor. AP asked if the EWO was involved. Yes, a letter has been sent to one family. Three have absences due to illness and holiday. Fines can now be imposed again following the recent court case. School will ask for documented medical evidence. The Governors asked if some parents have a somewhat 'cavalier attitude' to attendance, yes, some do.	

Bullying/Racist/Exclusion/Complaints detailed in Part II

The questionnaire results gave a very positive picture; parents understood the background to the budget cuts. The HT had met recently with the PTA; parents would like to make voluntary contributions to help the school and would like a list of what funds might go towards. Parents were also considering funding a new teacher; this is not possible as income cannot be guaranteed for following years. HT and SBM to draft a letter showing what budget cuts have had to be made, what percentage of the budget is allocated to non-staff expenditure, how donations could fund sporting activities, pantomime etc but not specific items. The FGB felt that it might be possible to reach out to the village; there was a good feeling amongst the older population whose children and grandchildren had attended the school.

RH noted the improvement in maths – the FGB recognised the hard work that had taken place.

Teaching & Learning- The HT had seen improvements during her observations, teaching is good or outstanding, and there is consistent use of the marking code and improvement in presentation. Where teaching is still requires improvement she feels this is due to behaviour management issues and not poor knowledge or the lesson being wrongly pitched. The SIA will be rigorous on observations during her visits. The FGB thanked the HT for her work in improving the teaching and learning at school.

The Emotional Health Week planned for May is to promote Wellbeing.

Sporting events – the governors were pleased to see such a variety but asked to see more specifics such as how successful teams were, so that teachers and pupils can be congratulated.

NH has been working with two other school on outreach work, the FGB passed their thanks to her. They also recognise the huge amounts of extra curricular activities made available at the school.

Some Headteachers had met with local MPs to discuss the school's funding crisis, had there been any feedback, not yet.

6.2 Learning Improvement Plan The LIP had been read by all present. The HT gave an overview.

Maths It had become apparent that with the tracking system if key points are not covered a child will not be able to achieve until later in the year. Therefore key points need to be planned in throughout the year. PUMA testing shows those above the average for ARE, the HT has used 115; Y6 have to be 110+. The progress in maths has been good in Y5 & 6, but the HT feels that there is room to improve the progress of maths in years Y1 & 2.

In these two year groups, reading and writing tend to dominate more of the timetable and the HT would like to ensure one hour per day for maths in KS1. Maths will continue to be a priority next year.

AP asked how confident the HT was of progress with times tables. Y5 are on 82%, Y6 on 79% knowing all their times tables. There are three tests in the maths SAT, a good score in the Mental Maths test should allow achievement of ARE in maths.

Reading and Writing The HT added that demands of the new curriculum are different - there are less areas to learn but pupils need greater depth of knowledge. The HT is happy with the current picture for reading and writing. The focus for summer term is the creative curriculum with the HT monitoring the creative learning journals. A question was asked about the tracking of mixed classes; they will still be recorded as separate year groups.

The HT reported that she had noticed a small group of children who were falling behind in maths; they will need intervention every afternoon. Diagnostic testing is being carried out to identify the gaps in their knowledge.

Create PE had been postponed due to time pressures.

6.3 **Natasha Howlett is to be invited to the May meeting** to discuss her reports on Foundation and SEN. **They are to be sent to Governors in advance of the meeting. The HT will report on PPG.**

07.04/17

CHAIR'S REPORT

7.1 The Chair did not make a report.

08.04/17

FINANCE

	<p>8.1 KR informed the FGB that the two FC meetings in March had focussed on the budget for 2017/18. The minutes were available on GovernorHub. The only way to balance the budget was to address the staffing structure and combine two classes. Parents had been informed of this intention. The budget had been balanced, giving a £1300 carry forward, when HR informed school that there was not sufficient time for redundancies by September; they would have to wait until December. This impacts the budget by £10,000, causing a deficit. KR has written to the head of HR expressing his disappointment at the breakdown in communication. The budget had been scrutinised by the Finance Committee and was recommended to the FGB for approval. The budget form was signed by the Chair and Headteacher.</p> <p>RESOLVED: That, having been recommended by the Finance Committee, proposed and seconded, the School Budget Plan for Main School Budget/Pupil Premium/Sports Premium and Capital for 2017/2018 were agreed.</p> <p>The Governors thanked the HT and SBM for their hard work on the budget.</p> <p>8.2 SR asked about the roof funding. The plan is to proceed with phase 1 of this in the new budget year. 10% of the overall LCVAP costs will need to be paid by the school. The overall cost is approx £35,000. However the PCC have very kindly offered to make a contribution of £3500 towards this which would cover the cost of the school's contribution.</p> <p>8.3 The PTA would like a list of items school would like as a focus for their fundraising i.e. iPads, PE bars. SBM to prepare.</p>												
09.04/17	<p>POLICIES 9.1 No policies were presented</p>												
10.417	<p>GOVERNING BODY MATTERS 10.1 Safeguarding – no incidents to report. The Safeguarding Governor will inspect the SCR and training record termly. 10.2 Health & Safety – no incidents. H&S walk report to be posted on GovernorHub by HO. The Kitchen shutter is not operational; the cost for a new battery pack is £600. The SBM does not know how long it will take to fix. Concerns are to be put in writing to WB re the shutter not working. 10.3 Training 10.4 PREVENT No issues. The Governors discussed people being on the school grounds wearing a motor cycle helmet 10.5 Residential Trip Approval Y6 have a trip to Avon Tyrrell, an activity centre. Y4 have a walk on the Ridgeway and overnight stay. Both are logged on EVOLVE. ACTION: The FGB gave approval for both to proceed 10.6 Governor reports have been postponed PPG to the May meeting and H&S to the June meeting.</p>	SR											
11.04/17	<p>ANY OTHER URGENT BUSINESS 11.1 Field. EH reported that he has been given advice; it will not be possible for the seller, Bob Wyatt, to put a restrictive covenant onto the field. Another village resident may already have a covenant on surrounding land. However there are no covenants on file with the Land Registry. A Title Search Specialist will be needed – JG to ask the Dioceses if they can help. Also checks are needed to investigate who owns all the land.</p>												
12.04/17	<p>DATE OF FUTURE MEETINGS –</p> <table border="0" data-bbox="252 1809 1225 1995"> <tr> <td>15 September 2016</td> <td>9 February 2017</td> <td rowspan="5">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> <tr> <td></td> <td>13 July</td> </tr> </table>	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		13 July	
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10 November	27 April												
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	13 July												
13.04/17	<p>CLOSE OF MEETING There being no further business, the Chairman declared the meeting closed at 7.25pm.</p>												

Appendix	<p>DOCUMENTS EMAILED PRIOR TO THE MEETING</p> <ul style="list-style-type: none"> • Agenda 27 April 2017 • Minutes 9 February 2017 • FC draft minutes 10 and 21 March 2017 • Record of Actions February 2017 • Learning Improvement Plan 2016/17 • DOCUMENTS PRESENTED AT THE MEETING • Part II Minutes 9 February 2017 	
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Minutes Taken By: Pauline Ford, Clerk to the Governors 27 April 2017