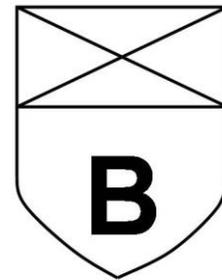


# Minutes of Meeting

## Bradfield Primary School Full Governing Board



Date of Meeting: 9 February 2017 5.30pm

Location: Bradfield School

**Present:** Jenny Slade-Nowell (HT) Robin Hassan (CHR)  
Lindsay Holley Helen O'Reilly  
Julian Gadsby Edward Holloway

Alasdair Pearson  
Katharine Handley-Archer

Kester Russell (VCHR)  
Stephen Ruddick  
Pauline Ford (clerk)

Also Attending:

### Apologies:

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
01.02/17	<b>APOLOGIES FOR ABSENCE</b> 1.1 No Apologies were required. EH gave his apologies for leaving at 6.30pm.	
	<b>THE MEETING WAS QUORATE/<del>NOT QUORATE</del></b>	
02.02/17	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> 2.1 School logo	
03.02/17	<b>DECLARATIONS OF INTEREST</b> 3.1. The clerk informed the FGB that following recent DfE information they should now 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.	
04.02/17	<b>MINUTES OF LAST MEETING</b> 4.1 The Minutes of the meeting held on 7 December 2016 ( <i>previously distributed</i> ), and the Part II Minutes dated 7 December 2016 were approved and signed by the Chairman as a correct record.	
05.02/17	<b>MATTERS ARISING</b> 5.1 The Record of Actions was updated, outstanding matters had been completed. AP asked about parents funding TA support, as detailed in December minutes. HT to seek advice from Accountancy. JG has completed the Safer Recruitment training, send certificate to school	JSN/KHA JG
06.02/17	<b>HEADTEACHER'S REPORT</b> 6.1 The HT explained that the Learning Improvement Plan (LIP) sets out targets for attainment/core subjects/classes. They are tracked half termly using the system Target Tracker for assessment. Pupil Performance Meetings were held in January with the HT, SENCO and Subject Leaders discussing all children; their progress and any additional support needed. Marks are assessed using Target Tracker and PUMA. 100 is the average/ Age Related Expectation (ARE) mark, PUMA is test based and involves more reading. The HT would like to see 80% of each cohort achieving ARE. <b>Maths</b> is the weakest subject at this point in the year, in comparison to reading and writing; The HT explained that this is because the statements in target tracker for maths are much broader than in reading and writing eg one statement in maths demands a child to show multiplication and division ability in a range of contexts with a range of numbers. She noted that maths teaching is securely good in Y4, 5 & 6 but this is not reflected in the data for Y4 and 6. Teachers have been cautious with their judgements and maths is an area that has not been moderated with other schools who have target tracker. AP asked if Target Tracker is still appropriate for the new	

	<p>curriculum. Yes, the HT would not wish to be without the data it provides. SR looked at the times table knowledge. He understood that all tables should be learnt by Y4, the table indicated this would not happen until Y6. This was part of the new curriculum and school was still playing catch up. LH commented that she felt some of the actions in the subject leader report for maths were not as specific as for Reading and Writing. The HT has been observing maths lessons across the school; a new app is needed for the Times Tables, work is being done on presenting concrete and visual aspects against abstract. She then demonstrated to Governors how this is applied. The Calculation policy has been written by the Maths Subject Leader (LH) and there will be a Parents Information evening for this. The Governors would like to take a Maths Learning walk on Tuesday 21 March 11.00 – 12.00; please email HT to confirm attendance by 1 March.</p> <p><b>Reading</b></p> <p>One of the dangers with the new curriculum is that there are clear expectations for each year group which means that the whole class is taught to the same level. Whilst this is good for ensuring less able children are supported to meet age related expectations, teachers need to be equally aware of the need to provide challenge for the more able.</p> <p><b>Writing</b> SR noted that Y2 had excellent results. The HT cautioned that she was not sure if Target Tracker reflected entirely accurately. For example, in years 1 and 2, Target Tracker data looks very positive with the vast majority of children at age related expectations but as the years progress, the gaps emerge. One of the current problems is that in KS2, the children have not been following the new curriculum for long enough. The current Y6 had strong Y2 data but there is now a heavy emphasis on spelling and grammar which are areas that they need to catch up on. RH asked if the HT is concerned about the data at midpoint through the year. Yes, to some extent. She will look at the up to date half term assessment data, available at the end of this half term and then act accordingly in response to this.</p> <p>The Subject Leaders for reading, writing and maths had each produced a report. They now needed to drive through changes, discuss with colleagues, recognise and articulate what is good practice and what is not. AP asked if there are measurables in their performance reviews as subject leaders. Yes. JG commented that the subject leaders had undertaken a lot of work, thanks were given from the FGB. They are to be invited the FGB meeting on 27 April to present and take questions.</p>	All govvs
07.02/17	<p><b>CHAIR'S REPORT</b></p> <p>7.1 The Chair reported that he, the HT and clerk had attended the Leadership Forum on 7 February. Changes to school funding are coming, budget planning is critical. 33% of WB school are expecting to submit a deficit budget for 2017/18. The Forum had also covered the Serious Case Review and the lessons learnt. DBS checks are required every three years. There was also an update on the SEN&amp;D inspection that is made on the LA but includes scrutiny of selected early years settings, primary and secondary schools, PRUs and Further Education centres. The team includes Inspectors from HMI, Ofsted and Quality Care Commission. The SEN team is creating a Parent questionnaire to be sent out about the SEN&amp;D provision for children which will assist with any potential inspection.</p>	
08.02/17	<p><b>FINANCE</b></p> <p>8.1 KR informed the FGB that school was on target for the current 2016/17 budget. The FC had met on 31 January; the draft minutes had been circulated. He expected to end the year within budget but with nothing to carry forward to the next year. A working party had been set up for the significant challenges of the budget for 2017/18; they did not want to set a deficit budget.</p> <p>8.2 The conditions survey had been prioritised into 1 year, 2 year and 3 year work. The immediate roof work comes to £65,000. It will be paid for by LCVAP but school has to contribute 10%. There are three options; school budget, PTA/Fund Raising, ask the PCC. RH asked if JG would speak to the PCC to see if funds were available. Compensation is to be requested from the PCC for the water leak plus the school water meter still covers School House. Thames Water will not install a new meter; it has to be done privately. Car parking by School House is also still an issue. JG confirmed that a business can be run from School House.</p>	JG

	EH left the meeting at 6.35pm.	
09.02/17	<p><b>POLICIES</b></p> <p>9.1 The Equalities policy will presented at the next meeting.</p> <p>9.2 Teachers Pay. The pay scales need removing from the policy; leaving only the minimum and maximum salary but otherwise no changes.</p> <p><b>RESOLVED: That, having been proposed and seconded, the Teachers Pay policy be approved.</b></p> <p>9.3 Redundancy Procedure This is a WB Model policy</p> <p><b>RESOLVED: That, having been proposed and seconded, the Redundancy Procedure – WB Model be approved.</b></p> <p>9.4 School Severance Funding is a WB policy.</p> <p>9.5 Admissions The Admission arrangements policy needs some amendments and will be represented at the April meeting</p> <p>9.6 Critical Incidents is based on WB model policy and was approved subject to minor amendments in the procedures</p> <p><b>RESOLVED: That, having been proposed and seconded, the Critical Incidents policy – WB Model be approved.</b></p> <p>9.7 Health &amp; Safety policy is a WB model policy which has been updated.</p> <p><b>RESOLVED: That, having been proposed and seconded, the Health &amp; Safety policy – WB Model be approved.</b></p>	
10.02/17	<p><b>GOVERNING BODY MATTERS</b></p> <p>10.1 Safeguarding – no incidents to report. The format for the annual Safeguarding Audit has changed, it is now online. The Safeguarding Governor must have Level 1 Safeguarding which can be completed on line via GEL E Learning or KWANGO, ideally all Governors should take this training. The Safeguarding Governor will inspect the SCR and training record termly.</p> <p>LH completed Safer Recruiting course on 30 November. LH is a DSL for Denefield School and KR for Bradfield College – send certificates to JSN. As part of the recent Serious Case Review DBS check have to be renewed every three years and after three months if there is a gap. HLTAs also need checking and recording for disbaring.</p> <p>10.2 Health &amp; Safety – no incidents. <b>H&amp;S walk report to be posted on GovernorHub by HO.</b> HO and KHA attending training on 1 March. KR to arrange Working at Height training with Bradfield College.</p> <p>RH asked if there is a rota for use of the new playground equipment. <b>Yes, plus indemnity signs have been ordered for display near the equipment.</b></p> <p>10.3 Training <b>There is a new Safer Recruitment eLearning course, it is necessary for at least the Safeguarding Governor (EH) to complete.</b></p> <p>10.4 PREVENT No issues</p> <p>10.5 The Governance forms were completed by JG and EH</p> <p>10.6 LH had met with the SENCO on 26 January 2017, her report had been read by all. A Governor asked what the specialist training is –training in intervention. The SEND cohort is continually evolving.</p>	<p>All gobs</p> <p>EH</p> <p>HO</p> <p>EH</p>
11.02/17	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>11.1 Logo update. 'People per Hour' had designed three variations of the new school logo which SR presented. The FGB preferred the blue and white style with the smaller details removed for clarity. <b>SR will bring amended logo to next meeting.</b></p> <p>11.2 A staffing matter was recorded in Part II minutes.</p> <p>The Governors wished all staff an enjoyable break. They recognise that teachers are under pressure; school has been very busy and they thank them for their continued efforts</p>	<p>SR</p>

12.02/17	<b>DATE OF FUTURE MEETINGS –</b> 15 September 2016      9 February 2017 10 November              27 April 7 December                18 May 22 June 13 July	All meetings to be held at 5.30pm at the school
13.02/17	<b>CLOSE OF MEETING</b> There being no further business, the Chairman declared the meeting closed at 7.25pm.	
Appendix	<b>DOCUMENTS EMAILED PRIOR TO THE MEETING</b> <ul style="list-style-type: none"> <li>• Agenda 9 February 2017</li> <li>• Minutes 7 December 2016</li> <li>• FC draft minutes 31 January 2017</li> <li>• Record of Actions December 2016</li> <li>• Learning Improvement Plan 2016/17</li> <li>• Subject Leader Progress reports Reading, Writing &amp; Maths</li> <li>• SEND Governor report</li> <li>• Policies – Health &amp; Safety, Critical Incident, Admissions, School severance funding, Redundancy procedure</li> </ul> <b>DOCUMENTS PRESENTED AT THE MEETING</b> <ul style="list-style-type: none"> <li>• Part II Minutes 7 December 2016</li> </ul>	

**Minutes Taken By:** Pauline Ford, Clerk to the Governors 9 February 2017