



Brize Norton Primary School

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Minutes of the Local Governing Body Meeting 14th July 2021 8.00pm – held virtually using Microsoft Teams

Summary of Action Points		
- HR to make sure pecuniary/business interests are up to date		HR
- AF to ask ODST if training required by LK to take on role as named in Critical Incident Plan		AF
- HR to add <i>Pupil Premium Strategy – Review 2020-21 and Plan for 2021-22</i> to September agenda		HR
- HR to investigate SEN training course (for IG)		HR
- HR to forward PP documents to IG		HR
- AF to share Sports Premium documents for approval via GovernorHub		AF
- H&S Audit – HR to add to agenda for September		HR
- HR to capture link governor roles and notify gb of vacancies as a result of resignation		HR
- AF to share details of Wi-Fi grant with AD		AF

No.	Item	Action
1	<p>Welcome, members present and apologies: Present: Nen Blakesley-Grimes (NB-G, community governor) Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) Ian Griffiths (IG, parent governor) David Golding (DG, parent governor) Catherine Hunter (CH, staff governor) Chris Rushton (CR, community governor) Alex Skym (AS, community governor)</p> <p>In attendance: Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p>Notification of any urgent business: -AD reminded the governors about a recent community governor resignation.</p>	
3	<p>Declaration of business or pecuniary interests, DBS checks in place, Related Party Transactions: - The following governors have declared ongoing pecuniary interests: AD, AF. These interests have been recorded and are listed where necessary.</p>	

	<ul style="list-style-type: none"> - DG asked the governing body to be aware that he had recently taken up a position on Brize Norton Parish Council. The governors acknowledged this. HR to make sure this information is included on the governor area of the school website and is noted when the pecuniary interest forms are collated at the start of the new academic year. ACTION. - The governors did not declare interests with a specific relationship to any agenda item for this meeting. - No related party transactions have been recorded. - NB-G's DBS application is in process. 	HR
4	<p>Approve Minutes of the Local Governing Body meeting held 12th May 2021:</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and HR will arrange a suitable way for the document to be signed. - AF confirmed that the action regarding the Critical Incident Plan had been completed. She explained that school office manager (LK) had been written into the policy as deputy. HR confirmed this policy was amongst those for approval during item 10 on this agenda. - Q: Governors asked AF if LK would need or benefit from training for this role? - A: AF agreed to find out. ACTION 	AF
5	<p>Headteacher's Report: <u>COVID-19 Update:</u></p> <ul style="list-style-type: none"> - AF provided the governing body with a summary of the latest situation. She explained how the school had managed the positive lateral flow test result for one member of staff. Governors acknowledged the process followed and were pleased to note that the follow up PCR test had returned a negative result. - AF explained that two members of staff were absent from school (not because of a direct positive coronavirus result). - Q: Governors asked about the vaccination status of school staff. - A: AF informed the group that all staff members that she had spoken to had received their first jab, and some had received two. She agreed that having a record of this information was important. - AF pointed out how the positive test result (noted above) had tested the school's systems and they had been pleased that teachers had been able to efficiently organise Microsoft Teams meetings for the class that was required to start remote learning. - Q: Governors asked if the classroom was deep cleaned during its closure? - A: AF reminded the governors that no pupils or staff returned to the room until the negative PCR test result had been confirmed. She acknowledged however that this was an important practice for the school to initiate if the situation were to arise again. <p><u>Smartlog Status:</u></p> <ul style="list-style-type: none"> - AF reported the percentage result as 89.6%. She drew governors' attention to the outstanding PAT (portable appliance testing) certificate, she reassured them that the testing had been carried out, but the school was awaiting the certificate. <p><u>Safeguarding Audit:</u></p>	

	<p>-AF explained that this document had been made available for governors' information via GovernorHub. She stated that ODST had taken the opportunity to carry out this audit considering the potential Ofsted inspection.</p> <p><u>ODST visit documents:</u></p> <p>-AF drew attention to the positive reports (made available via GovernorHub) and the highlights from the visits.</p>	
6	<p>Pupil Premium Strategy – Review 2020-21 and Plan for 2021-22:</p> <p>-AF took the opportunity to propose that a link governor role was assigned to support Pupil Premium and Service Premium funding scrutiny.</p> <p>-The governing body discussed the numbers of pupils falling into these categories. They also considered if there was an overlap between groups.</p> <p>-HR provided clarification that the reports noted on the agenda item needed to be approved and published on the school's website in the autumn term. HR to add to September agenda. ACTION.</p> <p>-IG volunteered for this role and the governors approved this.</p> <p>-Further discussion of the area led DG to suggest that the SEN training that he had completed would have areas of interest for the role, HR agreed to investigate dates. ACTION.</p> <p>-Q: Governors asked if there was a template for how best to spend the funding? They asked if ODST offered any guidance?</p> <p>A: AF reported that it was up to the school how to spend the money and there was a limited number of things they were allowed to do.</p> <p>-AF asked IG to consider the information published on the school's website, and HR agreed to share some other documents and resources with IG on the subject. ACTION.</p>	<p>HR</p> <p>HR</p> <p>HR</p>
7	<p>PE and Sports Premium Funding – Review 2020-21 and Plan for 2021-22:</p> <p>-AF apologised to the governing body for the absence of these reports.</p> <p>-AF agreed to make the review of 2020-21 document available on GovernorHub for approval after the meeting. ACTION.</p> <p>-HR clarified that the review document needed to be published on the school's website by 31st July 2021.</p>	<p>AF</p>
8	<p>School Improvement Plan 2021-22:</p> <p>-AF explained that she had spent time conversing with teachers about the plan and this had resulted in a list of improvement priorities. She asked governors to spend time thinking about their view of the priorities.</p> <p>-The governors discussed this at length, with some focusing on their link areas. AF then shared the list of priorities that the teachers had come up with.</p> <p>-AF stated her intention to draft the plan using these priorities, data analysis, carried over items from the 2021-21 plan (and noted especially those incomplete as a result of the pandemic).</p> <p>-Governors drew attention to the importance of looking back at plans, and not just this most recent year. AF agreed and gave an example of an item, Pupil Leadership, that had not been completed in the past but was considered a valuable item to pursue next year.</p> <p>-AD asked the governors to be aware that they will need to dedicate time in early September to further consideration of the draft plan.</p>	

<p>9</p>	<p>Feedback from Committees and Lead Governors:</p> <p>(a) Resources Committee:</p> <ul style="list-style-type: none"> - This committee had met on 30th July 2021, the minutes from that meeting had been made available in advance of this full governing body meeting. - CR summarised the meeting. He brought forward two items for further discussion. - CR and AF explained that the installation of fibre broadband with no notice given meant that the school would be paying for two connections for a period of time. AF confirmed the cost of this, and the governors acknowledged that this was beyond the school's control. - CR and AF, on behalf of the Resources committee, wanted to be clear about the reduced carry forward amount in the budget. - The governing body was reminded about the finance training being arranged with ODST. <p>(b) Performance and Learning Committee:</p> <ul style="list-style-type: none"> - This committee had met on 8th July 2021, the minutes from that meeting had been made available in advance of this full governing body meeting. - AS gave a broad summary of the data and how the committee had scrutinised that evidence and asked about the plans in place. - The committee members highlighted the thanks given to all school staff. <p>(c) Premises, Health and Safety:</p> <ul style="list-style-type: none"> - AF pointed out that the link governor for this area had resigned. AS agreed to take on the role. AF and AS agreed that a meeting in early September would be arranged. - AF pointed out that the school had completed the annual Health & Safety Audit, and that this had been done remotely this year. She informed governors that the school had an action plan. HR will put this on the September agenda for consideration. ACTION. - AD asked HR to implement a process to capture any future governor resignations that would lead to a link governor vacancy. ACTION. <p>(d) SEN and Safeguarding:</p> <ul style="list-style-type: none"> - CE reported that she had been keeping up to date with the school's SENCo (Emma Cuthbertson, EC). - AF and CE recalled that their arranged safeguarding meeting had been postponed and AF agreed to find another date. AF took the opportunity to reassure governors that there had not been any significant incidents. - CE was pleased to confirm that the school's systems and processes were good, and that the school had been very positive about the new supporting software system My Concern. <p>(e) IT:</p> <ul style="list-style-type: none"> - AD gave the governors an update and was pleased to inform them about the progress with several new laptops. - AF notified the governors about a grant for a new Wi-Fi connection. She explained further. AD asked her to share the details with him in to clarify the situation and proposal further. ACTION. 	<p>HR</p> <p>HR</p> <p>AF</p>
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<p>10</p>	<p>Policies for Ratification: - The governing body unanimously approved the policies listed below:</p> <ul style="list-style-type: none"> - Accessibility Plan - Admissions over PAN Policy - Assessment Policy - Critical Incident Plan - Evidence and Marking Policy - EYFS Policy - TOIL Policy 	
<p>11</p>	<p>Governor Visits, Training and Vacancies:</p> <p>(a) Visits:</p> <ul style="list-style-type: none"> - The completed monitoring visit documents from IG and Ewan Campbell (recently resigned) had been made available on GovernorHub. - IG referred governors to the broken smart board in the classroom as noted in his report. The governing body discussed this further, they understood that this had been a challenge for the school to prioritise, they suggested that this was considered by the relevant team during the school holidays. - The governing body discussed how to assign link governors to classes, teachers, and their subjects. This was confirmed as: <ul style="list-style-type: none"> • NB-G and AS with SK • IG with SR • CE with CH and EC • DG with BW • CR with LJ <p>(b) Training:</p> <ul style="list-style-type: none"> - The governors discussed the new subscription to the NGA e-learning package to start in September. HR reminded governors that a training session would be provided, and she would keep them updated about that. <p>(c) Vacancies:</p> <ul style="list-style-type: none"> - The governors discussed the current vacancies. They agreed it was important to target skills gaps. - They considered the number of parents (some in community governor roles) on the board currently and noted that from September 2021 this would be less. <p>(d) Pupil Premium and Service Premium – AF to propose a governor champion for this role:</p> <ul style="list-style-type: none"> - Covered earlier in item 6. 	
<p>12</p>	<p>Proposed Meeting Dates 2021-22:</p> <ul style="list-style-type: none"> - A list of proposed dates had been made available on GovernorHub. - The governors approved the dates and HR agreed to enter the dates to the GovernorHub calendar. - The governing body members discussed how to hold these meetings and the various merits and disadvantages of virtual versus face to face. - AS notified the governors that the Performance and Learning Committee had already agreed that their meetings would be held virtually. - The governors agreed that the first full governing body meeting would be held online, with a decision about subsequent meetings to be considered then. 	

13	Any Other Business: - No items.	
14	Date of Next Meeting: FGB meeting Tuesday 21 st September 2021 at 7.30pm.	
	The meeting finished at 9.30pm.	