



# Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst

## Minutes of the Local Governing Body Meeting Tuesday 21<sup>st</sup> September 2021 7.30pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> <li>- AF to add 'Chair of Governors' to policy as named Whistle Blowing Governor</li> <li>- HR to add <i>Pupil Premium review of 2020-21 and strategy for 2021-22</i> to November agenda</li> <li>- AF/AS to consider Health &amp; Safety audit, HR to add to November agenda</li> <li>- HR to add <i>Annual Safeguarding Report</i> to November agenda</li> <li>- AS to complete governor nomination form, HR to process</li> <li>- AF to arrange school visit for NB-G</li> </ul>	<b>AF</b> <b>HR</b> <b>AS/AF/HR</b> <b>HR</b> <b>AS/HR</b> <b>AF</b>

No.	Item	Action
	At 7.30pm the meeting started with a presentation of Keeping Children Safe in Education 2021 delivered by AF. Governors were shown a series of slides highlighting the key updates. All governors were present from the start except for AS who joined approximately 10 minutes into the session.	
1	<p><b>Welcome, members present and apologies:</b></p> <p><b>Present:</b>            Nen Blakesley-Grimes (NB-G, community governor)            Alistair Doran (AD, community governor, chair of governors)            Christine Eaglestone (CE, community governor)            Anna Fairhurst (AF, headteacher)            David Golding (DG, parent governor)            Ian Griffith (IG, parent governor)            Catherine Hunter (CH, staff governor)            Alex Skym (AS, community governor)</p> <p><b>In attendance:</b> Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p> <p>AD took the opportunity to inform everyone that a governor had recently resigned after a significant length of service. The governing board expressed their thanks for this contribution and agreed that it would be appropriate to mention this in the school newsletter.</p>	

<p><b>2</b></p>	<p><b>Election of Chair and Vice Chair:</b></p> <ul style="list-style-type: none"> <li>- HR confirmed that she had shared an email from AD as requested with the governing body members. AD explained his thoughts and situation further.</li> <li>- The governors discussed the school's current situation including the governing board vacancies, likelihood of Ofsted inspection and the number of new governors in the past year.</li> <li>- AD was satisfied to put himself forward for the role of Chair with governors' acknowledgement that this would need to be reviewed if personal circumstances were to change.</li> <li>- To maintain a secret vote, AD was asked to momentarily leave the meeting and HR placed AD in the virtual breakout room within Microsoft Teams.</li> <li>- <b>The remaining governors unanimously approved AD as chair of the governing body.</b></li> <li>- HR notified the governing body that she had not received any self-nominations for the role of vice chair.</li> <li>- The governing body discussed the role and potential candidates asked questions.</li> <li>- The governors accepted the suggestion that the role was shared between two governors, with AS and DG volunteering.</li> <li>- Given the transparency of the situation and the limited number of governors they agreed that it was not necessary to vote secretly, and <b>the remaining governors unanimously approved AS and DG as co vice chairs of the governing body.</b></li> <li>- HR suggested that all roles were reviewed in January/February to make sure that everyone was happy to continue.</li> </ul>	
<p><b>3</b></p>	<p><b>Notification of any urgent business:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- HR explained the inclusion of the PE/Sports Premium review 2020-21 and plan 2021-22. She apologised for failing to draw governors' attention to these documents as promised after the FGB meeting in July 2021.</li> <li>- HR stated that it was important for the governors to acknowledge and approve these documents.</li> <li>- Governors noted a discrepancy in the figures. AF agreed to make this amendment, and governors gave their approval to the documents.</li> <li>- AF informed governors about the recent resignation of a teacher and explained the recruitment process for a replacement and the associated timeline.</li> <li>- AF asked if a governor would be available to take part in the interviews. CE and AS agreed to confirm their availability.</li> </ul>	
<p><b>4</b></p>	<p><b>Governance:</b> <i>(see attached paper)</i></p> <p><b>(a) Agree membership of committees and chairs:</b></p> <ul style="list-style-type: none"> <li>- The governors agreed to maintain committee membership as per the previous year.</li> <li>- They noted that the chair for the Resources committee had recently resigned. HR asked IG if he would chair that committee and he agreed.</li> <li>- Resources: IG (chair), AD, AF, NB-G.</li> <li>- Performance and Learning: AS (chair), CE, AF, DG, CH.</li> </ul> <p><b>(b) Terms of Reference for committees:</b></p>	

<p>- Governors agreed to consider terms of reference at their first committee meeting. This will be reported at the following LGB for ratification.</p> <p><b>(c) Agree Safeguarding Governor:</b></p> <p>- The governors agreed CE as the nominated Safeguarding Governor.</p> <p><b>(d) Confirm Whistle Blowing procedures in place, nominate Whistle Blowing Governor if required:</b></p> <p>- AF confirmed the procedures were in place to the governors' satisfaction.</p> <p>- The governors agreed that the Whistle Blowing policy should include the Chair of Governors as the nominated governor, but not be specifically named to remove the need to amend the document each year after the election process. AF to add this to the policy. <b>ACTION.</b></p> <p><b>(e) Pecuniary Interest register:</b></p> <p>- No declarations of pecuniary interest with a specific relationship to this meeting agenda were declared.</p> <p>- HR noted that she was aware of ongoing registered interests from governors AF, AD and DG.</p> <p>- HR shared her screen and explained how governors could update their declarations on GovernorHub. She also pointed them towards the acceptance of the Code of Conduct and how to confirm they had read Keeping Children Safe in Education.</p> <p><b>(f) Confirm any RPTs (Related Party Transactions):</b></p> <p>- No related party transactions were noted or discussed, and HR reminded governors that GovernorHub should be amended in the future if this were to change.</p> <p><b>(g) DBS Checks in place and SCR (single central record) up to date:</b></p> <p>- All the necessary DBS checks for governors are in place.</p> <p>- The governing body discussed expiry of these certificates, costs, and the potential for renewal. They agreed that unless an individual had a gap in service there was no requirement to renew, they discussed the potential to renew certificates at the end of terms of office.</p> <p>- AF confirmed that the SCR was up to date.</p> <p><b>(h) Code of Conduct:</b></p> <p>- The governors approved the Code of Conduct and acknowledged the request to accept this via GovernorHub.</p> <p><b>(i) Governor Vacancies:</b></p> <p>- HR clarified the vacancies available.</p> <p>- With reference to the wider parent community governors suggested that if individuals were keen to be involved the governing body should not discount this pool of interested volunteers. The governing body discussed this in detail. In summary they agreed that it was not viable to dismiss the recruitment of skilled individuals but that it was important to be aware of the fine balance when there were a lot of parents as governors. HR cited the example of a complaints panel and pointed out how challenging it would be to organise a panel of governors that had no prior knowledge or contact of the case if the majority were of governors were parents/carers of pupils at the school.</p> <p>- Several sources for recruitment were discussed including the school community via the school newsletter, the parish council, other educational establishments' teachers (secondary schools), Inspiring Governance.</p>	<p><b>AF</b></p>
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<p><b>5</b></p>	<p><b>Approve Minutes of the Local Governing Body meeting held 14<sup>th</sup> July 2021:</b> (see attached paper)</p> <ul style="list-style-type: none"> <li>- The minutes were agreed as a true record and HR will arrange a suitable way for the document to be signed.</li> </ul> <p><b>Matters Arising/Actions:</b></p> <p><b>The following actions were agreed as completed:</b></p> <ul style="list-style-type: none"> <li>- HR to make sure pecuniary/business interests are up to date</li> <li>- HR to add <i>Pupil Premium Strategy – Review 2020-21 and Plan for 2021-22</i> to September agenda</li> <li>- HR to investigate SEN training course (for IG)</li> <li>- HR to forward PP documents to IG</li> <li>- AF to share Sports Premium documents for approval via GovernorHub</li> <li>- H&amp;S Audit – HR to add to agenda for September</li> </ul> <p><b>The following actions generated further comment:</b></p> <ul style="list-style-type: none"> <li>- AF to ask ODS if training required by LK to take on role as named in Critical Incident Plan: AF confirmed that no training was required.</li> <li>- HR to capture link governor roles and notify gb of vacancies as a result of resignation: In light of this action HR noted that a recent resignation left a teacher without a link governor. This was acknowledged.</li> <li>- AF to share details of Wi-Fi grant with AD: AF offered a brief reminder regarding this action. AD explained his dissatisfaction with the system and procedure now in place, he drew attention to the annual maintenance costs under this regime.</li> </ul>	
<p><b>6</b></p>	<p><b>Headteacher’s Report</b> [to include (a) COVID-19 update (b) School Improvement Plan (c) Pupil Premium review of 2021-21 and strategy for 2021-22 (d) Self-Evaluation Form]: (see attached paper)</p> <ul style="list-style-type: none"> <li>- <b>Q: Governors asked, with reference to the summer 2021 parent survey results, how many people responded?</b>  <b>A:</b> AF noted that there were fewer respondents, a total of 34, when compared to the previous survey issued in March 2020, approximately 70. She agreed that she was disappointed with take up and informed governors that the same online system had been implemented because of the March 2020 success.</li> <li>- <b>Q: With reference to the resignation of one teacher qualified as a designated safeguarding lead (DSL), governors asked if the new recruit would also be expected to assume that responsibility?</b>  <b>A:</b> AF explained that the school would have a total of three staff members qualified to be DSL. She highlighted how the school would not have to replace the fourth DSL qualification, but they would need to carefully consider the timetable to make sure there was always enough cover.</li> <li>- <b>Q: Governors asked if the DSL role was primarily covered by one member of staff would it lead the other qualified individuals to lose skills over time? They suggested the role was shared more often.</b>  <b>A:</b> AF agreed with this statement. She highlighted how a forthcoming Team Around the Family meeting would involve two DSL qualified staff but noted that this was often a challenging balance to strike.</li> </ul>	

- CH put forward her interest in the DSL role and suggested as the job share to another member of staff this would support any timetabling gaps. AF agreed to investigate the next available course.
- Q: Regarding the positive income for the school from various facility hire contracts, governors asked about those arrangements and the potential to increase hire charges.**
- A:** AD confirmed that one of the contracts had only recently been negotiated. AF pointed out that the other lessee had only recently started making regular financial contributions, she explained the situation in greater detail and highlighted the all-round benefit to the school for the inclusion of this facility.
- Governors acknowledged those points and suggested that this would be an important financial area to monitor for the future.
- Q: Governors asked about the SWOT (strengths, weaknesses, opportunities, threats) analysis and drew attention to the inconsistency in practice in English. They asked for more information.**
- A:** AF explained that the school needed to plan consistently across a unit of work, including displays, book choices, and having knowledge about what other classes were doing. AF noted that this was a focus point during a recent Inset day.
- The governors discussed the threat noted in light of the forthcoming departure of the maths lead. They agreed that this should also be seen as an opportunity.
- Q: Governors commented that the SWOT analysis section of the headteacher report brought clarity and focus to important areas that needed to be considered. They suggested that to fully reflect the ‘threats’ the document should include the new and inexperienced SEN (Special Educational Needs) Coordinator.**
- A:** The governors discussed this further and agreed with this proposal. AF reassured the governors that the staff member had successfully forged strong links with ODST and OCC (Oxfordshire County Council) to support her role and that she was confident who to call in any scenario.
- Q: Governors pointed out that if the school were to be inspected, they should assume that weaknesses and threats would be a clear focus of attention. They asked what measures were in place?**
- A:** AF reminded governors that she had discussed the English measures being pursued. She highlighted the early booster sessions in place for maths, with a focus on the key elements for pupils. AF provided further information about the school’s intention to carry out baseline assessments which would be used later to show if pupils were making the required accelerated progress.
- Q: Governors asked if these actions were formally recorded somewhere?**
- A:** AF confirmed that these actions were in the School Improvement Plan.
- Q: Governors asked how the school would manage if the teacher to be recruited shortly was not able to take on the lead role for maths, art and history?**
- A:** AF was pleased to report that the applications so far indicated that most people would be willing to take on the maths lead role. She explained that the school’s priority was a good year 5/6 teacher.
- Q: Governors suggested that a future national lockdown was a possibility. They asked how the school would manage?**

	<p><b>A:</b> AF confirmed that the school would be ready to implement home learning if required. She drew attention to this point as noted in the threats of the SWOT analysis.</p> <p><b>-Q: Governors asked if the school had been in receipt of extra funding to support the work on the vegetable garden and poly tunnel?</b></p> <p><b>A:</b> AF reminded governors that the school had received some charitable funding (before the pandemic) and the money secured from hire of the school facilities during the holiday period was added to that pot of money. She noted, therefore, that the school had not needed to access money from the budget or alter the budget.</p> <p>-Governors discussed and proposed other funding streams that should be considered.</p> <p><b>Pupil Premium review of 2020-21 and strategy for 2021-22</b></p> <p>-AF asked for this item to be carried forward to the next meeting because she and PP governor (IG) had scheduled a meeting for the following week to consider these reports in depth. <b>ACTION.</b></p>	<b>HR</b>
<b>7</b>	<p><b>Feedback from Committees and Lead Governors:</b></p> <p><b>(a) Resources committee:</b></p> <p>- The governors acknowledged that this committee had not yet met this academic year.</p> <p><b>(b) Performance and Learning committee:</b></p> <p>- The governors acknowledged that this committee had not yet met this academic year.</p> <p><b>(c) Premises, Health &amp; Safety (Including Health &amp; Safety Audit):</b></p> <p>-AF pointed out that the Health &amp; Safety audit had taken place in the summer. She reported that the school had started to review the findings, with the urgent items in progress, with some actions incomplete.</p> <p>-AF agreed to share the report with AS and that this would be presented back to governors at the next meeting. <b>ACTION.</b></p> <p><b>(d) Safeguarding (including Annual Safeguarding Report):</b></p> <p>-CE and AF confirmed they had scheduled a meeting for 22/09/2021 to consider the annual report.</p> <p>-AF explained that she had contacted OCC and has the appropriate web link to submit the school's report before 31<sup>st</sup> December 2021 deadline.</p> <p>-HR agreed to note this on the next agenda. <b>ACTION.</b></p> <p><b>(e) IT:</b></p> <p>- No items discussed.</p>	<b>AF/AS</b>  <b>HR</b>
<b>8</b>	<p><b>Policies for Ratification: (see attached paper)</b></p> <p>- The governing body unanimously approved the following policies:</p> <ul style="list-style-type: none"> <li>- Child Protection and Safeguarding Policy (revised September 2021)</li> <li>- Admissions Policy</li> <li>- Allegations</li> <li>- Complaints</li> <li>- Fire Evacuation Plan</li> <li>- Intruder Plan</li> <li>- Support Staff Appraisal Policy</li> <li>- Teacher Appraisal Policy</li> </ul>	

	<p>- With reference to the Admissions Policy, AF asked governors to acknowledge that it was seven years since the school last put this policy out to consultation. She explained that this meant the school was required to share a copy with, amongst others the Parish Council, Pre-School etc.</p> <p>- Governors understood this statutory requirement.</p>	
<b>9</b>	<p><b>GDPR Annual Schools Record Review:</b></p> <p>- AF reported that office manager LK had carried out the necessary duties regarding this item.</p>	
<b>10</b>	<p><b>Training and Visits:</b> <i>(see attached paper)</i></p> <p><b>a) Training update:</b></p> <p>- HR reminded the governors about the training opportunities shared on GovernorHub.</p> <p><b>b) Feedback from ODST Finance Training (14/09/2021):</b></p> <p>- Governors discussed this useful training and gave their thoughts.</p>	
<b>11</b>	<p><b>Any Other Business:</b></p> <p>- HR noted that AS's term of office will end on 14/11/2021. AS said she would continue as a governor. HR explained that AS would need to complete the nomination form. <b>ACTION.</b></p> <p>- Governors discussed the meeting format. They considered the latest coronavirus guidelines. They agreed that meetings would continue virtually for the foreseeable future.</p> <p>- HR pointed out that new governor NB-G did not have the same knowledge of the school as other new governors. She suggested a school visit would be important to provide context. AF agreed to arrange this with NB-G. <b>ACTION.</b></p>	<p><b>AS/HR</b></p> <p><b>AF</b></p>
<b>12</b>	<p><b>Date of Next Meeting:</b></p> <p>- LGB meeting 16<sup>th</sup> November 2021 at 7.30pm.</p> <p>- Resources Committee meeting 30<sup>th</sup> November 2021 at 7.30pm</p> <p>- Performance and Learning Committee meeting 6<sup>th</sup> December 2021 at 7.30pm</p>	
	<p>The meeting finished at 9.50pm.</p>	
	<p>Attached documents:</p> <ul style="list-style-type: none"> <li>- Keeping_children_safe_in_education_2021</li> <li>- Admissions Policy Sept 2022</li> <li>- Allegations Policy</li> <li>- Complaints Policy</li> <li>- EYFS Policy</li> <li>- Fire evacuation plan</li> <li>- Intruder Plan</li> <li>- Safeguarding Policy</li> <li>- Support staff appraisal policy</li> <li>- Teacher appraisal policy</li> <li>- URGENT BUSINESS – Copy of 2020 21 PE and Sports Premium – Impact</li> </ul>	

	<ul style="list-style-type: none"> <li>- URGENT BUSINESS – Copy of 2021 – 22 PE and Sports Premium – Impact</li> <li>- 2021-22 Declarations of Interest Template for LGB Members</li> <li>- Copy of ToR – P&amp;L Committee – Approved October 2020</li> <li>- Copy of ToR – Resources Committee – Approved November 2020</li> <li>- Copy of Whistleblowing Policy</li> <li>- New ODST Code of Conduct for Local Governing Bodies 2021</li> <li>- Brize Governor Link Roles (and link teachers) 2021-22</li> <li>- Minutes LGB Brize July 2021</li> <li>- Ht's Report to Governors Autumn 1 2021</li> <li>- Main Covid-19 Risk Assessment updated for Sept 2021</li> <li>- School Improvement Plan 2021-22</li> <li>- ODST Training and support for Local Governing Bodies – Autumn 2021</li> </ul>	
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