



Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst

Minutes of the Local Governing Body Meeting 16th November 2021 7.30pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> - HR to add subject leader presentations to relevant FGB agenda - AF to report back on IG's query about school lunches for PP children - HR to share Lettings Policy info with governors, and put this policy for attention on next agenda - AD to consider e-safety training for governors 	HR AF HR AD

No.	Item	Action
1	<p>Welcome, members present and apologies:</p> <p>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) David Golding (DG, parent governor) Ian Griffiths (IG, parent governor) Catherine Hunter (CH, staff 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:</p> <ul style="list-style-type: none"> - COVID-19 Update: AD asked AF to brief the governing body on the latest situation in the school with reference to the ongoing Coronavirus pandemic. - AF explained that the school was working to the Department for Education (DfE) contingency framework because some classes had reached the threshold of positive cases as detailed in this guidance. She informed governors about the extra measures put in place by the school to protect staff and pupils. - AF gave governors specific details about the impact on staffing and how the school was managing staff absence. Governors acknowledged that AF was taking on a teaching role and noted that this was a priority. - AD and AF informed the governors that visits from ODST had been rescheduled to allow the school to manage the situation and prioritise teaching of pupils. 	
3	<p>Declaration of business or pecuniary interests and confirm any related party transactions:</p>	

	- No governing body members declared any business or pecuniary interests in relation to this meeting agenda. Several governors have registered ongoing interests and these are correctly identified on the school website.	
4	<p>Approve Minutes of the Local Governing Body meeting held 21st September 2021: <i>(see attached paper)</i></p> <p>- The minutes were agreed as a true record and HR will arrange a suitable way for the document to be signed.</p> <p>Matters Arising/Actions:</p> <p>- The Health and Safety Audit action was incomplete. AF noted that the audit document was available for governors on GovernorHub.</p> <p>- AF explained that she had not had time to go through this document with LK (school office manager) who was currently monitoring the actions. AF reassured governors that all actions from the audit were complete or currently being actioned.</p> <p>- All the other matters arising from the September meeting had been dealt with.</p>	
5	<p>Headteacher's Report: <i>(see attached papers)</i></p> <p>(a) COVID-19 update and Risk Assessment:</p> <p>- This item had been covered earlier in the meeting under urgent business.</p> <p>(b) School Improvement Plan:</p> <p>- Governors acknowledged that the school was currently under a lot of pressure because of staff and pupil absence.</p> <p>- AF confirmed that the updated document was available on GovernorHub. She informed governors that progress through this plan was being made and the school continued to work through the actions. She gave an example of this and highlighted a visit from the School Improvement Advisor to support progress in English and the English leadership.</p> <p>- AD took the opportunity to inform governors that targets had been set for subject leaders and individuals will be invited to future governing body meetings to present an update on their subject.</p> <p>- Governors noted the proposed schedule for this – BW/English spring term 1, EC/SEND spring term 2, with the new maths leader presentation to be confirmed for the summer term. HR will add this to the relevant agenda. ACTION.</p> <p>(c) Pupil Premium review of 2020-21 and strategy for 2021-22:</p> <p>- AF and IG were pleased to inform the governors that they had met to consider these reports. Governors were reminded that IG had a link role assigned to monitor pupil premium.</p> <p>- AF pointed out that IG had raised a query about school lunches that she needed to follow up. IG had asked about different options for pupils that were entitled to but not enjoying free school meals. ACTION.</p> <p>- The governing body approved the reports.</p> <p>(d) Agree the COVID Catch-Up Funding plan and identify how impact will be assessed:</p> <p>- AF informed governors that the school had been pleased with the initial strategy and results. Therefore, the school had decided to continue with the same extra teaching assistant (TA) support in place and funding would contribute towards this arrangement.</p>	<p>HR</p> <p>AF</p>

	<p>- Q: Governors asked how long the school could afford to pay for the extra teaching assistant hours? A: AF stated that the school's budget for this currently was ok. She asked governors to be aware, however, that ongoing staff absence and the financial cost of remedying this would mean the school may have to alter the budget.</p> <p>(e) SEN Audit: - AF summarised this audit carried out by ODST. She highlighted the key action to use TAs more effectively.</p> <p>- Q: Governors asked what the suggestions were for increasing this effectiveness? A: AF explained it had been given as an action for the school to consider. She told governors that the audit revealed that the school was not consistent in their use of TAs across year groups and classes and they would therefore work on their approach to this.</p>	
6	<p>Performance Management: (a) Teacher appraisals: - AF confirmed that all teacher appraisals had been carried out. She gave governors some more detail. - AD confirmed that he had discussed this with AF and the item will be on the agenda for the Resources committee meeting on 30/11/2021.</p> <p>(b) Headteacher Performance Review: - AD and AF confirmed that these meetings were booked for early December. - The governors considered the membership of this sub-committee. HR agreed to set up a committee on GovernorHub featuring AD, and co-vice chairs AS and DG.</p>	
7	<p>Feedback from Committees and Lead Governors: (a) Resources committee: - The governors acknowledged that this committee would meet for the first time this academic year on 30th November.</p> <p>(b) Performance and Learning committee: - The governors acknowledged that this committee had not yet met this academic year. They suggested that the meeting date was rearranged to avoid a clash with other school activities. A new date was agreed as 15th December.</p> <p>(c) Premises, Health & Safety (Including Health & Safety Audit): - This item had been considered earlier in the meeting.</p> <p>(d) Safeguarding (including Annual Safeguarding Report): - Link governor CE summarised the Annual Safeguarding report and stated that it had been carefully considered and was ready for submission (to Oxfordshire County Council).</p> <p>(e) IT: - No items discussed.</p>	
8	<p>Risk Register: (see attached paper) - The document had been made available for governors to consider in advance of the meeting.</p> <p>- Q: With reference to item AO1 and AO3 (loss or absence of key governors and key staff), governors asked if this risk level should be higher? They referred to the discussion at the first FGB meeting in September when the</p>	

	<p>chair and vice chair roles were elected where it was noted that AD had stated this would be his final year as chair and at present there was not another governor interested in that role.</p> <p>A: The governing body discussed this situation and the risk register items further. At the conclusion of the discussion there was no action to increase the risk level for this item.</p> <p>-Q: Governors queried the language used regarding staffing and staff turnover. They suggested a revision.</p> <p>A: AF understood the point raised and made the alteration.</p> <p>-Q: With reference to item DO6, governors asked if this risk could be reduced?</p> <p>A: AD commented that he was confident the school IT support providers were certified to protect the aspects raised in the risk register item.</p>	
<p>9</p>	<p>Policies for Ratification: (see attached paper) The following policies had been brought forward:</p> <ul style="list-style-type: none"> - Capability Policy - Freedom of Information Policy - Internet Safety Policy - Lettings Policy - Managing Sickness Absence Policy - Remote Learning Policy - Safe from Violence and Aggression Policy - Safer Recruitment Policy - Site Security Policy - Teacher Appraisal Policy - ODST Pay Policy for Teachers <p>- The governing body approved all policies except for the Lettings Policy.</p> <p>- The Lettings Policy will be revised and reconsidered at the next meeting. HR will provide some more information. ACTION.</p> <p>- Governors identified a requirement for their own e-safety training as stated in the Internet Safety policy. AD agreed that this training was important and agreed it should be organised for those new governors. ACTION.</p>	<p>HR</p> <p>AD</p>
<p>10</p>	<p>Governor Training and Visits: (see attached paper)</p> <p>a) Training update:</p> <ul style="list-style-type: none"> - Governors summarised a few training courses they had attended. <p>b) Visits:</p> <ul style="list-style-type: none"> - NB-G had provided a completed governor monitoring form for a visit in November. <p>c) GDPR – guidance for governors (document on GovernorHub):</p> <ul style="list-style-type: none"> - HR referred governors to a request made for them all to be aware of their GDPR responsibilities. She highlighted the document shared on GovernorHub. 	
<p>11</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> - CE took the opportunity to inform governors that the safeguarding leaflet (to be handed out to any visitor to the school) had been carefully considered and she was satisfied with the contents. 	

	<p>- Q: Governors asked about the school's Behaviour Policy and in the case of poor behaviour what consequences are considered by and available to the school?</p> <p>A: AF stated that the school's Behaviour Policy had been shared with stakeholders and was available for all on the school's website. She was confident that the policy was comprehensive regarding the sanctions and process.</p> <p>- Q: They asked if each class managed behaviour in the same way?</p> <p>A: AF confirmed that it was part of her job to make sure the Behaviour Policy was being applied correctly and consistently.</p> <p>- The governing body discussed this further and understood that measures and responses needed to be adapted to individuals' situations.</p> <p>- AF noted that pupil behaviour had been identified in her Headteacher report for this meeting. She gave further background and stated that the school was working very hard in this area. She asked governors to reinforce to parents/carers the importance of bringing any issues to her attention.</p>	
12	<p>Date of Next Meeting:</p> <p>- LGB meeting Tuesday 11th January 2022 at 7.30pm.</p> <p>- Resources Committee meeting Tuesday 30th November 2021 at 7.30pm.</p> <p>- Performance and Learning Committee meeting Wednesday 15th December 2021 at 7.30pm.</p>	
	<p>The meeting finished at 9.30pm.</p>	
	<p>Attached documents:</p> <ul style="list-style-type: none"> - Minutes LGB Brize September 2021 - HT's Report to Governors Autumn 2 2021 - School Improvement Plan 2021 – 22 - Pupil Premium strategy 2021 22 - Catch Up Funding 2021 – 22 - SEN-Audit Brize Norton 20.10.2021 - H&S audit 2021 action points - 2021 Risk Register Brize Norton - ODST May 2021 LGB Monitoring Visit Report pro forma NBG 3-11-21 - Brize Norton GDPR Review Report - NGA-Complying-with-GDPR-guidance-Final - Capability policy - Freedom of Information Policy - Internet Safety Policy - L2 ODST Pay Policy for Teachers 2021 - Lettings policy - Managing Sickness Absence - Remote Learning Contingency Policy - Safe from Violence and Aggression Policy - Safer Recruitment - Site Security Policy - Teacher Appraisal 	