



Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst



Minutes of the Extraordinary Full Governing Body Meeting 14th December 2021 7.30pm – held virtually using Microsoft Teams

No.	Item	Action
1	<p>Welcome, members present and apologies:</p> <p>Present: Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) Catherine Hunter (CH, staff governor) Alex Skym (AS, community governor)</p> <p>Apologies: Nen Blakesley-Grimes (NB-G, community governor) Ian Griffiths (IG, parent governor)</p> <p>Absent: David Golding (DG, parent governor)</p> <p>In attendance: Ian Elkington (IE, Deputy Chief Executive, ODST) Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p>Declaration of business or pecuniary interests and confirm any related party transactions:</p> <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 and within GovernorHub.</p>	
3	<p>Update for governors regarding current situation at the school:</p> <p>- AD took the opportunity to bring all governors up to date with the current situation at the school. He identified the significant absence levels of staff members and pupils, largely because of COVID-19, and how this had put an enormous amount of pressure on the school.</p> <p>- Governors acknowledged the impact of the current situation on all involved.</p> <p>- AD referenced an email sent by him to all governors in the previous week regarding two complaints being investigated. He reminded governors of the</p>	

	importance of retaining confidentiality and impartiality. He asked governors to be aware of the strict processes being followed regarding these investigations and reminded them that they must not engage with any direct contact from individuals, and instead must refer people to him, or the school.	
4	<p>(a) Explanation regarding ODST involvement and support, plus additional resources in place and (b) Summary of plan for the following weeks re preparation for Ofsted inspection and what is required from governors:</p> <ul style="list-style-type: none"> - Having acknowledged the challenges being faced by the school, IE thanked all the staff and governors for their ongoing work. - IE stated that the school had been identified as needing support and he put forward staff changes and staff illness as contributing factors. - IE asked governors to consider how the existing staff structure (many part time employees) means that the school lacks staffing capacity to deal with absences. - IE went on to explain how the school must now prepare for inspection. He gave governors a thorough run down of what Ofsted would expect to see, and clearly laid out strong areas and other areas for improvement. - IE noted how critical it was that subject leaders were well prepared. - IE observed that staff wellbeing needed to be addressed. The meeting attendees acknowledged that many staff members took on several areas of responsibility and this was at times overwhelming. - IE asked governors to consider several areas of focus including pupil voice, provision maps, safeguarding, and others. - Governors were provided with a summary of the individuals recruited to provide support to the school. - IE stated the importance of working quickly because time was short. - IE explained to governors how Ofsted would approach the inspection, with particular reference to the deep dives and subject leader involvement here. He explained how ODST would approach the work and preparation for this. - With reference to Safeguarding, IE was pleased to say that he had witnessed first-hand how well a safeguarding issue within the school had been handled. He recommended the arrangement of a safeguarding audit (via Oxfordshire County Council) and the nominated safeguarding governor CE agreed to be involved with this. - AF took the opportunity to share her thoughts and feelings. - IE reminded those present that it was vital to have strong evidence in place for the forthcoming inspection. - The governors acknowledged how challenging the current situation was for everyone involved. They advocated the support being offered and highlighted how recent events had highlighted how key staff members were over extended. - Governors agreed that all of the additional practices in place because of the pandemic had also added a huge amount of work and strain. 	
5	<p>Any other business:</p> <ul style="list-style-type: none"> - AD informed the governors about a new teaching assistant staffing arrangement and explained that this had been authorised to provide better support for one class in particular. 	
	The meeting ended at 8.18pm.	