



Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst

Minutes of the Local Governing Body Meeting 11th January 2022 7.30pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> - AD to consider e-safety training for governors - AF to share safeguarding checklist with CE - HR to share DfE guidance with CE and AF. CE and AF to alter policy (Abusive and Violent Visitors) if necessary - AD agreed to work with AF and DR on a plan to assign governors to subject leaders 	AD AF HR CE/AF AD/AF/DR

No.	Item	Action
1	<p>Welcome, members present and apologies:</p> <p>Present: Nen Blakesley-Grimes (NB-G, community governor) Abbi Dunkley (ADu, community governor) Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) Ian Griffiths (IG, parent governor) Catherine Hunter (CH, staff governor) Alex Skym (AS, community governor) Baz Sutherland (BS, community governor)</p> <p>Apologies: David Golding (DG, parent governor)</p> <p>In attendance: Donna Roberts (DR, advisory headteacher) Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p> <p>AD explained that DG had sent his apologies and would join the meeting later if he could.</p> <p>AD introduced two new governors, Abbi Dunkley and Baz Sutherland, who had been formally approved as governors the previous day. ADu and BS took the opportunity to introduce themselves to the governing body.</p> <p>At this point in the meeting AD briefly lost connection to the meeting. HR invited the governors to introduce themselves to ADu and BS whilst the meeting Chair reconnected.</p>	
2	<p>Notification of any urgent business:</p> <p>- No items brought forward.</p>	

3	<p>Declaration of business or pecuniary interests and confirm any related party transactions:</p> <ul style="list-style-type: none"> - HR pointed out that BS and ADu had not yet completed a declaration of interests form, she explained the nature of this document and requirement. - 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 GovernorHub. 	
4	<p>Approve Minutes of the Local Governing Body meeting held 16th November 2021 and the Extraordinary Local Governing meeting held 14th December 2021: (see attached paper)</p> <ul style="list-style-type: none"> - Both sets of minutes were agreed as a true record and HR will arrange a suitable way for the documents to be signed. <p>Matters Arising/Actions:</p> <ul style="list-style-type: none"> - With reference to the action <i>AF to report back on IG's query about school lunches for pupil premium children</i>. This query was raised to ask if there were different options for pupils that were entitled to but not enjoying school meals. AF explained that she had spoken to the School Lunch Company, and they suggested that the school's pupils were comparable to others with regards to the amount of food left. AF confirmed that staff encourage all pupils to eat and report back to parents if this is a particular issue. - AD asked for the action <i>to consider e-safety training for governors</i> to be carried over. * - All other matters arising/actions had been completed or were on the agenda for consideration. 	*HR
5	<p>Headteacher's Report: (see attached papers)</p> <ul style="list-style-type: none"> - AF acknowledged that the school needed to focus on and improve subject leadership. She highlighted how this had been promoted in the School Improvement Plan. - AF explained how the school would utilise DR's support with this task. - AF provided a summary of the recent staffing changes and solutions. <p>(a) COVID-19 update and Risk Assessment:</p> <ul style="list-style-type: none"> - AF gave governors an update. She asked governors to note the contribution of a parent helper, Mrs Gidlow, and thanked her for her support. - AF identified the school's vulnerability if several staff members are absent. She informed governors that securing supply staff was becoming a challenge and therefore teachers and teaching assistants have been prepared for the possibility of being redeployed across the school as necessary. - AF explained contingency plans that might be put in place if the need arose. <p>(b) Update on progress against School Improvement Plan:</p> <ul style="list-style-type: none"> - AF had made the updated plan available on GovernorHub. She asked governors to recognise how subject leadership had become a focus. - The governors did not have any questions. <p>(c) SmartLog Status:</p>	

	<p>-AF explained that the compliance management software reported a score of 87.1%. She informed governors about the few outstanding items that needed completion.</p> <p>-Q: With reference to the information in the written headteacher’s report, governors asked if the new teaching assistant arrangement was having a positive effect? Governors understood that the new structure had not been in place for long.</p> <p>A: AF explained the two objectives for this staffing solution. She stated that the school felt that it was meeting needs better with this arrangement.</p> <p>-Q: With reference to the recent Inset day, governors noted that time had been spent on subject leadership, they asked how that was received by the staff?</p> <p>A: AF explained that she had been clear about the expectations for staff in relation to subject leadership. She informed governors that DR was supporting the school to identify key areas for development.</p> <p>-Q: Governors asked if the school had any general concerns or if they needed further support from the governing body?</p> <p>A: AF considered subject leadership and the continued monitoring of a challenging year group to be the significant priorities, with the organisation of a phased return for a member of staff also a key issue.</p>	
<p>6</p>	<p>Performance Management – report from Pay Committee:</p> <p>(a) Teacher appraisals:</p> <p>-AF confirmed that she had communicated with the Pay Committee about the completed teacher appraisals.</p> <p>(b) Headteacher Performance Review:</p> <p>-AD, as a representative of the Pay Committee, explained that the headteacher appraisal (performance review) had been productive, and challenging but enjoyable targets had been set.</p> <p>-AD thanked Ian Elkington (IE) from ODST for facilitating this appraisal.</p>	
<p>7</p>	<p>Feedback from Committees and Lead Governors:</p> <p>(a) Resources committee (from 30/11/2021 and 06/01/2022):</p> <p>-IG gave the governors a summary from the recent committee meetings. He noted that the committee had taken the opportunity to drill down into the period 3 budget monitoring and highlighted the increased costs for teachers and supply cover.</p> <p>(b) Performance and Learning committee (from 15/12/2021):</p> <p>-AS explained how the committee had looked at the considerable assessment data for the school. She stated that discussions led the committee to a conclusion that the targeted interventions are working.</p> <p>-AS informed the governing body that the school had been asked to carry out a further assessment for the class with the newly installed teaching assistant before the February half term. They explained how important it was to have data to examine whether this solution was working and therefore cost effective.</p> <p>(c) Premises, Health & Safety:</p> <p>-AS and AF arranged a meeting to complete this link governor visit on 21/01/2022.</p> <p>(d) Safeguarding:</p> <p>-CE confirmed she and AF would meet for this link governor visit on 20/01/2022.</p>	

	<p>- CE reported that all necessary records were up to date.</p> <p>- AF noted that IE had sent a helpful checklist that DR and AF had gone through, and she agreed to share this with CE. ACTION.</p> <p>- Q: Governors asked for clarification about ongoing safeguarding concerns.</p> <p>A: AF confirmed that all concerns had been reported and the school was following the process as required.</p> <p>(e) IT:</p> <p>- AD informed governors that after discussion with AF he agreed that the school needed to upgrade the Wi-Fi capability in the school and this was in progress.</p>	AF
8	<p>Policies for Ratification: <i>(see attached paper)</i></p> <p>The following policies had been brought forward (not all policies present on the <u>agenda</u> were considered, these will be carried over to a future meeting):</p> <ul style="list-style-type: none"> - Lettings Policy - Abusive and Violent Visitors - Attendance Policy - Equality Objectives - Lettings policy revised - Social Media Policy <p>- With reference to the Abusive and Violent Visitors policy, governors discussed this further. HR drew the governors' attention to some Department for Education guidance, and AF suggested that she and CE looked at the guidance and if they felt this needed to be reflected in the policy, they would bring it back for approval again with revisions. ACTION.</p> <p>- The governing body approved all the policies listed above.</p>	HR AF/CE
9	<p>INSET days for 2022-23 for approval: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - AF had provided the proposed dates in advance of the meeting. - The governing body discussed the dates in detail and considered the best way forward for the school, parents/carers, and investigated the dates published by other schools. - The governing body agreed with some alterations and these dates were approved. 	
10	<p>Governor Training and Visits: <i>(see attached paper)</i></p> <p>a) Training update:</p> <ul style="list-style-type: none"> - HR reminded governors about the NGA Learning Link package that the school had signed up for. She encouraged them to look at the e-learning modules and recommended that the next step should be to assign governors a series of modules to complete. <p>b) Visits:</p> <ul style="list-style-type: none"> - The governing body discussed the ongoing challenge regarding governor visits as the pandemic continued. CE suggested that teachers would be welcome to give their link governors an update via email. The governors discussed this further. DR asked if the school had considered linking governors to subjects as 	

	<p>opposed to classes/teachers. AD agreed to work with AF and DR on a plan to assign governors to subject leaders. ACTION.</p> <p>c) Vacancies:</p> <ul style="list-style-type: none"> - AD noted that he had spoken to a potential new governor to fill one of the two remaining vacancies. - HR reminded the governors that the next ODST Appointments Meeting was likely to be a few weeks away and therefore this application would not be processed until then. 	AD/ AF/DR
11	<p>Any Other Business:</p> <ul style="list-style-type: none"> - No items discussed. 	
12	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> - Full local governing body meeting Monday 21st March 2022 at 7.30pm. - Performance and Learning Committee meeting Thursday 3rd March 2022 at 7.30pm. - Resources Committee meeting Thursday 10th March 2022 at 7.30pm. 	
	<p>Subject Leader Presentation, English</p> <ul style="list-style-type: none"> - AF provided the governing body an update on how the school teaches English. - AF shared her screen and governors were guided through the comprehensive report. - Governors asked questions and the group discussed aspects of the report. 	
	<p>The meeting finished at 9.30pm.</p>	
	<p>Attached documents:</p> <ul style="list-style-type: none"> - How we teach English at Brize Norton School - SEN-Audit Brize Norton 20.10.2021 - Visit 1 Form Brize Norton - Visit 2 Form – Brize Norton - Lettings Policy REDACTED - Model_policy_premises_hire_2021 - Model_policy_premises_hire_covid19_2021 - The Key – info - Abusive and Violent Visitors - Attendance Policy - Equalities objectives - Lettings policy revised - Social Media Policy - Minutes eFGB Brize December 2021 - Minutes LGB Brize November 2021 - HT's Report to Governors Spring 1 2022 - School Improvement Plan 2021 – 22 - Autumn 2 Safeguarding return - Autumn 2021 data analysis - Proposed INSET days 2022 - 23 - KeyDoc_-_questions_Ofsted_might_ask_governors_august2021_update 	