



Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst



Minutes of the Local Governing Body Meeting 21st March 2022 7.30pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> - *HR to consider e-safety training for governors - *AD to work with DR on a plan to assign governors to subject leaders - HR to add item to Resources agenda re spend on guttering 	HR AD/DR HR

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) Abbi Dunkley (ADu, community governor) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) David Golding (DG, parent governor) Ian Griffiths (IG, parent governor) Catherine Hunter (CH, staff governor) James Lambert (JL, community governor) [arrived item 2] Alex Skym (AS, community governor) Baz Sutherland (BS, community 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 James Lambert a new community governor, would hopefully join the meeting in a few minutes.</p>	
2	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - AD brought forward two items. He explained the first was an opportunity to support the mental wellbeing of the school’s staff. ODST have made the school aware of a scheme to provide staff members (not covered by the existing absence insurance policy) access to telephone support and counselling. AD stated that whilst he understood the school did not need the governors’ permission to buy in this service, he would like to record their support for this important provision. 	

	<ul style="list-style-type: none"> - The governors discussed this further, including recognition of the costs that were agreed as perfectly manageable, and gave their support to this item. - [JL joined the meeting at this point, 7.35pm]. - AD explained the second item of urgent business. He informed the governors that headteacher AF had made the decision to step down from her role, with a formal resignation letter sent to Ian Elkington (ODST, Deputy Chief Executive) and AD. He stated that ODST had accepted this resignation. He stated that AF would finish at the school at the end of this term. - AF briefly addressed the governing body and thanked them for their support. - AD thanked AF for everything she has done for the school. - AD explained that ODST would secure an interim headteacher and that an advertisement for a permanent position would be available shortly. He asked governors to be available to form a panel for interviews. 	
3	<p>Declaration of business or pecuniary interests and confirm any related party transactions:</p> <ul style="list-style-type: none"> - 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. - [The clerk has noted that JL, appointed the previous week, had not yet been sent the relevant paperwork]. 	
4	<p>Approve Minutes of the Local Governing Body meeting held 11th January 2022: (see attached paper)</p> <ul style="list-style-type: none"> - The 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"> - HR agreed to take over the action '<i>consider e-safety training for governors</i>'. - With reference to the action <i>AD agreed to work with AF and DR on a plan to assign governors to subject leaders</i> – the governing body agreed that it was critical to address this before the next FGB meeting. - All other matters arising/actions had been completed or were on the agenda for consideration. - AD asked JL to introduce himself the governing body and welcomed him to his first meeting as a community governor. 	<p>*HR</p> <p>*AD</p>
5	<p>Headteacher's Report: (see attached papers)</p> <ul style="list-style-type: none"> - 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 informed the governors about the extreme challenges faced by the school before the February half term holiday, when several teachers were absent with positive COVID-19 test results. <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 pointed out how the curriculum had been a focus and referred governors to the details provided at the recent Performance and Learning (P&L) committee meeting (the minutes of which had been made available to all). She provided a brief summary. - Q: With reference to a discussion at the recent P&L Committee meeting, governors asked if the school was continuing to look at the progress and attainment data generated? A: AF confirmed this and noted that moderation would be a focus for DR in the next few weeks. <p>(c) SmartLog Status:</p> <ul style="list-style-type: none"> - AF explained that the compliance management software reported a score of 89.8%. She informed governors about the few outstanding items. <p>(d) ESAT (Education Safeguarding Advisory Team) Safeguarding Review:</p> <ul style="list-style-type: none"> - AF noted that this report would be considered during item 6(d). 	
<p>6</p>	<p>Feedback from Committees and Lead Governors: <i>(see attached paper)</i></p> <p>(a) Resources Committee (from 10/03/2022):</p> <ul style="list-style-type: none"> - IG provided a summary of items covered. The minutes from the meeting had been made available in advance of this FGB meeting. - The governors discussed the next scheduled meeting and considering the news from item 2, whether it was sensible to postpone the meeting. After further information was shared, they agreed that it was critical to meet to answer some outstanding questions and have further strategic discussions about the spending plans. <p>(b) Performance and Learning Committee (from 03/03/2022):</p> <ul style="list-style-type: none"> - AS provided the governors with an update from this committee. The minutes had been made available in advance of the FGB meeting. - With reference to the data identified during item 5(b) she highlighted how the committee had acknowledged that the school's input appears to have been successful, but the committee were looking forward to the moderation activities to further support this analysis. She explained how the next meeting would pick up on this. <p>(c) Premises, Health & Safety:</p> <ul style="list-style-type: none"> - Link governor AS confirmed that she had carried out a visit to the school to consider these areas. She identified a few areas of work and explained the recommendations for managing these. Members of the Resources committee understood the requirement to provide funds in the budget for work to the guttering. HR will add this to the relevant agenda. ACTION. <p>(d) Safeguarding:</p> <ul style="list-style-type: none"> - Link governor CE explained that she had met with AF at the end of January to look at SEND (special educational needs and disability) and Safeguarding. She summarised the outcome of this meeting. - CE took the opportunity to consider the ESAT Safeguarding Review. She asked a few questions generated by this report. - Q: Clarification was sought by CE regarding a newsletter mentioned in the report. A: AF gave more detail and agreed that this could be shared with CE. - Q: CE asked if the school needed to do any more checks on groups that used the school? 	<p>HR</p>

	<p>A: AF stated that this had all been done.</p> <ul style="list-style-type: none"> - Q: CE asked about the Staff Suitability Form. <p>A: AF noted that the school had not previously been aware of this requirement. She explained further and reassured governors that this was now in hand.</p> <ul style="list-style-type: none"> - Q: CE asked for clarification about the DBS information referenced in the report. <p>A: AF explained that the school was advised not to keep the original documents on file, instead they needed to take the serial number from the certificate and note this against the staff member within the Single Central Record. She confirmed that any certificates in school had been returned to the relevant staff member.</p> <p>(e) IT:</p> <ul style="list-style-type: none"> - No report for this meeting. 	
7	<p>Policies for Ratification: <i>(see attached paper)</i></p> <p>The following policies had been brought forward:</p> <ul style="list-style-type: none"> - Behaviour Policy - Curriculum Policy - Homework Policy - Dependent Children Policy - Legionella and Scalding Policy - Shared Parental Leave Policy - Staff Grievance Policy - Tackling Extremism and Radicalisation Policy - Teacher Appraisal Policy - TOIL (Time Off in Lieu) Policy - Phonics Policy - Sexual Harassment Policy <ul style="list-style-type: none"> - The governing body approved all the policies listed above. 	
8	<p>Governor Training and Visits:</p> <p>a) Training update:</p> <ul style="list-style-type: none"> - CE noted her completion of Safeguarding training and confirmed the certificate was uploaded to GovernorHub. <p>b) Visits:</p> <ul style="list-style-type: none"> - AD encouraged the governing body to schedule visits after the Easter break. <p>c) Vacancies:</p> <ul style="list-style-type: none"> - HR informed everyone that there was one community governor vacancy. 	
9	<p>Any Other Business:</p> <ul style="list-style-type: none"> - The governing body discussed the Admissions Policy consultation for a local secondary school and the potential implications for the school. 	
10	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> - Full local governing body meeting Tuesday 10th May 2022 at 7.30pm. 	
	<p>The meeting finished at 8.30pm.</p>	

Attached documents:

- Agenda Item 04 – Minutes of LGB Brize January 2022
- Agenda Item 05 – ESAT safeguarding review
- Agenda Item 05 – Feb 2022 Half Termly Attendance Analysis
- Agenda Item 05 – HT's Report to Governors Spring 2 2022
- Agenda Item 05 – January 2022 Covid Risk Register v.2
- Agenda Item 05 – School Improvement Plan 2021 – 22
- Agenda Item 05 – Spring 1 Safeguarding return
- Agenda Item 06 – Benchmarking Information for ALL governors
- Agenda Item 07 - Behaviour Policy
- Agenda Item 07 - Curriculum Policy
- Agenda Item 07 - Homework Policy
- Agenda Item 07 - Dependent Children Policy
- Agenda Item 07 - Legionella and Scalding Policy
- Agenda Item 07 - Shared Parental Leave Policy
- Agenda Item 07 - Staff Grievance Policy
- Agenda Item 07 - Tackling Extremism and Radicalisation Policy
- Agenda Item 07 - Teacher Appraisal Policy
- Agenda Item 07 - TOIL (Time Off in Lieu) Policy
- Agenda Item 07 - Phonics Policy
- Agenda Item 07 - Sexual Harassment Policy