



Brize Norton Primary School

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Interim Co-Headteachers: Stephanie Cartwright and Donna Roberts

Minutes of the Local Governing Body Meeting 11th July 2022 7.30pm – held in person at the school

No.	Item	Action
1	<p>Welcome, members present and apologies: Present: Nen Blakesley-Grimes (NB-G, community governor) Stephanie Cartwright (SC, interim co-headteacher Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) David Golding (DG, parent governor) Ian Griffiths (IG, parent governor) Donna Roberts (DR, interim co-headteacher) Alex Skym (AS, community governor) Baz Sutherland (BS, community governor)</p> <p>Apologies: Abbi Dunkley (ADu, community governor) James Lambert (JL, community governor)</p> <p>In attendance: Robyn Jones (RJ, newly recruited headteacher to start September 2022) Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p>Notification of any urgent business: - No items.</p>	
3	<p>Declaration of business or pecuniary interests, DBS checks in place, 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. - DBS checks are all in place, including JL's which was in progress at the previous meeting, this has been confirmed with school office manager Lee-Ann Keeble (LK). 	
4	<p>Approve Minutes of the Local Governing Body meeting held 10th May 2022 and Budget Approval Meeting 18th May 2022: (see attached paper)</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and will be signed by AD. <p>Matters Arising/Actions:</p> <ul style="list-style-type: none"> - *HR to consider e-safety training for governors – this action will be carried over. 	*HR

	<ul style="list-style-type: none"> - AD to follow up on WiFi issues at the school – SC commented on the ongoing issues, as IT link governor, AD expressed his concern that the issues had not been resolved even after his initial contact with the provider and the school’s IT support. SC and AD agreed to follow this up and set deadlines for action. - Other actions were on the agenda for consideration. 	AD/SC
5	<p>Headteacher’s Report: <i>(see attached papers)</i></p> <p>(a) Updated pro forma document:</p> <ul style="list-style-type: none"> - Q: With reference to ‘Behaviour and Attitudes’, governors asked for more information about the disruption in one class, they wanted to know what the school had done to improve this situation? A: DR explained that a pupil had been provided with one to one support, and the class had also benefitted from the permanent member of staff returning from a period of absence. - Q: Governors asked if the electronic registers would be ready for use by the start of the next term? A: DR and SC explained that use of the electronic registers had already started. They advised governors that the use of the registers was inconsistent and explained further. They commented that this was a priority for September and would further enhance the safeguarding culture within the school. - Q: Governors asked if the school had an induction procedure for new members of staff and temporary members of staff? A: The interim headteachers gave their thoughts on this. RJ stated that a staff handbook and induction process would be prepared over the summer. - Q: Governors identified that the school had two teaching vacancies. They asked why recruitment had not been successful and what the school would do differently next time. A: DR, SC and RJ explained why the short timescale for the recent adverts had resulted in no applicants. RJ explained how the school would approach recruitment in September. Governors understood that permanent members of staff would likely start in January 2023 to accommodate resignation deadlines and notice periods. - Q: Governors asked how the school would manage in September when there was only one safeguarding lead, down from five currently. A: DR reminded governors about RJ’s safeguarding capability and that therefore the school would in fact have two leads. - With reference to pupil premium and service premium funding, governors identified a request made in previous meetings and committee meetings to split out the service funding to support accurate financial records and accountability. They suggested that the school was not currently providing the minimum standard for these pupils, and this needed to be addressed. - Q: With reference to the exit interviews recommended by the current school leadership, they asked for more information. A: SC noted that it was not clear whose responsibility this was. AD explained what the process had been before January 2022 and agreed that a process for the future was important. He stated that alongside human resources representatives from ODST he had met with all the staff members that were leaving the school this year. - Q: Governors asked the school how they would manage the adult to pupil ratio that is noted in the report as not always sufficient. A: DR explained that the school had investigated Educational Visits Co-ordinator training to qualify a staff member but had not been successful. She stated that the interim headteachers had made sure risk assessments had been completed for all school trips during their tenure and work on this area needed to continue from September 2022. 	

	<ul style="list-style-type: none"> - Q: With reference to the SATs results, governors commented that this data looked ok, and they asked for confirmation that one pupil had been formally withdrawn. A: SC confirmed one pupil was withdrawn. She asked governors to understand that pupils had worked hard towards the SATs but this was possibly at the sacrifice of other areas of curriculum learning. - Q: Governors asked how the school compared to other schools' results? A: SC noted that at the moment the school appeared to be above national in reading, slightly under in maths, and considerably lower in writing. She stated that writing scores appeared to lower across a lot of schools. The governing body considered the impact of COVID-19 and the lockdown periods. (e) Parent Survey results: <ul style="list-style-type: none"> - Q: Governors asked if the 50% return rate for the survey meant the school should try to engage parents more? A: The governing body discussed previous survey returns and then a proposal to enhance school to parent communication from September. (f) SEND Information Report for governors – update: <ul style="list-style-type: none"> - SC provided an update on this report. She noted the complex situation faced by the interim headteachers and that whilst it had been possible to get a template neither she nor DR had access to accurate information to fill this report out. - The governing body acknowledged the issues and understood that this would be a task for the next academic year. (g) SmartLog Status: <ul style="list-style-type: none"> - Compliancy was reported as 92.4%. 	
<p>6</p>	<p>Feedback from Committees and Lead Governors: <i>(see attached paper)</i></p> <p>(a) Resources Committee (from 12/05/2022 and 30/06/2022):</p> <ul style="list-style-type: none"> - IG provided a summary of items covered. The minutes from both meetings had been made available to all in advance. <p>(b) Performance and Learning Committee:</p> <ul style="list-style-type: none"> - This committee had not met since the previous full governing body meeting. <p>(c) Premises, Health & Safety:</p> <ul style="list-style-type: none"> - Link Governor AS commented on the report received regarding the outdoor play equipment and acknowledged this needed attention. - Governors declared the item regarding the fans and vents in the school kitchen as a significant priority and asked the school to take action. <p>(d) SEN and Safeguarding:</p> <ul style="list-style-type: none"> - SEN Link Governor DG had provided a monitoring visit report in advance of the meeting. - Safeguarding Link Governor CE reported that the advice from ODST to look at the Single Central Record during her monitoring visits had been actioned, she confirmed this would take place monthly with evidence of these checks being kept by her and LK. <p>(e) IT:</p> <ul style="list-style-type: none"> - This area had been considered during the actions/matters arising in agenda item 4. 	
<p>7</p>	<p>Policies for Ratification:</p> <ul style="list-style-type: none"> - SC and DR explained that the Evidence and Marking Policy had not been reviewed because it would be subject to change under the new leadership. - SC and DR reminded governors about the discussion regarding item 5(f) on the agenda. The SEND Policy has a direct relationship with the SEND Information Report and will therefore be a priority item for the new headteacher in September. - The governors understood that the two policies on the agenda for consideration were not ready at this time. 	

8	<p>Governor Visits, Training and Vacancies: <i>(see attached paper)</i></p> <p>a) Governor Monitoring Visits:</p> <ul style="list-style-type: none"> - Governors noted several visits including AD 07/07/2022, and BS 16/06/2022. BS had provided a completed visit report that had been made available to all in advance of the meeting. - The governing body discussed an adaptation to the visit form that would support general visits by the Chair of Governors and by the Safeguarding Link Governor. HR to pursue this. ACTION. <p>b) Learnership Survey:</p> <ul style="list-style-type: none"> - The governors discussed the results from the survey. They noted the key points and considered the clear areas for development. They agreed that ODST's support via the Focus School programme would also underpin governing body development. 	HR
9	<p>Headteacher Appraisal 2022-23:</p> <ul style="list-style-type: none"> - AD and DG confirmed they were available to continue as members of this appraisal committee. - HR will share appraisal training dates for consideration. ACTION. 	HR
10	<p>Meeting dates for 2022-23: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - Governors received the proposed meeting dates as prepared by HR. - The meeting dates were agreed. 	
11	<p>Any other business:</p> <ul style="list-style-type: none"> - Governors asked everyone on the board to continue to fill in their sections on the 'Questions Ofsted Might Ask' document because this will strengthen their knowledge. HR will send a reminder email. ACTION. - The governors took the opportunity to thank SC and DR for their contribution to the school during their interim headship roles. They expressed their gratitude for the support offered. 	HR
12	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> - Full governing body meeting Thursday 22nd September 2022 7.30pm 	
	<p>The meeting finished at 9.10pm.</p>	
	<p>Attached documents:</p> <ul style="list-style-type: none"> - Agenda Item 04 – Minutes of LGB Brize BUDGET APPROVAL May 2022 - Agenda Item 04 – Minutes LGB Brize May 2022 - Agenda Item 05a – HT's Report to Governors Summer 2 2022 (1) - Agenda Item 05b – Visit 5 Form – Brize Norton - Agenda Item 05d – Data Report - Agenda Item 06c – 21-22 AP Brize Norton ODST - Agenda Item 06c – 21-22 ODST Brize Norton V5 (H&S) - Agenda Item 08 - DG Monitoring Visit Documents – BNPS SEND Action Plan April 22 - Agenda Item 08 - DG Monitoring Visit Documents – DG governor monitoring visit 21st June 2022 - Agenda Item 08 – New pupil profile for September 2022 - Agenda Item 08 - Copy of LGB Monitoring Visit Report - June 22 - Barry Sutherland - Agenda Item 08b - ID142645 - Brize Norton Primary - Anonymous - ODST GB Review 2022 - Agenda Item 10 - Brize Norton Proposed FGB Meeting Dates 2022-23 	