



Brize Norton Primary School

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Headteacher: Mrs Robyn Jones

Minutes of the Local Governing Body Meeting 22nd September 2022 7.30pm held in person at the school and via Teams

No.	Item	Action
1	<p>Welcome, members present and apologies: Present at the school: Nen Blakesley-Grimes (NB-G, community governor) Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) David Golding (DG, parent governor) Ian Griffiths (IG, parent governor) Robyn Jones (RJ, headteacher) Alex Skym (AS, community governor) Present via Teams: Baz Sutherland (BS, community governor) Apologies: Abbi Dunkley (ADu, community governor) James Lambert (JL, community governor) In attendance: Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
	<p>Keeping Children Safe in Education 2022</p> <ul style="list-style-type: none"> - The meeting started with a Keeping Children Safe in Education (KCSiE) update and quiz presented by RJ. - The governors were handed a summary of the updates. HR will add these shared documents to GovernorHub. - The governors worked through the quiz taking time to understand the changes and their safeguarding responsibilities. 	
2	<p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> - HR explained that she had not received any self-nominations for the role of Chair in advance of the meeting. AD explained that he had sent an email, and he was prepared to nominate himself for the role of chair. No other nominations were forthcoming. - The governors accepted the nomination and AD was formally elected as Chair of the governing body. - HR explained that she had received one self-nomination for the role of Vice Chair from DG. No other nominations were forthcoming. - The governors accepted the nomination and DG was formally elected as Vice Chair of the governing body. 	

3	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - AD suggested that the Resources Committee considered the latest news on the energy price at their first meeting. Governors discussed the current fixed rate and understood the importance of this agenda item. 	
4	<p>Declaration of business or pecuniary interests in relation to this meeting agenda, and any related party transactions:</p> <ul style="list-style-type: none"> - RJ explained, with reference to the construction of the new school website (to be considered in Item 15 Any Other Business), that she was gathering quotes for photographers to visit the school and take photos for display on the site. She noted that a family member was providing one of these quotes and that the school would ensure the best value for money quote was accepted. - Several governors have registered ongoing interests, and these are correctly identified on the school website and GovernorHub. This will be covered again in item 14. No interests were declared in relation to this meeting agenda. 	
5	<p>DBS Checks in place and Single Central Record (SCR) up to date:</p> <ul style="list-style-type: none"> - HR confirmed that all DBS checks were in place for governors. - RJ confirmed that the SCR was up to date. - HR informed the governing board that ODST's Safeguarding Standard/Scaffolding tool highlighted that the Safeguarding Link Governor must check the SCR every long term. She agreed to share more details on this with RJ and CE. ACTION. 	HR
6	<p>Review of Committees and Lead Governor arrangements:</p> <p>(a) Resources Committee:</p> <ul style="list-style-type: none"> - IG confirmed he was happy to continue as Chair. <p>(b) Performance and Learning Committee:</p> <ul style="list-style-type: none"> - AS confirmed she was happy to continue as Chair. <p>(c) Premises, Health & Safety:</p> <ul style="list-style-type: none"> - AS confirmed she was happy to continue with these link roles. <p>(d) Safeguarding:</p> <ul style="list-style-type: none"> - CE confirmed she was happy to continue with this link role. <p>(e) IT:</p> <ul style="list-style-type: none"> - AD confirmed he was happy to continue with this link role. <p>(f) Allocation of subjects/classes to governors:</p> <ul style="list-style-type: none"> - Governors agreed to consider this during agenda item 9b. 	
7	<p>Approve Minutes of the Local Governing Body meeting held 11th July 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. 	
8	<p>Action Log: (see attached paper)</p> <ul style="list-style-type: none"> - Several items were complete or on the agenda for attention. - AD agreed to provide a list of issues for RJ to take to her meeting with the IT support providers. - With reference to the action regarding the governor input required for <i>Questions Ofsted Might Ask</i> document, HR agreed to re-send this for action. - With reference to the Staff Governor vacancy, RJ suggested that active recruitment for this position was paused until staff vacancies were filled. 	
9	<p>Headteacher's Report: (see attached paper)</p> <p>(a) Updated pro forma document:</p>	

	<ul style="list-style-type: none"> - The governors understood that RJ had not completed the pro forma document for this meeting. The meeting schedule was discussed. HR drew attention to the Schedule of LGB Business and apologised for requesting the report incorrectly for this meeting. (b) School Improvement Plan (SIP): - RJ summarised the SIP. - With reference to SEN (special educational needs) provision RJ stated that the SEN register had been reviewed. - Q: Governors asked how many pupils were on the register. A: RJ informed governors that 15 pupils were on the register and a central record had been created by the school. This has been shared with teachers. She stated that most of the required data was present and the school was confident it would be fully compliant within two weeks. - Q: Governors asked if the school was confident that it had not missed any SEN pupils. A: RJ explained why it was a priority for the school was to deliver baseline assessments. The data will then be picked up with staff to identify issues. - Q: Governors asked if the mentorship and focus group was helping RJ with her new role? A: RJ said that it was. She highlighted how the focus group is providing advice with reference to the SDP. She gave governors information about other networks of support that she utilises. AD agreed to follow up on the coaching recommended for RJ. ACTION. - RJ took the opportunity to inform governors that the Safeguarding report for terms 5 and 6, that should have been submitted to ODST, had unfortunately not been completed. Governors acknowledged the challenge of submitting that document now as a new staff member. - Q: Link governors asked about monitoring visits. A: RJ explained that the staff wanted to complete baseline assessments and receive Target Tracker training. She suggested that governors would initially be very welcome to support the interviews for new staff members proposed in a few weeks' time and be present for parent evenings. - Q: Governors asked if the SDP should have a sub-page with expected timelines? A: RJ explained that the outcomes were the key area to monitor. - Q: Governors asked how the Inset days were received by staff. A: RJ commented that the days had been positive. (c) Self-Evaluation Form (SEF): - RJ commented that this document was in a similar position as presented in July. (d) Pupil Premium review of 2021-22 and strategy for 2022-23: - RJ and link governor IG explained the intention to carry this item over to the next agenda. HR to add to agenda. ACTION. (e) SEN Information Report: - The governing body acknowledge receipt of this report and approved it for publication on the school website. (f) PE Funding: - HR apologised for missing this item and noted that it had been a very late addition to the agenda. - Governors commented that they had not therefore read the document. - HR suggested that the item would be highlighted on the GovernorHub noticeboard for attention. If Governors were unsatisfied with the content, they should inform RJ before 30th September. ACTION. 	<p style="text-align: center;">AD</p> <p style="text-align: center;">HR</p> <p style="text-align: center;">HR</p>
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13	GDPR Annual Schools Record Review: <ul style="list-style-type: none"> - Governors agreed that this item needed to be followed up with ODST for further guidance. ACTION. 	HR
14	Governor Annual Business, Training and Visits: <i>(see attached paper)</i> <p>(a) Pecuniary interest register (governors to complete form and notify members of any interests and record these on GovernorHub):</p> <ul style="list-style-type: none"> - Governors were encouraged to update their profiles on GovernorHub. <p>(b) Confirm any RPTs:</p> <ul style="list-style-type: none"> - No Related Party Transactions have been recorded. <p>(c) Code of Conduct:</p> <ul style="list-style-type: none"> - The governors had received a copy of the Code of Conduct. Those present at the meeting accepted the terms. - These terms will be accepted via GovernorHub by all governors. - AD signed a copy of the Code of Conduct for the governor minutes folder. <p>(d) KCSiE declaration:</p> <ul style="list-style-type: none"> - HR reminded governors to update this confirmation within GovernorHub. <p>(e) Governor Visits:</p> <ul style="list-style-type: none"> - The governing body discussed the format of visits. RJ suggested governor weeks to give monitoring visits a focus. Some governors stated a preference for a link to subjects. The group discussed this further. - In the meantime the governors agreed that assigning governors to subjects that will require a link was the best start. HR to circulate previous list. ACTION. - HR will ask ODST Governance Manager to support the restarting of governor visits. ACTION. <p>(f) Training:</p> <ul style="list-style-type: none"> - Governors were reminded about the NGA Learning Link membership. Issues with logins were noted. HR will feedback on this. <p>(g) Vacancies:</p> <ul style="list-style-type: none"> - Staff governor discussed in item 8. - The community governor vacancies were discussed. 	HR HR HR
15	Any other business: <ul style="list-style-type: none"> - RJ updated governors about the school's new website that would be ready soon. - RJ updated governors about the ongoing staff recruitment and shared the proposed interview dates. - RJ informed the governors that staff had discussed the school values at a recent meeting. She proposed this item was picked up with governors at the next meeting. HR to add to agenda. ACTION. 	HR
16	Date of Next Meeting: <ul style="list-style-type: none"> - Full governing body meeting Thursday 17th November 2022 7.30pm 	
	The meeting finished at 9.45pm.	
	Attached documents: <ul style="list-style-type: none"> - Agenda Item 07 – Minutes LGB Brize July 2022 - Agenda Item 08 – DRAFT Action Log LGB Brize September 2022 - Agenda Item 09 – Culture and Ethos - INSET - Agenda Item 09 – Vision & Values INSET - Agenda Item 09b – SDP 2022 - 2023 - Agenda Item 09d – PP Strategy 2022-2023 - Agenda Item 09e – SEN Information Report Sept 2022 	

	<ul style="list-style-type: none"> - Agenda Item 09f – 2021-2022 Evidencing the Impact of PE & Sports Funding - Agenda Item 11 - School Site Risk Assessment - Agenda Item 12 – ECT Induction Policy - Agenda Item 12 – Health and Safety – NEW - Agenda Item 12 – ODST Dealing with Allegations against Staff and Visitors 2022 (1) - Agenda Item 12 – ODST Safer Recruitment Policy for Schools 2022 - Agenda Item 12 – SEND policy September 2022 - Agenda Item 12 – SG Policy 2022-2023 - Agenda Item 12 – Whistleblowing - Agenda Item 14 – 2022-23 Declarations of Interest Template for LGB Members - Agenda Item 14 – Academy_trust_handbook_2022 - Agenda Item 14 – Keeping_children_safe_in_education_2022 - Agenda Item 14 – ODST Code of Conduct for Local Governing Bodies 2022 	
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