



Brize Norton Primary School

Station Road
Brize Norton
Oxon OX18 3PL
01993 842488



www.brizeprimary.org
office.2250@brize-norton.oxon.sch.uk

Interim Co-Headteachers: Stephanie Cartwright and Donna Roberts

Minutes of the Local Governing Body Meeting 10th May 2022 7.30pm – held in person at the school and virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> - *HR to consider e-safety training for governors - HR to add SEN Information report for governors and SEND Policy to July agenda - AD to follow up on WiFi issues at the school - HR to add SEND Policy and Evidence & Marking Policy to next agenda - HR to add Parent Survey results to next agenda 	HR HR AD HR HR

No.	Item	Action
1	<p>The meeting started at 7.45pm.</p> <p>Welcome, members present and apologies:</p> <p>Present at the school: 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) [arrived item 5, 8.00pm] Donna Roberts (DR, interim co-headteacher) Alex Skym (AS, community governor) Baz Sutherland (BS, community governor)</p> <p>Present via Teams: Abbi Dunkley (ADu, community governor)</p> <p>Absent: James Lambert (JL, community governor)</p> <p>In attendance: Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - No items. 	
3	<p>Declaration of business or pecuniary interests, DBS checks in place, related party transactions, Code of Conduct: (see attached paper)</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. 	

	<ul style="list-style-type: none"> - DBS checks are in place for all governors except for JL and this was in action. - HR asked governors to recognise the importance of the Code of Conduct. She reminded them that this document had been signed by all the governors and had been recirculated on GovernorHub in the previous week. 	
<p>4</p>	<p>Approve Minutes of the Local Governing Body meeting held 21st March 2022: <i>(see attached paper)</i></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"> - <i>*HR to consider e-safety training for governors</i> – this action will be carried over. - <i>AD agreed to work with AF and DR on a plan to assign governors to subject leaders</i> – the governing body discussed these roles in detail. - The link roles were proposed as follows: <ul style="list-style-type: none"> • Reading/Phonics/Writing – BS and ADu • Maths – AS • SEN – DG • Safeguarding – CE • Assessments – JL (tbc) • Pupil Premium/Service Premium – IG - DR explained that other subjects would be available as link governor roles asap. - All other matters arising/actions had been completed. 	<p>*HR</p>
<p>5</p>	<p>Headteacher’s Report: <i>(see attached papers)</i></p> <p>(a) Update on progress against School Improvement Plan – to include subject action plans:</p> <ul style="list-style-type: none"> - SC and DR had provided an updated Self-Evaluation Form, School Improvement Plan (SIP), and Action Plans for Maths, Reading, and SEN (special educational needs) on GovernorHub in advance of the meeting. - SC gave a summary of those documents. - DR and SC asked governors to understand the importance of a shared acceptance of where the school was currently, and what the school was aiming towards. - SC noted that the SIP had been written for September 2022 onwards to enable the newly recruited headteacher to start positively. - DR informed governors that some subject leaders were still to be assigned and some action plans were not yet in place. She explained that the school had prioritised certain areas in preparation for inspection. - [IG arrived during this item, 8.00pm]. - The governing body understood and recognised the critical work being undertaken by the school. - Q: Governors expressed concern about the disappointing position of the school as revealed during a recent committee meeting and via the 	

	<p>papers supporting this meeting. They wanted to know about root causes and how to improve the school going forwards.</p> <p>A: SC and DR presented their thoughts. The governing body discussed the pressures that the school had faced including staff turnover, absence, the impact of COVID-19, and they talked about the data analysis that had been under question. They considered the increased teaching commitment for the headteacher and agreed this was to be discouraged in future. They understood the need for moderation of data.</p> <ul style="list-style-type: none"> - Governors acknowledged that their role to challenge and question the school must continue to improve and they understood the need to pursue evidence to support any statements. - The governors drew attention to the positive School Improvement Advisor visits in previous years. They considered what had changed and what had influenced the challenges now being faced by the school. - The school asked governors to be aware of the Action Plan for Governance included in the SIP. Governors acknowledged the available training and discussed this further. They identified rapid governor turnover as a difficulty. Plans to improve completion of training were considered including sessions during meetings. - Governors understood why the school had not provided a Headteacher report in the standard format. They clarified the importance of that structured report and the school accepted that this would be completed for the next meeting. <p>(b) SEND Information Report for governors:</p> <ul style="list-style-type: none"> - SC explained that the report was out of date and currently reported on April to April. She informed governors that this needed to be altered to represent September to September. She noted that advice had been taken from ODSST regarding this report and the action was in progress alongside a revision of the SEND Policy. HR will add to the next agenda. ACTION. <p>(c) SmartLog Status:</p> <ul style="list-style-type: none"> - Reported at 83.9%. 	HR
6	<p>Feedback from Committees and Lead Governors:</p> <p>(a) Resources Committee (from 04/04/2022):</p> <ul style="list-style-type: none"> - IG provided a summary of items covered. The minutes from the meeting had been made available to all governors. - IG discussed the positive budget position for the school and explained a Wish List started by the committee. - IG drew attention to the SENCo role. He explained that the school had increased the hours for this role to 1 full day per week until the end of the academic year. He stated that the governing body needed to consider how to approach the role from September 2022 onwards. - DR reminded governors about the new Inclusion Teaching Assistant role, she suggested that this role would support SENCo workload, and the school would continue to work on the staffing scenario. - The Wish List will be circulated and added to. Several items were discussed during the meeting which HR will add to the list. - The governing body went on to discuss several operational items to support the school with challenging future decisions. This discussion was not necessary for the minutes. 	

	<ul style="list-style-type: none"> - The Resources Committee members explained that they had a meeting scheduled for 12/05/2022. They asked all governors to delegate the decision regarding the Budget 2022-23 for approval to the committee. This delegation was agreed. <p>(b) Performance and Learning Committee (from 03/03/2022):</p> <ul style="list-style-type: none"> - Minutes from this meeting had been made available to all governors. - The governors discussed the outcomes from the meeting. They understood that a lot of challenging information had been presented. - Governors not present agreed that the information presented in item 5 of this meeting had answered their questions. <p>(c) Premises, Health & Safety:</p> <ul style="list-style-type: none"> - No items for the minutes. <p>(d) Safeguarding:</p> <ul style="list-style-type: none"> - Link governor CE reported her attendance at the Safeguarding Audit feedback and training session held at school. <p>(e) IT:</p> <ul style="list-style-type: none"> - AD explained the issues with the new WiFi set up in the school. He agreed to follow this up. ACTION. 	AD
7	<p>Policies for Ratification: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - SC and DR explained that no policies were ready for governor attention at this meeting. - The two policies listed on the agenda will be carried over to the next meeting. ACTION. 	HR
8	<p>Governor Training and Visits:</p> <p>a) Governor Monitoring Visits – update and plan:</p> <ul style="list-style-type: none"> - Governors noted several visits including CE 05/05/2022, IG 11/05/2022. - Link governors assigned earlier were encouraged to visit the school. - Governors were reminded that a Monitoring Visit Form should be completed for all visits where possible. <p>b) NGA training package, ODST training available:</p> <ul style="list-style-type: none"> - HR will endeavour to target training in a more effective and streamlined manner. - NB-G confirmed that she had attended the GDPR training, and she had updated her training record on GovernorHub. 	
9	<p>Any Other Business:</p> <ul style="list-style-type: none"> - DR took the opportunity to highlight the positive things going on at the school. - SC informed the governors that a parent survey had been conducted. HR will add this as an item for discussion at the next meeting. ACTION. 	HR
10	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> - Full governing body meeting Monday 11th July 2022 at 7.30pm. 	

	The meeting finished at 9.10pm.	
	<p>Attached documents:</p> <ul style="list-style-type: none"> - Agenda Item 03 – ODST Code of Conduct for Local Governing Bodies 2021 - Agenda Item 04 – Minutes of LGB Brize January 2022 - Agenda Item 05 – BNPS Maths Action Plan Feb 22 - Agenda Item 05 - BNPS Reading Action Plan Feb 22 - Agenda Item 05 - BNPS SEND Action Plan Feb 22 - Agenda Item 05 - BNPS SIP May 3 FGB_SC - Agenda Item 05 – SEF Summary April 2022 updated 3.5.22 - Agenda Item 07 – Evidence and Marking Policy updated 	