



# Brize Norton Primary School

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Headteacher: Mrs Robyn Jones

## Minutes of the Local Governing Body Meeting 17<sup>th</sup> November 2022 7.00pm held in person at the school

No.	Item	Action
1	<p><b>Welcome, members present and apologies:</b>  <b>Present at the school:</b>            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, vice chair of governors)            Robyn Jones (RJ, headteacher)            Baz Sutherland (BS, community governor)            Chris Woodward (CW, community governor)</p> <p><b>Apologies:</b>            Ian Griffiths (IG, parent governor)</p> <p><b>In attendance:</b>            Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p> <p>The governing body welcomed new community governor CW to the school, the governors introduced themselves.</p>	
2	<p><b>Notification of any urgent business:</b></p> <ul style="list-style-type: none"> <li>- AD explained that governing body member Abbi Dunkley had resigned and gave further details.</li> </ul>	
3	<p><b>Declaration of business or pecuniary interests in relation to this meeting agenda, and any related party transactions:</b></p> <ul style="list-style-type: none"> <li>- Several governors have registered ongoing interests, and these are correctly identified on the school website and GovernorHub.</li> <li>- No interests were declared in relation to this meeting agenda.</li> <li>- HR asked BS and CW to include a declaration regarding their status as parents of pupils at the school to their GovernorHub profile.</li> </ul>	
4	<p><b>Approve Minutes of the Local Governing Body meeting held 22<sup>nd</sup> September 2022:</b>  <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- The minutes were agreed as a true record and will be signed by AD.</li> </ul>	
5	<p><b>Action Log:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- Several items were complete or on the agenda for consideration.</li> </ul>	

	<ul style="list-style-type: none"> <li>- With reference to the action regarding the document <i>Questions Ofsted Might Ask</i> governors agreed that HR should set up a Teams meeting to get this completed.</li> </ul> <p><b>ACTION.</b></p>	<b>HR</b>
<b>6</b>	<p><b>Headteacher’s Report (written) to include an update on progress towards the priorities in the School Development Plan: (see attached paper)</b></p> <ul style="list-style-type: none"> <li>- RJ provided a summary of several items within the report.</li> <li>- RJ reminded governors about the issues with progress and attainment data and highlighted how the school was focussing on moderation and explained why the first data drop had been held until early December.</li> <li>- <b>Q: With reference to this information, governors asked how they could trust the data soon to be provided given that previous information shared with them was now deemed to be inaccurate?</b>  <b>A:</b> RJ reassured the governors that the school was now carefully moderating pupils’ work. She explained that every class would be subject to external moderation this year. RJ acknowledged that there was a lot of work to do, and she reminded governors that the year 2 and 6 pupils had received past papers at the beginning of the year so the school was able to start with an accurate baseline.</li> <li>- Governors recognised that they needed support to challenge the data.</li> <li>- <b>Q: Governors asked if the school had needed to start again with the Target Tracker data?</b>  <b>A:</b> RJ explained that teachers are focusing on the previous Target Tracker bands to ensure gaps are filled and reflected as accurately as possible. Using year 6 pupils as an example, she explained how teachers should be entering band 6 statements into Target Tracker at this time for those pupils, but in fact the focus was on bands 3, 4 and 5.</li> <li>- <b>Q: Governors asked if it would be possible for them to see the Target Tracker data on the system?</b>  <b>A:</b> RJ explained that a report for governors would be generated but the live data would not be shared because it was not anonymous. RJ suggested that the governors would perhaps benefit from joining a moderation meeting and they agreed.</li> <li>- RJ highlighted the challenges faced with the wider curriculum and the work the school was doing to mitigate this regarding the combined classes and how the curriculum was mapped.</li> <li>- <b>Q: Governors asked about the timescale for this work and what they should expect to see.</b>  <b>A:</b> Regarding timescales for the curriculum cycle, RJ noted that it was a three year cycle. With reference to what and when governors should expect to see, she suggested for example that the phonics focus will have an impact that governors will be able to see at the end of a year via the phonics screening. RJ noted that it was simple to present the core curriculum data to the governors but acknowledged that it was harder for them to track the success of the wider curriculum using data.</li> <li>- RJ reminded the governors that the school had chosen not to purchase a curriculum scheme and therefore it was necessary to create their own assessment tools.</li> <li>- <b>Q: Governors asked why the school had not purchased a curriculum package?</b>  <b>A:</b> RJ explained the disadvantages; uninteresting content, costly, and demonstrated how challenging it was to create a curriculum for a three phase school. She noted that by developing their own curriculum the school would be able to tailor learning to suit the pupils.</li> <li>- [AD briefly left the meeting at this point, 7.41pm, and returned two minutes later].</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Q: Governors asked if the supply teachers were adapting well?</b> <b>A:</b> RJ was pleased to inform the governors that one supply teacher had applied for and been successfully recruited to a permanent role. She emphasised that there was only so much a school can ask of a supply teacher and shared what tasks she was picking up, for example the marking and moderation of the pupils' work.</li> <li>- <b>Q: Governors asked how the parent communication application had been received by the parents/carers and if there had been any feedback?</b> <b>A:</b> RJ stated that the feedback had been generally positive.</li> <li>- The governors commended the new school newsletter format.</li> <li>- <b>Q: Governors asked for a summary regarding pupil behaviour.</b> <b>A:</b> RJ emphasised the school was working on behaviours for learning. She was pleased to report that external visitors, including ODST, had commented on the improved calmness of pupils during visits. She asked governors to consider the pupils with significant needs and explained the importance of the staff team being trained how best to support these pupils.</li> <li>- <b>Q: Governors asked if the parents/carers were more satisfied with the standard of behaviour?</b> <b>A:</b> RJ explained that the class teachers were managing conversations with parents/carers well, and noted that this was another area where teachers would benefit from being up-skilled.</li> <li>- <b>Q: Governors asked for an update on the EHCP (education health care plan) applications that needed to be written.</b> <b>A:</b> RJ acknowledged that there was a lot of work to do and reminded governors about the temporary staffing solution being put in place to support these applications.</li> <li>- [DG left the meeting for a couple of minutes at this point, 7.57pm].</li> <li>- <b>Q: Governors identified the need to focus on the more able pupils.</b> <b>A:</b> RJ acknowledged the value of this challenge. She asked governors to understand that the school was getting things in place to meet statutory needs, but that inclusive learning was a priority. She explained how the school would support pupils and teachers regarding the more able.</li> <li>- <b>Q: Governors asked for a summary of safeguarding incidents.</b> <b>A:</b> RJ provided further details. She noted that attendance concerns had been raised for two families.</li> <li>- <b>Q: Governors asked if the families were responsive to the school's concerns?</b> <b>A:</b> RJ agreed that positive conversations had taken place.</li> <li>- The governors considered the Strengths, Weaknesses, Opportunities and Threats section of the headteacher report. Governor IG had provided some notes in his absence, and these were touched on briefly. The governing board agreed that this should be a focus at a future meeting.</li> </ul>	
7	<p><b>Self-Evaluation Form (SEF):</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- RJ summarised the document. She noted that ODST had provided feedback during her appraisal regarding the content and were satisfied.</li> <li>- Governors concurred that the document provided a picture of the school and its current situation.</li> </ul>	
8	<p><b>ODST Visit Reports – to include focus areas for governors:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- AD took the opportunity to explain the Focus School support being offered by ODST.</li> <li>- Governors were introduced to the three areas of focus and understood that a governor per area would be assigned. They considered the options and agreed the following:</li> </ul>	

	<ul style="list-style-type: none"> <li>- SEND – DG, with CW to shadow/deputise</li> <li>- Wider Curriculum – NB-G</li> <li>- Phonics – CE</li> <li>- RJ agreed to support those governors with a plan regarding monitoring visits.</li> </ul>	
9	<p><b>Pupil Premium Funding Strategy 2022-23 for approval and receive Pupil Premium Funding Review of 2021-22:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- RJ reported that link governor IG had met with her to consider this document in detail.</li> <li>- <b>Governors approved the Pupil Premium Funding Strategy for 2022-23.</b></li> <li>- Governors acknowledged receipt of the 2021-22 review of funding. They understood the challenge faced by RJ as the new headteacher. They agreed that unpicking the data after considerable change and disruption in the previous year was very difficult.</li> <li>- The governing body emphasised the importance of close monitoring this year.</li> </ul>	
10	<p><b>Safeguarding – to include:</b></p> <p><b>(a) Update on ODST termly report/return:</b></p> <ul style="list-style-type: none"> <li>- RJ drew attention back to the report that had not been located at the previous FGB meeting. She was pleased to say that this termly report written by one of the interim headteachers had been located and submitted successfully.</li> <li>- With reference to the reports, she noted that these documents will be shared with link governor CE during their meetings.</li> <li>- <b>Q: Governors asked about the oversight of those forms. They wanted to know if the details were moderated or reviewed.</b></li> </ul> <p><b>A:</b> RJ explained that the details within the reports were drawn from the school's CPOMS (child protection online management system) application and therefore there was a clear evidence trail and source for comparison if necessary.</p> <p><b>(b) Update on Annual Safeguarding Report:</b></p> <ul style="list-style-type: none"> <li>- RJ informed the governors that CE would review this document before submission to the Local Authority. The report will be presented to the FGB at the next meeting. <b>ACTION.</b></li> </ul>	HR
11	<p><b>Health and Safety (including Premises):</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- The governors discussed the Health and Safety Audit.</li> <li>- The governors recognised CW's expertise in this area. CW agreed to work with the school regarding the outstanding items. RJ identified the work around risk assessments and CW confirmed he could support this.</li> </ul>	
12	<p><b>Performance Management:</b></p> <p><b>(a) Teacher appraisals – update:</b></p> <ul style="list-style-type: none"> <li>- The governing body were informed that all teacher and teaching partner appraisals had been completed.</li> </ul> <p><b>(b) Headteacher appraisal – update:</b></p> <ul style="list-style-type: none"> <li>- The governing body were informed that the headteacher appraisal had been completed.</li> </ul>	
13	<p><b>Feedback from Committees and Lead Governors:</b></p> <p><b>(a) Resources Committee (from 10/11/2022):</b></p> <ul style="list-style-type: none"> <li>- NB-G provided a summary of the items brought forward by the committee. The minutes for the committee meeting had been made available in advance of this meeting.</li> </ul> <p><b>(b) Performance and Learning Committee (from 09/11/2022):</b></p>	

	<ul style="list-style-type: none"> <li>- DG provided a summary of the items brought forward by the committee. The minutes for the committee meeting had been made available in advance of this meeting.</li> <li><b>(c) Premises, Health and Safety:</b></li> <li>- CW agreed to take on these link governor roles.</li> <li><b>(d) Safeguarding:</b></li> <li>- CE confirmed that she had a meeting scheduled with RJ for the following week. The Single Central Record will be checked as per the quarterly requirement.</li> <li><b>(e) IT:</b></li> <li>- AD explained that the conversations with IT support were ongoing. He stated that quotes were being gathered for IT equipment and furniture.</li> </ul>	
<b>14</b>	<p><b>Policies for Ratification:</b> <i>(see attached paper)</i></p> <p>The following policies were brought forward for approval:</p> <ul style="list-style-type: none"> <li>o Acceptable Use Policy</li> <li>o Admissions Policy 2023-24</li> <li>o Confidentiality Policy</li> <li>o Homework Policy</li> <li>o Marking and Feedback Policy</li> <li>o Phonics Policy</li> <li>o Positive Handling Policy</li> <li>o RE Policy</li> <li>o Uniform Policy</li> <li>o Behaviour and Relationships Policy</li> </ul> <ul style="list-style-type: none"> <li>- A few typographical errors were noted, RJ agreed to resolve those.</li> <li>- <b>The above policies were approved subject to the errors being corrected.</b></li> </ul>	
<b>15</b>	<p><b>Review and agree the school’s vision, ethos and values; identify where those are linked to the ODST vision, ethos and values:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- RJ summarised the work done so far by the school, including the focus during a staff meeting.</li> <li>- The governors acknowledged that this agenda item deserved a longer conversation. They agreed to revisit this at the next meeting. <b>ACTION.</b></li> <li>- Governors requested an opportunity to see examples. <b>ACTION.</b></li> <li>- Governors asked to see the information gathered during the staff meeting. <b>ACTION.</b></li> </ul>	<p><b>HR</b></p> <p><b>RJ</b></p> <p><b>RJ</b></p>
<b>16</b>	<p><b>Governor Vacancies, Training and Monitoring Visits:</b></p> <ul style="list-style-type: none"> <li>- The governors understood that there were several vacancies on the governing board. AD and HR explained the ongoing recruitment activities.</li> <li>- The governing board discussed visits to the school. They considered what visits should be written up. HR encouraged governors to complete monitoring visit forms as regularly as possible.</li> </ul>	
<b>17</b>	<p><b>Any other business:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- AD drew attention to a letter from NAHT (the school leaders’ union). The governors acknowledged the potential industrial action for the following year.</li> </ul>	
<b>18</b>	<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"> <li>- Full governing body meeting Thursday 12<sup>th</sup> January 2023 7.00pm.</li> </ul>	
	The meeting finished at 9.25pm.	
	<p>Attached documents:</p> <ul style="list-style-type: none"> <li>- Agenda Item 04 – Minutes LGB Brize September 2022 – for approval</li> </ul>	

	<ul style="list-style-type: none"> <li>- Agenda Item 05 – Action Log LGB Brize November 2022</li> <li>- Agenda Item 06 – Headteacher Report to Governors 2022-2023</li> <li>- Agenda Item 07 – SEF Oct 2022</li> <li>- Agenda Item 08 – Session 1 Meeting updated with S2 actions</li> <li>- Agenda Item 09 – PP Strategy 2022-2023</li> <li>- Agenda Item 11 – H&amp;S audit action plan July 2022</li> <li>- Agenda Item 14 – Acceptable Use Policy</li> <li>- Agenda Item 14 - Admissions Policy Sept 2023-2024</li> <li>- Agenda Item 14 - Behaviour and Relationships Policy October 2022</li> <li>- Agenda Item 14 - Confidentiality Policy</li> <li>- Agenda Item 14 - Homework Policy</li> <li>- Agenda Item 14 - Marking and Feedback Policy</li> <li>- Agenda Item 14 – Phonics Policy</li> <li>- Agenda Item 14 – Positive Handling Policy</li> <li>- Agenda Item 14 – RE Policy</li> <li>- Agenda Item 14 – Uniform Policy</li> <li>- Agenda Item 15 – Copy of Brize specific – ODST Scheme of Delegation – Community amended Feb 2021</li> <li>- Agenda Item 17 – Union letter</li> </ul>	
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