



Brize Norton Primary School

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Headteacher: Mrs Robyn Jones

Minutes of the Local Governing Body Meeting 12th January 2023 7.00pm held in person at the school and virtually using Microsoft Teams

	<p>At 6.30pm, before the meeting started, governors NB-G, AD, CE, IG, RJ, CW and BS, gathered to discuss the school's vision and values. HR recorded various notes from the discussion.</p> <ul style="list-style-type: none"> - Governors had received information in advance of the meeting. These were ideas generated by the staff team. - The governors considered the school's Values Statement <i>SHINE</i> (<i>strive, help, inspire, nurture, excel</i>). - They understood that the purpose of the discussion was to generate three core school values that would be put into practice and discussion with pupils every day. - Governors had received information in advance of the meeting. These were ideas generated by the staff team and they drew out several of the values linked to <i>SHINE</i> these were respect, compassion, perseverance, communication, inclusion. - The governors made several suggestions. - RJ explained how the school was approaching the involvement of pupils. She agreed to take the suggestions back to the School Council and more information would then be circulated via GovernorHub. - [DG arrived just before the end of this item]. 	
No.	Item	Action
1	<p>The FGB meeting started formally at 7.00pm.</p> <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, vice chair of governors) Ian Griffiths (IG, parent governor) Robyn Jones (RJ, headteacher) Chris Woodward (CW, community governor) Present via Teams: Baz Sutherland (BS, community governor) In attendance via Teams: Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p> <p>Technical issues meant that during the meeting BS was unable to access his microphone and therefore any questions or comments were typed into the Teams chat box and HR read those aloud to the other governors.</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 in relation to this meeting agenda, and any related party transactions:</p> <ul style="list-style-type: none"> - Several governors have registered ongoing interests, and these are correctly identified on the school website and GovernorHub. - No interests were declared in relation to this meeting agenda. 	
4	<p>Approve Minutes of the Local Governing Body meeting held 17th November 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. 	
5	<p>Action Log: (see attached paper)</p> <ul style="list-style-type: none"> - Several items were complete or on the agenda for consideration. - With reference to the action regarding GDPR training, AD agreed to take this action on. ACTION. 	AD
6	<p>Headteacher's Report (written) to include an update on progress towards the priorities in the School Development Plan: (see attached paper)</p> <ul style="list-style-type: none"> - Q: Governors asked about the increase in Service Pupils, identifying 10 more pupils since the previous report. A: RJ noted that the increase was accounted for in the new Reception class intake and other new pupils, and she explained that it had taken time for the school administrators to process new starter forms. - Q: Governors asked if any of the Service Pupil Premium funding will be allocated to the activities taking place weekly for service children? A: RJ reported that the funding already supported the activities and this was detailed in the Service Pupil Premium report. - Q: With reference to the 4 EHCP (education health care plan) applications, governors asked for more information. A: RJ explained where the school was in the process for each application and informed the governors that there were potentially two more children for which an application would be submitted. - The governing body discussed the increase in SEN (special educational needs) pupils, they wanted to know more about the impact for the school. RJ clarified the provision and reminded the governors that the school was responsible for funding the first 15 hours of teaching assistant support for each pupil that qualified for help. - Q: Governors queried the school attendance data reported at 90%. They asked for the school's thoughts. A: RJ acknowledged that this was lower than the National data of 95%. She reported the impact of general illness and the Strep A outbreak, but she asked governors to be aware that the school was receiving a lot of requests from parents/carers asking for leave to be authorised during term time. This included applications from Service families. - Governors explained that enquiries had been made to ODST regarding the Armed Forces Covenant and this needed to be pursued. ACTION. - Following on from the above questions, the governing board discussed the school's attendance policy and the guidance from OCC (Oxfordshire County Council) attendance team. The governors encouraged the school to strengthen and reiterate the school's position via a letter to parents/carers. - Q: Governors enquired after the staff with particular focus on new staff members. 	HR

	<p>A: RJ provided an update and was pleased to report that individuals were settling in well. She explained that she continued to act as SENCo (special educational needs co-ordinator).</p> <ul style="list-style-type: none"> - Q: Governors asked if the school's subject leaders would be able to present their subjects to the governing board. A: RJ agreed that this was something to consider re-starting in the next academic year. She explained how the subject lead roles were currently organised and noted that written reports would be provided this year. - Q: Governors understood the inclusion of Growth Mindset and asked what this looked like in the classrooms. A: RJ defined how and where the school employed Growth Mindset. She described the promotion of positivity in the language used, the links to Zones of Regulation, the conversations during school assemblies, and within PSHE (personal, social, health, economic) education. She was pleased to inform the governors that the school would start a programme of work in the following year utilising schemes and bespoke lessons. - Q: With reference to the Overall Effectiveness and the judgements assigned in the report, governors noted that all but one were <i>Requires Improvement</i>, with the Early Years provision as <i>Good</i>. They asked for more information. A: RJ reminded the governors that the judgements were inherited from the previous leadership team. She explained that ODST had advised her not to make any alterations currently. She reassured the governors that she could see improvements in the school. - Q: Governors asked RJ where she would record those improvements? A: RJ clarified that evidence would be logged on the impact column within the Self-Evaluation Form (SEF). - Q: Governors asked how the school and governors will qualify statements? A: RJ demonstrated how the school would gather evidence – external voices, pupil voice, School Improvement Advisor (SIA) visits, and that a further external advisor would complete an ethos learning walk to provide important feedback. She stated a further self-assessment would also be carried out. - Governors acknowledged that they needed to ask this question again next term to recognise fully the improvements being made. ACTION. - Q: Governors acknowledged the handling of a formal complaint. They asked for an update. A: RJ reported that the complaint had been handled well and in line with the school's policy. 	Gov. Body
7	<p>ODST Visit Reports: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - Governors acknowledged the rolling report. - RJ explained the next steps focussed on maths. - The governing body discussed the current arrangement for subject leads. 	
8	<p>Safeguarding: <i>(see attached paper)</i></p> <p>(a) Update on ODST termly report/return:</p> <ul style="list-style-type: none"> - Monitoring Visit 24/11/2022: CE reported that she had completed a monitoring visit in November with a report made available on GovernorHub. - CE confirmed that she had completed the second visit to review the Single Central Record 11/01/2023. RJ explained that during the visit they had agreed to consider a different aspect from the ODST Safeguarding Standard roll out. <p>(b) Update on Annual Safeguarding Report:</p> <ul style="list-style-type: none"> - Governors acknowledged that this audit report had been shared on GovernorHub for approval before submission and closely reviewed. - For formal administration purposes the governing body confirmed that the Annual Safeguarding Report had been approved. 	

9	<p>Health and Safety (to include Premises): <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - RJ informed the governors that link governor CW's visit had been combined with CE's visit the previous day. The group had considered the Intruder Plan and a trial of the procedures would take place soon. - Q: Governors recalled that extra funding for schools, specifically for decarbonisation works, had been mentioned in the national press and asked if ODST had been a recipient of that funding? A: RJ noted that the school would be in receipt of an energy grant but was not aware of anything else. CW suggested that it would be worth following this up with ODST. ACTION. - An update about other premises issues was shared. 	HR
10	<p>Feedback from Committees and Lead Governors:</p> <p>(a) Resources Committee (not met since previous FGB meeting):</p> <ul style="list-style-type: none"> - The governing body agreed that the impact of the premises issues raised in item 9 would need to be carefully considered at their next meeting. HR to add to relevant action log. ACTION. <p>(b) Performance and Learning Committee (from 05/01/2023):</p> <ul style="list-style-type: none"> - BS reported that the focus of the meeting included the School Development Plan (SDP), the SEF, and a review of progress and attainment data. He explained that the committee would meet again (30th March 2023) to look at the next data set and this would provide a valuable point of comparison. - The minutes from the meeting had been made available. <p>(c) IT:</p> <ul style="list-style-type: none"> - The governors were pleased to note that the Wi-Fi access issues had been resolved. 	HR
11	<p>Policies for Ratification: <i>(see attached paper)</i> The following policy was brought forward for approval:</p> <ul style="list-style-type: none"> o Admissions Policy 2024-25 - The Governors approved the above policy. - RJ asked the governors to accept a few minor changes to the Uniform Policy that had been approved at a previous meeting. She explained the proposed changes. - The governing body acknowledged the amendments and approved the Uniform Policy. 	
12	<p>Governor visits, training, and vacancies:</p> <p>(a) Visits:</p> <ul style="list-style-type: none"> - NB-G had visited the school earlier in the day. CE and CW had visited the previous day. Governor Monitoring Reports will be completed. - The governing body understood that fortnightly meetings between the headteacher and Chair were taking place and provided valuable support and insight. <p>(b) Training:</p> <ul style="list-style-type: none"> - No items for the minutes. <p>(c) Vacancies:</p> <ul style="list-style-type: none"> - HR was pleased to report that AD's term of office had been renewed by ODST. - The governors discussed the staff governor vacancy. HR confirmed that she had drafted a letter to be circulated to staff. 	
13	<p>Any other business:</p>	

	<ul style="list-style-type: none"> - The governing body discussed the SWOT (strengths, weaknesses, opportunities, threats) analysis form at the end of the Headteacher report. Observations were shared. They agreed that this was important analysis to consider at future meetings. HR will remind governors in advance of the next FGB meeting. <p>ACTION.</p> <ul style="list-style-type: none"> - RJ drew attention to a staff member resignation. She explained the plan to manage the vacancy in house until the end of the year and how the school would handle recruitment. Governors understood that this would potentially affect the budget for the current and subsequent years. 	HR
14	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> - Full governing body meeting Thursday 23rd March 2023 7.00pm. 	
	The meeting finished at 8.30pm.	
	<p>Attached documents:</p> <ul style="list-style-type: none"> - Agenda Item 04 – Minutes LGB Brize November 2022 – for approval - Agenda Item 05 – Action Log LGB Brize January 2023 - Agenda Item 06 – Headteacher Report to Governors 2022-2023 Dec updated - Agenda Item 07 – Notes of Visit Forms – Rolling Record – Brize Norton Dec 22 - Agenda Item 08 - CE Governor Monitoring Visit - Safeguarding meeting November 24th 2022 - Agenda Item 08b - Section 157 Audit complete 2021-2022 (amended by RJ) - Agenda Item 09 - Intruder Plan - Agenda Item 11 - Admissions Policy Sept 2024-2025 	