

Brize Norton Primary School



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MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON WEDNESDAY 16.5.18 7.30pm AT THE SCHOOL

NO.	ITEM	ACTION
21.18	<p>(a) GOVERNORS PRESENT: Miranda Mowbray (MM), (Community Governor), (Chair LGB), Chris Rushton (CR), (Community Governor), Anna Fairhurst (AF) (Headteacher), Alistair Doran (AD), (Vice Chair LGB), (Parent Governor), Bridget Winter (BW), (Staff Governor), Jon Conner, (JC) (Community Governor) Christine Eaglestone (CE), (Community Governor), Alex Skym (AS), (Community Governor). Tracy Barnet (TB), (Community Governor) and Peter Allen (PA) (Clerk).</p> <p>(b) APOLOGIES AND APPROVAL FOR ABSENCE: nil</p> <p>(c) CONFIRMATION OF QUORUM: Quorum confirmed</p> <p>(d) DECLARATION OF INTEREST: Declaration of interest/attendance sheet completed. No interest recorded</p> <p>(e) BW had been reappointed Staff Governor.</p>	
22.18	<p>MATTERS OF URGENCY:</p> <p>Clerk raised two requests from ODST - agreed these would be considered under ODST Communications heading below.</p>	
23.18	<p>MINUTES OF LGB MEETING held 19.3.18 (including confidential minute 18.18.</p> <p>ACCURACY: CE said the draft minutes had not included the SEN review meeting with the HT, BW. and Susanne Lane that had taken place during the period under review. Clerk agreed that this omission needed rectifying. Governors agreed that draft minutes including the</p>	

	<p>confidential item, are an accurate record and that the Chair should sign them as such. The minutes were duly signed and filed.</p> <p>MATTERS ARISING:</p> <p>(a) Min 12.18 - GDPR - model policy and procedure. HT reported that this had now been received and would be considered under policies</p> <p>(b) Min 12.18 CCTV update HT explained to governors that this was introduced as part of ongoing safeguarding measures and was designed for any single child that was in the withdrawal space with a single adult. The CCTV would operate in accordance with the School policy in this area.</p>	
<p>24.18</p>	<p>HEAD TEACHER'S REPORT & SCHOOL IMPROVEMENT PLAN (See GovHub): HT did an overview of her report and then Governors asked several questions they asked:</p> <p>(a) The HT her overall opinion of the outcomes. The HT drew attention in her report to "outcomes" where the evidence shows "across almost all year groups and in a wide range of subjects, including English and Mathematics, current pupils make consistently strong progress". Moreover, where attainment overall is low, it shows consistent improvement (writing progress is vulnerable between Y2 and Y6). (P and L have already discussed these figures).</p> <p>(b) The HT was asked where the new Teachers are going to be placed. Allied to this, concern was raised that children should not have to many teachers to cope with. The HT outlined her thinking on placement and said she understood the concerns which probably were historical in substance but believed that what mattered most was the excellence of the teachers.</p> <p>(c) School roll - HT asked for an update on the school roll and admissions. HT outlined the details and governors noted that this was very positive news. Places had been found for village children and siblings. The school roll stands at 118.</p> <p>(d) Governors asked for the percentage of children falling within the SEND category. HT provided the figures which amounted to 20.3% i.e. 5 girls and 17 boys (after Easter: 19 boys) This is considerably larger than the national percentage for this sized school. P and L asked to take a closer look at the issue</p>	<p>P&L</p>

	<p>including the significant difference in numbers of girls and boys...</p> <p>(e) School improvement - The building has been found to have serious problems. These are being attended to and the school is very grateful to ODST who are funding these repairs. Switch of resources to sort out the boiler has meant the relocation of the office and staff room has had to be postponed. That said, governors see this relocation has high priority not least for safeguarding reasons. The new Climbing frame should be completed shortly. Letters of thanks to be written and an official opening envisaged. see "red" text in HT's report</p> <p>(f) Parents complaints: HT asked about parent complaints. HT said that there had been two complaints from the same parent and they are being dealt with under the school complaints procedure. The Chair gave a brief overview of how the process works including the importance of mediation and if necessary an appeal to a complaints panel. It is recommended by ODST that such a panel be designated at the beginning of the year, although this might need, due to individual circumstances, to be changed. Following this recommendation TB, JC and AD were designated.</p> <p>(g) HT questioned on safeguarding - The HT said that there have been two no-names referrals, neither of which resulted in MASH referrals.</p> <p>(h) HT asked about the After-school Club. HT said this would start in September 2018 Abby Wadley has been appointed manager. The club will run for at least a term and the school does not have a direct responsibility for it.</p> <p>(i) Governors asked the HT what she thought about the results of the parents' questionnaire. The HT said she was very pleased and detailed the significant rise in satisfaction levels from the previous survey. See HT's report and associated documentation for detailed results.</p> <p>(j) Attendance - The HT recorded her concern regarding three children's attendance. Governors considered the actions the HT had taken and concluded that there was nothing further than can be done by the school or HT.</p>	<p>AS</p> <p>TB,JC,AS</p>
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<p>25.18</p>	<p>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS:</p> <p>(a) RESOURCES: CR, Chair of Resources, said that a meeting was being arranged for next week. LGB delegated powers to Resources to agree the budget and then at a later meeting of the LGB report back so all governors are kept in the loop.</p> <p>(b) PERFORMANCE AND LEARNING: TB, Chair of P and L, said the minutes of the recent meeting are being written up and will be put on GovHub for all governors. TB said that the key points had already been made in the HT report.</p> <p>(c) PREMISES, HEALTH AND SAFETY: AS to arrange, shortly, a meeting with the HT to discuss this topic</p> <p>(d) SEND: CE, lead Governor referred to SEND items dealt with elsewhere on the agenda. In addition informed governors that she would be shortly taking a “walk-around” with BW. Send review carried out by SENCO at North Hinksey School</p> <p>(e) IT - AD, lead Governor told governors that due to very heavy work commitments he had not been able to sort out the school’s PCs. JC offered to see if there was anyone at RAF BN who would be suitable to help in this matter. AD then went onto detail some of the changes that are, and will be needed, with the GDPR</p>	<p>RCom</p>
<p>26.18</p>	<p>ODST COMMUNICATION:</p> <p>(a) Period End Financial Controls Return - HT reported that the school had complied with this directive.</p> <p>(b) Health and Safety - Overall compliance should be at least 75% the school at present stands at 96.7% compliant. Measures were low and action has already been taken.</p>	
<p>27.18</p>	<p>POLICIES FOR RATIFICATION:</p> <p>Governors were reminded of the procedure for dealing with policies. The HT would send to the appropriate committee template policies or policies needing renewal. The committee members would agree them or amend them, and notify the HT who would put them on GovHub and ask the Clerk to agenda them for the next LGB agenda simply for ratification. (Corporate policies e.g. those on exclusion would go straight to the LGB for agreement and ratification)</p>	<p>All</p>

	<p>The following policies were ratified:</p> <ul style="list-style-type: none"> (a) Data Protection Policy and Privacy Notice from ODST RE GDPR (b) Safeguarding - anti bullying - (c) Health and Safety - critical incident plan (d) Educational visits - ratified (e) SEND (f) Dignity at work <p>Further work needed on:</p> <ul style="list-style-type: none"> (g) TOIL (h) Critical incident plan 	
<p>28.18</p>	<p>VISITS AND TRAINING:</p> <ul style="list-style-type: none"> (a) CE and JC attended recent exclusion course run by the OCC - feedback course was excellent. (b) HT and JC attended safeguarding course (c) AS - attended the course on achieving Outstanding governance held at Bampton 	
<p>29.18</p>	<p>AOB:</p> <ul style="list-style-type: none"> (a) HT reminded governors to send in their pictures for the board. (b) Discussion about start times and length of meetings. Agreed 7.30pm best for most governors. OCC's directive for length of meetings not more than 2 hrs. (c) Chair asked governors to start thinking about the role of Chair. (d) Increasing a number of schools are considering the need to insert in the complaints policy, the need for a policy paragraph on dealing with vexatious complainants. Consider more fully at next meeting of the LGB. 	<p>All</p> <p>All</p> <p>All</p> <p>Agenda</p>
<p>30.18</p>	<p>DATE OF NEXT MEETING: Wednesday 4.7.18 time to be decided after consultation. Meeting closed at 9.55pm</p>	