



MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON THURSDAY 17.1.18 at 7. pm AT THE SCHOOL

NO.	ITEM	ACTION
1.18	<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), Angus Shipway (AS), (Parent Governor), Alex Skym (ASk), (Community Governor) Jon Conner, (JC) (Community Governor) and Peter Allen (PA) (Clerk).</p> <p>(b) APOLOGIES AND APPROVAL FOR ABSENCE: Christine Eaglestone (CE), (Community Governor) and Tracy Barnet (TB), (Community Governor).</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) WELCOME – Chair welcomed JC and his appointment as Community Governor to the meeting.</p>	
2.18	<p>MATTERS OF URGENCY: Chair made reference to her brief confidential email to governors re the recent Independent Review Panel. She said it would not be proper for her or governors to discuss this matter but that the PermEx Panel would meet again to consider the IRP's decision. Some difficulty was being experienced in contacting CE. Chair would continue to try to contact her but in the event of CE being uncontactable governors agreed, given the need to respond to the ODST Clerk to the Panel, for the Chair and CR to act on their behalf.</p>	CHAIR/CR
3.18	<p>MINUTES OF LGB MEETING held 15.11.18</p> <p>ACCURACY: Minutes agreed as an accurate record of the meeting, for them to be signed by the Chair and properly filed.</p>	

	<p>MATTERS ARISING:</p> <p>(a) Min 61.17(a) and (b) Clerk reported that ASk's and JC's appointments had been ratified by the ODST. AD reported that he had provided JC with a school email address. It is j.conner@brize-norton.oxon.sch.uk</p> <p>(b) Min 62.17 (c) and (b) TB to be asked at next meeting to confirm these matters.</p> <p>(c) Min65.17 (d) BW to circulate SEN report to govns on current position. Now done.</p>	CLERK
4.18	<p>HEAD TEACHER'S REPORT AND SCHOOL IMPROVEMENT PLAN(SIP):</p> <p>(a) HT was asked about the rate of attendance – The HT informed governors that the rate had gone up. As regards persistent offenders - they were being closely monitored and action was being taken.</p> <p>(b) HT was asked if teachers were getting training in the use of the Smart Screens. HT replied that a programme was in place.</p> <p>(c) It was agreed that there would be a governor visitation on 19th March- (Governors changed the date of the LGB to follow on from this)</p>	
5.18	<p>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS</p> <p>(a) RESOURCES: CR reported that the next meeting would be held shortly on 6.2.18. JC would be joining this committee.</p> <p>(b) PERFORMANCE AND LEARNING: Agreed that in TB's absence a meeting should be arranged and that the HT would, to refresh governors memories, give a short half page update of the school's performance.</p> <p>(c) PREMISES, HEALTH AND SAFETY: AS, lead governor, had had an enquiry about Radon and whether the school needed Radon protection. ASk was able to plug in on a special website to grid reference SP300074 (the School's grid reference) and assure governors that no radon protection was needed in this area.</p> <p>(d) SEN – SEN report circulated.</p> <p>(e) IT - AD gave a short update on the development of the school's IT equipment. Governors asked AD if he would on their behalf act as the governor lead on the new GDA. AD agreed to do this. ASk agreed to help AD with Data protection training to all staff.</p>	<p>JC</p> <p>HT</p>
6.18	ODST COMMUNICATION - See in relevant sections above.	
7.18	<p>POLICIES FOR RATIFICATION:</p> <p>See list in the email from the HT dated 6.11.18. These will be deferred to the next LGB meeting. Admissions policy ratified. HT asked to clarify, at an appropriate opportunity, with ODST, where a HT stands when s/he is asked to</p>	HT

	come in on their day off.	
8.18	<p>TRAINING AND VISITS:</p> <p>(a) Induction Training - ASk to attend the training at Bampton PS - see Chair's email. This is ODST training on preparing for OFSTED ASk has yet to book her induction training.</p> <p>(b) CE lead for induction will liaise with JC and ASk</p> <p>(c) JC to attend induction training</p> <p>(d) Skills audit - should now take place in view of the changes in governance. TB is lead on this and the chair will ask if she can continue with this before the next meeting</p>	<p>ASk CE</p> <p>Chair/TB</p>
9.18	<p>AOB:</p> <p>(a) It was suggested that an approach to local solicitor's firms might be useful to see if there was a solicitor who would like to join the governors and fill a very useful gap in governors' skill base. AS to expedite</p> <p>(b) Communication from a member of staff re grandchildren and staffing policy. Staff governor asked to go back to the member of staff and ask her if she would be kind enough to put her request in writing to the Chair.</p> <p>(c) Expansion plan for school - ASk and AD to bring back proposals in due course.</p>	<p>AS</p> <p>BW</p> <p>AD/ASk</p>
10.18	DATE OF NEXT MEETING: 19.3.18 – 5 pm. Meeting closed 9.10pm	