

Brize Norton Primary School



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MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON Thursday, 5.7.18 7.00pm AT THE SCHOOL

NO.	ITEM	ACTION
31.18	<p>GOVERNANCE:</p> <p>(a) GOVERNORS PRESENT: Miranda Mowbray (MM), (Community Governor), (Chair LGB), Anna Fairhurst (AF) (Headteacher), Alistair Doran (AD), (Vice Chair LGB), (Parent Governor), Bridget Winter (BW), (Staff Governor), Jon Conner, (JC) (Community Governor) Alex Skym (AS), (Community Governor). and Peter Allen (PA) (Clerk).</p> <p>(b) APOLOGIES AND APPROVAL FOR ABSENCE Chris Rushton (CR), (Community Governor), 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>	
32.18	<p>MATTERS OF URGENCY -</p> <p>No matters of urgency:</p>	
33.18	<p>MINUTES OF LGB MEETING held 16.5.18</p> <p>ACCURACY: Chair signed minutes as accurate record of the meeting and they were properly filed.</p> <p>MATTERS ARISING:</p> <p>(a) Min 24.18 (e) New Climbing Frame - An official opening had</p>	AS

	<p>taken place and letters of thanks will be written by AS.</p> <p>(b) Min 25.18 (a) Budget: It was reported that the budget had been approved after some adjustments to bring it into balance. That said Governors are clear that some crucial financial issues need to be addressed if future budgets are to be balanced. Resources Committee are asked to give this serious consideration in the new academic year.</p> <p>(c) Min 29.18 (a) Pictures are still needed of Governors for the public board. All governors please note</p> <p>(d) Min 29.18 (c) Start time for LGB meetings. Agreed initially this would be 7.30pm but at the end of the meeting governors reconsidered this decision and agreed to set the start time at 7.00pm and endeavour to complete business in 2hrs.</p> <p>(e) Min 29.18 (c) Role of the Chair - continuing consideration</p> <p>(f) Min 29.18 (d) Vexatious complaints. It has increasingly become the practice of public bodies to include a provision in their complaints policies to deal with vexatious complaints which can take up huge amounts of resources on frivolous complaints. Not to mention the stress that this can cause staff. So in line with the OCC and other public bodies AS tabled a copy of the OCC vexatious provision. This will be considered by the governors and an appropriate provision will be brought to the next LGB for agreement</p>	<p>Res.Com</p> <p>All</p> <p>All</p> <p>All</p>
<p>34.18</p>	<p>HEAD TEACHER'S REPORT: (Put on GovHub and circulated)</p> <p>The HT report was again set out in the style recommended by ODST with changes and additional comments in red. Several questions were raised by Governors including the following:</p> <p>(a) Number on school roll - 118. Governors asked given the various pupil movements what does the HT think the number for the new academic year could be. The HT said she thought it would be 117. Governors noted the implications for the budget.</p> <p>(b) Staff Changes - HT asked to give further details on staff changes. HT did this but it is not recorded in these minutes as it refers to personal matters.</p> <p>(c) Class numbers - HT questioned about class numbers and what discretion the HT has over numbers. HT shared with governors the boundary lines.</p> <p>(d) Page 16 - HT agreed with governors a section on page 16 did</p>	

	<p>give a misleading impression and agreed to rewrite it.</p> <p>(e) Assessment results - On a question from governors HT agreed that it would be better for this last LGB meeting of the academic year to be held later in July to get all the assessment results in front of governors before the start of the new academic year. This year they will be presented at the September meeting of the LGB.</p> <p>(f) Attendance - Governors asked whether absence figures had reduced because of the attention that the school was now giving to them. The HT said she had been pursuing a robust strategy including referrals - and it was paying off. Details were given and governors commended the HT for her actions.</p> <p>On behalf of governors, the Chair, thanked the HT for her professional and comprehensive report and her high commitment during the year.</p>	<p>Agenda Sept</p>
<p>35.18</p>	<p>SCHOOL IMPROVEMENT PLAN (SIP): Chair said that the SIP would be the main agenda item at next weeks meeting with staff, so she proposed to leave the review until then. Governors agreed that this was a sensible proposal.</p>	
<p>36.18</p>	<p>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS:</p> <p>(a) RESOURCES: In CR's absence, Chair drew attention to the minutes of this committee on GovHub and the earlier discussion on the budget in minute 33.18 (b).</p> <p>(b) PERFORMANCE AND LEARNING: The Chair, TB, was also absent. The LGB asked P and L in September to put the latest assessment results on their agenda for detailed consideration.</p> <p>(c) PREMISES, HEALTH AND SAFETY: AS itemised the P.H and S issues that had been considered including the following: A feasibility study which had shown that it would not be possible to swop locations for the office and staff room. Instead a 2 way intercom would be used to service the front door. Given the stress that both staff and governors had been under recently, a counselling provision was proposed for both staff and governors. This was agreed by governors. Also mentioned was the asbestos plan. See minutes on GovHub for further details.</p> <p>(d) SEN - In CE absence BW, was asked weather regular meetings were being held with CE. It was apparent that it had been</p>	<p>P and L</p>

	<p>difficult to arrange a meeting. Governors were concerned about this and asked that BB and CE should agree a programme of meetings by the end of September and inform governors of the dates. (In fact, concern on this point was also raised in relation to the Governor’s service committees and governors later agreed that a programme of meetings should be set for those committees by the end of September - see later in these minutes)</p> <p>(e) IT/GDR: AD Reported that there was still considerable work to do including on such matters as the website, office email security, personal filing security, what to shred and what not to and so on.</p>	BB/CE
37.18	<p>ODST COMMUNICATION:</p> <p>The HT reported to governors a summary of comments from David Cousins (DC) “Inspection Ready Review” on 27.6.18. It was gratifying for governors to learn that the school is strongly “Good” with no significant areas of weakness. In addition, he gave pointers as to the difference between “good” and “outstanding”. However, there were a couple of points where the HT needed to give further comment to the DC, then the governors will have the written report in “due course”.</p>	
38.18	<p>POLICIES RATIFIED:</p> <ul style="list-style-type: none"> (a) TOIL (b) Critical Incident Plan (JC to monitor a lock down in September) (c) Accessibility plan (d) Assessment policy (e) EYFS (AS left the meeting for this item as she had a personal interest in the topic). Ratified after some agreed amendments (f) Annual safeguarding report - agreed subject to HT liaising with Lead governor on safeguarding. (CE) (g) CCTV - With the introduction of the new data protection policy and privacy statement (see GDPR legislation) governors need to review the school’s CCTV policy and practice. See appendix for agreed amendments. 	JC HT/CE
39.18	TRAINING AND VISITS: As to attend induction training 14.7.18.	

40.18	<p>LGB MEETINGS PROGRAMME 18/19:</p> <p>The following meetings for the LGB were agreed for 18/19 (all fall on a Thursday) and will be at 7pm</p> <p>27.9.18 29.11.18 24.1.19 21.3.19 16.5.19 18.7.19</p> <p>Important note: Chair of LGB will bring to the meeting on 27.9.18 recommendations for committee membership and names of lead governors, for governors’ consideration. The LGB at that meeting will be asked to appoint Chairs for these service committees and Lead governors. Chairs will then be expected BY THE END OF SEPTEMBER, to get out a programme of dates for meetings to cover the 18/19 period. The work of these service committees and lead governors is a crucial element in the governance of the school.</p>	<p>All</p> <p>All</p>
41.18	<p>OXFORD LOW CARBON HUB - Governors endorsed a feasibility study to assess the benefits/disadvantages of fitting “free” solar panels.</p> <p>TIME OF MEETINGS: Although it had been agreed at the start of the meeting for LGB to meet at 7.30pm governors reconsidered their decision and decided to go for 7pm after all.</p>	<p>AS</p> <p>All</p>
42.18	<p>DATE OF NEXT MEETING: 27.9.18 at 7pm (Meeting closed 9.30pm)</p>	

APPENDIX

With the introduction of our new Data Protection Policy and Privacy Statement (connected with the GDPR legislation), governors need to review our CCTV policy and practice.

Areas to consider and governors conclusions:

1. Should we have CCTV in the withdrawal room?

Members of staff requested CCTV in the withdrawal room, because that is the only room where a member of staff works 1:1 with a child in a way which cannot be seen by anyone else. The room is used for a range of purposes (including music lessons and learning support) but these include providing a “cooling off” space for children struggling to control their behaviour. There have been incidents of violence towards staff in there, so the staff have requested the CCTV for their protection and for that of the children who work in there.

Governors endorsed request.

2. Should we have CCTV anywhere else in the school?

Although a child and adult are never 1:1 in a room other than the withdrawal room, sometimes Mrs Fairhurst speaks to a child in her office (with the door open to the office staff) and sometimes there are music lessons in the hall.

Governors agreed that there should be no CCTV in the HT or admin offices, as this breaks confidentiality rules laid out elsewhere in our policies. Nor did they believe that there is a need for CCTV in classrooms. That said think there is a very strong case for CCTV on the outside the school covering the main entry points. Being allowed to do this increases overall security for the staff and children. A good example of this, would be CCTV on the front door to allow the staff to see who is at the door before they open it, or at the kitchen door (which is in a blind spot) to monitor deliveries. **So governors agreed that any future extension should be by formal consent of the LGB.**

3. Does the governing body believe that the safeguarding concern is sufficient as to override any concerns parents might have over their children’s privacy, or that staff may have?

Governors agreed that Safeguarding trumps all other policies including GDPR. This doesn’t mean they will ignore all other policies, what it means is that if there is a conflict SG is given precedence.

4. The Schools new Data Protection policy states “We do not need to ask individuals’ permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.” We have put our policy on the website, informed parents via the newsletter and put up signs in and outside the room in which the camera is placed.. Does the governing body consider that we have informed people adequately? **Governors believed that enough has been done and this follows the guidelines set out by a number of organisations such as gov.uk and ico.org.uk**

5. Should we be capturing sound as well as video? There is no difference in law between the two types of CCTV, but we should decide based on the balance between safeguarding and privacy. **Governors agreed if possible we should do both as there is less chance for misinterpretation, because combining sound and vision maintains a level of context.**

6. How long should we store all video footage, and how long should we store footage relating to an incident? **Governors noted legal advice given on this point i.e. that it really doesn't matter as long as the School has a rational for whatever we think. All footage is naturally overwritten after about 15 days, which is sufficient when there is no incident. Footage relating to an incident will be kept for 3 years but can be extended for legitimate reasons on a case by case basis.**

7. Should CCTV and the reasons for it be drawn to new parents' attention. **Governors concluded, as with other organisations, it should be part of our on-boarding process where parents are made aware of school's overall privacy and data protect policies.**