

Brize Norton Primary School



Station Road
Brize Norton
Oxon OX18 3PL
01993 842488



www.brizeprimary.org
office.2250@brize-norton.oxon.sch.uk
Headteacher: Mrs A. Fairhurst

MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON Thursday, 27.9.18 at 7.00pm AT THE SCHOOL

NO.	ITEM	ACTION
43.18	<p>GOVERNANCE (1):</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), Chris Rushton (CR), (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 (Jon Conner, (JC) (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>	
44.18	MATTERS OF URGENCY: None.	
45.18	<p>ELECTION OF CHAIR AND VICE CHAIR 18/19: Two nominations had been received from AD (Vice Chair) and JC (Chair); the latter subject to further consultation with MM. MM reported that conversations had taken place and JC had indicated that he would stand but wanted to be elected when he was present i.e. next LGB meeting. In the meantime it was agreed that MM should be acting Chair to cover that role until the November election. AD was invited,</p>	Clerk

	and accepted, the role of Vice Chair. (BW left the meeting at this point).	
46.18	<p>GOVERNANCE (2):</p> <p>(a) Membership of Committees, Chairs and lead governors. The following was agreed: <i>RESOURCES:</i> AD, JC, MM, CR, and HT. (AD to Chair) <i>PERFORMANCE AND LEARNING:</i> TB, BW, CE, AS and HT (TB to Chair). <i>LEAD GOVERNORS:</i> CE - Safeguarding and SEN for time being), P,H and Safety – AS, Training and Audit – TB and GDPR – AD. <i>HT APPRAISAL:</i> Chair, VC and TB.</p> <p>(b) Agree terms of reference for Committees. Agreed terms of reference (On GovHub), subject to Service Committees considering them at their first meeting and emailing Clerk with any amendments for LGB’s consideration.</p> <p>(c) Pec Interest (ODST). Governors ratified their current entries. AS completed a new entry. (Passed to HT for filing). JC to complete an entry at November meeting (Clerk to expedite).</p> <p>(d) Governors’ code of conduct - Governors ratified their current entries. AS completed a new entry. (Passed to HT for filing). JC to complete an entry at November meeting (Clerk to expedite)</p>	<p>Chairs of Comms.</p> <p>Clerk</p> <p>Clerk</p>
47.18	<p>MINUTES OF LGB MEETING HELD 5.7.18:</p> <p><i>ACCURACY:</i> Draft mins of 5.7.18 agreed as an accurate record and Chair authorised to sign them. Passed to HT for filing.</p> <p><i>MATTERS ARISING:</i></p> <p>(a) Min 33.18 (c) Pictures of governors – Governors reminded that pictures are needed for the notice board.</p> <p>(b) Min 33.18 (d) Start time. Governors further reflected on start time and ultimately resolved time of starting LGB meetings should return to 7.30pm.</p> <p>(c) Min 33 (f) Vexatious complaints policy – Draft policy agreed subject to final write off by Chair.</p> <p>(d) Min 36.18 (d) programme of dates for committees – Service Committees to agree dates for their programme of meetings at their first meetings i.e. 2.10.18 6.30pm(Resources) and HT will contact members of P and L re a suitable date.</p>	<p>ALL</p> <p>ALL</p> <p>Chair</p> <p>Chairs</p>

	<p>Dates to be put on GovHub (e) Min38.28 (b) Critical incident lock down – HT reported a very helpful meeting with JC and his colleague. Monitoring day next Friday 10.30am.</p>	
<p>48.18</p>	<p>HEAD TEACHER’S REPORT: (Including Assessment results and SI plan)</p> <p>NB - It appeared that one or two of the governors had not, because of a technological hitch, been able to access GovHub and therefore had not been able to read the above documents. Therefore it was agreed that regarding these documents, those Governors who had not been able to access GovHub would have until Friday 5.10.18 to send in questions and comments to the HT and the HT would circulate her replies to all (including the Clerk who would make a note of them for recording purposes).</p> <p>That said, questions were asked, for example the incongruence in the statement of 100% achievement nationally in maths and lower achievement shown in maths further down the document. HT said that they belonged to different periods – the latter in the current period. Although the top grading was only missed by one point by one child so achievement was still at a very high level.</p> <p>Chair asked both service committees to have the relevant sections of the HT on their agenda. Chair said it was essential that both committees scrutinize data relevant to their committee, for example the assessments and action taken to drive up standards.</p>	<p>ALL And Clerk</p> <p>Coms.</p>
<p>49.18</p>	<p>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS:</p> <p>(a) RESOURCE: no meeting thus far (b) P AND L: no meeting thus far (c) PREMISES, HEALTH AND SAFETY: AS, Lead governor had been busy already. Matters covered included lack of insulation in roof (she would facilitate a quote and contractors), servicing of the boiler and efficiency savings. (d) SAFEGUARDING/SEND: CE, Lead governor, reported that she had been in and signed the safeguarding report. (e) IT: AD, Lead governor IT/GDR, recommended and Governors</p>	

	<p>agreed there should be a separate heading on the agenda and in the minutes for "information security" (See min 51.18). So general IT matters will be recorded here and information security will have a separate heading. So with regard to IT, AD gave a brief overview including: new ipads, also the need to purchase new office computers, and some licensing which needs to be renewed.</p>	
50.18	<p>INFORMATION SECURITY:</p> <p>AD, made a number of observations including:</p> <ul style="list-style-type: none"> (a) Staff – need to tighten up deletions of access as soon as staff leave. (b) Paper data – ensure that throughout the building no sensitive data is stored which could be accessed. (c) Post-it notes even with old log ins should be removed – and not replaced. (d) Clean desk policy – in particular no sensitive data should be left on desks at the end of the day. (e) Office security – need for items of sensitivity to be locked up. (HT said that all sensitive staffing matters were under padlock /locked files in her office) (f) Generic accounts containing sensitive matters should be avoided. 	
51.18	<p>ODST COMMUNICATIONS (not already covered)</p> <p>Chair reported on a letter that had been received by her regarding changes at board level. In particular it was noted that David Lock had resigned. Chair, HT and Clerk said that this was very sad as David had been very sensitive to the needs of the school and very supportive. It was also mentioned that Suzanne Lane would no longer be the ODST support for the school and Bob Pattenden would be covering short term until December.</p>	
52.18	<p>POLICIES FOR RATFICATION:</p> <p>Resources: Allegations, complaints, support staff appraisal, teacher</p>	

	<p>appraisal Safeguarding – Safeguarding Health and Safety – CCTV, Emergency Evacuation plan, health and safety, lock down plan Performance and learning – marking Admissions. (without mention of “statement”)</p> <p>Agreed policies subject to any further comments by 5.10.18) Chair and HT to liaise on final write off of these policies.</p>	<p>Chair HT</p>
53.18	<p>AUDIT, TRAINING AND VISITS</p> <p>(a) Audit of skills – TB to expedite including consulting Chairs of Committees and LGB to identify gaps in skills profile. (b) Training – ongoing (c) Visits: included lock down visitation, AS pastoral visit, Chair’s visit to HT</p>	
54.18	<p>AOB:</p> <p>(a) Governor Vacancies: These stand at two community governors and one parent governor. Agreed that it would be wise to hold back on the parent cover vacancy and one community governor vacancy until the skills audit is completed. That said it was clear that the LGB was light on “independent” community governors who can bring a valuable input into the governance. It was therefore agreed that immediate investigations would be helpful under this heading. (b) HT appraisal – Chair to contact Richard Millington to see if he can provide the external observer role on 9.12.18. Chair to liaise with HT on this point. (c) GovHub – Two systems had developed which could be confusing. Therefore it was agreed that files in the “meeting wallet” should be moved after the meeting to the “archive” files which will make it easier for meetings and at the same time easier for reference.</p>	<p>Chair/HT</p> <p>HT/Clerk</p>
55.18	<p>DATE OF NEXT MEETING 29.11.18 at 7.30pm (Please note start time)</p>	

	Meeting closed at 9.15pm	
--	--------------------------	--