



## MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON Thursday, 16.5.19 at 7.30 pm AT THE SCHOOL

NO.	ITEM	ACTION
21.19	<p><b>GOVERNORS PRESENT AND DECLARATION OF PEC. INT. SHEET -</b></p> <p>(a) <b>GOVERNORS PRESENT:</b> Jon Conner (JC) Chair (LGB), Alistair Doran (AD), (Vice Chair LGB), (Community Governor), Miranda Mowbray (MM), (Community Governor), Chris Rushton (CR), (Community Governor), Anna Fairhurst (AF) (Headteacher), Christine Eaglestone (CE), (Community Governor), Alex Skym, (AS), (Community Governor), and Peter Allen (PA) (Clerk).</p> <p>(b) <b>APOLOGIES AND APPROVAL FOR ABSENCE.</b> Bridget Winter (BW), (Staff Governor) and Laurie Campbell (LC) (Parent Governor). Chair reported that LC was away on a course for 16 weeks but was looking forward to resuming her governor role on her return.</p> <p>(c) <b>CONFIRMATION OF QUORUM:</b> Quorum confirmed</p> <p>(d) <b>DECLARATION OF INTEREST:</b> Completed and filed.</p> <p>(e) <b>NEW GOVERNOR:</b> Ref min. 10.19 (g) Chair and HT had met Alex Thompson (AT) at the school and chatted with him and found out about his skills and what he could bring to the GB. After some discussion, Chair proposed AT should become a community governor subject of course to ODST ratification. This was agreed by Governors. (Clerk to action).</p>	Clerk
22.19	<p><b>MATTERS OF URGENCY:</b></p> <p>(a) Chair asked governors to complete a training analysis form which would later be put on GovHub. This was done during the meeting.</p> <p>(b) Confidential item - see confidential minute 22.19 (b) Following this item AS left the meeting.</p>	
23.19	<p><b>MINUTES OF LGB MEETING HELD 21.3.19</b></p> <p>ACCURACY: Min 10.19 removal of second entry "Jon Conner..." (cut and paste error). Otherwise minutes approved for signing and filing.</p> <p>MATTERS ARISING:</p>	

	<ul style="list-style-type: none"> <li>(a) Min10.19 LC appointment... Actions taken</li> <li>(b) Min 10.19 (f) Re MM- action taken. Thank you received.</li> <li>(c) Min 10.19 (g) - New Governor - See 21 (e) above</li> <li>(d) Min 12.19 - done</li> <li>(e) Min 12.19 (c) - done</li> <li>(f) Direction of Travel document - done</li> <li>(g) Training folder - done.</li> </ul>	
24.19.	<p><b>HEAD TEACHERS REPORT: (on GovHub and circulated)</b></p> <p>Questions and points raised:</p> <ul style="list-style-type: none"> <li>(a) Head Teacher asked by governors whether it would be an appropriate time to congratulate LJ. HT agreed that she was very pleased with LJ's progress but thought it might be best to wait until LJ completes her first year.</li> <li>(b) Governors were pleased to note that BW had now returned as part of a phased return to work and sadly AL has moved to a permanent post in another school.</li> <li>(c) HT was asked for a general overview on the staffing situation. This she gave and governors were able to support her approach in working within the tight financial constraints and the need to ensure staff wellbeing.</li> <li>(d) HT was asked to ensure that wherever possible and governors accepted this was not always possible - time frames are included in her reports.</li> <li>(e) The questionnaire results were discussed in detail. Action to follow up recorded concerns were noted and the general improvement shown by these results, was also noted.</li> <li>(f) Outcomes - referred to P and L for greater analysis.</li> <li>(g) The introduction of the SWOT assessment was welcomed by governors. Weaknesses and Threats were noted and Governors hoped that their strategic actions would transform these into strengths.</li> </ul> <p>HT was thanked for her report</p>	<p>P and L</p> <p>SAWG</p>
25.19	<p><b>SCHOOL IMPROVEMENT PLAN:</b></p> <p>Governors recognised that this was still being developed and that it had been agreed that governors would be linked to particular areas. Review with staff targeted for 15<sup>th</sup> July. CR, AD and possibly MM would attend as governor representatives.</p>	<p>CR,AD,MM</p>

26.19	<p><b>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS</b></p> <p><b>(a) RESOURCES:</b> (Resources have delegated power to write off the budgets). AD, Chair of Resources, said it was anticipated that the budgets would be written off on 20.5.19. AD reported that the financial situation had already been discussed with governors as had a realistic way of putting the budget on a sound basis. As Chair he felt that next year, 4 meetings of his committee would suffice though others could be arranged when necessary.</p> <p><b>(b) PERFORMANCE AND LEARNING COMMITTEE:</b> CE said that P and L, Safeguarding and SEN had not met this term as it was a particularly short term. That said the HT report covered the key current matters in these areas.</p> <p><b>(c) PREMISES, HEALTH AND SAFETY:</b> - These matters had already been covered early in the meeting.</p>	
27.19	<p><b>SAFEGUARDING:</b></p> <p>See comment by CE above 26.19 (b).</p>	
28.19	<p><b>ODST COMMUNICATIONS:</b></p> <p>(a) RELATED PARTY TRANSACTIONS (RPTS) - HT reported that governors now needed to declare related party transactions. i.e. any financial transactions between school and any organisations related to a governor. Governors agreed Clerk should alter the Pec Int. form to include a column to take this on board)</p> <p>(b) KEEPING CHILDREN SAFE IN EDUCATION 2019 - HT reported that the school was compliant. Staff had been given the first section to read and had been given the quiz devised by ODST.</p>	Clerk
29.19	<p><b>POLICIES AND DOCUMENTS FOR RATIFICATION:</b></p> <p>The following were ratified:</p> <p>Performance and learning - collective worship, looked after children Communications Premises, Health and Safety - critical incident plan Safeguarding: Safeguarding, Safer Recruitment (subject to page 48 being amended. Evidence and marking policy.</p>	
30.19	<p><b>TRAINING, AUDIT AND VISITS:</b></p> <p>(a) 9.5.19 ODST self evaluation - Chair, CE,AD and HT (b) Strategic briefing - Chair and Anna. Chair reported that the new</p>	

	ODST ops manual looked very helpful.	
31.19	<p><b>AOB:</b></p> <p>MM shared with governors that she was very pleased with what she and governors had been able to achieve during the last few years especially during some very difficult challenges that had arisen. The GB was now in good shape and that was reflected in the school and its achievements. So she concluded that it was time to step down as governor. She went onto detail her thanks. The Chair on behalf of governors said how much the school had benefited from her time as Chair of Governors and the enormous contribution she had made to the life of the school and its high standing with ODST. He wished her well for the future and hoped she would keep in touch.</p>	
32.19	<b>DATE OF NEXT MEETING:</b> 16.5.19 at 7.30pm (meeting closed 10.00pm)	