



MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON Thursday, 21.3.19 at 7.30 pm AT THE SCHOOL

NO.	ITEM	ACTION
10.19	<p>GOVERNORS PRESENT AND DECLARATION OF PEC. INT. SHEET -</p> <p>(a) GOVERNORS PRESENT: Jon Conner (JC) Chair (LGB), Chris Rushton (CR), (Community Governor), Bridget Winter (BW), (Staff Governor), Jon Conner (JC) Chair (LGB), Alistair Doran (AD), (Vice Chair LGB), (Community Governor), , Anna Fairhurst (AF) (Headteacher), Christine Eaglestone (CE), (Community Governor), Alex Skym (AS), (Community Governor), Laurie Campbell (Designated Parent Governor) and Peter Allen (PA) Clerk.</p> <p>(b) APOLOGIES AND APPROVAL FOR ABSENCE Miranda Mowbray (MM), (Community Governor).</p> <p>(c) CONFIRMATION OF QUORUM: Quorum confirmed</p> <p>(d) DECLARATION OF INTEREST: Completed and filed.</p> <p>(e) WELCOME: Clerk reported that an election had been held for the position of Parent Governor. Laurie Campbell (LC) had been elected. Chair welcomed LC to the LGB and introductions were made. Action - LC to complete registration forms and send them to the Clerk for ratification by the ODST. AD to provide LC with schools email address and pass to clerk so access to GovHub can be secured. Chair had also produced an induction check list for new governors. Governors agreed it would be helpful to attach initially a mentor for a new governor and the Chair volunteered to be LC's mentor.</p> <p>(f) PAST CHAIR OF LGB: Governors paid tribute to the unique contribution that MM had made during her office as Chair of the LGB. JC said that she had brought the school through some very difficult challenges and left the governing body a strong legacy to carry forward the new challenges that would present themselves. He would want governors to build on the achievements thus far. On behalf of governors he undertook to take MM a bouquet of flowers and their thanks.</p>	<p>LC/Clerk</p> <p>AD</p> <p>Chair</p> <p>Chair</p>

	(g) POTENTIAL NEW COMMUNITY GOVERNOR: A letter had been received from a potential new Community Governor. The Chair said he and the HT would invite the person concerned to visit the school and chat through such matters as to how much time commitment he can give and the new direction of travel document (See below)	Chair/HT
11.19	MATTERS OF URGENCY: No matters reported.	
12.19	<p>MINUTES OF LGB MEETING HELD 24.1.19</p> <p>ACCURACY: page 3 last sentence under 6.19 (c) to be relocated under 6.19(b). Subject to this, Governors agreed minutes should be signed by the Chair as an accurate copy and filed.</p> <p>MATTERS ARISING:</p> <p>(a) Items (See agenda item 4.00) (a) to (d) and (f) done</p> <p>(b) Item(e) to be discussed in more detail in proposed strategy advisory working party (See below).</p> <p>(c) Clerk asked to make Safeguarding a separate heading on the Agenda and minutes. (Done)</p>	<p>Clerk</p> <p>SAWP</p> <p>Clerk</p>
13.19.	<p>BUILDING ON THE ACHIEVEMENTS THUS FAR:</p> <p>(a) Chair said that he had been “doing the rounds”. Talking and listening to the various stakeholders. MM had done a great job but this was an opportunity to reset and refocus giving governors an opportunity to have a fresh direction of travel for the way ahead. In line with this he had produced a simple “Direction of travel” sheet and asked governors to feedback to him within the next week any amendments or additions they think are relevant. He will then email an electronic copy to the clerk to be put up on GovHub and agreed at the next meeting of the LGB.</p> <p>(b) The Chair also brought to governors attention the training he had undertaken last week in addressing Governance in 2019 education inspection framework and governing body self-evaluation. In particular the forthcoming changes to be made by Ofsted in September this year. Clerk asked to put a “Training Folder” on the GovHub so slides and papers that governors bring back from training can be collected together (Done)</p> <p>(c) Chair said he would like to establish a Strategy Advisory Working Party to advise the LGB on important strategic issues that need investigation. After discussion it was agreed that a “core” group be established i.e. Chair of LGB, Chair of Resources, Chair of P and L, HT and this core would then invite others as and when. On the first occasion invitations would be extended to three teachers. HT to arrange a suitable date.</p>	<p>Agenda</p> <p>Clerk</p> <p>HT</p>

14.19	<p>HEAD TEACHERS'S REPORT and SCHOOL IMPROVEMENT PLAN: (Report on GovHub)</p> <p>Questions and points raised:</p> <ul style="list-style-type: none"> (a) Number on school roll – 121. HT asked if there were any spaces. Answer – the School has no spaces. (b) Governors questioned HT on pupils attainment. HT said that the small numbers do lead in some cases to skewed results – given further examination the figures overall show some very good results. (c) Attendance – HT asked for further details on attendance. HT gave the figures for absence which is at national average levels. As regards persistent absences this is below the national average. (d) Safeguarding – no safeguarding incidences were recorded. (e) Alarm system – this has now got the go-ahead. (f) Mindset – HT asked how far mindset is being adopted into the school. HT said she would examine what methods were available for assessing the results of this work. (g) HT reported that there had been no bullying or racist incidents. (h) Interventions – P and L at their next meeting was asked to review the intervention program on behalf of the LGB (i) SWOT analysis. HT asked by the Chair if it would be possible for her to list a couple of items under each of these headings from her point of view so governors could be helped to think in deeper way about the items arising in her report. HT agreed to do so. (j) School improvement plan – Governors noted the progress with the SIP. They also noted the move from specific subjects improvement to improvements needed across the range of subjects. 	<p>P & L</p> <p>H</p>
15.19	<p>TOIL:</p> <p>Chair said this matter had been raised by TAs and he had promised to bring it to the next meeting of the Governors for their views. He tabled the current policy. Governors noted that some schools don't have a TOIL scheme for staff particularly those with a small number of staff nonetheless they felt it was a helpful adjunct to all concerned but it did need to be tightened up in some places e.g .as to limits of time takeover which is in line with general practice in schemes such as the OCC run. In essence governors did not feel they could make significant changes in the present conditions. That said, in very exceptional circumstances (and the emphasis is on very exceptional circumstances) the HT, after formal agreement with the Chair, was empowered to grant TOIL.</p>	
16.19	<p>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS:</p>	

	<p>(a) RESOURCES: AD, Chair of Resources, reported that the good news is that they had managed to balance the budget for next year. Then there could be important matters to be considered in relation to who funds the pension contributions. The minutes of Resources committee held on 11.3.19 are on the GovHub. Resources would also be approaching the ODST about reducing local costs by more central contracting.</p> <p>(b) PERFORMANCE AND LEARNING AND SEN: AS, Chair of P and L, reported that the minutes of the recent meeting should be out shortly. AS reiterated comments already made about OFSTED’s shift of emphasis from data to curriculum focus. She also mentioned the possibility of a reduction target tracking analysis to just 3 times a year which would save a considerable amount of time which could usefully be spent on education per se. As regards SEN please see HT report for details. See also separate report by CE. Interventions have been adapted after HT and Acting SENCO had reviewed what is working to give positive attainment and progress results. These and teacher inputs are making a positive difference especially in year 4.</p> <p>(c) PREMISES, HEALTH AND SAFETY: AS said the two toned alarm system was now set to go ahead. In addition the entry system security could now move ahead. The H and S annual inspection would take place next week.</p> <p>(d) IT: AD, lead governor, said the two new office computers had arrived.</p>	
17.19	<p>SAFEGUARDING:</p> <p>CE, lead officer Safeguarding, circulated a safeguarding update for March 2019. 2 governors and the new parent governor need to do their PREVENT training. NB - this is a legal imperative.</p>	
18.19	<p>POLICIES FOR RATIFICATION:</p> <p>Subject to comments made by BW contained in the HT email to governors dated 21.3.19, the following policies were ratified:</p> <p>HEALTH AND SAFETY: Adverse Weather, medication SEND: Send policy RESOURCES: staff disciplinary, staff grievance, volunteer helpers.</p>	

19.19	<p>TRAINING, AUDIT AND VISITS:</p> <ul style="list-style-type: none"> (a) JC and HT on admissions appeals training (b) JC on "taking the chair" (c) Two school visits - AD (d) JC fortnightly meeting with HT (e) CE visits re SEN and SAFEGUARDing (f) LC will need induction training - see via OCC website "governors" or ring 03300 249046 and ask for details of induction courses. 	
20.19	<p>DATE OF NEXT MEETING: 16.5.19 at 7.30pm (meeting closed 9.45pm)</p>	