



MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON Thursday, 24.1.19 at 7.30 pm AT THE SCHOOL

NO.	ITEM	ACTION
1.19	<p>GOVERNORS PRESENT AND DECLARATION OF PEC. INT. SHEET -</p> <p>(a) GOVERNORS PRESENT: Alistair Doran (AD), (Vice Chair LGB), (Community Governor), Miranda Mowbray (MM), (Community Governor), Anna Fairhurst (AF) (Headteacher), 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 Chris Rushton (CR), (Community Governor), Bridget Winter (BW), (Staff Governor) and Jon Conner (JC) Chair (LGB),</p> <p>(c) CONFIRMATION OF QUORUM: Quorum confirmed</p> <p>(d) DECLARATION OF INTEREST: Completed and filed.</p> <p>(e) CHAIR OF MEETING: In JC absence, AD the Vice Chair, chaired the meeting.</p>	
2.19	<p>MATTERS OF URGENCY:</p> <p>(a) RESIGNATION: Clerk reported that JC had received an email from Tracy Barnet tendering her resignation and wishing the school and governors well for the future. Clerk asked to record in the minutes governors appreciation of Tracy's unique contribution to the School over the years and to write to her thanking her on their behalf and wishing her and her family well for the future. Clerk also asked to circulate to governors Tracy's email. <i>(Post meeting - both requests carried out.)</i> HT also asked to get some flowers and a card and send them on behalf of the governors to Tracy. AS to take over chair of P and L.</p> <p>(b) APPOINTMENT OF COMMUNITY GOVERNOR - Clerk reported that AD's appointment as parent governor had finished and it was</p>	<p>Clerk</p> <p>HT</p> <p>AS</p>

	<p>proposed that given the two vacant posts of community governor AD be appointed a community governor. Governors unanimously agreed to this proposal. (Action - clerk to seek ODST's ratification to this appointment). Governors also agreed that the it would be helpful if the school put in motion the election of a parent governor. (HT and Clerk to liaise).</p> <p>(c) Clerk to complete notifications, amendment of records lists etc.</p>	<p>Clerk</p> <p>HT/Clerk</p>
<p>3.19.</p>	<p>MINUTES OF LGB MEETING HELD 29.11.18 ACCURACY: signed by the Vice Chair as a true and accurate record and duly filed. MATTERS ARISING:</p> <p>(a) Min 58.18 - Chair's appointment notified to ODST - done (b) Min 46.18(c) Pec interest register to be completed by JC - done (c) Min 60.18(4) Funding for new electronic system - HT yet to receive a reply.</p>	
<p>4.19</p>	<p>HEAD TEACHER'S REPORT: (HT uploaded to GovHub - and circulated)</p> <p>(a) Numbers on roll - Vice Chair asked the HT on numbers on school roll. HT was pleased to report - they are well up indeed there is now a waiting list.</p> <p>(b) Line management - HT asked whether there was a clear line of management. HT referred to her report where MC is shown as Acting SENCO and Senior Teacher.</p> <p>(c) Transition of departing and incoming staff - HT asked how this was progressing. HT said she was pleased and encouraged that the transition was progressing smoothly and effectively.</p> <p>(d) Barred list - (Keeping Children safe in education s.128) HT asked if this was being done for staff. HT agreed it was. Governors also thought this should be done also for all governors and clerk to demonstrate how seriously they took this aspect. HT asked to expedite.</p> <p>(e) Attendance - HT asked to comment on attendance. HT replied that governors would recall from previous reports that concern had centered on two children. One child's attendance was much better but the other remained a challenge. HT said she would continue to work at this and keep governors informed accordingly.</p> <p>(f) Parents contacting teachers out of hours. Given the present national concern regarding this matter, the HT was asked what policy she was pursuing in the school to ensure that Teachers are not put under stress through contacts outside of work hours. HT replied that her policy was not to allow parents access to teachers</p>	<p>HT</p> <p>HT</p>

	<p>outside of school hours but to have a central staff number which parents may call if they have concerns.</p> <p>Vice Chair thanked the HT for her professional report and her positive response to governors' questions.</p>	
5.19	<p>SCHOOL IMPROVEMENT PLAN: (Uploaded to GovHub and circulated): the HT went through the amendments to the SIP in particular pointing out the developing role of Subject leaders.</p>	
6.19	<p>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS:</p> <p>(a) RESOURCES: AD, Chair of Resources, reported that there had been significant demands on the budget due to long term sickness. This will need to be borne in mind when fixing the budget with ODS. JC was approaching Airbus to see if they will do some sponsorship either with Brize Norton PS or a number in the area. The healthy school roll is also very encouraging in relation to income. AS will look into the feasibility of increasing accommodation.</p> <p>(b) PERFORMANCE AND LEARNING AND SEN: CE reported that at the last meeting SEN had been the focus and had been given a thorough review. (See also details in the HT's report). Meetings regarding SEN are scheduled every other term.</p> <p>(c) PREMISES, HEALTH AND SAFETY: AS said that PH and S, as had been mentioned, were awaiting funding for the alarm system. AS also said that the Solar Panel project study showed that little could be made by fixing such panels. However the Low Carbon group were proposing to come into the school and look at the whole building to see where inefficiency in such things as lighting could be reduced.</p> <p>(d) IT: AD, lead governor, was pleased to report that an order had now been put in for the supply of two new office computers. These computers will be phased in so nothing important on the original computers is lost.</p> <p>(e) Chair's comments: AD said that the Chair had asked him if he would table a number of matters including: The Chair's meetings with Teachers and then TA's, which resulted in a useful and helpful discussion. The need to complete "photos" to identify board governors. The need, wherever possible, to minimize administration by questioning the value of particular processes, and whether repeated administrative procedures could be automated and the feasibility of a template to attract governors with professional skills such as legal or financial.</p>	

7.19	<p>POLICIES FOR RATIFICATION:</p> <p>(a) Performance and learning - Children not collected from school. First Aid, Behavior policy guidance (a document from ODST), positive handling, relationships and sex education. These were ratified. (In addition AS volunteered to take down old safeguarding and other out of date policies from the GovHub).</p> <p>(b) Resources - Equality and diversity procedure, social media, special and emergency leave, whistleblowing. These were ratified</p> <p>(c) Vexatious complaints policy - AS had uploaded the drafted Vexatious complaints policy onto GovHub. Governors made further suggestions which AS incorporated into the draft during the meeting. The amended policy was ratified. AS thanked for her work on this valuable policy.</p>	
8.19	<p>TRAINING, AUDIT AND VISITS:</p> <p>(a) JC as seen above 6.19 (e) had made a number of visits to the school to meet staff. In addition he had visited to liaise with the HT</p> <p>(b) AS and JC to complete Preventative training.</p> <p>(c) Safeguarding - some still to be completed.</p>	
9.19	<p>DATE OF NEXT MEETING: 21.3.19 at 7.30pm</p>	