



## MINUTES OF THE LOCAL GOVERNING BODY MEETING OF BRIZE NORTON PRIMARY SCHOOL, HELD ON Thursday, 29.11.18 at 7.30 pm AT THE SCHOOL

NO.	ITEM	ACTION
56.18	<b>GOVERNORS PRESENT AND DECLARATION OF PEC. INT. SHEET – see 57.18 (d)</b>	
57.18	<p><b>GOVERNANCE</b></p> <p>(a) <b>GOVERNORS PRESENT:</b> Jon Conner (JC) Chair (LGB), Miranda Mowbray (MM), (Community Governor), Anna Fairhurst (AF) (Headteacher), Alistair Doran (AD), (Vice Chair LGB), (Parent Governor), Bridget Winter (BW), (Staff Governor), Christine Eaglestone (CE), (Community Governor), Alex Skym (AS), (Community Governor), Tracy Barnet (TB), (Community Governor) and Peter Allen (PA) Clerk).</p> <p>(b) <b>APOLOGIES AND APPROVAL FOR ABSENCE</b> Chris Rushton (CR), (Community Governor).</p> <p>(c) <b>CONFIRMATION OF QUORUM:</b> Quorum confirmed</p> <p>(d) <b>DECLARATION OF INTEREST:</b> Declaration of interest/attendance sheet completed. Pec interest declared by JC, HT and BW (See meeting sheet and personal removal of self from the LGB meeting at the appropriate places)</p>	
58.18	<p><b>MATTER OF URGENCY:</b></p> <p><b>APPOINTMENT OF CHAIR OF LGB 2018/19 (see minute 45.18):</b> Clerk reported there was just one nomination for Chair namely JC. JC left the room and governors discussed the nomination. They were in full agreement that JC be appointed Chair for the LGB. JC returned</p>	



1. 8.1.19 6pm P and L
2. 15.1.19 6pm Resources
3. 21.3.19 7.30pm LGB
4. 5.3.19 6pm P and L
5. 11.3.19 6.30pm Resources
6. 16.5.19 7.30pmLGB
7. 30.4.19 6pm P and L
8. 30.4.19 7-8pm Resources
9. 20.5.19 6.15pm Resources
10. 18.7.19 7.30pm LGB
11. 11.7.19 6pm P and L

- (f) Min 48.18 – Comments on previous HT’s report had been reported on email to the HT. No further action needed.
- (g) Min 54.18 (b) HT appraisal – HT and Staff governor left the room for this item. Chair shared with governors the very positive meeting that had taken place with ODST’s rep (Bob Pattenden). Previous years Objectives had been met and Chair of Resources on behalf of the Resources Committee had agreed the action recommended. (HT and Staff Governor returned to meeting)

**60.18**

**HEAD TEACHER’S REPORT** (HT to put on Govhub and circulate)

The HT was asked a number of questions including the following:

1. CE asked if the “strengths and weaknesses” box at the end of the report was still relevant. HT said ODST recommended that it was and provided an opportunity for governors to reflect on the report as a whole.
2. HT was asked to comment on the increase in the School Roll. HT said that the increase was good news and would help strengthen the budget.
3. School Clubs – HT asked to comment on school clubs. HT said that where offers were made to run clubs and make payment it was up to parents how they responded.
4. School Lock down exercise – HT was questioned on the School lock down exercise that had taken place. HT reported that the exercise had shown inherent weaknesses in the present system. As a result Governors agreed the securing of a new electronic system which would operate effectively throughout the school. HT would seek funding from the ODST and if full funding was

	<p>not available, joint or matched funding. HT to coordinate this project and liaise with AS and Chair of Resources.</p> <p>5. Inset days 19/20 – Governors agreed HT’s recommendation: first day of term plus the Burford partnership’s day, then one in January 2020 and finally the last two days in July 2020.</p> <p>6. Safeguarding - ODST’s request re audio – LGB strongly disagreed with this request and would seek face to face discussion with ODST’s CEO. (Chair, AD and MM to action)</p> <p>Chair thanked the HT for her comprehensive report</p>	<b>HT</b>
<b>61.18</b>	<p><b>PERFORMANCE MANAGEMENT (STAFF)</b></p> <p>(Chair and Staff Governor declared an interest and left the room for this item)</p> <p>AD took the Chair and reported on Performance management. As a result, two recommendations for increased remuneration were agreed. Details of these are confidential but will be set out in the Resources committee minutes) and staff notified accordingly. (HT and BW returned to the meeting).</p>	
<b>62.18</b>	<p><b>SCHOOL IMPROVEMENT PLAN: SIP noted.</b> Agreed that it would be discussed in detail at the January meeting.</p>	<b>CLERK/ AGENDA</b>
<b>63.18</b>	<p><b>FEEDBACK FROM COMMITTEES AND LEAD GOVERNORS:</b></p> <p><b>(a) Resources committee</b> – AD, Chair of Resources said a R. Committee meeting had taken place and minutes had been circulated. AD also said the extra children on the school roll was a great help. Expenditure is on target and the budget is being monitored.</p> <p><b>(b) Performance and learning committee</b> – TB, Chair of P and L reported the in depth work that already been carried out and now referenced in the P and L minutes.</p> <p><b>(c) Premises, health and safety - AS.</b> AS said that this committee had as yet not met.</p> <p><b>(d) SEN</b> – CE, Lead Governor, said she had met the SENCO, BW on two occasions. A very full report had already been</p>	

	<p>circulated. (CE left the meeting after this item)</p> <p><b>(e) IT – AD, Lead Governor, reported on two items (a) quotes on laptops for office staff and (b) quotes for iPads. Governors were pleased that these purchases are in hand.</b></p>	
<b>64.18</b>	<p><b>ODST COMMUNICATIONS (not already covered above).</b> Clerk reported ODST's request to schools in the Academy, to carry out a skills audit. Governors agreed that the NGA audit would be the most appropriate audit. <b>(TB to action).</b></p>	<b>TB</b>
<b>65.18</b>	<p><b>POLICIES FOR RATIFICATION</b></p> <p>The following were ratified by the LGB.</p> <p>(a) ICT and Data Protection: Freedom of Information, Internet Safety</p> <p>(b) Resources: Appraisal, Capability, Teacher Pay, Safer Recruitment, Managing Sickness Absence, Safety from Violence and Aggression</p> <p>(c) Health and Safety: School Security. Current one agreed.</p>	
<b>66.18</b>	<p><b>TRAINING AND VISITS:</b></p> <p>(a) CE two visits on 7 and 14<sup>th</sup> of November in relating to SEN</p> <p>(b) HT performance – 2<sup>nd</sup> November – MM, AD and TB.</p> <p>(c) Chair of LGB with HT – Friday meetings</p>	
<b>67.18</b>	<p><b>AOB:</b></p> <p>(a) Educational Psychologist – BW reported that in order to apply for an educational health care plan, the school needed to have an educational psychologist's report. This report costing £5-600 now needed to be funded by the school. Resources committee asked to set up a contingency fund for this work</p> <p>(b) New Chair asked the HT if he might attend a staff meeting to make contact with staff. HT agreed.</p> <p>(c) MM said she would like to write in the parents newsletter a small piece thanking them for their support during the time she</p>	<p><b>RES COM</b></p> <p><b>JC</b></p>

	had been Chair. Governors agreed this would be very appropriate.	<b>MM</b>
<b>68.18</b>	<b>DATE OF NEXT MEETING: 24.1.19 at 7.30 pm. (Meeting closed 9.40 pm)</b>	