



# Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst

## Minutes of the Local Governing Body Meeting 13<sup>th</sup> January 2021 8.00pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> <li>- HR to recirculate the Code of Conduct</li> <li>- AF to arrange Safeguarding training with EC</li> <li>- HR to send AF dates for EC, IG and DG Prevent certificates</li> <li>- HR to add Scheme of Delegation to next FGB agenda</li> <li>- HR to add Learnership survey to next FGB agenda</li> </ul>	<b>HR</b> <b>AF</b> <b>HR</b> <b>HR</b> <b>HR</b>

No.	Item	Action
1	<p>The meeting started at 8.00pm.</p> <p><b>Welcome, members present and apologies:</b></p> <p><b>Present:</b> Ewan Campbell (EC, community governor) Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) David Golding (DG, parent governor) Ian Griffiths (IG, parent governor) Catherine Hunter (CH, staff governor) Chris Rushton (CR, community governor) Alex Skym (AS, community governor)</p> <p><b>In attendance:</b> Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p><b>Notification of any urgent business:</b></p> <ul style="list-style-type: none"> <li>-AD informed those present that community governor and vice chair Alex Thompson had resigned from his position on the governing board.</li> <li>-AD noted the fine balance of the governing board and explained the need to recruit community governors with no personal link to the school. The governors acknowledged that there were several parents of children currently at the school on the board.</li> <li>-AD used this as an opportunity to remind governors of the important role they play as directors of the school, and he stated that during these incredibly challenging times it was crucial for governors to retain impartiality and support the school at all times.</li> </ul>	

	-AD asked HR to recirculate the Code of Conduct as a reminder for all. <b>ACTION.</b>	<b>HR</b>
<b>3</b>	<p><b>Declaration of business or pecuniary interests, DBS checks in place, Related Party Transactions:</b></p> <ul style="list-style-type: none"> <li>- The following governors have declared ongoing pecuniary interests: AD, AF. These interests have been recorded and are listed where necessary.</li> <li>- The governors did not declare interests with a specific relationship to any agenda item for this meeting.</li> <li>- No related party transactions have been recorded.</li> </ul> <p><b><u>DBS (Disclosure Barring Service):</u></b></p> <ul style="list-style-type: none"> <li>- HR confirmed that all new governors had provided the relevant documentation and the DBS certificates were being processed by the school office.</li> </ul>	
<b>4</b>	<p><b>Approve Minutes of the Local Governing Body meeting held 25<sup>th</sup> November 2020:</b></p> <ul style="list-style-type: none"> <li>- The minutes were agreed as a true record and HR will arrange a suitable way for the document to be signed.</li> <li>- Most actions were complete or on the agenda for discussion.</li> <li>- With reference to the action regarding paper copies of minutes AD explained that he was talking to Ian Elkington (IE, at ODST) regarding this and the Trust was considering the security of documents and electronic signature software.</li> <li>- With reference to safeguarding, AF agreed to arrange training with EC, she noted that DG had the relevant training in place via his volunteer role at the school. <b>ACTION.</b></li> <li>- AF asked HR to send her the dates on the Prevent certificates for EC, IG and DG. <b>ACTION.</b></li> </ul>	<b>AF</b> <b>HR</b>
<b>5</b>	<p><b>Headteacher's Report:</b></p> <p><b>(a) Including update on progress against School Improvement Plan, curriculum reports, pupil progress, pupil premium, review of data:</b></p> <ul style="list-style-type: none"> <li>- AF summarised the key points from the report and noted that a lot of the content was covered in the Performance and Learning committee meeting held on 7<sup>th</sup> January (the minutes of which had been made available in advance of this meeting).</li> <li>- <b>Q: Governors noted that the report mentioned a change in process for online learning provision. They asked if this was to prevent the learning loss experienced by some pupils during the first national lockdown?</b></li> <li>- <b>A: AF agreed with this statement. She explained that the school had learnt a lot during the previous lockdown and had achieved a good blend of online and paper based work for pupils by the end of the period. She stated that during this current lockdown the school had introduced live meetings via Microsoft Teams, and that staff members were increasingly confident using this technology.</b></li> <li>- AF explained that teachers have been asked to inform her about any pupils that cannot or have not logged on by the end of the week.</li> </ul>	

-AF stated her intention to run a parent survey next week to build a broad picture of the situation. This data will then be used to support a staff meeting with consideration given to the Ofsted guidance regarding remote learning.

**-Q: Governors asked if AF had received the template questionnaire from ODST?**

**A:** AF confirmed that she had received the document and a self-assessment form and this will give the school a good idea of the situation and make sure that provision is consistent across year groups.

-AF explained to the governing board that between 30-40% of the total number of pupils were attending school. She stated that the school had not expected this increase and therefore it had not been possible yet to provide live lessons every day, she explained the school hoped that this would change.

**-Q: Governors asked why there had been such an increase?**

**A:** AF noted that it was a similar picture across all schools nationally. She stated that the government rules were the same but some employers are not allowing home working and some parents/carers are not furloughed this time.

-AF pointed out that the school is not allowed to limit access. She explained that the onus is on parents/carers to help the school and keep pupils at home if they can. She highlighted the pressure on staff.

**-Q: Governors asked how closely the school was policing eligibility?**

**A:** AF referred to the discussion held during the P&L committee meeting and said that the school was following up with parents/carers to confirm eligibility where necessary.

**-Q: Governors asked for more information about the Ofsted report/guidance mentioned earlier and how close the school was to meeting the guidance?**

**A:** AF explained that it highlighted what worked well in remote education. She stated that the school was not far off achieving the guidance laid out, however, she had agreed with teachers to give them an opportunity to get started before significant monitoring took place.

-AD noted that it would be useful for teachers to keep a record of what is not working during remote learning. He explained his intention to organise further Microsoft Teams training.

-AF asked the governors to understand that good teaching was the priority and for teachers to start with what each individual pupil knows, and that the Ofsted guidance highlighted this. She agreed that it was important for pupils to receive feedback and undergo assessment. She acknowledged that feedback and assessment was not achieved during the first lockdown but that live lessons would help support this during this period.

-Parent governors described live lessons so far as hit and miss. AF asked for further details and the governors discussed the offering so far. AF stated that the target currently was two live lessons per week.

-The governors discussed IT literacy and acknowledged that some families found this challenging.

**-Q: Governors asked, with reference to the assessment data, if there were any more details AF wanted to share?**

**A:** AF highlighted the pupils with Special Educational Needs (SEN). She gave further detail and explained that this group were not making progress and were a significant area of concern.

**-Q: Governors asked if the Catch-Up funding would help this group?**

**A:** AF reminded governors that this funding was for all pupils to be supported with catching up, not just SEN pupils.

**-Q: Governors identified that the progress steps were back up however, and asked what the plans were for that group now?**

**A:** AF confirmed this to be the case. She stated that the SEN pupils needed more specialised support and they can't provide that until they are back in school. She outlined the interventions that had been in place before this lockdown started, and explained that SEN pupils will be top of the priority list when pupils return to school.

**-Q: Governors asked what proportion of SEN pupils were attending school during lockdown?**

**A:** AF noted that one pupil with an Education Health Care Plan (EHCP) was eligible to attend, but being on the SEN register did not qualify children to attend. She noted that the majority were home learning.

**(b) SEF (self-evaluation form):**

- The governors discussed this document. They agreed that it was important to record the good things achieved regarding remote learning.

**(c) PEF CR (Period End Financial Control Report):**

- AF confirmed that these reports had been completed and submitted on time.  
- With reference to the school's financial position AF stated that ODST did not have any concerns regarding the budget. She noted that the new teaching arrangement for one class would be more expensive than originally budgeted for.

**-Q: Governors noted that the budget was in deficit.**

**A:** AF reminded the governing body that an increase in pupil numbers would offer the school a good budget increase.

**-Q: Governors asked about the government scheme to provide laptops.**

**A:** AF explained that the school was eligible to receive three government funded laptops.

- AF took the opportunity to inform the governors that she had received a call from Jenny Chaundry. Ms Chaundry from Bampton village had been instrumental in organising a large amount of charitable donations from local businesses and individuals, and was pleased to be able to provide seven laptops to school. These laptops will become school property. She noted that several local schools had benefitted.

- The governors were delighted and also pleased to note that AF had written a letter of thanks.

- Several other sources for second hand devices were discussed.

**-Q: Governors asked about ODST's strategy regarding purchases or loans of devices?**

**A:** AF stated that there was no money available. She informed governors that ODST had written to the DfE and asked for school staff to be prioritised for the COVID-19 vaccination and for a tightening of eligibility rules regarding key workers. A template letter from ODST has been provided for schools to write to parents regarding the key worker situation.

**(d) Smartlog Status:**

- AF reported 93.6% compliance.

<p><b>6</b></p>	<p><b>Performance Management:</b>  <b>(a) HT Performance Review – report from Pay Committee:</b>  - AF and CH were asked to leave the meeting briefly for non-staff governors to hear the report on this item. (8.50pm).  - AD summarised the review which was supported by Bob Pattenden from ODST.  - AD explained the process in detail and the actions in place.  - AF and CH rejoined the meeting at 8.57pm.</p>	
<p><b>7</b></p>	<p><b>Feedback from Committees and Lead Governors:</b>  <b>(a) Resources Committee:</b>  - The resources committee are due to meet on 27<sup>th</sup> January.  <b>(b) Performance and Learning Committee:</b>  - The governing body acknowledge the progress made and achievements so far.  <b>(c) Premises, Health and Safety:</b>  - AF reminded the governors that the school caretaker was shielding. She noted that LK (office manager) had taken on a lot of the tasks and teacher LJ's husband had done some odd jobs to support this work.  - AF informed the governors that the new classroom had been securely closed for the lockdown period because the school did not need to use the space. She explained that AS had provided advice regarding how to re-open this room e.g. flushing the water system through.  <b>(d) Safeguarding:</b>  - CE reported that AF had kept her up to date.  - AF explained that there were a couple of ongoing issues but the school was following the necessary processes.  <b>(e) IT:</b>  - No update.</p>	
<p><b>8</b></p>	<p><b>Scheme of Delegation (for approval):</b>  - HR asked for this item to be carried over to the next meeting. She explained that several versions of the document had been circulated by ODST and that an error had been noted. She stated that the Scheme of Delegation was due for discussion at the ODST Strategic Briefing (for Chairs and Clerks) the following week and that this should clear things up.  - HR will add to the next agenda. <b>ACTION.</b></p>	<p><b>HR</b></p>
<p><b>9</b></p>	<p><b>Policies for Ratification:</b>  - Equalities objectives  - Homework Policy  - Legionella and Scalding Policy  - Shared Parental Leave Policy  - Social Media Policy  - Support Staff Appraisal Policy  - Tackling Extremism and Radicalisation Policy  - Teacher Appraisal Policy  - TOIL (Time Off in Lieu) Policy</p>	

	<p>- Whistleblowing Policy</p> <p>- There was insufficient time to discuss the policies in depth. HR noted that these policies had been divided up amongst governors for review in advance of the meeting and that she would continue this practice moving forwards.</p> <p>- AF stated that the above policies were all simple renewals with no significant amendments.</p> <p>- <b>The governing body unanimously approved all of the above policies.</b></p>	
10	<p><b>Risk Register:</b></p> <p>- The governing body were happy to approve this document.</p>	
11	<p><b>Governor Visits, Training and Vacancies:</b></p> <p><b>(a) Training – update from HR and AF:</b></p> <p>- HR understood that time was short in the meeting but she asked governors to consider the training packages described (made available via GovernorHub).</p> <p>- She noted the importance of making a decision as soon as possible about the purchase of any packages in order for the new governors to have access to as much support as possible.</p> <p>- AF asked if there were any governors interested in attending Admissions Appeals training. IG, DG and AS volunteered.</p> <p><b>(b) Summary of Learnership Survey:</b></p> <p>- This item will be carried over for discussion next time. HR to add to agenda.</p> <p><b>ACTION.</b></p> <p><b>(c) Strategic Briefing reminder – 19/01/2021:</b></p> <p>- AD and HR will attend this briefing.</p>	HR
12	<p><b>Any Other Business:</b></p> <p>- AD encouraged all governors to make contact if they needed any support.</p>	
13	<p><b>Date of Next Meeting:</b></p> <p>(Resources Committee – Wednesday 27<sup>th</sup> January 8.00pm)</p> <p>LGB meeting Wednesday 24<sup>th</sup> March 2021 at 8.00pm</p>	
	<p>The meeting finished at 9.08pm.</p>	