



# Brize Norton Primary School

Station Road  
Brize Norton  
Oxon OX18 3PL  
01993 842488

[www.brizeprimary.org](http://www.brizeprimary.org)  
[office.2250@brize-norton.oxon.sch.uk](mailto:office.2250@brize-norton.oxon.sch.uk)  
Headteacher: Mrs A. Fairhurst



## **DRAFT** Minutes of the Local Governing Body Meeting 15<sup>th</sup> July 2020 7.30pm – held virtually using Microsoft Teams

Summary of Action Points	
- HR to correct one date within the proposed meetings for 2020-21 and then recirculate	HR

No.	Item	Action
1	<p>The governors present at the start of the meeting allowed further time for attendees to arrive. The meeting started at 7.40pm.</p> <p><b>Welcome, members present and apologies:</b>  <b>Present:</b>            Alistair Doran (AD, community governor, chair of governors)            Christine Eaglestone (CE, community governor)            Anna Fairhurst (AF, headteacher)            Alex Skym (AS, community governor)            Sara Holland (SH, School Improvement Advisor)</p> <p><b>Apologies:</b>            Alex Thompson (AT, community governor)</p> <p><b>Absent:</b>            Laurie Campbell (LC, parent governor)            Jon Conner (JC, community governor, vice chair of governors)            Chris Rushton (CR, community governor)</p> <p><b>In attendance:</b> Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p><b>Matters of urgency:</b></p> <ul style="list-style-type: none"> <li>- The governing body discussed the risk assessment for September and the full reopening of the school.</li> <li>- AF summarised the guidance for the benefit of the governors and gave a broad outline of the school's plan.</li> <li>- <b>Q: Governors asked for clarification about how this would work for year groups that are split across classes?</b></li> </ul>	

	<p><b>A:</b> AF explained that class bubbles would not be allowed to mix; therefore, to maintain the integrity of these bubbles any split year groups would not be able to mix as a whole group.</p> <p><b>-Q: Governors asked if the school anticipated any impact from this on pupils' development?</b></p> <p><b>A:</b> AF understood the concern and repeated the government guidance. The governors discussed this further and agreed that it was better for the pupils to be in school in this arrangement than not at all.</p> <p>-The governing body discussed other ways in which the school would be a different experience for the pupils, for example lunchtimes, no indoor PE and no whole assembly.</p> <p>-Governors asked about the school's one way systems and made further suggestions and AF explained that she was meeting with school staff to run through the practicalities in finer detail.</p> <p>-AF stated the intention to compress the staggered start and end times. She explained this strategy had been a success and in fact had led to the beginning of school days being calmer and more productive.</p> <p><b>-Q: Governors asked how the school handled the situation of parents/carers having children across different year groups?</b></p> <p><b>A:</b> AF described the process in place and the governors agreed that with compressed times this would be even simpler.</p> <p>-AF informed the governors about the requirement for schools to continue with online/virtual learning provision if pupils are forced to self-isolate.</p> <p>-AF stated the school planned to use the Inset days in September to discuss and be ready for online learning and told the governors the expectation was for this to include live lessons.</p> <p>-AF informed the governors that the school was expected to continue to clean more assiduously. She stated the intention to stop teachers and teaching assistants' contribution to cleaning. Instead, after consultation with the ODST finance team, the schools budget can support the extra cost to increase the school cleaner's hours to facilitate this.</p> <p>-AF stated that the breakfast and after school clubs would restart.</p> <p><b>-Q: SH asked for further information about how the school was going to manage that risk?</b></p> <p><b>A:</b> AF summarised the plan; she stated that the group would be kept small and protocols would be in place e.g. supervised hand washing. If attendance was more than the guidance limit of 15 pupils, they will be split into key stage groups.</p>	
<p><b>3</b></p>	<p><b>Declaration of business or pecuniary interests, DBS checks in place, Related Party Transactions (RPTs):</b></p> <p>-No declarations of pecuniary interest with a specific relationship to this meeting agenda were declared.</p> <p>-All the necessary DBS checks for governors are in place.</p> <p>-No related party transactions were noted or discussed.</p>	
<p><b>4</b></p>	<p><b>Approve Minutes of the Local Governing Body meeting held 13<sup>th</sup> May 2020; to include matters arising/actions:</b></p> <p>-The minutes were agreed as a true record and will be signed at a future date.</p>	

	<p>- Both actions were complete; as discussed in item 2 it was not necessary to secure the services of a temporary caretaker and AD confirmed that he had spoken with LC.</p>	
<p><b>5</b></p>	<p><b>Headteacher’s Verbal Report:</b></p> <ul style="list-style-type: none"> <li>- AF explained that the free school meals voucher system had been working well and that this would continue through the summer holidays.</li> <li>- AF reported that the annual Health and Safety Audit had taken place and the school had performed extremely well and passed. AF gave credit to school office manager LK for her effort regarding this.</li> <li>- AF gave an update regarding a safeguarding concern. Confidentiality was maintained and governors understood that the school was handling the case with support from external services.</li> <li>- AF reported that generally staff welfare was good and gave further detail.</li> <li>- <b>Q: SH asked if support staff would be working across bubbles from September?</b></li> <li>- <b>A:</b> AF stated this would be kept to the absolute minimum. The governing body agreed that this needed to be monitored closely.</li> <li>- AD informed the governing body that he had considered the finance report circulated. He stated that although some reductions expected had not been there the detailed reports were extremely useful to support governors’ understanding.</li> <li>- AF notified the governors that the school was likely to have a new ODST finance support contact from September. She noted the importance of requesting this level of detail in reports from that new member of staff.</li> <li>- AD informed the governors that he had been in contact with Mike Bingham at ODST in reference to the broadband supply sign off. AD had asked why ODST schools were unable to bulk buy services to reduce cost. MB commented that geographical separation makes this challenging but recommended local groups/communities could get together. AD stated his intention to do some work on this project.</li> <li>- AF confirmed the PEFCR (period end financial control reports) had all been submitted on time.</li> <li>- AF informed the governors that the school’s SmartLog status was 91.4% - she highlighted the items outstanding.</li> <li>- AD explained that the school had been in receipt of a government grant to improve the internet connectivity and that this had resulted in a better deal and package being achieved by the school.</li> </ul>	
<p><b>6</b></p>	<p><b>Pupil Premium Strategy 2020-21:</b></p> <ul style="list-style-type: none"> <li>- AF explained the intention to focus on learning catch up and mental health support. The governors discussed the impact of the pandemic on these areas and supported this decision.</li> <li>- <b>Q: Governors asked about the school’s plans for trips and after school activity clubs (both supported by PP funding) and noted the amount of money set aside.</b></li> <li>- <b>A:</b> AF explained that these activities would be considered later in the year when further guidance was issued and the school was confident they could be operated safely.</li> </ul>	

	<ul style="list-style-type: none"> <li>- The governing body discussed the report further and agreed that this would be considered further in September before being published. They noted the need for a dedicated pupil premium governor.</li> </ul>	
<b>7</b>	<p><b>PE and Sports Premium Impact:</b></p> <ul style="list-style-type: none"> <li>- SH informed AF about the requirement for schools to determine how much of the Sports Funding had not been spent for 2019-20, ring fence this money, and make sure it was spent appropriately before March 2021.</li> <li>- AF acknowledged this requirement.</li> </ul>	
<b>8</b>	<p><b>School Improvement Plan 2020-21:</b></p> <ul style="list-style-type: none"> <li>- AF explained that she had carefully considered internal monitoring carried out by the school and the results of the parent survey when reflecting on the plan for 2020-21.</li> <li>- Governors considered the key headlines on page 3 of the document.</li> <li>- The governing body discussed the new Early Years framework and agreed to reflect this.</li> <li>- With reference to Leadership and Management the governing body discussed the SENCo (special educational needs coordinator) role and AF outlined the plan in place to support the development of this staff member.</li> <li>- Governors commented and gave suggestions regarding the Behaviour and Attitudes section.</li> <li>- The governing body agreed they were satisfied with the headlines. AF explained that the document will be discussed further with staff in September and was still in a draft phase.</li> <li>- Governors agreed to revisit this document at the start of the academic year.</li> </ul>	
<b>9</b>	<p><b>SEF for September 2020:</b></p> <ul style="list-style-type: none"> <li>- The governing body discussed the Self Evaluation Form.</li> <li>- SH suggested that this document was considered alongside the School Improvement Plan at the next opportunity for a visit.</li> <li>- <b>Q: With reference to Areas for Development CE asked about her SEN governor role.</b></li> <li>- <b>A:</b> AF agreed that CE should meet with KM to strengthen the working relationship.</li> <li>- AD used this opportunity to compliment the format of the recent school reports received by parents/carers. He explained that the reports were personal and much appreciated. AS agreed with this sentiment and stated that the reports had clearly been written by staff who knew the children well.</li> <li>- AF thanked the governors for this useful feedback and stated she had been concerned that parents would dislike them because they held less data information. The governing body discussed whether this format should be repeated in the future and agreed on the benefits to doing so. AF agreed to consult with a wider range of parents regarding this and to be mindful of reporting all necessary statutory information.</li> </ul>	

<p><b>10</b></p>	<p><b>Feedback from Committees and Lead Governors:</b></p> <p><b>(a) Resources: Budget Monitoring:</b> -AD commented that a review of the budget demonstrated that the school is in a good place financially.</p> <p><b>(b) Performance and Learning committee:</b> -AS confirmed the committee had not met. -AF noted that ODST had undertaken an external revision of the school's offering and were satisfied.</p> <p><b>(c) Premises:</b> -AS provided the governors with a brief update on the progress regarding the planning permission for the new classroom, further detail on the finances and the next steps to be taken.</p> <p><b>(d) SEND:</b> -No visit had taken place.</p> <p><b>(e) IT:</b> -AD reminded the governors about the broadband project as mentioned in item 5. -AD explained that Ian Elkington (ODST) had requested the governing body continues to make sure that the skills of all staff and governors are developed regarding remote working. This is to ensure that everyone is prepared for future developments and incidents. -AD stated that the school must be able to teach children who can't come into school therefore, staff will need additional days of training. IE has also recommended the continued use of online teaching tools to help with the delivery of the curriculum. AF confirmed the school's subscription for these services ran until March 2020 and could easily be renewed.</p>	
<p><b>11</b></p>	<p><b>Policies for Ratification:</b></p> <p>-With reference to the Safeguarding Policy AF explained that there had been a further revision (in June) after the May FGB meeting, therefore this policy would need to be approved again. -Governors noted that the Intimate Care Policy should be amended to include further PPE (personal protective equipment) i.e. face masks, because of the current circumstances. AF agreed to make this amendment.</p> <p><b>The following policies were approved by the governors:</b></p> <ul style="list-style-type: none"> <li>- Safeguarding Policy</li> <li>- Intimate Care Policy</li> <li>- Safe Swimming Policy</li> <li>- Stress at Work Policy</li> </ul>	
<p><b>12</b></p>	<p><b>Governor Visits, Training and Vacancies:</b></p> <p>-AF informed the governors that she had been well supported by virtual visits from key members of the ODST team and that good communication had been maintained. -CE noted that she had successfully completed the level 3 Designated Safeguarding Lead training and the Safer Recruitment training. Certificates will be held on file.</p>	

	- The governing body discussed the three community governor vacancies, one parent governor vacancy and one staff governor vacancy. They agreed to tackle this afresh in September.	
<b>13</b>	<p><b>Proposed Meeting Dates 2020-21 and discussion regarding virtual meetings:</b></p> <ul style="list-style-type: none"> <li>- HR explained that she had provided the proposed dates and that these were based on the same placement in the terms as the previous year.</li> <li>- Governors considered the dates and found one error. With this correction they approved the dates for 2020-21. HR agreed to amend this date and recirculate the list. <b>ACTION.</b></li> <li>- Governors agreed that meetings would continue to be held virtually until the guidance changed. They discussed the importance of offering all governors to attend virtually in the future and understood the difficulties faced by some regarding child care/work commitments.</li> <li>- The governing body discussed further absence from meetings and the governors' access to school email addresses. Alternative means of communicating meetings were discussed and considered, HR commented that dates for meetings had been published at the start of the academic year and had remained unchanged.</li> <li>- SH told the governors that EAC (emergency advisory committee) meetings would not continue, however, schools should be able to reconvene these meetings at short notice should the need arise.</li> </ul>	<b>HR</b>
<b>14</b>	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>- AD gave a brief update regarding Microsoft Teams and updates to support safeguarding.</li> <li>- Governors noted that they had not received updates about the situation at the school during the pandemic. They explained that they would have welcomed an email and had felt uncomfortable troubling the school for information knowing that they would be extremely busy. The governing body discussed this further and AF agreed to remind the school office to include governors on the school newsletter distribution list. AD encouraged the governors to reach out to the school.</li> <li>- SH congratulated AF and the staff for their efforts during this extraordinarily challenging period.</li> </ul>	
<b>15</b>	<p><b>Date of Next Meeting:</b> LGB meeting Wednesday 23<sup>rd</sup> September 2020 at 7.30pm – further details will be released nearer the time.</p>	
	The meeting finished at 9.10pm.	