



# Brize Norton Primary School

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 Headteacher: Mrs A. Fairhurst



## Minutes of the Local Governing Body Meeting 24<sup>th</sup> March 2021 8.00pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> <li>- AF and HR to follow up on the requirement for Safeguarding training for governor EC</li> <li>- AD to prepare discussion regarding Learnership survey, HR to add to agenda</li> </ul>	<b>AF/HR</b> <b>AD/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) [arrived item 6]            Alistair Doran (AD, community governor, chair of governors)            Christine Eaglestone (CE, community governor)            Anna Fairhurst (AF, headteacher)            David Golding (DG, parent governor)            Catherine Hunter (CH, staff governor)            Chris Rushton (CR, community governor)</p> <p><b>Apologies:</b>            Ian Griffiths (IG, parent governor)            Alex Skym (AS, community governor)</p> <p><b>In attendance:</b> Sara Holland, (SH, School Improvement Advisor ODST), Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p> <p>AD introduced SH to the governors.</p>	
2	<p><b>Notification of any urgent business:</b></p> <p>- No items.</p>	

3	<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>	
4	<p><b>Approve Minutes of the Local Governing Body meeting held 13<sup>th</sup> January 2021:</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>- AF and HR agreed to follow up on the action regarding EC's safeguarding training, therefore this action will be carried over.</li> <li>- All other actions were complete.</li> </ul>	<b>AF/HR</b>
5	<p><b>Headteacher's Report:</b></p> <ul style="list-style-type: none"> <li>- AF summarised the key items from the report (this report had been circulated via GovernorHub in advance of the meeting). This incorporated discussion regarding item</li> </ul> <p><b>(a) COVID-19 Update</b> from the agenda.</p> <ul style="list-style-type: none"> <li>- AF highlighted the positive feedback received from parents/carers, as discussed at the Performance and Learning committee meeting, regarding remote learning. She pointed out that the school had responded quickly to feedback and made alterations where necessary.</li> <li>- AF drew attention to the encouraging financial position of the school, she noted that this was considered at the Resources committee meeting in the previous week.</li> <li>- AF reported the positive start of two new members of staff.</li> <li>- AF notified the governors that the new staff member taking on the SENCo (Special Educational Needs Coordinator) role had taken the lead in a recent EHCP (Education Health Care Plan) review. AF explained that this teacher will also take part alongside class teachers in all SEN reviews (normally carried out solely by the class teacher) in order to familiarise herself with the pupils, families and staff members.</li> <li>- AF stated that teachers were gathering assessment data. She explained that catch-up groups were in place and that the school would adjust where necessary once the data had been analysed.</li> </ul> <p><b>- Q: Governors asked when the assessment data results would be available?</b>  <b>A:</b> AF explained the timeline and governors were satisfied that the data would be available after the Easter holidays and be considered at the next P&amp;L committee meeting.</p> <p><b>- Q: Governors asked about school trips and the impact of COVID-19.</b>  <b>A:</b> AF summarised the proposed dates for later in the year.</p> <ul style="list-style-type: none"> <li>- The governing body had a broad discussion about trips and the associated challenges, they considered the financial position for the school.</li> </ul>	

	<p>- The governing body considered other school activities that may have to be adapted to suit restrictions during the pandemic.</p> <p><b>(b) Including update on progress against School Improvement Plan, curriculum reports, pupil progress, pupil premium, review of data:</b></p> <p>- AF stated that the school was in a better position to focus on the School Improvement Plan actions now that all pupils were back at school.</p> <p><b>(c) Smartlog Status:</b></p> <p>- AF reported 73.9% compliance. She highlighted the outstanding items. The governing body understood that some tasks had been delayed due to the national lockdown.</p>	
<p><b>6</b></p>	<p><b>Feedback from Committees and Lead Governors:</b></p> <p><b>(a) Resources Committee:</b></p> <p>- This committee had met on 17<sup>th</sup> March 2021, the minutes from that meeting had been made available in advance of this full governing body meeting.</p> <p>- CR summarised the main topic of focus, the draft budget, and the subsequent conversations.</p> <p><b>(b) Performance and Learning Committee:</b></p> <p>- This committee had met on 11<sup>th</sup> March 2021, the minutes from that meeting had been made available in advance of this full governing body meeting.</p> <p>- Chair of the committee AS was absent from this FGB meeting, therefore HR noted the item to be brought forward for discussion – virtual or face to face meetings in the future.</p> <p>- The governors discussed this point further. The general agreement was that committees would choose whatever meeting method suited them. They agreed that when face to face meetings were allowed it would be of benefit for governors to get together and also meet in school to get first-hand experience of the setting.</p> <p>- The governors discussed the possibility of providing blended meetings where some governors met in school and others attended virtually. AD proposed a technology set up for this and the governors agreed this was worth pursuing.</p> <p><b>(c) Premises, Health and Safety:</b></p> <p>- No update.</p> <p><b>(d) Safeguarding:</b></p> <p>- CE reported that she had received a full update from AF.</p> <p><b>(e) IT:</b></p> <p>- AD informed the governors that the Resources committee had agreed that the school would continue with the subscriptions purchased to support online learning.</p> <p>- [EC joined the meeting at this point, 8.36pm].</p> <p>- AD noted the importance of the IT hardware being refreshed because various applications would no longer be supported. AF confirmed this issue had already been encountered.</p>	
<p><b>7</b></p>	<p><b>Scheme of Delegation:</b></p> <p>- HR informed the governing body that the template document provided by ODST had been modified to make it school specific and that this document was made available on GovernorHub for governors to read and use for reference.</p>	

	- HR noted that this document needed to be on the school's website and AF confirmed that it was.	
<b>8</b>	<p><b>Policies for Ratification:</b></p> <ul style="list-style-type: none"> <li>- Dependent Children Policy</li> <li>- Redundancy of School Staff Policy</li> <li>- SEND Policy</li> </ul> <p>- Governors identified a typographical error within the SEND policy, AF agreed to correct this.</p> <p><b>- The governing body unanimously approved the three policies listed above.</b></p>	
<b>9</b>	<p><b>Governor Visits, Training and Vacancies:</b></p> <p><b>(a) Training:</b></p> <ul style="list-style-type: none"> <li>- AD drew attention to the report (made available on GovernorHub) detailing the various training packages available to the governing body.</li> <li>- HR agreed to share the report again via GovernorHub and asked governors to state their preference by commenting on that post.</li> <li>- The governors agreed that a training package needed to be in place for September 2021 to support the new governors.</li> <li>- EC, CH and DG noted that they had attended the introductory Becoming an Effective Governor course.</li> </ul> <p><b>(b) Summary of Learnership Survey:</b></p> <ul style="list-style-type: none"> <li>- This item will be carried over for discussion next time. HR to add to agenda.</li> </ul> <p><b>(c) Update on potential new governors:</b></p> <ul style="list-style-type: none"> <li>- AD explained that he and CR had interviewed a prospective governor and were pleased to report that nomination had been put forward to ODST for consideration.</li> </ul>	<b>HR/AD</b>
<b>10</b>	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>- AD informed the governing body of the intention to restart the SAWG (Strategic Advisory Working Group). He demonstrated how this group had been instrumental in the decision making and planning for the newly installed classroom. He noted the importance of governors working on the school's strategy moving forwards.</li> </ul>	
<b>11</b>	<p><b>Date of Next Meeting:</b> FGB meeting Wednesday 12<sup>th</sup> May 2021 at 8.00pm</p>	
	The meeting finished at 9.00pm.	