



Brize Norton Primary School

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Headteacher: Mrs A. Fairhurst



Minutes of the Local Governing Body Meeting 25th November 2020 8.00pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> - HR to follow up DBS application for IG - AD to consult IE re paper copies of signed minutes for the school office - AD to review GDPR Annual Schools Record Review document - AF to circulate link governor list - AF and HR to confirm what training packages the school is signed up for - AF to arrange Safeguarding training with IG 	HR AD AD AF AF/HR AF/IG

No.	Item	Action
1	<p>The meeting started at 8.12pm.</p> <p>Welcome, members present and apologies: Present: Alistair Doran (AD, community governor, chair of governors) Christine Eaglestone (CE, community governor) Anna Fairhurst (AF, headteacher) Ian Griffiths (IG, parent governor) Chris Rushton (CR, community governor) Alex Skym (AS, community governor) Apologies: Alex Thompson (AT, community governor, vice chair of governors)</p> <p>In attendance: Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
2	<p>Notification of any urgent business: -AD informed those present about several new governors expected to join the governing body soon; a staff governor, a second parent governor, and a community governor application has also been submitted to ODST.</p>	
3	<p>Declaration of business or pecuniary interests, DBS checks in place, Related Party Transactions:</p>	

	<p>- The following governors have declared ongoing pecuniary interests: AD, AF. These interests have been recorded and are listed where necessary.</p> <p>- The governors did not declare interests with a specific relationship to any agenda item for this meeting.</p> <p>- No related party transactions have been recorded.</p> <p><u>DBS (Disclosure Barring Service):</u></p> <p>- HR agreed to follow up the application process for new parent governor IG.</p> <p>ACTION.</p>	<p>HR</p>
<p>4</p>	<p>Approve Minutes of the Local Governing Body meeting held 23rd September 2020:</p> <p>- All actions were complete or on the agenda for further discussion.</p> <p>- The minutes were agreed as a true record and HR will arrange a suitable way for the document to be signed.</p> <p>- The governing body discussed the paper copies of the minutes. HR suggested that she would be able to hand deliver these for AD to sign, she stated the requirement for signed copies of the approved minutes to be available in the school office because any interested party can request to see them. She explained that during Ofsted inspections schools are asked to present the signed minutes.</p> <p>- AD stated his intention to consult Ian Elkington regarding this matter and suggested that a digital signature would be a better solution, with digital copies kept on GovernorHub. ACTION.</p>	<p>AD</p>
<p>5</p>	<p>Headteacher's Report:</p> <p>- AF summarised the key points from the report.</p> <p>- AF highlighted the positive attendance data.</p> <p>- AF informed governors that the school was carrying out pupil assessments to measure the impact of teaching so far after the return to full time school. She was pleased to tell governors that the pupils were happy to be back and that during the ongoing pandemic staff were handling the measures in place very well.</p> <p>- AF commented that the new classroom was a huge success for the school and noted that the October census had recorded 133 pupils on roll, a significant increase from the 121 last year. She reminded governors about the per pupil funding amount received by schools.</p> <p>- Q: Governors asked if the school could expect to receive the same level of funding from the government in the coming year?</p> <p>A: AF informed the governing body that the school was not aware of any announcement revoking the per pupil funding.</p> <p>- The governing body discussed the funding formula further. Governors queried if the trust levelled out the funding and AF stated they did not and noted that small schools were at a disadvantage, however, she reassured governors that ODST continue to advocate on behalf of small schools.</p> <p>- Q: Governors asked if the school expected the increased amount of sports funding to continue in the next academic year?</p> <p>A: AF stated that there had been no announcement regarding that yet.</p>	

	<ul style="list-style-type: none"> -AF briefed the governing body regarding the current recruitment situation. She noted that she had been given approval by ODST to hold face to face interviews. -AF asked the governing body to acknowledge that it was likely that the school would have to face the inevitable challenge of dealing with a positive COVID-19 case at some point. The governing body discussed this further, cited examples locally of the track and trace system, and recognised the various challenges for the school. 	
<p>6</p>	<p>Performance Management:</p> <p>(a) Teacher appraisals:</p> <ul style="list-style-type: none"> -AF confirmed that all teacher appraisals were complete, she noted that no teachers were eligible for pay scale increases this year. She confirmed that performance management was complete. <p>(b) HT Performance Review:</p> <ul style="list-style-type: none"> -AF confirmed that this review was scheduled to take place before the deadline. 	
<p>7</p>	<p>Feedback from Committees and Lead Governors:</p> <p>(a) Resources Committee:</p> <ul style="list-style-type: none"> -CR summarised the items of importance from the meeting that took place on 23/11/2020. -CR noted that the committee wanted to thank the School Association for their generous contribution to the new classroom. The whole governing body agreed. -CR explained that one item brought forward from the meeting was the need to nominate a governor to take part in the interview panel for the teacher vacancy. -The governing body discussed this requirement and AF explained the process to be followed. CR volunteered and was supported by the other governors. <p>(b) Performance and Learning Committee:</p> <ul style="list-style-type: none"> -AF summarised the meeting from 20/10/2020 in the absence of committee chair AT. -AF noted the two items brought forward from the committee: <ul style="list-style-type: none"> - 1) Pupil logins – AF confirmed that this issue had been resolved. - 2) Contingency plans for remote learning – AF explained that the school had prepared contingency plans for various scenarios. She stated that in a situation where a class was partially disrupted, for example a few pupils self-isolating at home, the rest in school, teachers would not be expected to deliver lessons via Microsoft Teams, instead when planning the week of work the teacher will simplify the plan to provide to those at home, and then phone the pupils/parents every two days to supply feedback on work submitted. -Governors gave examples of other settings where pupils joining lessons via Teams had worked well. The governing body discussed this further, AF suggested that a teacher with divided attention may not be the best way to deliver teaching to those pupils at school. Technology solutions were discussed and considered. -The governing body agreed that as the COVID-19 situation developed, contingency planning would have to reflect the balance of pupils at home and at school, and all governors agreed that this issue would need ongoing consideration. 	

	<p>- Following on from the above discussion regarding technology, AF explained the proposal to organise parents evening sessions via Teams. She explained the complexities regarding GDPR (general data protection regulation) and safeguarding. The governors acknowledged the technological complexities, and they all agreed that having the option to make a telephone call as back-up was worthwhile and should be explained to parents in advance of the meetings.</p> <p>(c) Premises:</p> <p>- AD took the opportunity to thank AS for her hard work and assistance with the new classroom for the school. The governing body agreed that her efforts to get the room organised and on site had been fantastic.</p> <p>- AS noted that Tom Fry (ODST) had also been extremely helpful throughout. The governors discussed the support given and agreed that the governing body and school would write to express thanks to ODST.</p> <p>- AF informed the governors that whilst the school’s caretaker was shielding, Cokethorpe School had kindly offered the loan of two staff members. AF explained that these individuals had spent several days clearing leaves and doing other maintenance tasks, including supporting LK (school office manager) complete several health and safety checks. AF explained her intention to send a thank you card and will also mention this in the school newsletter.</p> <p>(d) Safeguarding:</p> <p>- CE was pleased to report that governor Prevent certificates noted as absent at a previous meeting were now present and up to date.</p> <p>(e) IT:</p> <p>- AD informed the governing body that money had been put aside to improve the WiFi system for the school, he noted that the new classroom had been fitted with modern equipment, and to enable the rest of the school to work with the proposed new internet connection an upgrade would be necessary for the other parts of the school.</p> <p>- The governing body discussed the tablets currently used within the school and noted the challenges around software updates. The considered other operating systems and AF explained that the School Association had already been approach regarding fundraising for the purchase of a minimum of 15 new laptops this year.</p>	
<p>8</p>	<p>Keeping Children Safe in Education (KCSIE) Quiz 2020:</p> <p>- AF introduced this item and shared her screen to enable governors to read the supporting document.</p> <p>- The governing body then went on to complete the quiz and used this as an opportunity to discuss the legislation further.</p> <p>- All governors present demonstrated a sound understanding of Keeping Children Safe in Education and HR will record this on the GovernorHub training log.</p>	
<p>9</p>	<p>Policies for Ratification:</p> <ul style="list-style-type: none"> - Charging Policy - ODST Pay Policy for Teachers 2020 - Recruitment, Selection and Induction Policy - Remote Learning Contingency Policy - Risk Assessment Policy 	

	<ul style="list-style-type: none"> - Site Security Policy - Site Security Risk Assessment <p>The governing body unanimously approved all of the above policies.</p>	
10	<p>GDPR Annual Schools Record Review:</p> <ul style="list-style-type: none"> -AF explained that this review had been completed by LK and she had been satisfied after further consideration of the contents to sign the document off for the year. -AD agreed to review this document as part of his GDPR governor role. ACTION. 	AD
11	<p>Governor Training and Visits:</p> <ul style="list-style-type: none"> -AD stated that he and AT had continued fortnightly meetings with AF, and that AT had also met informally with staff and to complete a site visit. -AS confirmed that she had completed a site visit to look at the new classroom. <p>(a) Arrange Link Governors:</p> <ul style="list-style-type: none"> -The governors discussed the classes they were assigned to in the previous year, further links were made, AF agreed to circulate the list via email and connect governors with their linked teacher. ACTION. <p>(b) Training – DTS Programme:</p> <ul style="list-style-type: none"> -HR reminded governors about the Development, Training and Support programme that had been circulated. She highlighted the upcoming courses. -HR and AF agreed to find out what training packages the school are currently signed up for. ACTION. -AF noted that IG would need to complete Safeguarding training. ACTION. 	AF HR/AF AF
12	<p>Any Other Business:</p> <ul style="list-style-type: none"> -AF formally welcomed IG to the governing body. 	
13	<p>Date of Next Meeting: LGB meeting Wednesday 13th January 2021 at 8.00pm.</p>	
	<p>The meeting finished at 9.45pm.</p>	