



# Brize Norton Primary School

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 Headteacher: Mrs A. Fairhurst



## Minutes of the Local Governing Body Meeting 23<sup>rd</sup> September 2020 8.00pm – held virtually using Microsoft Teams

Summary of Action Points	
<ul style="list-style-type: none"> <li>- HR to arrange docs for AD to sign</li> <li>- AF to organise Parent Governor election with school office</li> <li>- HR (and CE) to track down Prevent certificates and organise training for governors if necessary</li> <li>- AD to consult IE regarding extra Inset day/half day for staff training re remote learning</li> <li>- HR to add KCSIE quiz to next agenda</li> <li>- AF to further consider Admissions Policy</li> <li>- AF to consider GDPR Annual School Records Review</li> <li>- HR to remind governors about Learnership survey</li> </ul>	<b>HR</b> <b>AF</b> <b>HR/CE</b> <b>AD</b> <b>HR</b> <b>AF</b> <b>AF</b> <b>HR</b>

No.	Item	Action
	In advance of the meeting a later start time of 8.00pm had been agreed. The following governors were present at the start of the meeting: LC, AD, CE, AF, AS, AT.	
<b>1</b>	<b>Election of Chair and Vice Chair:</b> -HR notified the governing body that she had not received any self-nominations for the role of chair in advance of the meeting. -AD put himself forward for the role of Chair. -In order to maintain a secret vote, AD was asked to momentarily leave the meeting. <b>- The remaining governors unanimously approved AD as chair of the governing body.</b> -HR notified the governing body that she had received one self-nomination for the role of vice chair from AT. -In order to maintain a secret vote, AT was asked to momentarily leave the meeting. <b>- The remaining governors unanimously approved AT as vice chair of the governing body.</b>	
<b>2</b>	<b>Welcome, members present and apologies:</b> <b>Present:</b> Laurie Campbell (LC, parent governor) Alistair Doran (AD, community governor, chair of governors)	

	<p>Christine Eaglestone (CE, community governor)  Anna Fairhurst (AF, headteacher)  Chris Rushton (CR, community governor) [arrived item 3]  Alex Skym (AS, community governor)  Alex Thompson (AT, community governor)</p> <p><b>In attendance:</b> Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	
<p><b>3</b></p>	<p><b>Notification of any urgent business:</b>  - No item discussed.</p>	
<p><b>4</b></p>	<p><b>Governance:</b></p> <p><b>(a) Agree membership of committees and chairs:</b> The governors agreed to maintain committee membership and chairs as the previous year.  - Resources: CR (chair), LC, AD, AF, CR.  - Performance and Learning: AS (chair), CE, AF, AT.</p> <p><b>(b) Terms of Reference for committees:</b>  - Governors agreed to consider terms of reference at their first committee meeting. This will be reported at the following LGB for ratification.</p> <p><b>(c) Pecuniary Interest register:</b>  - No declarations of pecuniary interest with a specific relationship to this meeting agenda were declared. Governors agreed to complete the annual form.</p> <p><b>(d) Confirm any RPTs (Related Party Transactions):</b>  - No related party transactions were noted or discussed.</p> <p><b>(e) DBS Checks in place and SCR (single central record) up to date:</b>  - All the necessary DBS checks for governors are in place.  - AF confirmed that the SCR was up to date.</p> <p><b>(f) Code of Conduct:</b>  - HR explained that this year the governors were asked to acknowledge the Code of Conduct and give their approval for the Chair to sign on their behalf.  - The governors approved the Code of Conduct. HR will arrange a copy for AD to sign. <b>ACTION.</b></p> <p><b>(g) Governor Vacancies:</b>  - The governing body clarified the vacancies available.  - With reference to the parent governor vacancy they agreed to begin the election process. AF to organise with the school office. <b>ACTION.</b>  - With reference to the staff governor vacancy AF confirmed that she had not received any interest. HR reminded the governors about a suggestion made by Sara Holland (school improvement advisor) at the LGB meeting in July; AF agreed to consider this and promote the role further.</p>	<p><b>HR</b></p> <p><b>AF</b></p>

	<ul style="list-style-type: none"> <li>- The governors discussed recruitment possibilities for the three community governor vacancies. HR noted that she had signed the school up to Inspiring Governance (recruitment portal).</li> <li>- Various skills gaps were identified.</li> <li>- AD noted that he wanted to continue the Strategic Advisory Working Group (SAWG) and had asked AT to take the lead. The focus will be on IT strategy, school capacity and finance.</li> </ul>	
<p><b>5</b></p>	<p><b>Approve Minutes of the Local Governing Body meeting held 15<sup>th</sup> July 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> </ul> <p><b>Matters Arising/Actions (these had been combined from previous meetings for ease of reference):</b></p> <p><i>(a) [from January 2020] AD to write advert for school newsletter outlining the skills GB is looking for in new governors:</i></p> <ul style="list-style-type: none"> <li>- Discussed earlier in the meeting.</li> </ul> <p><i>(b) [from January 2020] HR to pursue Prevent certificates:</i></p> <ul style="list-style-type: none"> <li>- HR explained the importance of these certificates. She advised the governors to repeat the online training if the certificates could not be found. CE agreed to check her files and HR agreed to compile a list of those governors without this training certificate and send them the appropriate link. <b>ACTION.</b></li> </ul> <p><i>(c) [from May 2020] AF to send Safer Recruitment Training link and info to AD, AS and CE:</i></p> <ul style="list-style-type: none"> <li>- CE confirmed that she had completed this training. The governors discussed the need for one person on a recruitment panel to have completed the training. They agreed a further governor with this certification would be extremely useful.</li> </ul> <p><i>(d) [from May 2020] HR to correct one date within the proposed meetings for 2020-21 and then recirculate:</i></p> <ul style="list-style-type: none"> <li>- This action was completed.</li> </ul>	<p><b>CE/HR</b></p>
<p><b>6</b></p>	<p><b>Headteacher's Report:</b></p> <ul style="list-style-type: none"> <li>- AF summarised the key points from the report.</li> <li>- AF highlighted the challenging situation faced when five members of staff were awaiting results from Coronavirus tests and therefore not at school. The governors discussed the difficulties faced by the school and parents/carers as children returned with seasonal colds.</li> <li>- With regard to staff, AF explained to the governors that all staff members have expressed that they feel under considerable pressure. She explained that assessments of pupils have demonstrated that they have lost a lot of learning. AF stated that more catch-up groups have been arranged to support this.</li> <li>- <b>Q: Governors asked if the school was concerned that some pupils would not be able to catch up?</b></li> <li>- <b>A:</b> AF said that her main concern was those pupils struggling before the pandemic and subsequent school closure.</li> <li>- <b>Q: Governors asked if the assessments would be repeated and whether the school thought results might improve once children were more focussed?</b></li> </ul>	

	<p><b>A:</b> AF agreed, she noted that most children had not been at school since March, therefore a further assessment week was scheduled in November.</p> <ul style="list-style-type: none"> <li>- The governing body discussed the difficulty of setting realistic predictions for achievement.</li> <li>- AF noted that the learning loss was definitely less for the pupils that were able to come back to school before the summer holidays.</li> <li>- AF shared positive financial news. She explained that the new classroom building project was underway and that efforts to increase pupils numbers across all classes had been successful with only 6 vacancies remaining.</li> <li>- The governing body discussed the timeline of the census and the impact of this figure on the finances for the school from 2021 onwards. They agreed that finances would improve and it was important to maintain a balanced budget for this current academic year.</li> </ul> <p><b>-Q: Governors asked what plans the school had in place if a local or national lockdown was enforced? Would the school repeat the processes used before the summer or were there changes to be made?</b></p> <p><b>A:</b> AF stated that the staff were in agreement that the systems and work provided before the summer had been received positively. AF noted that the school had not provided live lessons, however, and this was an area for the school to focus on. She highlighted how the staff were trialling the technology during staff meetings and that pupils would shortly have the necessary usernames for access.</p> <ul style="list-style-type: none"> <li>- AD reminded AF that he would be able to arrange some training for staff if necessary. The governing body discussed options to provide this training during the school day and AD agreed to discuss this further with IE (Ian Elkington, ODST). <b>ACTION.</b></li> </ul> <p><b>-Q: Governors asked for clarification. Did this mean delivering teaching live online? If so they asked if the school understood that this was not simply about learning the technology but also adapting teaching techniques to suit the medium?</b></p> <p><b>A:</b> AF acknowledged this challenge. She highlighted that the government’s guidance now stated that every pupil should have live contact with their teachers. She noted that for younger pupils, parents/carers would have to be involved, and it would not be compulsory.</p> <p><b>-Q: Governors noted that teachers had been assigned new classes and asked how this was going?</b></p> <p><b>A:</b> AF was pleased to report that the teachers had settled into their new classes very well and further explained how the arrangement was being organised.</p> <ul style="list-style-type: none"> <li>- Governors commented on the fantastic support from the teaching assistants and how much they were appreciated by the whole school.</li> </ul> <p><b>-Q: Governors asked for further information about the staff member on long term sick leave?</b></p> <p><b>A:</b> AF explained that the school was following the required process for this situation.</p> <p><b>-Q: Governors asked about the general Safeguarding picture.</b></p> <p><b>A:</b> AF and CE (link governor) noted that they had talked in depth. AF confirmed that the school was offering as much support to any affected families as possible.</p>	<b>AD</b>
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<p>7</p>	<p><b>Feedback from Committees and Lead Governors:</b></p> <p><b>(a) Resources committee:</b></p> <p><b>(b) - Q: Governors noted that the budget monitoring report had been published only a couple of days before this meeting.</b></p> <p><b>A:</b> AF explained that budget monitoring has fixed dates.</p> <p><b>(c) - Q: Governors asked if intermediate reports could be generated? They explained this would be useful to have accurate information for committee meetings and in order to give governors a greater opportunity to read them?</b></p> <p><b>A:</b> AF agreed to ask SB (Sian Bray).</p> <p><b>(d) Performance and Learning committee:</b></p> <p><b>(e)</b> AS suggested that the committee met before half term and AF agreed this would give the school an opportunity to detail what support is being offered to pupils.</p> <p><b>(f) Premises:</b></p> <p><b>(g)</b> Governors discussed the trees within the school site. AS agreed that it would be necessary to organise a two year plan.</p> <p><b>(h)</b> AD drew the governors’ attention to the school boundary. He explained that Tom Fry (TF, ODST) had attended the school and they anticipated secure fencing to be arranged at ODST’s expense.</p> <p><b>(i) Safeguarding:</b></p> <p><b>(j)</b> CE noted that she had gone through the <b>Annual Safeguarding Report</b> with AF in advance of submission.</p> <p><b>(k) IT:</b></p> <p><b>(l)</b> AD explained the intention to improve the cost of wireless access for the school, the networking contractor for the new classroom will also be consulted regarding this.</p> <p><b>(m)</b> AD notified the governors about a successful grant application to upgrade internet access for the school.</p>	
<p>8</p>	<p><b>Keeping Children Safe in Education (KCSIE) Quiz 2020:</b></p> <p>- Governors agreed to consider this at the next meeting because time was running short. <b>ACTION.</b></p>	<p><b>HR</b></p>
<p>9</p>	<p><b>Policies for Ratification:</b></p> <ul style="list-style-type: none"> <li>- Safeguarding Policy (August 2020 update)</li> <li>- Governors’ Allowances Policy</li> <li>- Health &amp; Safety Policy</li> <li>- Uniform Policy</li> </ul> <p>The governing body unanimously approved all of the above policies.</p>	

<p><b>10</b></p>	<p><b>GDPR Annual Schools Record Review:</b></p> <p>- AF agreed to consider this document alongside the school office staff and will report back at a future date. <b>ACTION.</b></p>	<p><b>AF</b></p>
<p><b>11</b></p>	<p><b>Training and Visits:</b></p> <p>- CE reminded the governors she had completed a Safeguarding visit.</p> <p>- HR explained the guidance for visits as issued by Oxfordshire County Council (OCC) Governor Services.</p> <p>- HR reminded the governors about the online Learnership survey. She agreed to remind those yet to complete this skills audit. <b>ACTION.</b></p>	<p><b>HR</b></p>
<p><b>12</b></p>	<p><b>Any Other Business:</b></p> <p>- AF thanked the governors for agreeing to the later start time for the meeting, and she asked for at 8.00pm start at the next meeting. The governors agreed.</p> <p>- AD informed the governors that the school would be purchasing a web cam to enable governors to join future meetings from home or work if they did not want to come into the school. The governors agreed to continue virtual meetings for the time being but saw this as a valuable option for the future.</p>	
<p><b>13</b></p>	<p><b>Date of Next Meeting:</b></p> <p>LGB meeting Wednesday 25<sup>th</sup> November 2020 at 8.00pm – further details will be released nearer the time.</p>	
	<p>The meeting finished at 9.45pm.</p>	