



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 10th July 2018 7pm at School**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - KC to give HR access details in order to edit the school's website - HR to add necessary points to the September FGB agenda - KC and HR to confirm and circulate proposed meeting dates - FS to publish the notes from Governor Visits training course - CP will inform staff and teachers about the proposed Governor Visit Weeks - HR will explore training costs - JE to update New Governor Induction Policy - CP will organise a visit from ODST/ODBE advisors for the governing body ref SIAMs 	<p>KC HR* KC/HR FS CP HR JE CP</p>

Item	Meeting Minutes	Action:
1	Opening Prayer – an opening prayer was shared.	
2	<p>Welcome, Members Present and Apologies: Present: Julian Easterbrook (JE, Chair, foundation governor) Carol Phillips (CP, head teacher) Penny Fowler (PFow, foundation governor) Alison Bardsley (AB, appointed [skills] governor) Di O'Brien (DOB, appointed [skills] governor) Fiona Self (FS, parent governor) Wendy Copping (WC, staff governor) Michael Jones (MJ, Vice Chair, appointed [skills] governor) Apologies: Kelly Neatham (KN, parent governor) Gillian Waite (GW, foundation governor) Also in Attendance: Kerry Collins (KC), Helen Roberts (HR, Clerk), Stuart Homer (SH), Gaynor Cooper (GC). [Note: SH and GC will start as appointed governors in September].</p> <p>The meeting was quorate.</p>	
3	Notification of any urgent business: None.	

Signed: Date:



	<p>setting for this individual. Therefore, the situation will be formally reviewed in September with the necessary procedures being followed up.</p> <ul style="list-style-type: none"> - Data: The governing body agreed that overall the data showed very positive results and progress was better than last year. - CP gave a brief summary of the Statutory Assessment Test (SAT) results. Years 2 and 6 took these tests. She reminded governors that year 2's tests were not externally marked and were primarily used to support teacher assessments. Year 6's tests are sent away for marking. - Outcomes in year 2 were in line with national expectations and there was a significant improvement in maths. The year 6 children had focused on improving writing progress and this was a positive result. However, the results for reading and maths were disappointing. CP explained the raw score to the governing body and highlighted the importance of sharing that information with parents and pupils. A few children in year 6 were extremely close to the score that would have been considered a pass mark and CP felt it was important to be open about that information with the relevant pupils in order to encourage them. WC asked governors to note that year 6 is a small class and therefore if a few pupils don't reach the expected level in the SATs it has a dramatic effect on the overall percentage pass rate. - Early Years: CP explained that the Early Years class is assessed by the Good Level of Development measure. 71% have achieved this and this is in line with national expectations. - Year 1 phonic screening: CP told the governing body that this year's 73% was slightly less than last year but the results were stable over a three-year trend. CP explained that any pupils that do not pass the year 1 phonics screening repeat this test in year 2 before moving into Key Stage 2 (KS2) and she was pleased to report that all children progressing to KS2 had passed the screening. - CP will meet with Suzanne Lane (ODST, School Improvement Partner) to discuss the SAT results. - MJ asked the governing body and CP to note that whilst the data is important it was also crucial not to lose sight of what else school provides to children. It was agreed that members of the community regard the school and its pupils highly. - Governors noted that the younger year groups, who have been taught under a new system since they joined are progressing better than the older children who changed from one assessment regime to another. - Governors reviewed the data produced by Target Tracker. Pupil Premium (PP) data was a focus and the governing body considered areas that PP children were struggling with. SH asked for clarification on PP, CP and WC explained how children qualify for a PP grant and how the school is then required to show how that money has been spent and the impact of the funding. They explained that this is also relevant to Special Educational Needs (SEN) funding. 	
7	<p>Committee reports: The governing body noted that the Curriculum, Community and Personnel Committee had not met in the weeks since the last governing body meeting, therefore there were no items to bring forward. Items from the Finance, Premises, Health & Safety Committee from 26th June 2018 to be covered in this meeting include the budget (discussed in item 6) and meeting dates for 2018-19 which KC and HR will confirm and then circulate.</p>	KC/HR

Signed:Date:

8	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE used this item as an opportunity to introduce the governing body to Stuart Homer (SH) and Gaynor Cooper (GC). SH and GC will join the governing body officially in the next month and will start as appointed governors in September. - The gathered members briefly introduced themselves. - JE asked the governing body about their monitoring visits to the school this past academic year. It was noted that governors find that it is a challenge to get in to school and visit, work and other commitments make this difficult. Governors discussed the ideal number of visits. - JE proposed some alternative ideas including assigning governors to a class (instead of governors assigned to a subject) and the possibility of organising governor weeks; a suitable week would be identified in, for example term 2 and term 4, the school's calendar and during those weeks governors would come in for half a day and monitor their assigned class. Governors agreed this would be a great way to observe a class in action and meet the teachers in a more thorough way. - Governors asked if there was an expected number of visits set out by ODST. DOB and FS had attended Governor Visits Training earlier in the year and FS agreed to consult and publish the notes from that training. - The governing body agreed that this idea would be trialled in the next academic year. - WC enquired about SEND monitoring and the governing body agreed that it was important that this area was considered, and therefore monitored, separately. - CP agreed to inform teachers about this proposal. - The governing body discussed the Excellence in Governance training courses. Budget constraints are an important consideration therefore HR will investigate the most cost-effective solution that will provide initial training for the two new governors. - Agenda items for the September full governing body meeting will include: <ul style="list-style-type: none"> - 1) Standard procedural requirements (nomination for chair/vice chair) - 2) Discussion regarding the document being produced by FS and PFow - 3) SIAMS dates - 4) Appoint mentors to the new governors - 5) Allocation of classes to governors and allocation of governor weeks - 6) Governor training 	<p>FS</p> <p>CP</p> <p>HR</p> <p>HR*</p>
9	<p>Update on progress against School Improvement Plan, pupil progress, pupil premium, review of data: It was agreed that points from this item had been covered thoroughly above.</p>	
10	<p>Policies for review:</p> <ul style="list-style-type: none"> - Breakfast Club and Afterschool Club Policy: The policy was approved and signed by JE. - JE agreed to update the New Governor Induction Policy. 	<p>JE</p>
11	<p>Health and Safety and Safeguarding updates: CP explained that she was waiting for the new document format for the Annual Safeguarding Report. The report will be completed by the end of this academic year.</p>	

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12	<p>SIAMS Report:</p> <ul style="list-style-type: none"> - Governors noted that the SIAMs team had not met since the previous governing body meeting. - CP told the governing body that ODSST's Chris Price-Smith and Suzanne Lane had visited on the previous day and the school had four banked visits. One of these visits will be used in September to discuss the new SIAMs framework. CP suggested another visit could be used to involve the governing body. Governors agreed this would be a welcome opportunity and CP agreed to organise this. 	CP
13	<p>Governor Visits, Training and Vacancies: This item was covered elsewhere during the meeting.</p>	
14	<p>Any Other Business:</p> <ul style="list-style-type: none"> - CP and KC put forward a proposal to purchase 16 iPads and accompanying equipment for pupils and some new IT equipment to improve KC's current computer set up. - CP explained that FoBS (Friends of Bampton School) had offered a £1000.00 contribution from their funds towards the cost of the iPads. The remainder of the cost would be met from the capital spend and the total cost would be £5800.00, or £4800.00 with the FoBS contribution. Governors asked for details regarding the amount currently available from the capital spend and approved the request. 	
15	<p>Date of next Full Governing Body Meeting Tuesday 18th September 2018 at 7pm.</p>	

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