



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 26th March 2019 7pm at School**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - KC to process DBS application for DB - PFow to show KC her existing safeguarding certificate, and KC to record number - HR to investigate training: Safeguarding/Becoming an Effective Governor/Finance - HR to monitor use of Effectiveness of Governance document and prompt when necessary - HR to load Scheme of Delegation onto school website - HR to note EYFS Policy for consideration at next CCP committee - HR to confirm procedure for election of staff governor 	<p>KC PFow/KC HR HR HR HR</p>

Item	Meeting Minutes	Action:
1	Opening Prayer – an opening prayer was shared.	
2	<p>Welcome, Members Present and Apologies:</p> <p>Present: Wendy Copping (WC, staff governor) Gaynor Cooper (GC, appointed [skills] governor) Julian Easterbrook (JE, Chair, foundation governor) Penny Fowler (PFow, foundation governor) Stuart Homer, (SH, appointed [skills] governor) Debbie Jacobs, (DJ, foundation governor) Michael Jones (MJ, Vice Chair, appointed [skills] governor) Carol Phillips (CP, head teacher) Fiona Self (FS, parent governor) Gillian Waite (GW, foundation governor)</p> <p>Apologies: Alison Bardsley (AB, appointed [skills] governor)</p> <p>Also in attendance: Kerry Collins (KC), Robyn Jones (RJ, assistant head teacher), Helen Roberts (HR, Clerk)</p> <p>The meeting was quorate.</p> <p>JE welcomed DJ to the governing body and brief introductions were made.</p>	

Signed:Date:

3	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - JE informed the governing body about Kelly Neatham's (KN) recent resignation as parent governor. He explained that the process for recruiting a new parent governor was underway. 	
4	<p>Declaration of business or pecuniary interests: A sign in sheet was circulated for pecuniary interests to be declared; there were none. DJ has received the pecuniary interests form and will complete this in due course.</p>	
5	<p>DBS checks in place:</p> <ul style="list-style-type: none"> - KC will process a DBS application for new governor DJ. ACTION. 	KC
6	<p>Minutes of the Full Governing Body meeting held on Tuesday 22nd January 2019 and matters arising from these minutes:</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and signed by JE. - All actions were considered to be closed or completed. 	
7	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - CP gave all governors an update on the current staffing situation. - Governors were notified of the advert placed by the school for a teaching position to start in September. - JE explained that the finances surrounding various scenarios and decisions had been discussed at length during the recent Finance, Premises, Health & Safety (FPHS) committee meeting. - Q: Governors asked for an assessment of the current staff market? A: CP explained that this is a good time of year to advertise a position that will start in September, and it will enable applications from newly qualified teachers. - Q: [ref page 5] Governors asked for further clarification regarding the situation now KN had stepped down as parent governor? A: CP confirmed that it was necessary to have a governor named as Safeguarding governor and that PFow had temporarily stepped into that role. - PFow explained that she held a safeguarding certificate at work. KC requested the opportunity to see this certificate in order to note its number in the Single Central Record (SCR). ACTION. - The governing body agreed that it was important for a permanent replacement to be agreed at a future date and HR will investigate the safeguarding training available. ACTION. - Q: [ref page 4] Governors were pleased with the action taken by MJ to gather parent voice during the recent parents evening. Governors asked if this was an activity that could be incorporated into the next Governor Week? A: Governors agreed that this had been extremely useful and enlightening, and an effort would be made to incorporate this. - Q: [ref monitoring report Parental Engagement in Parent Consultations March 19] Governors queried the extra appointments required by separated parents and the accessibility of the Separated Parents Policy. 	<p>KC/PFow</p> <p>HR</p>

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	<p>A: CP reassured the governing body that the situation regarding scheduling separated parents two different parents evening slots was covered in the aforementioned policy. The governing body were in agreement that this was a difficult situation for some families and deserved careful monitoring in the future. It would not be possible to arrange separate appointments on a larger scale.</p>	
8	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE described a meeting he attended alongside MJ and CP with ODST regarding strategies, Key Stage 2 and statutory outcomes. - JE was extremely pleased with the supportive nature of this meeting with the school improvement adviser Bob Pattenden (BP). JE was delighted to report that CP had already, in advance of the meeting, implemented many of the improvements that BP went on to suggest. - Governors were able to identify the extra visits that were in place to support staff as mentioned in the Head Teacher's Report. - MJ gave the governing body a brief summary of a meeting he attended regarding the newly proposed Ofsted Inspection Framework. - Q: Governors asked if it was likely that the grading standards achieved would change under the new framework? A: MJ explained that his assessment of the new framework meant the inspectors would take a whole child approach, so less focus on data for core subjects, but he did not expect the gradings of the schools to change significantly. - CP asked governors to note that she was pleased about the general shift towards a broader curriculum, however, it was important that the school was clear about why we provide the curriculum that we do. It is not currently clear how Ofsted will make a judgement about the broader curriculum offering and its impact. - JE set the governors a short task to assist the governing body with a review of their own practice. The exercise focused on an ODST document Effectiveness of Governance drawing from the new inspection handbook. - Governors were in agreement at the end of the task that this guideline document will be very useful to read alongside the head teacher's report and other evidence provided in meetings and across the academic year. - With reference to the Effectiveness of Governance guidelines/evaluation criteria, Governors discussed the second and most recent Governor Week. Whilst they acknowledged that this new arrangement (governors are assigned to a year group and arrange visits during a nominated week) is still in its infancy, the governors identified a potential issue now that governors are not assigned to subjects. Governors were in agreement that a governor specialist would be required to follow up with subject leads in order to satisfy the requirement as outlined in the task's handouts. - JE suggested that the Effectiveness in Governance document could be adapted, to provide space for notation, and used during any and all visits to the school. The governing body can then draw these documents together. - HR agreed to keep track of this action and prompt when necessary. ACTION. 	HR

9	<p>Scheme of Delegation:</p> <ul style="list-style-type: none"> - The governing body approved the updated (2018) Scheme of Delegation. - HR will load the new version onto the Governor page of the school's website. <p>ACTION.</p>	HR
10	<p>School Improvement Plan, pupil progress, pupil premium, review of data:</p> <ul style="list-style-type: none"> - Governors discussed the data and the data points reached throughout the school year. - Q: Governors queried the children below Age Related Expectations (ARE), and asked for clarification about how governors would keep track of this issue? A: CP, WC and RJ all gave several examples of the ways in which governors would be able to track the progress of these students, including progress data where students who may be measured as below expectation will still be seen to make progress, and summaries within the different data documents. - Q: Governors explained that one of the issues faced was that they were not able to track individual children (because all data is anonymised). A: CP reassured governors that teachers can and do track the progress of individuals. A: MJ and GC explained that during their monitoring visit within Governor Week the class teacher ran through the data and they were shown on the computer the progress of individual children with names hidden. - The governing body noted that not all governors had achieved this assessment of the data, and therefore having a framework for the next Governor Week would be of benefit. - Governors agreed that it would be valuable for each class teacher to prepare, for presentation to their assigned governor, a run through of the data for their pupils. - JE noted the need to arrange Governor Weeks after the relevant data drops. 	
11	<p>Items brought forward from FPHS Committee meeting:</p> <p>Budget:</p> <ul style="list-style-type: none"> - JE summarised the budget setting scenarios presented by CP and KC at the FPHS committee meeting from the previous week. He explained that the committee were in agreement with CP and KC regarding the best option, and this scenario had been unanimously approved to go forward to ODST. 	
12	<p>Policies for Review:</p> <ul style="list-style-type: none"> - EYFS Policy: The governors agreed that this policy would be carried forward for approval to the CCP committee meeting. HR to add to agenda. ACTION. - Dealing with Abusive and Violent Visitors in School March 2019 Policy: This policy was approved by the governing body. 	HR
13	<p>Health & Safety and Safeguarding updates:</p> <ul style="list-style-type: none"> - There were no reports or updates to be shared. - PFow was confirmed as the interim governor responsible for Safeguarding. 	

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14	<p>SIAMS update from committee:</p> <ul style="list-style-type: none"> - JE and CP explained that the new Reverend Janice Collier joined them for this meeting. Several exciting ideas were proposed at the meeting and these ideas will be taken forward. - Both JE and CP really valued Reverend Collier's input and enthusiasm. 	
15	<p>Governor visits, governor vacancies, and governor training [to include reports from training attended]:</p> <ul style="list-style-type: none"> - Governor Visits: JE asked the governors to send any notes gathered during visits to him. HR confirmed there was a Governor Visits folder on GovernorHub and reports can be filed there. - Training: HR will investigate training dates for Safeguarding, Finance and Becoming an Effective Governor, - Vacancies: HR alerted the governing body to WC's staff governor term of office ending 5th October 2019. HR agreed to notify CP, KC and JE of the process for election. ACTION. 	HR
16	<p>Any other business:</p> <ul style="list-style-type: none"> - RJ showed the governing body a hand written piece of work by a pupil inviting the governors to attend the Easter service. 	
17	<p>Date of next Full Governing Body meeting Tuesday 21st May 2019 at 7pm.</p>	
	<p>The meeting finished at 9.10pm.</p>	

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