



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 21st May 2019 7pm at School**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - HR to add to item to CCP agenda re extrapolation of data/link between home reading and progress steps - CP to share Education Endowment Foundation research into homework - CP to prepare breakdown of attendance figures, HR to add to CCP agenda - CP/KC to ask OCC re how many children live locally but choose a school outside of the village/HR to add to FPHS agenda - HR to add allocation of governor to H&S role to FPHS agenda - HR to plot meeting dates for 2019-20 	<p>HR</p> <p>CP</p> <p>CP/HR</p> <p>CP/KC</p> <p>HR</p> <p>HR</p> <p>HR</p>

Item	Meeting Minutes	Action:
1	Opening Prayer – an opening prayer was shared.	
2	<p>Welcome, Members Present and Apologies:</p> <p>Present: Alison Bardsley (AB, appointed [skills] governor) Wendy Copping (WC, staff governor) Gaynor Cooper (GC, appointed [skills] governor) Julian Easterbrook (JE, Chair, foundation governor) Penny Fowler (PFow, foundation governor) Justine Heaslip (JH, parent governor) Stuart Homer, (SH, appointed [skills] governor) Debbie Jacobs, (DJ, foundation governor) [arrived item 7] 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>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 new parent governor JH to the governing body and introductions were made.</p>	

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3	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - No items discussed. 	
4	<p>Declaration of business or pecuniary interests: A sign in sheet was circulated for pecuniary interests to be declared; there were none.</p>	
5	<p>Related Party Transactions:</p> <ul style="list-style-type: none"> - HR gave the governors a brief explanation regarding this item. - The governing body confirmed that they understood the requirement. - HR agreed to move the documents from this meeting's folder to the main documents page on GovernorHub. 	
6	<p>DBS checks in place:</p> <ul style="list-style-type: none"> - KC confirmed all checks were in place. 	
7	<p>Minutes of the Full Governing Body meeting held on Tuesday 26th March 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. - The action regarding PFow's Safeguarding certificate was closed because it has not been possible for PFow to locate this item. A Safeguarding course is high on the list of priorities for the next academic year. - JE asked governors to consider the extensive list of acronyms, as noted in the minutes and other documents presented for this meeting, and the governing body took part in a short quiz to test their knowledge of these. - [DJ arrived at 7.20pm] 	
8	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - The governing body commended the 100% compliance achieved during the Health and Safety audit and were equally impressed by the consistently high percentages recorded regarding the Smartlog status. The school's hard work was recognised in this area. - Governors noted the excellent level of attendance at parents evening. - Q: The governing body asked for elaboration regarding the homework issue noted in the report. Several governors were in agreement that they had recorded this as a 'threat' in their notes field at the end of this report. - A: CP explained that the homework policy set a target of five reading sessions at home per week. Monitoring of engagement with homework had revealed a significant number of pupils were not meeting that target. - Governors discussed the possible strategies available to the school regarding this matter and the difficulties presented by families that were not willing or able to engage with homework. - The governing body expressed their understanding of the challenges being faced by the teachers. It was noted that reading is a significant focus of the new Ofsted inspection framework. There was general agreement that the main impact on a 	

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	<p>child's learning came from teachers so the school would have to make provision for this reading, but it was worthwhile repeating the communication to parents backed up by data.</p> <ul style="list-style-type: none"> - CP explained to the governors that Key Stage 1 (KS1) pupils really need someone to read to and providing this resource at school would be extremely difficult. They KS2 children, however, can be encouraged to find time to read on their own. - Q: Governors asked about the proposal to link this information to data and progress steps. A: CP explained that this would be the next step. A clear link between little or no reading at home and a failure to meet the required progress steps would be good ammunition for the school. - Q: Governors asked if, as a group, they've identified this area as a 'threat' what do they as governors do? A: GW suggested that the Curriculum, Community and Personnel committee should extrapolate the data and results, the themes could then be published in the school newsletter. ACTION. - Governors were in agreement that simply understanding the narrative would be helpful in interpreting the data generally. - CP agreed to share Education Endowment Foundation research into this area on GovernorHub. ACTION. - Q: Governors assessed the attendance data and asked for clarification regarding the quarter of year one pupils failing to reach 95% attendance and whether this was attributed to holidays during school time? A: CP agreed that there has been a gradual increase of families choosing to take children out of school for holidays. - Q: Governors asked if they could see the attendance figures broken down into categories, for example, 2 pupils ill, 3 pupils on holiday, etc. A: CP agreed this data could be produced and this report will be provided at the next CCP committee meeting. ACTION. - Q: The governors asked for more information regarding the Skills Force programme planned for year 5. A: CP confirmed a very positive meeting had taken place with the organisers and that the pupils and staff were really excited about the opportunity. 	<p style="text-align: center;">HR</p> <p style="text-align: center;">CP</p> <p style="text-align: center;">CP/HR</p>
<p>9</p>	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE took the opportunity to remind the governs about the Governing Body Self Evaluation form discussed at the previous meeting. - JE gave a brief summary of a meeting held with CP, BP (Bob Pattenden school improvement advisor) and himself. - The self-evaluation form was filled in by JE using the comments and notes gathered at the previous meeting, and then presented to BP. - BP reported that he had been extremely impressed with all of the governors he had met and was very pleased with the actions that the governing body take. BP will add to the form and this final document will then be shared with governors to use as guidance. - JE explained to the governing body that BP had suggested an improvement to the way governors engage with staff leading foundation subjects. CP and JE will explain and action this at the beginning of the next academic year. - CP asked the governing body to consider nominating a member to take on a Pupil Premium governor role. WC noted that she, AB and PFow already cover 	

	<p>this role during their meetings (which also focus on SEND, access plans, and consideration of the strategy document).</p> <ul style="list-style-type: none"> - CP agreed to make this information more explicit in the relevant documents. 	
10	<p>School Improvement Plan, pupil progress, pupil premium, review of data:</p> <ul style="list-style-type: none"> - Governors commended the actions marked as completed in the school improvement plan. - GW gave the governing body a summary of the data interrogation from the previous CCP committee meeting. She asked all governors to consider the data and feel at liberty to scrutinise and ask questions. 	
11	<p>Items brought forward from FPHS Committee meeting:</p> <ul style="list-style-type: none"> - Budget: 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 had got to a budget position that all (including ODST) were comfortable with. - The governing body confirmed they understood the challenges and approved the decisions made and the budget put forward by the FPHS committee. - Governors discussed one (rejected) scenario and the implications it would have had on class size and the school's ability to expand. - Members of the FPHS committee confirmed that school expansion and marketing the school was an item of focus within the committee. - Q: Governors asked if the school was able to identify how many children live locally but choose a school outside of the village? - A: KC and CP agreed to get this information. ACTION. - The governing body discussed potential strategies to attract new pupils. - ACTION: HR to add this as an item to the next FPHS committee agenda. 	<p>CP/KC</p> <p>HR</p>
12	<p>Policies for Review:</p> <ul style="list-style-type: none"> - Educating children out of year group policy: This policy was approved by the governing body. 	
13	<p>Health & Safety and Safeguarding updates:</p> <ul style="list-style-type: none"> - Governors agreed that the headteacher's report had summarised this area. - CP explained that a governor was required to step into the Health and Safety governor role, and this will be added to the FPHS agenda. ACTION. 	<p>HR</p>
14	<p>Governor visits, governor vacancies, and governor training [to include reports from training attended]:</p> <p><u>Governor Visits:</u></p> <ul style="list-style-type: none"> - WC thanked MJ for coming in to support the school and pupils during the SATs (Statutory Assessment Tests). - MJ took the opportunity to praise the school's professional and careful handling of these exams and highly commended the seamless extra support that was organised for the more vulnerable pupils. - MJ shared feedback regarding the visit to the West Oxfordshire Art Gallery. He had been delighted to hear that pupils in year 1 were noted as very engaging and 	

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	<p>the year 6 pupils were recognised as the most responsible group the gallery had seen.</p> <p>Training:</p> <ul style="list-style-type: none"> - HR notified the governing body that DJ and JH were attending the Becoming an Effective Governor course on 11th June. - Training dates will continue to be circulated. <p>Vacancies:</p> <ul style="list-style-type: none"> - No vacancies. 	
15	<p>Code of Conduct:</p> <ul style="list-style-type: none"> - HR briefly summarised this document and apologised for the absence of this document in the past. - The governing body signed the Code of Conduct for 2018-19. - HR explained that the document will be signed anew at the beginning of each academic year and filed in the Governor Details folder. 	
16	<p>Any other business:</p> <ul style="list-style-type: none"> - Governors discussed the placement of new governors into available slots on the committees. JH and DJ agreed to discuss this after the meeting. - HR agreed to plot the meeting dates for the next academic year and the governors agreed that the committee meeting timings will be reviewed if necessary. ACTION. - CP made the governors aware that the current chair of FoBS (Friends of Bampton School) Hannah Scott (HS) had announced her intention to step down and explained that if a replacement were not to come forward the group would close. - The governing body commented that FoBS had provided an extremely useful line of support and funding to the school and it was therefore important for the school to try and support the recruitment of a new chair. 	HR
17	<p>Date of next Full Governing Body meeting Tuesday 9th July 2019 at 7pm.</p>	
	<p>The meeting finished at 8.45pm.</p>	

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