



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 24th March 2020 7pm – held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - *HR to add Governor Expenses Policy to next FPHS agenda - *HR to keep ICT Policy for JE to sign at a future meeting - CP to initiate Safer Recruitment training for GC, MJ and FS - Governors to submit visit reports from Governor Week no later than 20/04/2020 - CP to revise Collective Worship policy - PF to email a report from the Safeguarding training - PF/CP to schedule annual safeguarding meeting - HR to share link to Ofsted training videos 	HR HR CP Gov.Body CP PF PF/CP HR

Item	Meeting Minutes	Action:
	<p>For information the governing body joined this meeting online/virtually using Microsoft Teams. This was the governing body's first meeting held in this format, the format had been agreed in advance, all governors were present throughout the meeting.</p>	
1	<p>Opening Prayer: An opening prayer was shared.</p>	
2	<p>Welcome, Members Present and Apologies: Gaynor Cooper (GC, appointed [skills] governor) Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor, chair of governing body) Penny Fowler (PF, foundation governor) Justine Heaslip (JH, parent governor) Stuart Homer, (SH, appointed [skills] governor) Debbie Jacobs, (DJ, foundation governor) Michael Jones (MJ, appointed [skills] governor) Carol Phillips (CP, head teacher) Fiona Self (FS, parent governor, vice chair of governing body) Gillian Waite (GW, foundation governor)</p> <p>Apologies: Alison Bardsley (AB, appointed [skills] governor)</p> <p>Also in attendance: Helen Roberts (HR, Clerk)</p> <p>The meeting was quorate.</p>	

Signed: Date: 1



<p>3</p>	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - CP gave the governors an update on the current situation at the school with reference to school closures under government instruction due to the Coronavirus pandemic. - CP confirmed that the school was open for pupils whose parents are key workers. - CP explained that plans were being continually adapted to suit the number of pupils attending on a given day. - Governors were informed that pupils normally in receipt of free school meals were being catered for and this had been handled well by the school office. - CP explained that a staff rota had been agreed and teachers had been given guidance about how to spend their non-contact time. - CP gave credit to the team spirit on display at the school; citing the ever changing circumstances and guidance as clear evidence of all staff members pulling together. <p>- Q: Governors asked about the pupils working at home? A: CP explained that in the week leading up to closure teachers had used their PPA (planning, preparation and assessment) time to collate packs of work for children to use at home. CP noted that these plans will be revised as time goes on.</p> <ul style="list-style-type: none"> - WC commented that positive feedback had been received from several parents. - Governors thanked the whole school team for their hard work during a particularly challenging time. - WC asked governors to acknowledge the exceptional work of CP and commended the support she had offered to all teachers enabling them to support the pupils through a difficult and unsettling time. <p>- Q: Governors asked if pupils were being set web based work? A: CP confirmed that some web resources were being utilised. This is likely to be increased after the Easter holidays if schools remain closed.</p> <p>- Q: Governors asked if CP was aware of how other schools were managing to set work? A: CP gave several examples of techniques being used. She noted that headteachers were having to act very quickly and at present there had not been an opportunity to share ideas.</p> <p>- Q: Governors asked why fewer key workers' children arrived at the school than anticipated? A: CP explained that some families were able to cope without the support of the school. Others had considered the risks involved and saw the option as a last resort.</p> <p>- Q: Governors asked if any vulnerable pupils were attending? A: CP explained the guidance surrounding provision for these pupils and gave further detail regarding the pupils to whom this was relevant.</p>	
<p>4</p>	<p>Declaration of business or pecuniary interests and RPTs (related party transaction):</p> <ul style="list-style-type: none"> - No governor has registered a general business or pecuniary interest and no declarations were made with specific reference to this meeting agenda. 	

5	<p>Minutes of the Full Governing Body meeting held on Tuesday 28th January 2020 and matters arising from these minutes:</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and will be signed by JE at the next face to face meeting. - The action points were all completed with the exception of two items* that will be carried over. - With reference to the Safer Recruitment training several governors fed back their experience of the webinar promoted at the previous meeting. It was noted that this training did not provide governors with the necessary certification required to be part of a recruitment panel. - CP noted the importance of this accreditation and governors GC, MJ and FS volunteered to take part in the necessary training. ACTION: CP to organise. 	CP
6	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - Q: Governors asked for clarification regarding the vacancy for a SEND (special educational needs disability) teaching assistant. A: CP gave further information and explained the measures put in place after a resignation. CP reassured the governors that the current structure was working well and was sustainable until the end of the academic year. - Governors commented on the excellent news regarding receipt of funding to support phonics learning. - The governing body discussed in detail the need to recruit for two teacher positions. They highlighted the positive meeting with ODST regarding the drive to recruit skilled teachers to further improve the quality of teaching within the school and not only consider newly qualified teachers (NQT) to satisfy budget limitations. - Q: Governors asked for clarification regarding the existing NQT's situation regarding her qualification? A: CP explained that the school was waiting for guidance from OTSA (Oxfordshire Teaching Schools Alliance) the organisation supporting the NQT's learning and training because, due to school closure, teaching time targets will not have been completed. 	
7	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE praised the school and governing body for holding their line in reference to single form entry. He commented that this had proved to be a valuable strategy in attracting new pupils to the school. - JE acknowledged that the school and governors should be very pleased about where the school is now and gave credit to KC for her budget management and CP's management as headteacher. - Q: JE asked what impact the cancellation of SATs (key stage 1 and 2 assessment tests) would have on the pupils? A: WC commented that the pupils had not known at the time of the school closures that these tests would be cancelled. However, she described the pupils as resilient and was confident that they all knew they had worked extremely hard. - WC explained that she expected to be asked to do a teacher assessment to provide the assessment information. She noted that the year 6 pupils' primary concern was that they may not get to finish their year at primary school and take part in the usual end of year activities. 	

	<ul style="list-style-type: none"> - CP explained that the school would make sure some sort of event was held to mark the end of the pupils' primary school experience even if it was much later in the year. 	
8	<p>School Improvement Plan, pupil progress, pupil premium, review of data:</p> <ul style="list-style-type: none"> - Several governors identified that data from the year group visited in the recent Governor Week reflected what they had seen during their visit. - Q: Governors asked for more information regarding the year 4 data where pupils appeared to be underachieving in science. A: CP further explained the comments from the class teacher. Governors acknowledged the excellent analysis provided by this teacher and understood the reasons that pupils had not yet met the statement requirements. - Governors noted how impressed they were with the science assessment. - Governors were asked to submit their visit reports from Governor Week in advance of the next Curriculum, Community and Personnel (CCP) committee meeting (28th April 2020) for consideration. ACTION. - Q: Governors queried the high prior attainers in year 6 and asked why some might not reach greater depth as anticipated? A: WC explained that it would be beneficial to consider the interim data before the next CCP committee meeting to examine this closely. 	Gov. Body
9	<p>Items brought forward from committee meetings:</p> <p><u>CCP Committee</u></p> <ul style="list-style-type: none"> - This committee had not been scheduled to meet; no items to discuss. <p><u>FPHS Committee</u></p> <ul style="list-style-type: none"> - The governing body understood that the scheduled committee meeting (17th March 2020) had been cancelled and two items needed consideration and approval within this meeting. <p><u>Purchase of New Server:</u> CP outlined the proposal and the cost to replace the server that supports the school. She highlighted the positive move forward that this technology upgrade would offer.</p> <ul style="list-style-type: none"> - Q: Governors asked if ODST have any jurisdiction on this matter? A: CP explained the school works closely with an IT support company and they have made this recommendation. She reminded governors that the IT audits that have taken place over recent years had prepared the school for this eventuality. She highlighted the need to support the growing school and increasing mobile technology needs of the staff and pupils. - Q: Governors asked if the school would face resistance from ODST (governors noted the high cost)? A: CP reassured the governing body that it had been approved at that level. - The governing body approved the spend as outlined in the document. <p><u>Draft Budget Approval:</u> CP outlined the draft budget.</p> <ul style="list-style-type: none"> - Q: Governors asked for confirmation that early approval of this budget was necessary because it will have to be revisited? A: CP noted that ODST have requested that governors consider and acknowledge this draft document. She explained that the budget has been carefully considered alongside ODST. 	

	<ul style="list-style-type: none"> - CP explained that the school cannot be sure about final staffing costs until the two teacher vacancies are filled. - The governing body discussed the in-year deficit within the draft budget. CP explained further the discussion with ODST around this point. - Governors identified a discrepancy between figures quoted by CP and the figures represented in the document that was available on GovernorHub. CP agreed to investigate this whilst governors discussed the next item on the agenda. 	
10	<p>Policies for review:</p> <ul style="list-style-type: none"> - <u>Educational Visits Policy:</u> Governors approved this policy. - <u>Science Policy:</u> Governors queried some of the phrases used within the document. - CP agreed to re-draft this policy and present it again. - <u>Write Off and Disposal Policy:</u> Governors approved this policy. <ul style="list-style-type: none"> - HR had made available a Virtual Meetings Policy. Governors queried the language within this document. - The governing body agreed with the assessment that the Scheme of Delegation supported the principle of virtual meetings and therefore this policy was not required. <ul style="list-style-type: none"> - <u>Governors Expenses Policy:</u> This policy had been due for consideration at the (cancelled) FPHS committee meeting and was already marked to be carried over. 	
9	<p>Items brought forward from committee meetings (continued):</p> <p><u>Draft Budget Approval:</u></p> <ul style="list-style-type: none"> - CP acknowledged that the most up to date draft budget had not been uploaded to GovernorHub. She explained verbally the slight alternation in the figures. - She noted that ODST were satisfied with the two balanced years of carry forward. - She explained that whilst ODST had previously not been prepared to accept an in-year deficit budget this was acceptable on this occasion because pupil numbers are growing. - CP and the governing body acknowledged the census numbers of pupils (161) and the real figure (178) for September 2020 and further discussed the lag in funding. - The governing body unanimously approved the draft budget. 	
11	<p>Health & Safety and Safeguarding updates:</p> <ul style="list-style-type: none"> - CP notified the governors that the annual Health and Safety audit expected in April had been postponed. - The governing body briefly discussed the report regarding the repair work required on the school's sports equipment. 	
12	<p>SIAMS update from committee:</p> <ul style="list-style-type: none"> - The governing body praised the good outcome from the inspection and commented on the great ideas to develop further. - WC offered thanks from all staff members to teacher AP and CP for leading the school through the inspection. 	

13	<p>Collective Worship:</p> <ul style="list-style-type: none"> - CP summarised two key areas from a recent ODST briefing. - Governors understood that there must be clarity between a daily act of collective worship and assemblies. - CP stated that she was confident the school's collective worship policy is very clear. - CP explained that parents can withdraw pupils from collective worship if they choose to and at present no parents have requested this. - The governing body discussed the presentation of bibles to year 6 leavers and agreed offering an alternative was worthy of consideration. - The governing body acknowledged potential revisions for the Collective Worship policy review. CP agreed to consider this. ACTION. 	CP
14	<p>Governor visits, training and vacancies:</p> <p><u>Safeguarding Training Report:</u></p> <ul style="list-style-type: none"> - PF gave a summary of the Safeguarding training she attended. - PF reported that guidance received about what questions governors should be asking had proved useful and she agreed to summarise this in an email to all. ACTION. - PF and CP agreed to schedule an annual safeguarding meeting. ACTION. <p><u>Requirement for Safer Recruitment Training:</u></p> <ul style="list-style-type: none"> - This item had been discussed earlier in the meeting. 	PF PF/CP
15	<p>Any other business:</p> <ul style="list-style-type: none"> - CP pointed governors towards several useful training and information videos available on GovernorHub. HR agreed to promote this training. ACTION. - HR explained that the scheduled Target Tracker training would hopefully be rescheduled. 	HR
16	<p>Date of next Full Governing Body Meeting Tuesday 19th May 2020 at 7pm.</p>	
	<p>The meeting finished at 8.45pm.</p>	