



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 26th January 2021 7pm
held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - JE/CP to investigate protocols regarding the sharing of recorded lessons with governors - KC to arrange finance training date and circulate - HR to send other training highlights for the next few months via GovernorHub - HR to add Scheme of Delegation to next agenda 	JE/CP KC HR HR

Item	Meeting Minutes	Action:
1	Opening Prayer: An opening prayer was shared.	
2	<p>Welcome, Members Present and Apologies: Alison Bardsley (AB, appointed [skills] governor) Gaynor Cooper (GC, appointed [skills] governor) Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor) Penny Fowler (PFow, foundation governor) Stuart Homer, (SH, appointed [skills] governor) Debbie Jacobs, (DJ, foundation governor) [arrived end of item 3] Michael Jones (MJ, appointed [skills] governor) Carol Phillips (CP, head teacher) Fiona Self (FS, parent governor) Gillian Waite (GW, foundation governor)</p> <p>Apologies: Justine Heaslip (JH, parent governor)</p> <p>Also in attendance: Robyn Jones (RJ, assistant head teacher), Kerry Collins (KC, School Business Manager), Helen Roberts (HR, Clerk)</p> <p>The meeting was quorate.</p>	

Signed Date



Bampton CE Primary School & Nursery
Bowling Green Close
Bampton, OX18 2NJ

3	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - JE explained to the governing body that he had asked CP to give the governors a brief update regarding the current situation in school and otherwise in relation to COVID-19. - CP gave the governors a summary and explanation regarding the lateral flow tests to be administered. She explained the process to be followed by staff and noted that they were asked to self-administer tests twice weekly. - CP informed the governors that KC was the nominated COVID Coordinator and Quality Lead. She highlighted the significant paperwork involved. - CP noted that staff were expected to log results of the lateral flow tests via an online portal. - CP asked the governors to consider the impact that a positive test would have on the school. - Q: Governors asked if pupils were being tested? A: CP explained that for primary schools only staff members were being tested at present. - Q: Governors acknowledged that the school had clearly thought about and put in place systems to deal with the worst case scenario, but they asked what would happen if the school did experience a high number of positive test results? A: CP explained that the staff team had assessed the risks again and made every effort to tighten up working practices. She gave the example of office staff members KC and LB. Previously they were sharing the office at the front of the school and now they have been separated. After consultation regarding what would amount to a 'close contact' they agreed that the impact of both being required to self-isolate at home would be unmanageable for the school. - CP noted that staff team bubbles were taking lunch breaks separately. She asked governors to be aware that these actions were having an impact on morale within the school as staff were isolated from each other. - [DJ arrived at the end of this item]. 	
4	<p>Declaration of business or pecuniary interests and Related Party Transactions:</p> <ul style="list-style-type: none"> - No declarations were made at this meeting and no RPTs have been registered. 	
5	<p>Minutes of the Full Governing Body meeting held on 24th November 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 available opportunity. - There were no action points to consider. 	
6	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - The governing body did not raise any questions regarding the report. 	
7	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE summarised key points from the ODST Strategic Briefing. - JE asked governors to try and keep a record/notes of any meetings held with the school. This is to support any Ofsted enquiries. 	

	<ul style="list-style-type: none"> - JE informed governors that the points raised at the briefing were being capably handled by the school and he felt reassured by CP that they were dealing with all necessary systems and requirements. - JE asked CP to pass on the governors' well done and thanks to all of the school team. 	
8	<p>Items brought forward from committee meetings: <u>Curriculum, Community and Personnel Committee</u></p> <ul style="list-style-type: none"> - GW provided the governing body with a summary of the items considered by the committee at the beginning of January. She noted that the minutes of this meeting had been made available and were an in-depth record of the items discussed. - GW highlighted the data provided for the meeting and the range of questions asked and answered. This included conversations regarding COVID-19 impact on Catch-Up funding plans and the online learning provision from the school. - Q: Governors asked if the school intended to extend live lessons further? They acknowledge the difficulty finding the right balance for pupils. A: CP stated that the school had published the remote education provision to the school website as per government requirements. She explained that this will clarify what is recommended and what the school will deliver. She noted that government guidance acknowledged that live lessons were not the single priority for schools, and that the school's teachers were finding shorter live interactions with pupils more successful. - MJ summarised the virtual governor monitoring that he and GC had taken part in earlier that day. He explained that they had joined an online live lesson with RJ and the year 6 class, and reported on the excellent quality of the lesson. He explained the significant resources made available to pupils to support this lesson, including a lot of pre-prepared work such as video guides. - The governing body was reminded that this was a different format to the virtual session arranged previously for MJ and GC. - MJ commented that the virtual lesson did present a barrier for the teacher and pupils. He noted that the teacher is not able to fully comprehend a student's body language, and it's challenging to fully utilise a question and answer system within the lesson because the feedback is not the same as a lesson presented in person. - MJ suggested that this virtual visit was really valuable, but he was not sure it would be possible to arrange similar meetings for all governors across all year groups. - The governors discussed this further. They agreed that having governors attend a live lesson put pressure on teachers who were already dealing with a lot. They debated how governors could keep a connection with the school and pupils as the pandemic continues. - They discussed monitoring in general and noted that Ofsted inspections were not taking place currently. - In conclusion governors were asked to wait. They agreed that the preference would be to attend the school in person as the COVID-19 situation improved. JE suggested that he and CP would investigate the protocols regarding the sharing of recorded lessons with governors in order to facilitate keeping them informed about the provision. ACTION. - JE stated that it was a credit to the governing body that they wanted to be connected to the school. - GW recognised that it was important for the governors to hear the feedback from MJ/GC because it provided reassurance for everyone. 	JE/CP

	<p><u>Finance, Premises, Health & Safety Committee:</u></p> <ul style="list-style-type: none"> - This committee had not met. 	
9	<p>Governor Week:</p> <ul style="list-style-type: none"> - Governor monitoring was discussed within the previous item. 	
10	<p>Policies for review:</p> <ul style="list-style-type: none"> - CP reminded governors about the requirement for the Remote Learning Policy to include information regarding the online education provision and that this had been published to the school's website. - There were no other policies brought forward for review. 	
11	<p>Health & Safety and Safeguarding Updates:</p> <ul style="list-style-type: none"> - CP informed the governors that the COVID-19 Risk Assessment was updated regularly. - With reference to Safeguarding, CP stated that there had been an increase in MASH (multi-agency safeguarding hub) referrals. These situations were being handled well and she informed governors that CPOMS (child protection online management system) was incredibly helpful to keep track of situations. - The Smartlog status was reported at 93.7%. 	
12	<p>SIAMS update from committee:</p> <ul style="list-style-type: none"> - JE explained that this meeting had been postponed again and will take place after Easter. 	
13	<p>Scheme of Delegation – for approval:</p> <ul style="list-style-type: none"> - HR explained that it would be necessary to carry this item over. The revised template documents were not yet available from ODST. 	
14	<p>Governor visits, training and vacancies:</p> <ul style="list-style-type: none"> - KC reminded the governors that the ODST finance team had offered to provide some training. She asked governors to agree a date and time and provide a structure of questions for the meeting. - The governors agreed that this training was important in light of the challenging budget setting period ahead of them. They agreed to arrange the session for the week commencing 22nd February. - CP suggested that the training should focus on how to set a budget during the challenging financial circumstances faced by the school. Governors agreed with this and suggested that support to understand the emerging issues would be very welcome. - KC agreed to arrange a date and circulate this to governors. ACTION. - With reference to wider training HR agreed to send a reminder of the training highlights for the next couple of months via GovernorHub. ACTION. 	<p>KC</p> <p>HR</p>

15	Any other business: - No items.	
16	Date of next Full Governing Body Meeting Tuesday 23 rd March 2021 at 7pm.	
	The meeting finished at 8.10pm.	