



Learning together with Respect, Friendship and Perseverance

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

	Summary of Action Points:	Action:
	No actions recorded	

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) [arrived item 6] Wendy Copping (WC, staff governor) Julian Easterbrook (JE, 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) Gillian Waite (GW, foundation governor)</p> <p>Apologies: Penny Fowler (PFow, foundation governor)</p> <p>Also in attendance: Robyn Jones (RJ, assistant head teacher), Helen Roberts (HR, Clerk)</p> <p>The meeting was quorate.</p>	
3	Notification of any urgent business: None.	
4	<p>Declaration of business or pecuniary interests and Related Party Transactions: - No declarations were made at this meeting and no RPTs have been registered.</p>	

Signed Date

5	<p>Minutes of the Full Governing Body meeting held on 15th September 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. - The action points were considered in turn, all were completed with the exception of some outstanding quiz forms to be returned by governors. HR agreed to chase these up. 	
6	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - The governing body were pleased to note the success and impact of the newly acquired phonics package. CP agreed and noted that further assessments would take place next week and it would be good to uncover what impact can be seen in the data. CP gave credit to the staff for working hard on this provision and doing the training to support it. - Q: Governors asked how the new staff were settling in? A: CP reported that they were doing well despite the challenging circumstances related to the pandemic. She described the appointments as positive. - [GC joined the meeting during this item]. - Q: Governors asked for further information regarding the remote learning being provided and noted that some parents had raised a concern. A: CP explained that one teacher was shielding and therefore teaching the class remotely. She noted that the situation was being monitored closely and that the class was responding well and being thoroughly supported by an excellent teaching assistant. CP informed governors that the whole school team are being flexible and are always willing to make extra effort to support the pupils. - Governors commended the Odd Socks Day to support difference and praised the school for getting involved in this campaign. 	
7	<p>Chair's Report:</p> <ul style="list-style-type: none"> - This item was covered later in the meeting. 	
8	<p>Presentation of School Improvement Plan, pupil progress, pupil premium, review of data:</p> <ul style="list-style-type: none"> - CP noted that the School Improvement Plan had been RAG rated to demonstrate what progress the school had made. - CP stated that the school is starting to track the catch-up funding spending, she reminded governors that this will support the governing body when measuring the impact of this funding. 	
9	<p>Items brought forward from committee meetings:</p> <p><u>Curriculum, Community and Personnel Committee</u></p> <ul style="list-style-type: none"> - Data Update: GW provided the governing body with a brief summary of the data considered by the committee at the end of September. <p><u>Finance, Premises, Health & Safety Committee:</u></p> <ul style="list-style-type: none"> - SH drew the governing body's attention to a very positive letter received from Oxfordshire County Council (OCC) highlighting the hard work and achievements of KC (Kerry Collins, School Business Manager) and SP (Steve Pearce, Site Manager) in relation to the Health and Safety audit. 	

	- The governing body were delighted that they had been acknowledged.	
10	<p>Health & Safety and Safeguarding Updates [to include Annual Safeguarding Report sign off]:</p> <ul style="list-style-type: none"> - CP informed the governors that there were no updates to share. - For governors' information and for the record, CP stated that the Annual Safeguarding Report had been signed off and submitted to OCC. 	
11	<p>SIAMS update from committee:</p> <ul style="list-style-type: none"> - Committee members explained that their meeting had been delayed until January and that this seemed prudent during the current lockdown. - They reminded the governors that collective worship continued and that Reverend Janice Collier was continuing to support the school and work with the year groups individually. - CP summarised the current arrangement for collective worship. She explained that the new programme being utilised, as recommended by the SIAMS inspector, was being well received by the pupils and was much preferred by her rather than delivering collective worship remotely. 	
12	<p>Admissions Policy 2022-23 and Nursery Admissions Policy 2022-23:</p> <ul style="list-style-type: none"> - CP noted that these policies were standard ODST policies and the governors needed to ratify them. - The governing body approved these policies. - Q: Governors asked for clarification regarding the admission number for key stage two. Can this be higher than 30? A: CP explained that the published number was 30, she highlighted the complexities and associated rules, but agreed that the school would be able to go above this for in-year admissions if necessary because in KS2 the 30 rule does not apply. - Q: Governors asked if the County Council provided projections on numbers of pupils? A: CP confirmed that OCC keep track of birth rates. The governing body discussed this further, noting that previous projections had not necessarily reflected accurately on the number of pupils applying to the school for places. 	
13	<p>Policies for review: <u>Remote Learning Policy</u></p> <ul style="list-style-type: none"> - Q: With regard to what teachers are responsible for, governors asked about the statement “the teaching and learning of their own class and/or individuals who cannot attend school”. They noted that this was an open statement. A: CP reminded the governing body about the directives, as laid out by the government, for teaching and remote learning during the pandemic. She stated that this statement had to be open in order to satisfy the requirements. - Q: Governors asked for confirmation that the policy was clear about the provision being for pupils self-isolating? A: CP confirmed this was the case. She stated that if a pupil was unwell they would not be expected to participate. 	

	<ul style="list-style-type: none"> - Q: Governors asked for clarification that this policy would not be extended to other ailments, for example if a pupil was off school after an injury? - A: CP stated that the policy was specifically written to address COVID-19 procedures. 	
14	<p>Term Dates 2021-22:</p> <ul style="list-style-type: none"> - Governors acknowledged the term dates and supported the sensible and strategic placement of Inset days. 	
7	<p>Chair's Report: <u>Learnership Survey</u></p> <ul style="list-style-type: none"> - JE informed the governors that he had received the anonymised breakdown of governing board's responses to the Learnership survey. - JE shared his screen and gave a brief insight to the responses which he described as a very positive picture of the governing body. - JE reminded the governors that ODST will consider the responses and that this will influence the next steps to further support the governing body. - JE agreed to share the document on GovernorHub. <p><u>Governor Week</u></p> <ul style="list-style-type: none"> - JE commented that the planned governor week had been cancelled as a result of the second lockdown. - JE suggested that after consultation with CP they proposed the next assessment data drop was used as a starting point and meetings would be scheduled via Microsoft Teams with teachers and assigned governors. - MJ noted that he and GC had provisionally arranged to meet with RJ in December. He suggested that they would be able to share their feedback on the success of this meeting with JE to incorporate into a strategy for other governor meetings. CP agreed that she would be able to do the same after a conversation with RJ about what worked well. 	
15	<p>Governor visits, training and vacancies:</p> <ul style="list-style-type: none"> - JE drew the governors' attention to the DTS training programme that had been circulated on GovernorHub. He reminded governors that these courses were an excellent opportunity to recap or discover more about certain governance areas. - HR drew attention to several terms of office that would end in the next year. The governors concerned acknowledged this and were happy to continue. The governing body understood that the parent governor term of office would require all parents/carers to be informed and invited to stand for election. 	
16	<p>Any other business:</p> <ul style="list-style-type: none"> - No items for the minutes. 	
17	<p>Date of next Full Governing Body Meeting Tuesday 26th January 2021 at 7pm.</p>	
	<p>The meeting finished at 8.10pm.</p>	