



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 15th September 2020 7pm held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - <i>ADDENDUM HR to email GW and SH to confirm they are happy to continue as committee chairs</i> - Terms of Reference for each committee to be considered at first meeting, HR to add to agenda - JE to arrange allocation of classes to governors - HR to circulate meeting dates again - CP to circulate a list of teachers, their classes and their responsibilities - Each governor to submit by email a completed and signed KCSIE quiz - HR to file the above - GW, SH and GC to complete KCSIE quiz - HR to follow up the above - HR to investigate the status of the Excellence in Governance training package 	<p>HR HR JE HR CP Gov.Body HR GW,SH,GC HR HR</p>

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

Signed: Date: 1



2	<p>Election of Chair and Vice Chair:</p> <ul style="list-style-type: none"> - HR notified the governing body that she had received one email with a self-nomination for the role of Chair of the Governing Body from existing chair JE. - In order to maintain a secret vote, JE was asked to momentarily leave the meeting. - The remaining governors unanimously approved JE as chair of the governing body. JE returned to the meeting and was informed of his successful election. - FS agreed to stand for the vice chair position again. - In order to maintain a secret vote, FS was asked to momentarily leave the meeting. - The remaining governors unanimously approved FS as vice chair of the governing body. FS returned to the meeting and was informed of her successful election. 	
3	<p>Opening Prayer – an opening prayer was shared.</p>	
4	<p>Notification of any urgent business: None.</p>	
5	<p>(a) Declaration of business or pecuniary interests:</p> <ul style="list-style-type: none"> - HR asked governors to complete the form made available on GovernorHub. HR will ensure these documents are saved to GovernorHub and filed in the office. - No declarations were made at this meeting. <p>(b) Confirm any RPTs (Related Party Transactions):</p> <ul style="list-style-type: none"> - No RPTs were declared. 	
6	<p>DBS (Disclosure and Barring Service) checks in place:</p> <ul style="list-style-type: none"> - CP confirmed that all DBS checks for governors were in place. - CP confirmed that the Single Central Record (SCR) was up to date. 	
7	<p>(a) Review of committee arrangements [Terms of Reference, Membership, Appointment of Chairs]:</p> <ul style="list-style-type: none"> - JE proposed that the chairs of the committees and the members remained the same as the previous year. The governors agreed. - ACTION: <i>ADDENDUM in the absence of those chairs at the meeting HR will email both GW and SH to confirm they are happy to continue.</i> - The governing body agreed that the Terms of Reference for each committee will be considered in advance of the relevant meeting and then returned to the subsequent full governing body meeting for final ratification. ACTION: HR to add to agenda. <p>(b) Allocation of classes to governors:</p> <ul style="list-style-type: none"> - JE agreed to arrange this. He asked governors to make contact with him if they had a particular preference. ACTION. <p>(c) Mentors for new governors:</p> <ul style="list-style-type: none"> - Not required. <p>(d) Confirmation of meeting dates and parent evening dates:</p>	<p style="text-align: right;">HR</p> <p style="text-align: right;">HR</p> <p style="text-align: right;">JE</p>

	<ul style="list-style-type: none"> - HR agreed to circulate the meeting dates again. She noted that all of the meetings were entered on the GovernorHub calendar for reference. ACTION. - CP shared the dates of the parent evenings and reminded governors that these dates were earlier than normal in order to share with parents/carers early assessment results. - CP gave the governors an explanation of how the school intended to handle socially distanced meetings with parents/carers. She noted that any parents/carers that don't want to attend the school will be offered a suitable alternative. Governors acknowledged that their presence would not be required on this occasion. - The governing body discussed the typical annual questionnaire and the annual governors questionnaire. They agreed that some of the standard questions for the latter would not be appropriate at this early stage in the year. They considered Google Forms and CP reported good success with this method. - CP suggested the school could gather feedback from parents/carers in relation to the impact of COVID-19 and the return to school. She asked for governors' thoughts and they agreed this could be useful. <p>(e) Confirmation of link governors:</p> <ul style="list-style-type: none"> - Governors agreed to continue with their existing link roles: - Safeguarding – PFow - Health & Safety – DJ - SEN – AB and PF <ul style="list-style-type: none"> - Governors queried how the Headteacher appraisal would be handled and CP agreed to check with ODST. They agreed that a virtual meeting would be manageable. 	HR
8	<p>Minutes of the Full Governing Body meeting held on Tuesday 7th July 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 all completed. 	
9	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - The governing body congratulated CP on all of the school's hard work during a very challenging period. - Q: Governors asked if CP would provide a list of teachers, their classes and their responsibilities? A: CP agreed to circulate this document. ACTION. - Governors acknowledge the excellent pupil numbers and congratulated the school. - The governing body discussed the lack of data (due to school closure as a result of the pandemic) and agreed this led to a lighter than normal report. - Q: Governors asked for more information about the purchased curriculum package for RSE (Relationships and Sex Education) and PSHE (Personal, Social and Health Education) and whether this was considered as a result of the pandemic? A: CP explained that the school had taken up the scheme after an excellent offer was made available and that this was not exclusively as a result of the current worldwide situation. The scheme provides resources, teachers will be able to measure improvements and the school wants all pupils to be resilient learners. 	CP

	<ul style="list-style-type: none"> - Q: Governors asked what impact the Catch-Up funding would have on the school? A: CP stated that the funding had not been received yet. She explained how and when the school expected to receive the money and they predicted it would cover the cost of one teaching assistant for a year. - Governors discussed the limitations of this. - The governing body discussed the Nursery class numbers and Reception class numbers. They acknowledge the difficult decisions forthcoming regarding balancing the budget to support the large Reception class. - Q: Governors asked if the school was disappointed that two pupils had been unsuccessful in their applications for special schools? A: CP highlighted the lack of spaces and agreed that the school was frustrated. The governing body acknowledged that these pupils were in excellent hands at the school but agreed that this was a wider problem and there was a better school setting for these pupils. 	
10	<p>Chair's Report (from 2019-20):</p> <ul style="list-style-type: none"> - JE repeated the thanks to CP and the whole school team. - JE discussed with the governing body the Learnership survey/skills audit promoted by HR on behalf of ODST. - Governors discussed this further and agreed that the results would help shape training requirements and potentially support succession planning. 	
11	<p>(a) Agree School Improvement Plan:</p> <ul style="list-style-type: none"> - CP noted that this had been considered in the summer. <p>(b) Agree PPG (Pupil Premium Grant) Strategy and Sports Funding documents for 2020-21:</p> <ul style="list-style-type: none"> - WC and CP noted that further partnership meetings this week would give further information regarding a plan for PE. WC explained that virtual events could be a possibility. - CP suggested to the governing body that the plan could be adopted and then revisited in January when more information is available to the school. - With reference to the pupil premium funding CP noted that the strategy document was available and the school intends to dovetail this plan with the available catch up funding. - The governing body approved the plans. 	
12	<p>Agree dates for SIAMS (Statutory Inspection of Anglican and Methodist Schools) committee to meet:</p> <ul style="list-style-type: none"> - JE suggested that the SIAMs committee members discussed this after the close of the meeting. 	
13	<p>Policies for review:</p> <p><u>Safeguarding (updated August 2020):</u> The governing body acknowledged the update and unanimously approved the adoption of the policy.</p> <p><u>RE Policy</u></p> <ul style="list-style-type: none"> - This policy was unanimously approved by the governors. 	

14	<p>Health & Safety and Safeguarding updates, including KCSIE Quiz for 2020 and COVID reopening risk assessment:</p> <ul style="list-style-type: none"> - The governors completed the Keeping Children Safe in Education (KCSIE) quiz to reinforce the reading they had done. Each governor will submit by email a completed and signed quiz to be filed by HR. ACTION. - CP noted that the absent governors would also need to do this. HR to follow this up. ACTION. - With reference to the COVID Risk Assessment CP informed the governors about the ongoing revisions to the document. The governors were satisfied that the school continued to adjust procedures in line with guidance. 	<p>HR HR</p>
15	<p>Annual Business:</p> <ul style="list-style-type: none"> (a) Pecuniary Interests: Noted in item 5. (b) Skills Audit: Noted in item 10. (c) Code of Conduct: The governing body agreed the Code of Conduct for 2020 and JE will sign on governors' behalf. 	
16	<p>GDPR Annual Schools Record Review:</p> <ul style="list-style-type: none"> - CP gave a brief explanation about the actions required by the school with reference to this review. She reported that the checklist had been completed for this year and that it acts as a useful reminder for the school. - The governing body noted this completion and submission. 	
17	<p>Governor visits, governor vacancies, and governor training:</p> <ul style="list-style-type: none"> - Governors understood that there had been no visits and that there were no vacancies at present. - Training: HR agreed to follow up on the status of the Excellence in Governance training package. ACTION. - CP reminded governors about the available training resources focusing on behaviour management. 	<p>HR</p>
18	<p>Any other business:</p> <ul style="list-style-type: none"> - No items for the minutes. 	
	<p>Date of next Full Governing Body Meeting Tuesday 24th November 2020 at 7pm.</p>	
	<p>The meeting finished at 8.15pm.</p>	