



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 13th July 2021 7pm
held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	- No actions to carry forward	

Item	Meeting Minutes	Action:
1	Opening Prayer: An opening prayer was shared by JE.	
2	<p>Welcome, Members Present and Apologies: Alison Bardsley (AB, community governor) [joined during item 6] Gaynor Cooper (GC, community governor) Julian Easterbrook (JE, foundation governor and Chair) Penny Fowler (PFow, foundation governor) Justine Heaslip (JH, parent governor) Debbie Jacobs, (DJ, foundation governor) Michael Jones (MJ, community governor) Carol Phillips (CP, head teacher) Fiona Self (FS, parent governor and Vice Chair)</p> <p>Apologies: Wendy Copping (WC, staff governor) Stuart Homer, (SH, community governor) Robyn Jones (RJ, assistant head teacher) Gillian Waite (GW, community governor)</p> <p>Also in attendance: 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"> - CP informed the governing body about the need to approve the COVID-19 Outbreak Management Plan. The governing body agreed to consider this under item 12. 	
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 18th May 2021 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 at the next available opportunity. - All action points were considered complete. 	
6	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - CP raised a few items in the form of a verbal report to governors. The events had occurred in the last few days and therefore happened after the written report had been published on GovernorHub. - This verbal report included notice of two staff members on sick leave and how the school had managed to temporarily fill their positions. CP reassured the governors that satisfactory arrangements were in place until the end of term. - CP went on to inform governors about the impact of a positive COVID-19 case for a parent and the associated discussion with the Department for Education. She explained that the school had taken the decision to alter plans for the rest of term in light of the increasing outbreaks locally and to be as cautious as possible. - [AB joined the meeting at 7.11pm]. - CP reported a safeguarding incident and gave further details. The governors acknowledged that the school had followed this up correctly and noted the input of the Oxfordshire School Inclusion Team and Local Community Support Service. CP explained that the school's risk assessment will be updated to reflect the potential risk. - Q: Governors asked, with reference to the change in cleaning arrangements for the school, if everyone involved was happy? - A: CP reported that the school and staff members affected were all pleased with the new arrangement. 	
7	<p>Chair's Report:</p> <ul style="list-style-type: none"> - No report on this occasion. 	

8	<p>Update on progress against School Improvement Plan (SIP) actions:</p> <ul style="list-style-type: none"> - CP drew attention to the RAG (red amber green) rating applied to the School Improvement Plan document made available on GovernorHub. She reminded governors that the school had faced a disrupted year and therefore some items were incomplete. - CP was pleased to demonstrate how two key areas within curriculum development had been achieved. She stated that the Maths Mastery and Read Write Inc programmes had been fully imbedded and were clearly having a positive impact. - CP pointed out that subject leader reports were in progress, with several completed and available on GovernorHub. She acknowledged governors' requests to have these reports available for consideration during their visits and stated that the school hoped to finalise all reports to fulfil this request in the future. - CP clarified that the September meeting would be an opportunity to finalise the SIP incorporating the completed set of subject leader reports. - Q: Governors asked CP if she would like the governors to respond to staff that had provided subject leader reports? A: She confirmed this course of action would be welcome. - The governing body discussed the format of the reports. They agreed that the succinct one page was ideal and the basis to start a conversation between the subject lead and their link governor. - Governors thanked the school for the straightforward and open approach to the SIP and they acknowledged that this enabled them to see how well the various challenges faced by the school have been understood. - Governors took the opportunity to congratulate RJ on completing her leadership qualification. *Addendum: CP informed the governors after the close of the meeting that the formal completion date for the course was October 2021. 	
9	<p>Review of Data:</p> <ul style="list-style-type: none"> - Governors understood that the assessment data was normally scrutinised by the Curriculum, Community and Personnel Committee, however, the data had been gathered later than normal in the year and the committee had asked for this item to be added to the final FGB meeting agenda. - CP summarised the overall picture for the benefit of the governors. - CP demonstrated the challenges faced by the school and pupils. She asked governors to understand that the assessments this year had not been as rigorous as previous years. - CP explained that the school had chosen to go back to assessment grids, she pointed out that this offered the school the opportunity to make comparisons, for example a pupil in Key Stage 2 will be considered against their results for Key Stage 1 SATS (statutory tests). This will provide an opportunity for the school to drill down further into the data and offer a clear plan in the autumn for how many steps progress each pupil will need to make. 	

	<ul style="list-style-type: none"> - Q: Governors asked if the school would have the opportunity to look at data results from other schools for comparison? A: CP reminded the governors that ODST had asked schools within the Trust to carry out the statutory assessment tests for years 2 and 6. She stated that the pupils had performed well in these tests despite the challenging year. She agreed that it would be of benefit to use these results to benchmark against other schools within the Trust. - Q: Governors asked if the year 6 pupils taking the SATS in 2021-22 academic year would be given a revised test because they had experienced such a disrupted year this year? A: CP explained that she did not know yet what the testing would be like. She stated that the school intended to carry out a mock SATS test in the autumn for these pupils because it was a good analysis tool. - Q: Governors asked if the school was confident that the current year 6 pupils were well prepared for the secondary school transition? A: CP was pleased to report that some pupils had done very well in the SATS. She noted, however, that these pupils had missed out on opportunities to visit the secondary school because of the pandemic, and that this was unfortunate. She reassured governors that the pupils had been able to attend a short transition visit recently, and she confirmed that SEN pupils were being very well supported by external services and the secondary school. - Q: Governors identified, within the data report, that the differentiation between pupil premium children/disadvantaged children and their peers was more profound this year. They asked if the school thought this was the impact of lockdown? A: CP reminded governors that many of the school's vulnerable pupils would have been able to attend the school throughout lockdown. She highlighted the difficulty when looking at small percentages, defined by group, when considering the data. She said it was hard to make a sweeping statement when there were many factors involved. - Q: With reference to the above, governors asked if that statement therefore fitted in with diminishing differences? A: CP explained what each pupil was 'worth' in terms of a percentage. She suggested therefore that some better percentages as displayed by the data were examples of pockets of individual success. 	
10	<p>Items brought forward from committee meetings: <u>Curriculum, Community and Personnel Committee:</u> - N/A this committee had not met since the previous FGB meeting.</p> <p><u>Finance, Premises, Health & Safety Committee [from 29/06/2021]:</u> - The minutes from the committee meeting held on 29th June had been made available in advance of this FGB meeting. - In SH's absence HR informed the governing body about three items brought forward. 1) A confidential item to be minuted separately (as noted on the circulated agenda). 2) Staffing Update: CP gave the governors the latest staffing update.</p>	

	<p>3) Vote on purchase of NGA training package:</p> <ul style="list-style-type: none"> • HR outlined the proposal and cost. • HR highlighted the other training options (and costs) available to the governors. • JE reminded governors about the Learnership Survey undertaken by the governing body, and governors acknowledged the skills gaps identified. • The governing body voted and were in favour of taking up the NGA subscription to start in September 2021. 	
11	<p>Health & Safety and Safeguarding Updates:</p> <ul style="list-style-type: none"> - CP reminded the governors that they had received a safeguarding update during item 6. - CP provided a brief COVID-19 update. 	
12	<p>Policies for review: <u>The following policies were brought forward for approval:</u></p> <ul style="list-style-type: none"> - Level 2 Child Protection and Safeguarding Policy - Education of Children Out of Year Group Policy - PHSE Policy - RSE Policy - School Uniform Policy - Separated Parents Policy - COVID-19 Outbreak Management Plan (as noted in urgent business, item 3) - The policies were all unanimously approved. 	
13	<p>Governor visits, training, and vacancies:</p> <ul style="list-style-type: none"> - The governors discussed the latest guidance regarding visits to the school. They agreed that if national restrictions were lifted in September, they would resume governor visits. - Governors agreed that training had been covered in item 10. - JE notified the governors that AB had made the decision to step down from her role as community governor at the end of her term of office in August. The governors thanked AB for her outstanding effort and commitment over the years. - JE explained that the vacancy will be considered in the new academic year. 	
14	<p>Any other business:</p> <ul style="list-style-type: none"> - CP took the opportunity to notify the governors about an admissions appeal taking place at the end of the week. CP explained that she would represent the school. - Thanks were offered to the whole staff team from the governors. 	
15	<p>Date of next Full Governing Body Meeting Tuesday 14th September 2021 at 7pm.</p>	
	<p>The meeting finished at 8.15pm.</p>	