



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 18th May 2021 7pm
held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - CP to add FS re-election to school newsletter - CP to ask SIA about governor visits and the potential for a face-to-face final FGB meeting 	<p>CP CP</p>

Item	Meeting Minutes	Action:
1	Opening Prayer: An opening prayer was shared by FS.	
2	<p>Welcome, Members Present and Apologies: Alison Bardsley (AB, community governor) Gaynor Cooper (GC, community governor) Penny Fowler (PFow, foundation governor) Stuart Homer, (SH, community governor) Debbie Jacobs, (DJ, foundation governor) Michael Jones (MJ, community governor) Carol Phillips (CP, head teacher) Fiona Self (FS, parent governor) vice chair of the governing body and Chair for this meeting Gillian Waite (GW, community governor)</p> <p>Apologies: Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor and Chair) Justine Heaslip (JH, parent 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.....



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"> - HR was pleased to inform the governing body that FS had been successfully re-elected in the recent parent governor election. - HR asked CP to announce this in the next school newsletter. ACTION. - The governors congratulated FS. 	CP
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 23rd March 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. - The action point regarding Safeguarding training was discussed further. CP and HR agreed to check the dates for renewal of this training for governors. - Governors discussed the Scheme of Delegation action point. They identified the availability of this document and agreed the importance of being familiar with its contents. 	
6	<p>Chair's Report:</p> <ul style="list-style-type: none"> - FS explained to the governors that she did not have a report to share on this occasion. 	
7	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - Q: Governors identified the phonics data within the report. They asked if the school was concerned about the 50% pass rate? A: CP explained that the school had carried out a mock phonics screening test for the year 1 pupils, therefore this was not a formal or final percentage pass rate and the real test would take place in July 2021. - Q: Governors asked if 70% was the expected pass rate? A: CP explained that the pass rate is 32 out of 40. She stated that the national pass rate is often higher than 70%, however, she asked the governing board to consider that this might be different this year because of the pandemic and associated school closures. - Q: Governors asked if the school was concerned about the results? A: CP demonstrated the school's support in place for pupils, including booster sessions to make up for losses sustained during home learning. CP reassured governors that many of the pupils had achieved a high mark in the screening test, but she agreed that it had helped the school to focus on those that needed extra help. - Governors observed the promising picture as the school had not reported any positive COVID-19 cases. They commended the school on the measures in place. 	

Signed:Date:

	<ul style="list-style-type: none"> - Governors commented on the progress being made, given the challenging circumstances, with reference to the maths curriculum, and staff CPD (continuing professional development). They also noted that although the SIAMS (Statutory Inspection of Anglican and Methodist Schools) committee had been unable to meet, the restart of Reverend Collier’s visits to the school was a positive move. They passed on their thanks to the whole school. - CP provided the governors with a recruitment update. She was pleased to inform them that two new appointments had been made. She highlighted the recruitment process. - Q: Governors asked about the year groups they would teach? A: CP explained that this was yet to be decided. She reminded governors that existing teachers had until 31st May to tender resignations. - Q: With reference to the new appointments, governors asked if the school would need to recruit Teaching Assistants? A: CP explained the current TA scenario and agreed that recruitment would be necessary. - Q: With reference to the catch-up programme detailed in the headteacher’s report, Governors asked how the school was running the booster sessions? A: CP illustrated how the sessions are being provided to the different year groups. She explained the school’s use of the national tutoring programme and the addition of a teaching assistant employed to provide afternoon sessions. 	
8	<p>Update on progress against School Improvement Plan (SIP) actions, pupil premium update:</p> <ul style="list-style-type: none"> - CP explained that the School Improvement Plan document had been made available via GovernorHub in advance of the meeting. She noted that the plan had been RAG (red amber green) rated as a reflection of where the school was currently within the plan. - CP acknowledged how governors had identified (in item 7) that despite the challenging year a lot of actions had been worked upon. She gave the examples of maths and the Read Write Inc package. She credited the school staff for pursuing these areas of focus from the plan and taking part in the training and support via virtual means. - Q: Governors stated that they understood there would be red areas given the circumstances. They asked, as the school approaches the end of the academic year, how those areas are documented regarding what needs to be done and the reasoning for those areas still being red? A: CP pointed out that some of the success criteria within the SIP is no longer valid, for example there will be no statutory testing, and she clarified that the SEF (self-evaluation form) will highlight what the school was unable to do. CP emphasised how the SEF will then be used in the priorities for a revised SIP. - Q: Governors asked for an update regarding the Pupil Premium funding. 	

	A: CP explained her intention to provide an end of year impact report to governors.	
9	<p>Items brought forward from committee meetings:</p> <p><u>Curriculum, Community and Personnel Committee [from 27/04/2021]:</u></p> <ul style="list-style-type: none"> - GW provided the governing body with an update from the recent meeting. The minutes of that committee meeting had been made available in advance of this FGB meeting. - This included a summary of the COVID-19 update, the extra-curricular activities starting, a term 4 data summary, and a staffing update – the governing body acknowledge that the latest staffing news had been covered in item 7. - GW asked CP to expand on the extra-curricular activities and CP was pleased to inform the governors about several sessions that had started and would be starting for pupils. <p><u>Finance, Premises, Health & Safety Committee [from 11/05/2021]:</u></p> <ul style="list-style-type: none"> - The minutes from the committee meeting held on 11th May had been made available in advance of this FGB meeting. - SH brought forward one item forward at the request of HR, Budget 2021-22 ratification. - The governing body acknowledged that this had been covered at the previous meeting. - HR explained that her notes and the subsequent minutes had not provided clear and concise clarification that the governing board approved the budget. They briefly discussed the proposal and the FPHS Committee’s recommendation. - CP reminded governors that the new staffing appointments will influence the budget. - The governors unanimously approved the Budget 2021-22. 	
10	<p>Policies for review:</p> <p><u>The following policies were brought forward for approval:</u></p> <ul style="list-style-type: none"> - Code of Conduct for Parents and Carers policy - Equality and Diversity Procedure - LGPS (Local Government Pension Scheme) Data Retention policy - Disciplinary Procedure - Safer Recruitment policy - Shared Parental Leave policy - Whistle Blowing policy - Whole School Food policy <p>- Subject to two minor typographical errors being corrected the policies were all unanimously approved.</p> <p>- Q: With reference to the Code of Conduct, governors asked if the school keeps a record of parents/carers’ acceptance of this?</p> <p>A: CP confirmed that the school office keeps a list of those parents/carers that have signed and returned the form. She stated that</p>	

	parents/carers are encouraged to sign this document, and that the office will chase outstanding forms.	
11	<p>Health & Safety and Safeguarding Updates:</p> <ul style="list-style-type: none"> - CP explained the inclusion of a report from the Turn It On IT technician regarding the threat of ransomware and what software the school will need to purchase to protect themselves. - Q: Governors asked if the school would have to pay for this equipment or if there was an option for ODST to bulk buy for all their academies? A: CP explained that each school's system was different and therefore had different requirements. She confirmed that the school would be required to pay for the software. She acknowledged that it was an expense that had not been budgeted for. - Q: Governors asked if this item needed to be considered and approved by the FPHS committee? A: CP explained that because the cost was under £1k it did not need committee approval. - CP summarised the Project 10 information that had been provided on GovernorHub in advance of the meeting. She explained that this would be offered in addition to the PHSE programme and would be delivered by Thames Valley Police. She noted the great support being provided by the new Police Community Support Officer. 	
12	<p>Governor visits, training and vacancies:</p> <ul style="list-style-type: none"> - The governors discussed the latest guidance regarding visits. CP stated that this guidance did not recommend governor visits to school yet. All present agreed this should be reviewed regularly. - CP agreed to ask the School Improvement Advisor for their thoughts about governor visits and the potential to hold the final FGB meeting of the year in person. ACTION. - PF and GC confirmed they had attended online Safeguarding training provided by Better Governor. 	CP
13	<p>Any other business:</p> <ul style="list-style-type: none"> - No items. 	
14	Date of next Full Governing Body Meeting Tuesday 13 th July 2021 at 7pm.	
	The meeting finished at 8.00pm.	