



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 14th September 2021 7pm at school**

	Summary of Action Points:	Action:
	<ul style="list-style-type: none"> - JE to organise DBS check with KC (school office) - DJ/PF to arrange link governor visits to school - All governors to fill in and confirm declarations section within GovernorHub - FS to feedback to HR on governor section of school website 	<p>JE DJ/PF ALL FS/HR</p>

Item	Meeting Minutes	Action:
	CP suggested that the Keeping Children Safe in Education update was presented to governors at the end of the meeting. This was accepted by all present.	
1	<p>Welcome, Members Present and Apologies: Gaynor Cooper (GC, community governor) Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor and Chair) Penny Fowler (PF, 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 and Vice Chair) Gillian Waite (GW, community governor) Absent: 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

2	<p>Election of Chair and Vice Chair:</p> <ul style="list-style-type: none"> - HR reminded the governors about one self-nomination received in advance of the meeting for the role of Chair of the Governing Body from existing chair JE. - To maintain a secret vote, JE was asked to briefly leave the room. - The remaining governors unanimously voted in favour. JE returned to the meeting and was informed of the outcome of the vote. - Governors took the opportunity to discuss terms of office and agreed it was important to consider succession planning at a future date. - HR moved on to the election for Vice Chair. She reminded the governors about one self-nomination received in advance of the meeting for the role of Vice Chair of the Governing Body from FS. - To maintain a secret vote, FS was asked to briefly leave the room. - The remaining governors unanimously voted in favour. FS returned to the meeting and was informed of the outcome of the vote. - Both candidates were congratulated and thanked. 	
3	<p>Opening Prayer: JE read a prayer to start the meeting.</p>	
4	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - No items brought forward. 	
5	<p>Declaration of business or pecuniary interests and Related Party Transactions: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - HR clarified that this was a request for declarations with a specific link to items on the meeting agenda. - No declarations were made. 	
6	<p>DBS (Disclosure and Barring Service) Checks in place and SCR (Single Central Record) up to date:</p> <ul style="list-style-type: none"> - JE noted a request for him to repeat the application for a DBS. - Governors discussed this request and asked if all DBS certificates needed to be renewed after a certain period of time. HR agreed with the request made earlier in the year for JE to repeat the application process and explained that because there had been a gap in service for JE (between submission of the nomination form at the end of term of office, and the approval of the nomination by the ODST team) the guidance from ODST meant that a new DBS check was required. <p>ACTION.</p> <ul style="list-style-type: none"> - HR stated that all other DBS checks were in place. - CP confirmed the SCR (single central record) was up to date. 	JE
7	<p>a) Review of committee arrangements (Terms of Reference, Membership, Appointment of Chairs:</p> <ul style="list-style-type: none"> - The governing body agreed that the Terms of Reference would be considered the first committee meetings. 	

	<ul style="list-style-type: none"> - JE asked if the governors were satisfied to continue with the committee membership as it had been in the previous year, all governors present agreed. - JE asked SH if he would continue as Finance, Premises, Health & Safety committee Chair, SH agreed. - JE asked GW if she would continue as Curriculum, Community & Personnel committee Chair, GW agreed. <p>b) Allocation of classes to governors (for governor weeks):</p> <ul style="list-style-type: none"> - The following allocation was agreed: <p>Nursery/Reception = SH Year 1 = JH Year 2 = FS Year 3 = PF Year 4 = JE Year 5 = DJ and GW Year 6 = MJ and GC</p> <p>c) Confirmation of meeting and parents evening dates:</p> <ul style="list-style-type: none"> - Governors agreed with the meeting dates that had been circulated at the end of the previous academic year. HR confirmed these dates had all been entered onto GovernorHub. - Governors discussed virtual meetings and timings of the committee meetings. They agreed to meeting virtually for the first one and then review. HR confirmed start times as 4.30pm for CCP and 5.30pm for FPHS. - CP informed the governors that parents evening had been scheduled for Monday 15th November and Wednesday 17th November to coincide with governor week. <p>d) Confirmation of link governors:</p> <ul style="list-style-type: none"> - Governors noted that a governor that had recently resigned at the end of their term of office was still mentioned on the School Improvement Plan as a link governor. CP agreed to amend this and reflect the new class allocations as listed above. - The governing body were satisfied with the allocation of link governors. - Governors briefly discussed the Community Governor vacancy. They agreed that this was something for everyone to consider and be aware of and identify potential recruits. They considered various options for advertising the role. 	
8	<p>Minutes of the Full Governing Body Meeting (including Confidential Minutes held on 13th July 2021 and matters arising from these minutes: (see attached paper)</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and signed by JE. - There were no matters arising/actions to be dealt with. 	

9	<p>Head Teacher's Report [to include COVID-19 Risk Assessment]: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - CP drew governors' attention to the format change for the report. She noted that after conversations with ODST and HR this format change was important because the papers associated with FGB meetings became public record alongside the minutes of meetings. She highlighted how important it was to therefore maintain confidentiality and that in the future any such items would be minuted in that way. - Q: Governors thanked CP for her report and asked for a summary and update on the teachers and their roles. A: CP gave the governors a run-down of teachers and their responsibilities. - Q: Governors asked CP if she would agree that the staff numbers were healthy? A: CP confirmed this was the case, she noted that the school had more Teaching Assistants (TAs) and reminded governors that they were optimistic about receiving additional funding for those members of staff. 	
10	<p>Chair's Report from 2020-21:</p> <ul style="list-style-type: none"> - JE stated that he did not have a report to share. 	
11	<p>a) Agree School Improvement Plan (SIP): <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - CP pointed out that she expected to increase the detail within the SIP including new action plans to address key issues. She noted that any gaps identified using the tracking data will also be addressed. - Q: Governors noted the statement 'at least 82% of children will....' used frequently in the plan and asked how the school had arrived at that percentage? A: CP explained that figure was reached by national expectations or the school's previous assessments. - Q: Governors asked if this percentage was aspirational? A: CP commented that it was in line with the school's expectations and national expectations. - Q: Governors asked if the school improvement advisor would attend the target setting meeting? A: CP explained that the school had a new advisor and there had not been any pre-meetings to gauge their response, therefore she was not sure what they would say about the targets proposed. - Q: Governors asked, with reference to the new teachers, if there were opportunities to assign them subject leader roles? A: CP was pleased to say that there was this opportunity and gave further details. - Q: Governors asked about Ofsted inspections and current cycle. A: CP reminded the governing body that they had been inspected in 2017. She explained a normal cycle as five years. - The governing body discussed the challenges of the pandemic and the associated impact on the inspection schedule. 	

	<ul style="list-style-type: none"> - Q: Governors asked about the numbers attending nursery and the other provider nearby. A: CP confirmed the numbers. The governors acknowledged the increase. CP pointed out that the other provider offered places for all ages and for the whole day. - The governing body discussed the school's nursery provision further and acknowledge the staffing and cost implications for whole day provision. b) Agree PPG (Pupil Premium Grant) strategy and receive review of previous year: - CP pointed out that a recent government announcement regarding a catch-up premium means that the document will be revised when more information is received. - CP explained to governors that during a recent meeting with FoBS (Friends of Bampton School) she had asked them to make school trips, visits and enrichment a focus for funding. She asked governors to consider that these activities can be costly for families and the school wanted to make these opportunities available for everyone. - The governing body approved the PPG strategy. c) Self-Evaluation Summary 2020-21: - Governors commented on the positive internal tracking data. d) SEN Report: - Q: With reference to the report to governors they asked for clarification about the term universal offer strategies. A: WC and CP explained this further and commented that the universal offer is the baseline provision for all pupils, which then leads to a tiered approach to offer further support. - The governors acknowledged the Report to Governors and the SEND Information Report. 	
12	<p>Agree SIAMS committee and dates:</p> <ul style="list-style-type: none"> - The committee members were confirmed and agreed as JE, GW, PF, DJ, and CP. - The governors agreed to set the first date after the conclusion of this meeting. 	
13	<p>Health & Safety and Safeguarding Updates: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - DJ was named and confirmed as Health & Safety governor. - PF was named and confirmed as Safeguarding governor. - Both agreed to arrange visits to school. ACTION. 	DJ/PF
14	<p>Policies for review: <i>(see attached paper)</i></p> <p><u>The following policies were brought forward for approval:</u></p> <ul style="list-style-type: none"> - Behaviour Policy - EYFS Policy - Child Protection and Safeguarding Policy (revised Sep 2021) - Early Career Teacher (ECT) Induction Policy - The policies were all unanimously approved. 	

	<p>- Q: Governors drew attention to the excellent content within the Behaviour Policy. They asked if this was being promoted within school?</p> <p>A: CP and WC highlighted how the school had incorporated this policy within 'meet the teacher' sessions, on the school website and during assemblies. CP noted that there was a link to a teacher's video on restorative practice on the website.</p>	
15	<p>Governor Annual Business [to include Pecuniary Interest forms, Skills Audit, Code of Conduct] and visits, training, and vacancies: (see attached paper)</p> <ul style="list-style-type: none"> - HR took the opportunity to show governors how to use GovernorHub to confirm their pecuniary interests, accept the Code of Conduct and (once the training had been delivered) confirm that they had read Keeping Children Safe in Education 2021. ACTION for all. - JE asked if HR had a skills audit for the governing body to complete. They discussed the Learnership survey completed the previous year and agreed to pursue training that supported the data from that. - HR highlighted the training available on 7th October that would support governors use of the e-learning package that the school had signed up to. 	ALL
16	<p>GDPR Annual Schools Record Review: (see attached paper)</p> <ul style="list-style-type: none"> - CP drew attention to the document shared on GovernorHub. - The governing body were satisfied with the content and details. 	
17	<p>Term Dates 2022-23:</p> <ul style="list-style-type: none"> - The governors were happy with the proposed dates as put forward by CP. 	
18	<p>Any other business:</p> <ul style="list-style-type: none"> - HR asked if a governor would volunteer to have a look at the school website governor section. She noted that it might benefit from being refreshed. FS volunteered. ACTION. 	FS/HR
19	<p>Date of next Full Governing Body Meeting Tuesday 23rd November 2021 at 7pm, to be held at the school.</p>	
	<p>The meeting finished at 8.20pm.</p>	
	<p>Keeping Children Safe in Education 2021 – Training for Governors:</p> <ul style="list-style-type: none"> - After the meeting ended, RJ and WC left. The remaining governing body members were shown a presentation of slides to support the Keeping Children Safe in Education 2021 update. 	
	<p>Attached papers:</p> <ul style="list-style-type: none"> - 2021-22 Declarations of Interest Template for LGB Members - CONFIDENTIAL Minutes from FGB July 2021 - Mins FGB July 2021 - Bampton CE Primary School Site Risk September 2021 - Headteachers report to governors Sept 2021 	

Signed:Date:

	<ul style="list-style-type: none"> - Bampton PP Strategy statement 2021-22 - BPS SIP 2021-22 - SELF EVALUATION SUMMARY 20-21 - SEN Information Report Sept 2021 - SEND Report to Governors July 2021 - Audit Response Bampton CE Primary - Behaviour Policy July 2021 - EYFS Policy 2021 - Mark up SEPTEMBER 2021 revised CP & S Policy - ODST Early Career Teacher (ECT) Induction policySept 2021 - SEPTEMBER 2021 revised CP & S Policy - ODST training and support for Local Governing Bodies – Autumn 2021 - <u>Keeping children safe in education 2021</u> 	
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