



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 17th May 2022 7pm
held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	- *CP to work on a different format headteacher report and present a draft for the summer term	CP
	- *HR to add to July FGB agenda – ‘discuss and suggest three key strategic development points’	HR
	- CP to prepare a briefing document to support the governor monitoring visits	CP
	- HR to share details re Induction Training (refresher opportunity)	HR
	- HR to prepare 2022-23 meeting dates and present at July 2022 meeting	HR

Item	Meeting Minutes	Action:
1	Opening Prayer: An opening prayer was shared by JE.	
2	<p>Welcome, Members Present and Apologies: Julian Easterbrook (JE, foundation governor and Chair) Penny Fowler (PF, foundation governor) Justine Heaslip (JH, parent 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) [arrived item 9, 7.28pm]</p> <p>Apologies: Gaynor Cooper (GC, community governor) Wendy Copping (WC, staff 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"> - No items. 	
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 22nd March 2022 and matters arising from these minutes: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and will be signed at the next available opportunity. - Two actions are for consideration at the July 2022 FGB and will be carried over. - The action regarding Governor Week was proposed for further discussion during item 9. 	
6	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE reported his intention to attend the ODST briefing later in the week. - JE reminded governors about the Learnership survey circulated to the board. He asked any governors still to complete the survey to be aware of the approaching closing date 27th May. He explained how the survey results would help target training for the governing board. 	
7	<p>Head Teacher's Report: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - A written report had been made available on GovernorHub in advance of the meeting and governors were invited to ask questions. - Q: Governors noted the fixed term suspension reported in the attendance figures. They acknowledged a discussion from the previous meeting regarding exclusions. They asked if the number of exclusions was in line with other schools? A: CP suggested that the school's figures were lower than the county average for exclusions. She reassured governors that this consequence was treated as a last resort and explained how measures like exclusion can prompt involvement from other professionals to provide support. - Q: Governors identified the comprehensive teacher training mentioned in the report. They asked for more information. A: CP commented that continuing professional development (CPD) was something that the school did very well. - Q: Governors took the opportunity to praise the school regarding the supportive procedures in place for pupils during the recent SATS (statutory assessment tests). They asked for the school's thoughts and thanked all the staff members for their contribution. A: CP summarised the activities. She noted that most pupils had coped very well but the school had seen how the impact of COVID-19 and enforced school absence/changes to provision had impacted year 	

	<p>2 pupils who had never sat an assessment paper in similar conditions. CP explained how the school had reassured pupils.</p> <ul style="list-style-type: none"> - The governors discussed SATS and considered the impact for two consecutive sets of year 6 pupils that did not sit these assessments during the pandemic. 	
8	<p>Update on progress against School Improvement Plan (SIP) actions, pupil premium update: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - CP had provided an updated document for governors in advance of the meeting. - CP took the opportunity to draw attention to the development of the Information Technology (IT) curriculum. She explained how a curriculum package has added elements to the provision that can be used and mapped into the IT curriculum. 	
9	<p>Items brought forward from committee meetings:</p> <p><u>Finance, Premises, Health & Safety Committee:</u></p> <ul style="list-style-type: none"> - SH provided a summary of the key points discussed at the recent meeting 10/05/2022. - SH was pleased to report a positive budget position for the school. - SH noted that the FPHS committee had approved the Budget 2022-23 as discussed at the meeting, and this decision was brought forward for ratification. - The FGB members ratified the Budget 2022-23 as proposed by the committee. <p><u>Curriculum, Community and Personnel Committee:</u></p> <ul style="list-style-type: none"> - In GW's absence, MJ provided a summary of the meeting held 26/04/2022. - CP gave more information regarding the proposal for governor week as discussed during the CCP committee meeting. This proposal had been shared to all governors via GovernorHub. - The governors discussed this in detail. They asked CP to write a short briefing document to support the governor monitoring visits to ensure a consistent approach. CP agreed. ACTION. - The governors understood that the focus of each meeting will be different depending on who their teacher is and what the teacher's subject leadership role is. - [GW arrived during this item, 7.28pm]. - CP recommended that governor week took place from Monday 13th June 2022. 	CP
10	<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"> - Data Protection Policy - Staff Code of Conduct <p>The two policies were unanimously approved.</p>	
11	<p>Health & Safety and Safeguarding updates:</p> <ul style="list-style-type: none"> - CP stated there were no updates. 	

Signed:Date:

12	<p>Governor visits, training, and vacancies:</p> <ul style="list-style-type: none"> - Governors were satisfied that visits had been covered in item 9. - The governing body discussed the training available. - HR was pleased to report that MJ's term of office had been renewed. The governing body discussed induction training and agreed that a refresher for governors in post for more than one term would be recommended. HR to send information about the next induction opportunity. ACTION. 	HR
13	<p>Any other business: <i>(see attached paper</i></p> <ul style="list-style-type: none"> - Governors discussed a sum of money held by the church on behalf of the school. Governors recalled a conversation from 2019 and discussed this further. DJ agreed to follow this up. - The governing body discussed the very positive post-COVID opportunities for pupils, including the recent theatre trip. - The governing body considered the format of the next FGB meeting. They agreed that the meeting would be held in person at the school, with the option to join via virtual means being fully supported if preferred. - CP informed the governors that the Term Dates 2023-24 had been added to the meeting papers on GovernorHub for their reference. She stated the dates were in line with other local schools. - HR agreed to bring draft meeting dates for 2022-23 to the next meeting. ACTION. 	HR
14	<p>Date of next Full Governing Body Meeting: Tuesday 12th July 2022 at 7pm.</p>	
	<p>The meeting finished at 7.50pm.</p>	
	<p>Attached papers:</p> <ul style="list-style-type: none"> - Agenda Item 05 - Mins FGB March 2022 - Agenda Item 07 – Headteachers report to governors May 2022 - Agenda Item 08 – BPS SIP 2021-22 reviewed May 22 - Agenda Item 10 – 220222 ODST Data Protection Policy May 2022 - Agenda Item 10 – Staff Code of Conduct May 2022 - Agenda Item 13 – school-calendar 2023 2024 Portrait 	