



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 23rd November 2021 7pm
held virtually using Microsoft Teams**

Summary of Action Points:		Action:
-	JE to provide info for KC to carry out DBS check	JE/KC HR GovBody GC/SH
-	HR to assign one NGA learning link module per governor for completion before January 2022 FGB meeting	
-	GC and SH to liaise re school website audit	

Item	Meeting Minutes	Action:
1	Opening Prayer: An opening prayer was shared by JE.	
2	<p>Welcome, Members Present and Apologies: Gaynor Cooper (GC, community governor) Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor and Chair) 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) Gillian Waite (GW, community governor)</p> <p>Apologies: Stuart Homer, (SH, community governor) Penny Fowler (PFow, foundation governor)</p> <p>Also in attendance: Kerry Collins (KC, school business manager) 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 brought forward. 	
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 14th September 2021 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. - JE noted that he had not yet managed to liaise with KC regarding his DBS check. This action will be carried over. - All other action points were considered complete, and the following updates were provided: <ul style="list-style-type: none"> • DJ confirmed that she had completed a Health and Safety link governor visit to the school (and had also spent time with her link assigned class/teacher). • FS summarised her review of the governor page on the school's website. She offered some feedback, suggestions, and highlighted what extra information would be useful to promote the school's development and future recognition during inspection. • HR asked the governing body if they supported the proposal to make some changes and the costs associated with this work. <p>The governing body agreed with the proposal.</p>	JE
6	<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. - Governors thanked CP for the report and did not have immediate questions. - CP raised a few items in the form of a verbal report to governors. - During this verbal report CP provided a summary of the performance management outcomes for teachers and teaching assistants. - The governors acknowledged the pay awards and understood the process that the school had followed. - [KC joined the meeting at 7.15pm]. - CP provided a COVID-19 update. She explained the impact of staff and pupil absence and highlighted the challenges being faced by the school. - Q: With reference to the catch-up swimming sessions being offered by the school, governors asked for further detail. - A: CP explained that some year 6 pupils had narrowly missed out on the required standard and those pupils had been offered some extra 	

	<p>sessions to help them reach the target. She noted that not all families had taken up this offer.</p>	
7	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE reported that he and vice chair FS had met with CP. - JE explained the various hub meetings offered by ODST to support governing body chairs and noted that he would try to get involved with these where possible. - JE highlighted the comprehensive and frequent training opportunities being offered to governors and acknowledged that people might find this information overwhelming. He reminded governors that training courses of interest would be circulated by HR on GovernorHub and more information about training would follow later in the meeting. 	
8	<p>Update on progress against School Improvement Plan (SIP) actions:</p> <ul style="list-style-type: none"> - CP asked governors to be aware that the big review of the SIP will happen in December, because at this point in the year the school will have new progress and attainment data which will enable them to look back at the action plans put in place. - CP gave an example of the external advisor supporting the school's reading leader. The subject leader will have a further session with their mentor to look at this area specifically in relation to the school improvement plan actions. - CP confirmed that the SIP would be fully updated for the January FGB meeting. 	
9	<p>Review and agree the school's vision, ethos, and values; identify where those are linked to the ODST vision, ethos, and values: (see attached paper)</p> <ul style="list-style-type: none"> - JE reminded the governors of the school's vision statement. - The governing body discussed the statement and agreed that it reflected where the school was now. They discussed the importance of governors making sure the school is working along to that vision and holding the school to account. - The governing body considered the importance of a strategic vision for the school. They discussed pupil numbers, school facilities and support for the local community. - Q: Governors asked if they were confident the vision statement was still reflective of the ODST and SIAMS areas that needed to be a focus? A: Governors agreed that this vision statement was initially written with a SIAMS inspection in mind. They agreed that it supported the SIAMS framework and was worthy of further discussion at the next SIAMS committee meeting. They discussed involving RJ and Reverend Collier in this meeting. 	
10	<p>Items brought forward from committee meetings: <u>Curriculum, Community and Personnel Committee:</u></p> <ul style="list-style-type: none"> - This committee had met on 09/11/2021 and the minutes had been circulated in advance of this FGB meeting. 	

	<p><u>Data review summary:</u></p> <ul style="list-style-type: none"> - GW summarised the data considered by the committee and the questions asked of the school. <p><u>Governor monitoring review:</u></p> <ul style="list-style-type: none"> - Several governors had been able to have initial Teams meetings with their link teachers. These meetings were summarised. - CP advocated these virtual quick pre-visit meetings and highlighted how well teachers had responded. Governors agreed that they had been a great success and had taken a lot of pressure off and provided a good framework for future face to face or longer Teams meetings. <p><u>Finance, Premises, Health & Safety Committee:</u></p> <ul style="list-style-type: none"> - This committee had met on 02/11/2021 and the minutes had been circulated in advance of this FGB meeting. <p><u>Dishwasher update:</u></p> <ul style="list-style-type: none"> - KC provided the latest update and governors were pleased to note that a free of charge repair had been secured. KC asked governors to be aware that a replacement machine was likely to be needed sometime in the future. <p><u>School Condition Allocations funding:</u></p> <ul style="list-style-type: none"> - In committee chair SH's absence KC explained the application to this funding stream for a heating upgrade agreed by the committee. 	
11	<p>Health & Safety and Safeguarding Updates [to include Annual Safeguarding Report sign off]: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - CP explained that the school was waiting for the formal Health & Safety audit, and she reported that link governor DJ had completed a pre-audit visit. - The Annual Safeguarding Report had been made available on GovernorHub in advance of the meeting. CP explained that this report needed to be approved by the governors and then submitted to the local authority. <p>The governing body approved the Annual Safeguarding Report.</p>	
12	<p>SIAMS (Statutory Inspection of Anglican and Methodist Schools), update from committee:</p> <ul style="list-style-type: none"> - JE and CP acknowledged the importance of these committee meetings and dates for the next meeting were considered. - The membership of the committee will be extended to include RJ. 	
13	<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"> - Pay Policy for Teachers - Freedom of Information Policy <p>The policies were both unanimously approved.</p>	
14	<p>Governor visits, training, and vacancies: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - The governors agreed that there was no immediate rush to fill the community governor vacancy. 	

	<ul style="list-style-type: none"> - HR asked the governors about the NGA e-learning package that the school had signed up for. The governors discussed these training courses in more detail. - HR suggested that governors were assigned an e-learning module to complete before the next FGB meeting. Governors agreed. ACTION. 	HR/ Gov Body
15	<p>Assign a governor to carry out a website audit: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - HR explained that she had provided a checklist to support this website audit on GovernorHub. - GC agreed to discuss this action with SH. One or both to complete. ACTION. 	GC/SH
16	<p>Any other business:</p> <ul style="list-style-type: none"> - Governors asked CP how the school was planning to manage any Christmas activities and she provided them with a plan. - Governors briefly discussed the Scheme of Delegation and the option for the local Vicar to take a foundation governor role. - The governors thanked CP and the whole staff team for their tireless work in circumstances that continued to be challenging. 	
17	<p>Date of next Full Governing Body Meeting: Tuesday 25th January 2021 at 7pm.</p>	
	<p>The meeting finished at 8.15pm.</p>	
	<p>Attached papers:</p> <ul style="list-style-type: none"> - Mins FGB September 2021 - Catch-Up-Plan - Headteachers report to governors Nov 2021 - Bampton specific ODST Scheme of Delegation – VC converter amended Feb 2021 - Safeguarding Audit Response Bampton CE Primary - L2 ODST Pay Policy for Teachers 2021 - L2 ODST Stat Freedom of Information.Nov 2021 - NGA Learning Link modules assigned to governors - NGA-Learning-Link-module-list-(SEPT-2021) - KeyDoc_KSG_-_website_checklist_-_academies_2021 	