



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 12th July 2022 7pm held at the school**

	Summary of Action Points:	Action:
	- HR to ask ODST ref SIA visit reports	HR

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) 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)</p> <p>Also in attendance: Robyn Jones (RJ, assistant head teacher) Helen Roberts (HR, Clerk)</p> <p>The meeting was quorate.</p>	
3	<p>Notification of any urgent business: - CP explained that she had one item of business to add to this agenda as urgent business regarding the Attendance Briefing she had been involved with. She noted that two amended policies had been added to the papers (Attendance Policy and Home School Agreement 2022-23) for governors to consider. This will be discussed during item 12.</p>	

Signed Date.....



Bampton CE Primary School
& Nursery
Bowling Green Close
Bampton, OX18 2NJ

4	<p>Declaration of business or pecuniary interests and Related Party Transactions:</p> <ul style="list-style-type: none"> - No declarations were made in relation to this meeting. - JE informed the governing body that a related party transaction was noted in the minutes of the recent Finance, Premises, Health & Safety Committee meeting. 	
5	<p>Minutes of the Full Governing Body meeting held on 17th May 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 by the Chair. - All actions were complete or on the agenda for consideration. 	
6	<p>Chair's Report: <i>(see attached paper)</i></p> <p><u>Learnership Survey:</u></p> <ul style="list-style-type: none"> - The anonymised report had been made available in advance of the meeting. - With reference to item E17 <i>The SLT and other stakeholders, are invited to GB meetings, to present on topics</i> governors discussed the impact of COVID-19. They noted how senior leaders had been invited to present at meetings pre-COVID, and they hoped to reinstate such events. - The governing body identified a comment regarding the headteacher report and were satisfied that the draft report being shared in the next agenda item would support this concern. - Governors considered the collation of skills. Whilst there were areas with a lower percentage being a key strength, they understood that the governing body had a broad skill set and that not every member needed to be an expert in everything. 	
7	<p>Head Teacher's Report: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - A written report using the standard template had been made available on GovernorHub in advance of the meeting and governors were invited to ask questions. - Q: Governors noted the reference to a serious safeguarding incident. A: CP explained that the school had dealt with the incident and were following the required procedure with outside agencies involved. - Q: Governors asked if the incident had been handled well by the school and if there was anything to learn from it? A: CP reported that the issue had been handled well and escalated in the right way. - Q: With reference to the progress data within the report governors asked if the school was concerned about the percentage of pupils below age related expectations (ARE) in maths and writing? A: CP explained that the school waited with interest for the National data to be released. She suggested that it was unrealistic to expect all pupils to have caught up after the disruption through the pandemic and that the school would continue to work towards closing gaps in knowledge. She asked governors to recognise that the reading data had remained strong and that the school had continued to provide a broad curriculum for all pupils. - Q: Governors asked if the data summary (ODBE Data Request) comparing 2019 results to 2022 results should cause concern? A: CP reminded governors that 2019 was the last time statutory tests had been taken. She asked them to understand that it was challenging to make a direct comparison because the 2019 pupils had not dealt with the implications of a pandemic. She drew governors' attention to the updated 	

	<p>Ofsted handbook that makes it clear inspectors will continue to take account of issues schools have faced during the pandemic.</p> <ul style="list-style-type: none"> - Q: Governors asked if the school would use the 2022 as a reference point moving forwards? A: CP confirmed the school would use this data. - Q: Governors drew attention to the target setting agreed during ODST's SIA visit 1. At the time, targets were seen as ambitious, however against the data it is encouraging. A: CP agreed with this statement. - Q: Governors acknowledged that the writing element of the SATs (for year 6) is teacher assessed. They asked if the school felt confident that work was not being undervalued? A: CP commented that the school had been to external moderation, and that she and RJ have looked closely at the work. She explained why it had not been possible to award the marks. - Q: Governors identified that attendance had dropped. They asked if school closures were accounted for in data? A: CP reminded governors that the school had not closed during the 2021-22 academic year. She noted, however, that some classrooms had faced large COVID outbreaks resulting in low attendance, and that all schools had recognised an increase in non-COVID related illnesses. - Q: Governors asked if the school had experienced an increase in pupils being more reluctant to come to school? A: CP explained that a few pupils were struggling with anxiety, and refusing school, but this was a small number. KC stated the number was not higher post-COVID. - Q: Governors recognised the importance of the Read Write Inc (phonics scheme) graduation and asked for more information. A: CP illustrated how well-mentored the programme had been and that the school had been in receipt of a pleasing report. The school has signed up for a lower level of support in the coming year. - Governors commented that they had seen the Read Write Inc package delivered flawlessly by teachers and teaching assistants during their recent monitoring visits. - Governors recognised the importance of year 6 parental engagement and the success of the year 6 SATs breakfast club. - Q: With reference to behaviour and the comment from the report regarding a small number of pupils struggling with sustained listening, governors asked why, and if the school could do anything differently? A: CP observed that pupils generally didn't have the same concentration to sit as they used to. She suggested that societal and cultural changes are a possible cause. She explained how the school focusses on this during the PSHE (personal social health economic) programme. <p><u>School Improvement Advisor (SIA) visit reports:</u></p> <ul style="list-style-type: none"> - Q: Governors recalled a different approach to SIA visits in the past and asked for more information. A: CP explained that the first SIA visit had focussed on target setting as normal, and that visit six was scheduled for the following day. She gave examples of how the other visits had been delivered this year including one that involved CP visiting the SIA's school to look at continuous provision. - Q: Governors recognised the importance of the SIA support and asked for the headteacher's thoughts. They challenged the absence of SIA visit reports that had always been analysed thoroughly by the governing body. 	
--	---	--

	<p>A: CP agreed that it was not the same routine experienced by the school a few years ago. HR agreed to ask governance manager Clare Powell at ODST for some advice about who the governors might approach with reference to this. ACTION.</p> <p><u>Draft Headteacher Report in the new format:</u></p> <ul style="list-style-type: none"> - CP presented a draft headteacher's report for governors to consider a new format. - Governors recognised that this was a streamlined format and agreed to trial the document from September 2022. 	HR
8	<p>Update on progress against School Improvement Plan (SIP) actions: (see attached paper)</p> <ul style="list-style-type: none"> - Governors had been provided with an updated RAG (red amber green) rated document. - CP identified the areas that had not been met (red). - Governors commented on the excellent number of things achieved and the areas that had been met. They acknowledged that the areas of red were not a surprise when considered in context. - Q: With reference to the vacant Subject Leader role for English, governors asked for an update. A: CP explained that the school would wait until September to welcome new staff members and decide from there. 	
9	<p>Subject Leader Reports: (see attached paper)</p> <ul style="list-style-type: none"> - Governors thanked staff members for completing these reports. - Governors commented on the excellent pupil voice sections. They emphasised the generally positive reports and saw the value in the very clear next steps. - Q: Governors asked if the intention was for these reports to be completed again next year? A: CP agreed this was the plan, she noted that some subjects will need to be reassigned because of staff changes. 	
10	<p>Discuss and suggest three key strategic development points:</p> <ul style="list-style-type: none"> - JE and CP reminded the governors that the aim was to create a new look School Improvement Plan. - CP recalled the template documents shared at a previous meeting and highlighted the advantages of having a concise plan. - The governing body discussed and proposed several items and were pleased to see those reflected in CP's draft plan. - The governors understood the three proposed development points as Curriculum, Inclusion, Social/Emotional/Mental Health. - Governors raised the importance of clarifying what the strategy was above those developments. They examined this further and drew out links from the current year's SIP: further establish a broad curriculum, development of staff, spiritual development. 	
11	<p>Items brought forward from committee meetings:</p> <p><u>Finance, Premises, Health & Safety Committee:</u></p> <ul style="list-style-type: none"> - JE provided a summary of the key points discussed at the recent meeting 28/06/2022 that he had chaired in SH's absence. The minutes of the meeting had been made available to all. <p><u>1] Staffing structure and update:</u></p>	

	<ul style="list-style-type: none"> - JE explained that a staffing structure proposal needed consideration by the whole governing body, and he gave details. - The governing body looked at the proposal and drew out the strategic advantages for the school. - Q: Governors noted that the proposal seemed to be cost effective. A: CP explained that the roles proposed were staggered across the forthcoming year to enable the school to build the cost in. - Q: Governors asked about release time for the proposed roles and highlighted its importance. A: CP stated that the school was confident release time would be secured because there were staff members available to cover. - Q: Governors asked about the process for recruitment. A: CP reassured the governors that ODST human resources department was advising the school. - The governors approved the decision to proceed. <u>2] Approval of OPAL (Outdoor Play and Learning) proposal:</u> - CP explained the nature of this strategic school improvement programme and the benefits it offered to the school. - Governors understood the costs for this 18-month long programme. - Q: Governors asked if the school had considered other options, for example a specialist PE teacher? A: CP and WC explained the disadvantages of that model, including the de-skilling of teachers and minimal benefit to students being taught by someone unfamiliar. - Q: Governors asked financially, what will this scheme replace? A: CP explained that the scheme would be purchased using the Sports Premium funding and that there would still be money to provide access to swimming and partnership activities. She noted that the school had been spending on play resources, that were budgeted for, in previous years that would not be necessary if this package was approved. - The governors commented on this sustainable and strategic plan and fully approved the proposal. <u>3] Update re Wraparound Care and 4] Update re Nursery:</u> - CP and KC provided governors with an update regarding these items. <u>5] SH to update on Section 106 funding:</u> - SH provided the governing body with the latest news from his investigation regarding the funding questions raised by the school. The governing body understood the complexities. SH stated that he had written to Oxfordshire County Council for further explanation and would feedback more information once known. <u>Curriculum, Community and Personnel Committee:</u> - This committee had not met since the previous full governing body meeting. 	
12	<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"> - RSE Policy - Home School Agreement 2022-23 - Attendance Policy <p>- With reference to the Attendance Policy, CP explained that the recent Attendance Briefing had led to this update. The governors discussed the changes made and understood that the policy needed to reflect the school's approach to attendance.</p>	

	<ul style="list-style-type: none"> - The governors discussed the option to fine parents. They considered the ethos of the school and concluded the priority was to engage parents with the school's expectation. - Q: Governors asked if absence from school through unauthorised holidays happened often? A: CP and KC gave a summary of the requests made, including some influenced by COVID-19, but stated this was not a widespread problem. The three policies were unanimously approved. 	
13	Health & Safety and Safeguarding updates: <ul style="list-style-type: none"> - Covered in head teacher's report. 	
14	Governor visits, training, and vacancies: (see attached paper) <u>Visits:</u> <ul style="list-style-type: none"> - Governors considered the monitoring form. Some governors noted that they found it challenging to fill in, others suggested that it was supportive of their visit and that if they had not seen something noted on the form, they simply left it blank. - Governors noted that CP's additional guidance within the monitoring form had been helpful. <u>Vacancies:</u> <ul style="list-style-type: none"> - HR noted that GC's term of office would come to an end at the beginning of September. She was pleased to inform everyone that GC intended to stay on as a governor and a nomination form had been submitted to ODST. - HR shared that SH's term of office ended in November. SH welcomed the opportunity to stand again. HR has sent SH a nomination form. 	
15	Dates for meetings 2022-23: (see attached paper) <ul style="list-style-type: none"> - A list of proposed dates for the following academic year had been shared on GovernorHub. JE drew attention to the proposal to alter the meeting structure. - Governors agreed with the dates and noted that they would consider the structure at the first meeting in September, they understood that the number of full governing body meetings might be reduced. 	
16	Any other business: <ul style="list-style-type: none"> - WC was pleased to inform the governors that the school had been awarded the School Games Gold Mark. The governors congratulated all those involved. - FS informed the governors that she would continue to the end of her term of office, however, she did not intend to put herself forward for the Vice Chair role in September 2022. - Governors expressed an interest in attending future parent/teacher sessions to further understand Maths Mastery. 	
14	Date of next Full Governing Body Meeting: Tuesday 13th September 2022 at 7pm.	
	The meeting finished at 9.10pm.	
	Attached papers: <ul style="list-style-type: none"> - Agenda Item 05 - Mins FGB May 2022 - Agenda Item 06 - ID142140 - Bampton CE Primary - Anonymous - ODST GB Review 2022 - Agenda Item 07 - DRAFT Revised Format HT report 	

Signed:Date:

	<ul style="list-style-type: none"> - Agenda Item 07 – Headteachers report to governors July 2022 - Agenda Item 07 – Breakdown of progress and attainment for groups - Agenda Item 07 – End of Year Data Report 2021-22 - Agenda Item 07 – ODBE Data Request 2022 (003) - Agenda Item 07 – Visit 1 – Target Setting end of year review - Agenda Item 07 – Phonic Learning Walk with ODST SIA - Agenda Item 08 – BPS SIP 2021-22 reviewed July 22 - Agenda Item 09 – A & D report to governors July 2022 - Agenda Item 09 – Dt report to governors July 2022 - Agenda Item 09 – Maths report to governors July 2022 - Agenda Item 09 – MFL report to governors July 22 - Agenda Item 09 – PE report to governors July 2022 - Agenda Item 09 – PSHE report to governors July 22 - Agenda Item 09 – Science Report to governors July 22 - Agenda Item 09 – SEND Report to governors July 22 - Agenda Item 12 – Home school agreement 2022-23 - Agenda Item 12 – RSE Policy July 2022 - Agenda Item 12 – Draft Attendance Policy July 2022 - Agenda Item 12 – Summary_table_of_responsibilities_for_school_attendance - Agenda Item 12 – Working_together_to_improve_school_attendance - Agenda Item 14 – Summer 2022 LGB monitoring form Yr 6 - Agenda Item 14 - Summer Term 2022 LGB monitoring form Yr 2 - Agenda Item 14 – Summer Term gov week - Agenda Item 14 – Y3 Summer Term 2022 LGB monitoring form - Agenda Item 14 – Y4 Summer Term 2022 LGB monitoring form. (1) - Agenda Item 15 – Proposed Meeting Dates for Bampton 2022-23 	
--	---	--

Signed:Date: