



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 24th January 2023 7pm at school and virtually via Teams**

Item	Meeting Minutes	Action:
1	Opening Prayer: JE read a prayer to start the meeting.	
2	<p>Welcome, Members Present and Apologies:</p> <p>Present at the school: Gaynor Cooper (GC, community governor, co-vice chair of governors) Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor, chair of governors) Penny Fowler (PF, foundation governor) Stuart Homer, (SH, community governor) Debbie Jacobs, (DJ, foundation governor) Michael Jones (MJ, community governor) Anna Mancari-Rees (AM-R, parent governor) Carol Phillips (CP, head teacher) Gillian Waite (GW, community governor)</p> <p>Apologies: Fiona Self (FS, community governor, co-vice chair of governors)</p> <p>Also in attendance at the school: Helen Roberts (HR, Clerk)</p> <p>Also in attendance via Teams (until 8pm): Kate Gardner (KG, Assistant Headteacher with responsibility for EYFS and KS1)</p> <p>The meeting was quorate.</p>	
3	Notification of any urgent business: - No items.	
4	Declaration of business or pecuniary interests and Related Party Transactions: - No declarations were made.	
5	Minutes of the Full Governing Body Meeting held on 22nd November 2022: (see attached paper) - The minutes were agreed as a true record and signed by JE.	
6	Action Log: (see attached paper) - Several items were completed or on the agenda for attention and will be closed on the action log.	
7	Head Teacher's Report (to include an update on progress towards the priorities in the School Improvement Plan, and subject leader reports Maths/Reading/Writing): (see attached paper)	

	<ul style="list-style-type: none"> - CP commented on the subject leader reports and their direct link to the School Improvement Plan. The governors acknowledged these reports and noted how useful they were, thanking the staff for providing them. - CP provided a confidential verbal update about attendance and behaviour issues. - The governors understood the complex cases and were reassured that external agencies and support were in place. - Q: Governors asked for more information about the school policy regarding fixed short term exclusions. A: CP gave more specific details and she clarified the general length of an exclusion. She explained what advantages the break offered the school and pupil. WC commented that whilst the school utilised dynamic risk assessments it still took time to request and follow advice from external agencies. - Further questions from governors were generated from this item, these questions had a direct relationship to the SEND Report to Governors (agenda item10). - Q: Governors identified the high level of SEN (special educational needs) pupils across the school, this was across all year groups, and slightly higher than the National data. They suggested this was higher than previous years and asked for the school's thoughts. A: CP emphasised that the school had seen the significant SEN increase since COVID. This was seen across all schools. WC noted that the younger pupils in the school may not have received the standard two year health check because of the restrictions during the pandemic, and there was a general feeling that early support opportunities may have been missed as a result. - Q: Governors asked if there had been an increase in EHCPs (education health care plans)? A: Numbers in place pre and post pandemic were shared, with no significant increase, however, CP and WC noted that several applications were in progress. They asked governors to understand the process to be followed for applications and highlighted what challenges the school faced in getting the right professional reports in place. Governors understood that this was beyond the school's control. - WC commented that the school is using the resources available and is upskilling staff with specialised SEN support skills. - Q: Governors identified that the Zones of Regulation were being taught and they asked what that meant. A: WC summarised the programme bought in as a package for the school. - Governors were able to report on their experience of the Zones of Regulation as seen during their monitoring visits. - Returning to the Headteacher report, CP asked governors to be aware of the potential disruption because of the teaching union vote regarding strike action. She informed the governors that the school was mindful of the situation and did not anticipate having to close. - Q: With reference to the curriculum and music, governors asked how that was progressing? A: CP reported that music was on the governor monitoring plan, and they would receive a report. She explained that the feedback from the school community had been positive. 	
8	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE explained his intention to attend the Heads and Chairs briefing. - He took the opportunity to thank the school team and governors for their commitment and support during the Ofsted inspection that took place in the previous week. - The governing body took the opportunity to discuss the inspection and various points raised. 	
9	<p>ODST Visit Reports: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - CP drew attention to the updated rolling report. She explained that the schedule had been altered slightly to reflect the impact of the Ofsted inspection. 	
10	<p>SEND Report to Governors: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - Covered during item 7. 	

Signed:Date:

11	<p>Nursery provision and impact on Nursery Admissions Policy 2023-24:</p> <ul style="list-style-type: none"> - CP reminded governors that this had been a standing item on the FPHS Committee agenda for a year and provided a summary of the discussions that had taken place. - CP reiterated the core issues with the building and why no funding would be forthcoming for the school under the current nursery arrangement and provision. - CP explained how the school proposed to manage the situation by creating a Foundation Stage unit that merged the nursery and reception class. - The governors discussed in detail the Section 106 funding which was the result of housing development within the village and how OCC (Oxfordshire County Council) holds this money. - CP reminded the governors that the nursery was not currently full. The governing body discussed how the school wanted to grow the provision and what they needed to do to make that a reality. - The governing body considered the funded hours that attract parents/carers, the school's provision and how to best approach the dilemma. 	
12	<p>OPAL (Outdoor Play and Learning) feedback:</p> <ul style="list-style-type: none"> - GC, as link governor to the project, summarised the transformational process so far and what she had encountered. - GC reported on the working party meeting that had taken place the previous day with an OPAL representative. She noted that a baseline report of the school's current facilities and offering will be made available, and she and CP saw this as something to build upon. - Further benefits of the package were explained. 	
13	<p>Items brought forward from committee meetings:</p> <p><u>Curriculum Community Personnel Committee from 10/01/2023:</u></p> <ul style="list-style-type: none"> - GW provided a summary from the meeting. - The minutes from the meeting had been made available to all. <p><u>Finance Premised Health & Safety Committee:</u></p> <ul style="list-style-type: none"> - n/a (not met). 	
14	<p>Health & Safety:</p> <ul style="list-style-type: none"> - DJ as link governor had no items of note. She reminded the governing body that her term of office would soon end and therefore a new link governor would be required. - The governors took the opportunity to thank DJ for her contribution to the board. - CP reminded governors that there had been actions generated from the recent Health & Safety Audit and the school was working through those. The report was available on GovernorHub. 	
15	<p>Safeguarding: (see attached paper)</p> <ul style="list-style-type: none"> - PF (as link governor) and CP confirmed that the Annual Safeguarding Audit had been reviewed and submitted. - The governing body formally approved the Annual Safeguarding Audit. 	
16	<p>SIAMS update from committee:</p> <ul style="list-style-type: none"> - The SIAMs group will meet shortly. 	
17	<p>Policies for review: (see attached paper)</p> <p><u>The following policies were brought forward for approval:</u></p> <ul style="list-style-type: none"> o Risk Assessment Policy o Admissions Policy 2024-25 o Complaints Policy o E-Safety Policy o Equality and Diversity Procedure o Safer Recruitment Policy <p>- The above policies were unanimously approved.</p>	

Signed:Date:

18	<p>Review Statutory Guidance (September 2023) regarding the length of the school week: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - CP introduced the document outlining the expectation for schools to provide a school week of at least 32.5 hours from September 2023. She explained that currently the school schedules half days on the final session of each long term therefore, to meet the expectation that practice would stop. The proposal was for the school to put this into place earlier than the September 2023 deadline. - Governors acknowledged the requirement and expectation for schools. 	
19	<p>Governor visits, training, and vacancies: <i>(see attached paper)</i></p> <p>Visits:</p> <ul style="list-style-type: none"> - No items for the minutes. <p>Training:</p> <ul style="list-style-type: none"> - HR had circulated the latest ODST training available on GovernorHub. Governors were encouraged to attend. <p>Vacancies:</p> <ul style="list-style-type: none"> - The governing body discussed the foundation governor position that will be vacant at the end of DJ's term. - The governors proposed advertising the parent governor vacancy after the Ofsted inspection report is available. ACTION. 	HR
20	<p>Review of website audit: <i>(see attached paper)</i></p> <ul style="list-style-type: none"> - GC explained that she had worked through the website checklist document. - GC reported that the requirements for the school's website had been present and correct. A few items needed to be followed up with ODST by HR. ACTION. 	HR
21	<p>Any other business:</p> <ul style="list-style-type: none"> - No items for the minutes. 	
22	<p>Date of next Full Governing Body meeting:</p> <ul style="list-style-type: none"> - Tuesday 21st March 2023 7pm at the school. 	
	<p>The meeting finished at 8.35pm.</p>	
	<p>Attached papers:</p> <ul style="list-style-type: none"> - Agenda Item 05 - Mins FGB November 2022 – for approval - Agenda Item 06 – Bampton FGB Action Log January 2023 - Agenda Item 07 - HT report Spring Term 1 Jan 2023 - Agenda Item 07 - Maths Subject leader interim report to governors Jan 2023 - Agenda Item 07 - ReadingSubject leader report to governors - Agenda Item 07 - WritingSubject leader report to governors - Agenda Item 09 - Notes of Visit Forms - Rolling Record - Bampton Visit 2 - Agenda Item 10 - SEND Report to Governors Dec 2022 - Agenda Item 15 - BamptonSafeguarding return form - Autumn 2 2022 (1) - Agenda Item 17 - 201002 Risk Assessment Policy v3Nov 2022 - Agenda Item 17 - BAMPTONCE PRIMARY SCHOOL ADMISSIONS Policy 2024-25 - Agenda Item 17 - Complaints Policy Nov 2022 - Agenda Item 17 - E-Safety Policy Jan 2023 - Agenda Item 17 - ODST Equality and Diversity Procedure Jan 23 - Agenda Item 17 - ODST Safer Recruitment Policy for Schools 2022 - Agenda Item 18 - Minimum_expectation_for_length_of_school_week_-_information_note - Agenda Item 19 - Questions Ofsted Might Ask Governors - Bampton template - Agenda Item 20 - Bampton Sch web audit Jan 23 	

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