



*Learning together with Respect, Friendship and Perseverance*

**Bampton C.E. Primary School  
Minutes of the Local Governing Body Meeting  
Tuesday 21<sup>st</sup> March 2023 7pm at school and virtually via Teams**

Item	Meeting Minutes	Action:
1	<b>Opening Prayer:</b> JE read a prayer to start the meeting.	
2	<p><b>Welcome, Members Present and Apologies:</b></p> <p><b>Present at the school:</b>            Gaynor Cooper (GC, community governor, co-vice chair of gvs) [arrived at 7.25pm]            Wendy Copping (WC, staff governor)            Julian Easterbrook (JE, foundation governor, chair of governors)            Penny Fowler (PF, foundation governor)            Stuart Homer, (SH, community governor)            Michael Jones (MJ, community governor)            Anna Mancari-Rees (AM-R, parent governor)            Carol Phillips (CP, head teacher)</p> <p><b>Present via Teams:</b>            Fiona Self (FS, community governor, co-vice chair of governors)</p> <p><b>Apologies:</b>            Gillian Waite (GW, community governor)</p> <p><b>Also in attendance at the school:</b>            Kate Gardner (KG, Assistant Headteacher with responsibility for EYFS and KS1)            Helen Roberts (HR, Clerk)</p> <p>The meeting was quorate.</p>	
3	<p><b>Notification of any urgent business:</b></p> <p>- No items.</p>	
4	<p><b>Declaration of business or pecuniary interests and Related Party Transactions:</b></p> <p>- No declarations were made.</p>	
5	<p><b>Minutes of the Full Governing Body Meeting held on 24<sup>th</sup> January 2023:</b> (<i>see attached paper</i>)</p> <p>- The minutes were agreed as a true record and signed by JE.</p>	
6	<p><b>Action Log:</b> (<i>see attached paper</i>)</p> <p>- Several items were completed or on the agenda for attention and will be closed on the action log.</p>	
7	<p><b>Ofsted – governor review of report:</b></p> <ul style="list-style-type: none"> <li>- CP had provided an extended document featuring notes taken at the feedback meeting after the Ofsted inspection.</li> <li>- The governing body discussed highlights in the report, recognising the significant effort made by all involved.</li> <li>- The governors congratulated the school team and pupils.</li> </ul>	

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8	<p><b>Head Teacher's Report to include an update on progress towards the priorities in the School Improvement Plan:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- <b>Q: Governors asked for an update on the Big Science Event.</b> A: CP provided more detail and was pleased to report that AM-R would support the final judging process.</li> <li>- CP informed the governing body about an accusation of bullying and how the school was working through the required process to investigate the incident and support those involved.</li> <li>- <b>Q: With reference to a different matter from the verbal headteacher's report, governors asked if the school was getting support around a pupil that had been suspended?</b> A: CP provided more information and was optimistic about progress being made with external services.</li> </ul>	
9	<p><b>Chair's Report:</b></p> <ul style="list-style-type: none"> <li>- JE took the opportunity to thank the governing body for the time spent preparing for the Ofsted inspection. He emphasised how heartening and positive it had been to meet the evening before the inspection and feel reassured that individual governors had expert and specific knowledge that meant as a group they were a truly well-resourced governing body.</li> </ul>	
10	<p><b>ODST Visit Reports:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- CP explained that a short visit had taken place to look at progress and attainment data and review ECTs (early career teachers), and the school was awaiting the written report from that visit.</li> </ul>	
11	<p><b>OPAL update:</b> <i>(see attached paper)</i></p> <ul style="list-style-type: none"> <li>- Link governor GC provided a summary.</li> <li>- GC confirmed that she had spoken to staff about the project and had received positive feedback and very encouraging comments.</li> <li>- <b>Q: Governors recognised the helpful baseline report. They asked when the school would receive their next support visit?</b> A: GC and CP believed this to be in May.</li> <li>- <b>Q: Governors were surprised that only 54 pupils said that they enjoyed playtimes.</b> A: CP agreed with this comment, she established how the school had observed that the older children were less able to embrace the opportunity for creativity during playtimes and this was an area to improve on.</li> </ul>	
12	<p><b>Items brought forward from committee meetings:</b> <b><u>Finance Premises Health &amp; Safety Committee from 14/03/2023:</u></b></p> <ul style="list-style-type: none"> <li>- SH provided a summary from the meeting. He explained there were two items to bring forward for further discussion and agreement.</li> <li>- <u>1) Recommendation of Draft Budget:</u> He spent time explaining the school's financial position concluding that a draft deficit budget had been presented to the committee. He noted that the committee had looked carefully at the factors and were satisfied to recommend the budget for approval.</li> <li>- CP provided more information including recent adjustments (regarding pay awards).</li> <li>- CP informed the governors that an application made to ODST for finances to refurbish a toilet block and replace/upgrade fire doors had been delayed. Therefore the school would need to pay for the fire doors from the budget.</li> <li>- The governors discussed the unknown aspects of the budget, for example teacher pay, and acknowledged the budget was likely to change before the final submission date in May 2023.</li> <li>- The governors all understood the potential consequences of the proposed draft budget.</li> <li>- <b>The budget was approved.</b></li> <li>- <u>2) Update regarding nursery provision:</u> CP and SH provided a reminder about the situation for all the governors.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- They that the school had no choice but to close the existing nursery building because after inspection by an ODBE advisor they concluded that it was not fit for purpose and that it was not economically viable to repair.</li> <li>- The governing body discussed the next steps, consequences of the closure and merger of the nursery and reception class and considered impact on future pupil numbers and the budget.</li> </ul> <p><b><u>Curriculum Community Personnel Committee:</u></b></p> <ul style="list-style-type: none"> <li>- n/a (not met).</li> </ul>	
13	<p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>- This item had been covered extensively at the recent FPHS Committee meeting.</li> <li>- Governors agreed there were no further items for discussion.</li> </ul>	
14	<p><b>Safeguarding, to include governor monitoring visit report: (see attached paper)</b></p> <ul style="list-style-type: none"> <li>- Safeguarding link governor PF confirmed that she had completed a monitoring visit (1<sup>st</sup> February 2023) this included a review of the Single Central Record, and provided an opportunity to consider the positive Ofsted feedback about the school's safeguarding practice.</li> <li>- PF noted that a new Safeguarding folder had been created and this included a governor induction guide. HR to share with governors as necessary. <b>ACTION.</b></li> <li>- PF explained that during a further safeguarding audit conducted by OCC, her responsibility for overseeing the Prevent training for governors was noted. HR confirmed that governors who needed to renew their training had been contacted. A report will be presented at the next meeting. <b>ACTION.</b></li> </ul>	<p><b>HR</b></p> <p><b>HR</b></p>
15	<p><b>SIAMS update from committee:</b></p> <ul style="list-style-type: none"> <li>- JE presented an update from the recent committee meeting. He informed the governing body that the committee would start to look at the new SIAMS (Statutory Inspection of Anglican and Methodist Schools) framework.</li> <li>- The committee members suggested that baseline thoughts and ideas would be gathered from all governors at the next FGB meeting. HR to add to agenda. <b>ACTION.</b></li> </ul>	<b>HR</b>
16	<p><b>Policies for review: (see attached paper)</b>  <u>The following policies were brought forward for approval:</u></p> <ul style="list-style-type: none"> <li>o Educational Visits Policy</li> <li>o Managing Sickness Absence Policy</li> <li>o RWI Phonics Policy</li> <li>o Science Policy</li> <li>o <b>The above policies were unanimously approved.</b></li> </ul>	
17	<p><b>Governor visits, training, and vacancies: (see attached paper)</b></p> <p><b><u>Visits:</u></b></p> <ul style="list-style-type: none"> <li>- FS noted that she had completed a governor visit with KG via Teams and this would be followed up with a face to face visit. Report to follow.</li> </ul> <p><b><u>Training:</u></b></p> <ul style="list-style-type: none"> <li>- HR encouraged governors to look at the NGA modules and ODST training dates that can be booked via Eventbrite.</li> </ul> <p><b><u>Vacancies:</u></b></p> <ul style="list-style-type: none"> <li>- The governing body discussed the one foundation governor vacancy and one parent governor vacancy. As per the action log, HR will start the parent governor process.</li> <li>- With reference to the foundation governor vacancy, HR will make contact with GW about this role, and noted that ODST had agreed previously that it would be possible for GW to transfer back to this category. <b>ACTION.</b></li> </ul>	<b>HR</b>
18	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>- GC enquired about SIAMS training. CP agreed to ask the ODBE advisor to facilitate a training session for all governors. <b>ACTION.</b></li> </ul>	<b>CP</b>

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19	<b>Date of next Full Governing Body meeting:</b> - Tuesday 16 <sup>th</sup> May 2023 7pm at the school.	
	The meeting finished at 8.15pm.	
	<b>Attached papers:</b> - Agenda Item 05 - Mins FGB January 2023 – for approval - Agenda Item 06 – Bampton FGB Action Log March 2023 - Agenda Item 07 - 10256375 - Bampton CofE Primary - 142140 – Final - Agenda Item 07 - OFSTED Feedback Report for staff and governors - Agenda Item 08 - Governor monitoring of school improvement plan 22-23Autumn Term 2 review - Agenda Item 08 - HT report Spring Term 2 March 2023 - Agenda Item 11 - BAMPTON CE Primary School Our OPAL charter - Agenda Item 11 - Doc 2.4 Bampton OPAL Primary Programme audit 2022-23 record 23.01.23 - Agenda Item 11 - OPAL baseline report to governors March 2023 - Agenda Item 12 – Notes Draft Budget 23 - 24 - Agenda Item 12 – V3 - Agenda Item 14 - ODST Safeguarding Monitoring Visit Report_01_02_2023_Penny Fowler (1) - Agenda Item 16 - EVC Policy March 2023 - Agenda Item 16 - ODST Managing Sickness Absence March 2023 - Agenda Item 16 - RWI Phonics Policy 2023 - Agenda Item 16 – Science Policy March 2023	

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