



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Thursday 8th October 2020, 5.00 pm by video conference call**

In the Chair:	Judith Geddes (Clerk)
Present:	Tehmeena Ajmal (TA), Michelle Francis (MF), Lauren Freedman (LF), Gareth Griffiths (Executive Head Teacher), Bryony McCraw (Head of School), Michelle Morgan (MM), Omari Stafford-Davies (OSD), Padma Thealla (PT), Kathy Turner (KT)
In attendance:	Judith Geddes (Clerk)
Apologies:	Mary Clarkson

	Minutes	Action
	Items for Discussion	
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.	
1.	Welcome, apologies for absence and declaration of interests Apologies for absence were received and accepted from Mary Clarkson. The meeting was quorate. Declarations of interest There were no declarations of interest received for any items on the agenda. Updated Pecuniary Interest statements were circulated to Governors for completion prior to the meeting.	
2.	Introductions As this was the inaugural meeting of the Barton Park Local Governing Body all attendees introduced themselves.	



<p>3.</p>	<p>Election of Chair and Vice Chair</p> <p>Mary Clarkson was proposed as Chair – this was unanimously agreed.</p> <p>Kathy Turner was proposed as Vice Chair – this was unanimously agreed.</p> <p>In the absence of the newly elected Chair, the Vice-Chair asked the Clerk to chair the meeting.</p>	
<p>4.</p>	<p>Local Governing Body Terms of Reference</p> <p>The Terms of Reference for the Local Governing Body (LGB) were circulated to Governors for review prior to the meeting.</p> <p>The LGB Terms of Reference were approved.</p>	
<p>5.</p>	<p>Allocation of Link Governor Roles</p> <p>The following roles were agreed:</p> <p>Kathy Turner – Safeguarding Governor (School Contact: Head of School) Padma Thealla – SEND Governor (School Contact: Amy Jones) Additional Funding (Pupil Premium, Sports Premium, Government Catch Up Funding) – Michelle Francis (School Contact: Head of School)</p> <p>Still to appoint Curriculum Governor.</p>	
<p>6.</p>	<p>Head of School’s report (verbal)</p> <p>The Head of School provided a verbal report to Governors. The main points highlighted were:</p> <ul style="list-style-type: none"> - The school opened to 19 children, including 5 Pupil Premium children. - Attendance is currently 95.5%. - School opened as one bubble under Covid-19. - Early baseline teacher assessments show children in the Year 1 / 2 class are up to 12 months behind in phonics and up to 6 months behind in maths. - Early and regular analysis of needs, quality teaching and targeted interventions are essential to ensure gaps are reduced and ideally closed within the school’s first year. - School Development priorities are: <ul style="list-style-type: none"> i) To close the gap in phonics and reading ii) Develop the reading policy and enhance parental engagement through home learning and borrowing of books to support reading. iii) Close the gaps in maths with inclusive and differentiated quality teaching. iv) Develop provision in Early Years Foundation Stage (EYFS) with support from Oxfordshire County Council’s (OCC) advisory team. v) Roll-out Learning Challenge Curriculum across the school from Spring 2020. - Establish clear routines around behaviour and attitudes and adapt the school’s behaviour policy to reflect the school and its cohort. - Write an attendance and punctuality policy. 	



- Embed a strong PSHE programme to support the needs of vulnerable pupils.
- Explore the use of Pupil Premium funding to support pupils through play therapy / social support.
- The Early Years outdoor space needs to be developed as a priority.

- Personal Development priorities are:
 - i) Vision and values event pencilled in for 9th December 2020.
 - ii) Begin to develop links with community/parents.

- Leadership and Management priorities are:
 - i) Review safeguarding measures annually to ensure improvement.
 - ii) Develop the school's website to ensure full compliance.
 - iii) Build leadership capacity within the teaching team.
 - iv) Develop Head of School and Governing body.

The Executive Head Teacher and Head of School gave a brief summary of their roles and responsibilities and level of experience. The Executive Head Teacher highlighted the fact that the day to day running of the school is the Head of School's responsibility.

The Governors raised the following questions:

- The Governors have skills that will be useful to the school such as links to the community. How best can governors help?

The Head of School responded that any help that the Governors can provide in building up community links or developing any other areas of the school's priorities will be extremely useful.

- Does RLT stand for River Learning Trust? Does the school plan to have any diversity training over unconscious bias?

The Executive Head Teacher confirmed that RLT is River Learning Trust and advised that he has attended RLT Primary Head Teachers' meetings where diversity training is on the agenda. The school will support this training going forward with RLT. He added that Governors will be provided with a written report each term highlighting any racist reports that have been recorded.

- When will the school receive Government catch up funding as a result of Covid-19?

The Executive Head Teacher replied that this funding is being made in 3 separate payments. The first tranche will be received after the October half-term. The Executive Head Teacher will send a link to the Clerk to send to Governors relating to Government information on catch up funding.

ACTION: CLERK

- The school's census shows 4 children in Year 1, if more children join the school will the school receive more money?

- The Executive Head Teacher said no, as funding is based on the census in October so pupils numbers at that point dictate the level of money for next year. However, new schools get post start-up diseconomies of scale money to help.

CLERK



	The Executive Head Teacher further advised that, the January census dictates Pupil Premium and Sports Premium funding	
7.	<p>Any other business</p> <p>Headington Partnership The Head Teacher advised that CSAT schools are in the Headington Partnership and so Barton Park School has joined this as well. This can be a useful source of guidance and support for Head Teachers.</p> <p>Safeguarding Policy The Head of School will forward a copy of the draft Safeguarding Policy and asked Governors to review this and let her have any comments. This policy needs to go onto the school's website.</p> <p>ACTION: GOVERNORS</p> <p>Parent Governor Elections The Head of School advised that 3 nominations had been received for the remaining parent governor vacancy on the LGB and parents will shortly be asked to elect their preferred candidate.</p>	GOVERNORS
22.	<p>Dates of next LGB meeting</p> <p>Date of next meeting: Thursday 19h November 2020 @ 5:00pm.</p> <p>The meeting ended at 6.21pm.</p>	