



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Thursday 19th November 2020, 5.00 pm by video conference call**

In the Chair:	Kathy Turner (Vice-Chair)
Present:	Mary Clarkson (Chair), Michelle Francis (MF), Lauren Freedman (LF), Gareth Griffiths (Executive Headteacher), Bryony McCraw (Head of School), Michelle Morgan (MM) and Corin Patterson (CP).
In attendance:	Judith Geddes (Clerk)
Apologies:	Tehmeena Ajmal, Omari Stafford-Davies, Padma Thealla

	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.	<p>Welcome, apologies for absence and declaration of interests</p> <p>Apologies for absence were received and accepted from Tehmeena Ajmal, Omari Stafford-Davies and Padma Thealla.</p> <p>The Head of School welcomed Corin Patterson to the LGB as a new parent governor.</p> <p>The meeting was quorate.</p> <p>Declarations of interest</p> <p>There were no declarations of interest received for any items on the agenda.</p> <p>As the Chair was having microphone issues via Google Meet, the Vice Chair agreed to chair the meeting.</p> <p>The Head of School showed the Governors a new Welcome video that had been uploaded to the school's website. The Governors agreed that this was an excellent video.</p>	
2.	<p>Non-confidential minutes of the previous meeting of 8th October 2020</p> <p>The non-confidential minutes of the previous meeting of 8th October 2020 were approved.</p>	



<p>3.</p>	<p>Feedback reports from Link Governor Roles</p> <p>The Vice Chair advised that she has met recently with the Head of School and the SENCo (the Assistant Headteacher at Bayards Hill Primary School), regarding safeguarding. The meeting covered the following key areas:</p> <ul style="list-style-type: none"> - safety of the school site, including DBS checks, different coloured lanyards - the need to have a lockable filing cabinet - CPOMS (Child Protection On-line Monitoring System) used to record any safeguarding incidents - Head of School now has a mobile phone so is contactable in an emergency <p>The Vice Chair advised that she will meet with the Head of School and the SENCo regularly, each term, and will report back to Governors at the relevant LGB meetings.</p> <p>The Head of School added that it would be useful if at least two governors volunteered to undertake safer recruitment training. Once completed, this would enable Governors to take part in staff interviews. The Head of School asked Governors to let her know if they were interested in undertaking this training.</p> <p>ACTION: GOVERNORS</p>	<p>GOVERNORS</p>
<p>4.</p>	<p>Review of outstanding Link Governor Roles</p> <p>CP volunteered to be the Curriculum Link Governor. This was approved by the LGB.</p>	
<p>5.</p>	<p>Policy Reviews</p> <p>The Safeguarding and Child Protection Policy had been circulated to the Governors for their review prior to the meeting. The Governors approved this policy. This policy needs to be uploaded to the school's website:</p> <p>ACTION: HEAD OF SCHOOL</p> <p>The Behaviour Policy had been circulated to the Governors for their review prior to the meeting. The Governors approved this policy subject to an amendment to change the phrasing in the policy to "bullying behaviour". Once revised, this policy needs to be uploaded to the school's website:</p> <p>ACTION: HEAD OF SCHOOL</p>	<p>HEAD OF SCHOOL</p> <p>HEAD OF SCHOOL</p>
<p>6.</p>	<p>School Website</p> <p>The Executive Headteacher advised that both he and the Head of School have been working hard on updating the school's website focussing on the Joining the School section, producing a Welcome video and drafting statutory school policies.</p> <p>The Executive Headteacher added that they have a definitive list of requirements that need to be shown on a school's website which they are working through to ensure compliance. The next focus will be on drafting Pupil Premium and Sports Premium policies.</p>	



	<p>The Vice Chair commented that there is a lot of work to cover in ensuring compliance for a new school and to update the website to help attract new families, and thanked the Head of School and Executive Headteacher for the work done in this area.</p> <p>There were no other comments or questions.</p>	
<p>6.</p>	<p>Head of School's report (written)</p> <p>The Head of School had circulated a written report to Governors prior to the meeting. The main points highlighted were:</p> <ul style="list-style-type: none">- The school roll has increased by 1 child to 20, with another child awaiting transfer from New Marston. There are 9 remaining spaces.- One child in year 1 has been struggling with their behaviour for learning over the last 4 weeks. They have significant issues at home that are affecting their ability to stay focused in school. They are on an adapted timetable.- No change in Pupil Premium numbers.- The Office Manager has reduced her hours, due to personal circumstances.- The School Development Plan priorities are:<ul style="list-style-type: none">i) Catch Up Phonics in year 1ii) Develop the reading policy and ensure it is put into good practice at school and home. The Head of School thanked Lauren Freedman for the work done in developing the Library and the related processes.- An INSET day will be held on 23rd November 2020 with a focus on staff wellbeing.- Have received positive feedback from a recent parent survey around their experience of the school. <p>The Vice Chair liked the idea of a wellbeing day particularly given the additional requirements that teachers have had to deal with as a result of the Covid-19 pandemic.</p> <p>The Executive Headteacher commented on the following areas:</p> <p>Progression of nursery</p> <ul style="list-style-type: none">- This has gone to outside tender and the ABC Headington Nursery Group has been chosen to run the Nursery at Barton Park.- Currently awaiting approval from Ofsted but hoping this will go through in January 2021.- Lease agreements and condition surveys also need to be put in place.- Have received interest from prospective parents. Details about the new nursery have been shared on social media, Facebook and the school's website. <p>Progression of snagging list</p> <ul style="list-style-type: none">- There is a lack of interactive whiteboards in some classrooms.- The process of resolving snagging issues is being dealt with by the Trust's Consultant. <p>Budget</p> <ul style="list-style-type: none">- Budget currently sits with the Executive Headteacher who attends regular meetings with the Head of Finance. The budget is made up of:<ul style="list-style-type: none">i) Main school budget through the GAG (General Annual Grant) funding.	



	<p>ii) Post start-up diseconomies of scale money from Oxfordshire County Council as a result of being a new school. iii) Fixture, Furniture and Equipment (FFE) funding from the Local Authority and developers to use on items which remain in the school. This money is not used on day to day equipment such as exercise books, for example.</p> <p>CSAT Central Services</p> <ul style="list-style-type: none"> - The Executive Headteacher advised that he meets regularly with the central team made up of the Head of Finance, Head of HR, Head of IT, Head of Estates and Catering to hold them to account for the services they provide. 	
<p>8.</p>	<p>Statutory and Non-Statutory Policies</p> <p>The Executive Headteacher advised that there is a definitive list of statutory policies that the school is required to have. However, he is seeking clarification from the central team as to which are Trust policies and which sit with the school.</p> <p>ACTION: HEADTEACHER AND CENTRAL TEAM</p> <p>The Vice Chair agreed that it will be useful to have this clarification.</p>	<p>HEADTEACHER AND CENTRAL TEAM</p>
<p>9.</p>	<p>Diversity working party</p> <p>The Head of School advised that this issue had been recently raised by a Governor. She added that it would be a good idea to set up a Diversity Working Party to help challenge the school around this issue.</p> <p>A governor asked if there was currently a Policy on Diversity? The Head of School replied there was not one in place at the moment but the River Learning Trust have carried out some training on this issue so she will contact them to get further guidance on what they currently do.</p> <p>ACTION: HEAD OF SCHOOL</p> <p>A Governor mentioned that he had overseas contacts and he will ask them for their perspective on diversity in order to get a different viewpoint.</p> <p>ACTION: CP</p> <p>A Staff Governor added that she had attended a meeting on diversity and will forward details of this to the LGB.</p> <p>ACTION: LF</p> <p>It was agreed for the Clerk to add this item to the agenda for the next LGB meeting in January for further discussion.</p> <p>ACTION: CLERK</p> <p>Following the meeting LF registered her interest in becoming part of the Diversity Working Group.</p>	<p>HEAD OF SCHOOL</p> <p>CP</p> <p>LF</p> <p>CLERK</p>



10.	Items to refer to the Trust The Executive Headteacher advised that the following two areas need to be referred to the Trust: 1) Clarification around policies 2) Working budget in place for the school ACTION: HEADTEACHER AND CENTRAL TEAM The Governors asked whether it is the Headteacher's role to challenge the Trust Board or can the LGB do this? The Executive Headteacher replied that the Headteacher would try and manage these issues initially and then ask the LGB for support, if and when required.	HEADTEACHER AND CENTRAL TEAM
11.	Any other business The Governors asked about catch up funding and the national tutoring programme? The Head of School replied that the school's focus is on phonics as this is where there is a significant gap in pupils' learning. Following the next round of assessments, the school will look to offer targeted tuition after school with a current teacher who will be paid overtime or receive time off in lieu. The Head of School added that catch up money is also being used to pay for an intervention called "Ready to Learn" to help build childrens' resilience, working memory and managing emotions to help them be ready to learn - this is in place until Christmas. The Executive Headteacher advised that there is now a requirement for the school to report on how the catch up funding has been spent. There is currently no template for this but is likely to be similar to the Pupil Premium report. He added that this will also need to be shown on the school's website. The Clerk will add this to the agenda for the next LGB meeting in January. ACTION: CLERK	CLERK
12.	Date of next LGB meeting Date of next meeting: Thursday 21st January 2021 @ 5:00pm. The meeting ended at 6.28pm.	