



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Thursday 7th October 2021, 5.30pm,
Community Hall and by video conference call**

In the Chair:	Mary Clarkson
Present:	Tehmeena Ajmal (TA) (until item 15), Michelle Francis (MF), Lauren Freedman (LF) (until item 24), Bryony McCraw (Headteacher), Michelle Morgan (MM) (until item 24), Padma Thealla (PT) and Kathy Turner (Vice-Chair).
In attendance:	Ben Hegedus (Head of HR) and Judith Geddes (Clerk)
Apologies:	None

	Minutes	Action
	Items for Discussion	
1.	<p>Welcome, apologies for absence and declaration of interests</p> <p>No apologies for absence were received.</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>	
2.	<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>	
3.	<p>Non-confidential minutes of the previous meeting of 1st July 2021</p> <p>The non-confidential minutes of the previous meeting of 1st July 2021 were approved.</p>	
4.	<p>Update on non-confidential action points from previous meeting</p> <p>One non-confidential action point remains outstanding:</p> <ul style="list-style-type: none"> - Ensure that the first aid policy contains the level of care given by the school and that parents are always called straight away if there is an incident. (Headteacher) 	HEADTEACHER



<p>5.</p>	<p>Update on Governors and Allocation of Link Governor Roles</p> <p>The following Link Governor roles were agreed:</p> <p>Safeguarding – Kathy Turner SEND – Padma Thealla Early Years – Mary Clarkson Additional Funding (pupil premium, sports premium, government catch up funding) – Michelle Francis Health and Safety – Tehmeena Ajmal English and wider curriculum – Mary Clarkson (look to share this topic between additional governors, once they are appointed)</p>	
<p>6.</p>	<p>Link Governors reports</p> <p>A written report was circulated to Governors by the Safeguarding Link Governor prior to the meeting. The main points highlighted were:</p> <ul style="list-style-type: none"> - All Staff have attended Generalist Training of two hours duration. This took place on 9th July 2021. - Met with Katie Rayner to look at the Single Central Record to establish that all requirements from the 'Keeping Children Safe in Education Policy' are in line with Statutory guidance. - All members of staff are required to sign and confirm that they have read and understood Part One of the document KCSIE which includes Annex A. - The school demonstrates sound procedures to ensure that children and adults and all site users are safe on the school site. Detailed attention is paid to the safe admittance of all visitors to the site with signing in procedures. The entrance and reception area are well secured and there is a controlled entrance system. - The school has a traffic lights colour coded system for neck lanyards. Children are alert and are informed about what these colours indicate. - There are information points for staff and visitors for understanding procedures and for identifying key personnel, for instance in the Staff room and in the Reception area and other shared spaces. - All classrooms are secure and there is secure fencing around the perimeter of the school. A broken fence was immediately being repaired. <p>There were no questions or comments.</p>	
<p>7.</p>	<p>Support and Challenge Partner report</p> <p>The Chair referred to a report from Katherine Spencer, the RLT Support and Challenge Partner, which had been circulated to Governors prior to the meeting. The Chair highlighted the key priority is to look at the LGB's training needs.</p> <p>There were no questions or comments.</p>	



<p>8.</p>	<p>Annual SEND report</p> <p>The Headteacher referred to the annual SEND report which had been circulated to Governors prior to the meeting.</p> <p>The LGB approved the SEND report.</p>	
<p>9.</p>	<p>Child Protection and Safeguarding Policy 2021/2022</p> <p>The Headteacher referred to the Child Protection and Safeguarding Policy 2021/2022 which had been circulated to Governors prior to the meeting.</p> <p>The LGB approved this policy.</p> <p>The office manager, Katie Rayner, will upload this policy to the school's website.</p> <p>ACTION: OFFICE MANAGER</p>	<p>OFFICE MANAGER</p>
<p>10.</p>	<p>Pupil premium strategy 2021/2022</p> <p>The Headteacher referred to the Pupil Premium Strategy 2021/2022 sent to Governors prior to the meeting. The following key areas were highlighted:</p> <ul style="list-style-type: none"> - Three priorities: 1) Quality first teaching, 2) Targeted academic support and 3) Wider strategies. - The school will have to subsidise the cost of a part-time TA to run the Nuffield Early Language Intervention (NELI). - Can apply for grants to support the running of a breakfast club once the cohort is made up of 35% or more students in receipt of pupil premium funding. <p>The Headteacher advised that the figure for the Pupil premium allocation for this academic year quoted in the report is incorrect. She will update the strategy accordingly.</p> <p>ACTION: HEADTEACHER</p> <p><i>The Chair asked if there was a mechanism for reviewing the impact of any interventions.</i></p> <p>The Headteacher advised that Target Tracker will be used to review pupils' progress.</p> <p>There were no further questions or comments.</p>	<p>HEADTEACHER</p>
<p>11.</p>	<p>Sports premium strategy 2021/2022</p> <p>The Headteacher referred to a spreadsheet of projected spend sent to Governors prior to the meeting and highlighted the following:</p> <ul style="list-style-type: none"> - School receives £16,000 plus £10 per pupil. - Sports premium is being used to support active playtimes, including lunchtime sports clubs. - £1,950 for REAL PE subscription and training for teachers/TAs. - Developing enrichment opportunities and ensuring access for all pupils. - Headington Prep School has offered the use of their swimming pool. 	



	<p>The Headteacher stated that she will formally write up the Sports Premium Strategy 2021/2022 and send it to Governors for their approval.</p> <p>ACTION: HEADTEACHER</p>	<p>HEADTEACHER</p>
<p>12.</p>	<p>SIP 202/2021 review</p> <p>The Headteacher commented that she had reported on the SIP 202/2021 throughout the last academic year. Reading was a particular success, specific school values had been agreed on and the issue of behaviour was being sorted out.</p> <p>There were no questions or comments.</p>	
<p>13. & 14.</p>	<p>Headteacher's verbal report</p> <p>The Headteacher gave a verbal report which highlighted the following key areas:</p> <ul style="list-style-type: none"> - Currently there are no Covid-19 cases in either pupils or staff. - Additional cleaning regimes introduced following Covid-19 restrictions have now stopped. - Biggest challenge to date is staffing. 3 new staff have joined the school and have settled in well. - Due to budget constraints, can no longer bring in a highly experienced infants teacher for 1.5 days a week in 2021/22. - Very high need cohort. - Attendance is 100% today and 96.2% this year. - There has been one half a day exclusion. - Transition from nursery was good but lots of paperwork around SEND was missing. - Nursery is moving slowly but feel positive that they have a good provider. - Obtained resources from Bayards Hill in respect of Read, Write Inc. - Staff are undertaking 2 days of phonics training over the weekend. - Reception baseline assessment has been carried out. - Library was set up over the summer and looks great. - Lunchtimes are going well and the school has introduced a system of play buddies. - Trialling "Friends together Fridays" to incorporate half an hour peer learning. <p>The Governors asked the following questions:</p> <ul style="list-style-type: none"> - Are the high needs children being educated within the class or outside of the class? The Headteacher replied that a mixture of both is taking place. - Concerned that you have not received SEN paperwork as part of the transition. Does it take a long time to collate this? The Headteacher responded that a lot of evidence is required in order to get help for SEND children and the school needs to show that it has put interventions in place to support the children and that this hasn't worked before they can access local authority assistance. The Headteacher added that she has spoken to the Oxfordshire School Inclusion Team (OXIT) to try to support the school's SENCo. - How many different languages do pupils speak at school? The Headteacher was unaware of the total number but the most common language spoken is Arabic so a number of pupils have English as an Additional Language (EAL). 	



	<p>Final SIP 2021/2022</p> <p>The Headteacher referred to the SIP 2021/2022 document which had been circulated to Governors via Governor Hub prior to the meeting and raised the following points:</p> <ul style="list-style-type: none"> - Three key priorities: 1) Improve outcomes in writing for all, 2) Develop the curriculum, 3) Develop leadership at all levels. - Additional priority is to manage the merging of Reception and Year 1 and reduction in teaching staff so there is no negative impact on teaching and learning. - Have invested in SONAR to support the mapping out of the school's curriculum. - Other priorities include: <ul style="list-style-type: none"> - Early Years curriculum - new framework - Science curriculum - Maths teaching - Reading for pleasure - Behaviour - 3 year strategic plan for personal development - Need to strengthen the Governing body <p>The Governors asked the following question:</p> <ul style="list-style-type: none"> - <i>Do you have access to good leadership development?</i> The Headteacher replied that RLT provides really good support. The school's Support and Challenge Partner Katherine Spencer is very good. In addition, RLT's subject leads meetings are very helpful and RLT appears to fully invest in leadership support. - <i>Any of the CSAT Trustees willing to join the LGB after the merger with RLT?</i> The Headteacher responded that Maurice East is visiting the school tomorrow and she will talk to him about this as it is vital to get the vacancies on the LGB filled with the right people as soon as possible. - <i>Will the school be producing a Self Evaluation Form (SEF)?</i> The Headteacher advised that this will be produced for the end of the year. <p>The Chair thanked the Headteacher for her report and all the documentation.</p> <p>TA left the meeting at 6.51pm.</p>	
<p>15.</p>	<p>Update on Catch-up Funding</p> <p>The Headteacher advised that the school will receive £2,000 this year. The intention is to put this funding towards the cost of Lisa Hart's salary (PTE TA) as she is due to deliver the NELI (Nuffield Early Language Programme) and catch up phonics, both of which are essential to the recovery of early language following the pandemic.</p> <p>The Headteacher will write up this strategy and upload it to the school's website.</p> <p>ACTION: HEADTEACHER</p>	<p>HEADTEACHER</p>



<p>16.</p>	<p>Update on School Meal rates</p> <p>The Headteacher confirmed that Barton Park School charges the same for school meals as other schools in the area.</p> <p>There were no questions or comments.</p>	
<p>17.</p>	<p>Website compliance</p> <p>The Headteacher said that she is continuing to work to ensure the school's website is compliant and will upload a holding statement regarding the curriculum.</p> <p>ACTION: HEADTEACHER</p>	<p>HEADTEACHER</p>
<p>18.</p>	<p>Health and Safety Issues</p> <p>The Headteacher stated that playground equipment should not be used by children outside of school hours and she will be re-iterating this to parents. She added that a Fire Alarm was conducted this week and there were no issues.</p> <p>The Headteacher further advised that a plan needs to be developed regarding the transition of Health and Safety issues from CSAT to the LGB prior to the merger and she will discuss this with the Health and Safety Link Governor.</p> <p>ACTION: HEADTEACHER AND HEALTH AND SAFETY LINK GOVERNOR</p>	<p>HEADTEACHER AND HEALTH AND SAFETY LINK GOVERNOR</p>
<p>19.</p>	<p>School's Vision and Values</p> <p>The Headteacher advised that the school has agreed on the following values:</p> <ul style="list-style-type: none"> - Respect - Kindness - Perseverance (to incorporate positive thinking) - Responsibility (to incorporate honesty and independence) - Curiosity - Equality <p>The Headteacher stated that these values will be displayed around the school and discussed in assemblies.</p>	
<p>20.</p>	<p>Keeping Children Safe in Education (KCSIE)</p> <p>The Clerk stated that Governors can confirm on Governor Hub that they have read the KCSIE document. She will forward details to the LGB on how to do this.</p> <p>ACTION: CLERK</p>	<p>CLERK</p>
<p>21.</p>	<p>School Visit by Trustees</p> <p>The Head of HR advised that Liz Tyler-Bell, Chair of Trustees, and Paul James, CEO of RLT, will be visiting the school on Friday, 22 October.</p>	



22.	Items to refer to the Trust There were no items to refer to the Trust.	
23.	Any other business OCC Phonics Training The Clerk highlighted the flyer that had been circulated to Governors prior to the meeting regarding upcoming Phonics Training through Governors Services on 3rd November 2021 if any Governor was interested in joining the session.. Possible dates for Governor Training with Katherine Spencer It was agreed for the Clerk to arrange a date for Governor Training with Katherine Spencer by email in order to easily ascertain everyone's availability. ACTION: CLERK Staff Governor LF advised the LGB that she will be resigning as a Staff Governor after tonight's meeting and thanked all the Governors. The Chair thanked Lauren for her commitment and hard work during her time as a staff governor. LF and MM left the meeting at 7.05pm. There were no further items to discuss.	CLERK
24	Confidential items These are minuted separately.	
25.	Date of next LGB meeting Date of next meeting: Thursday 18th November 2021 @ 5:30pm. The meeting ended at 7.27pm.	