



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Thursday 18th November 2021, 5.30pm,
Community Hall and by video conference call**

In the Chair:	Mary Clarkson
Present:	James Buchanan (JB), Michelle Francis (MF), Bryony McCraw (Headteacher), Michelle Morgan (MM) (until item 15) and Kathy Turner (Vice-Chair).
In attendance:	Stephen Axcell (Interim Head of Finance) (until item 4) and Judith Geddes (Clerk)
Apologies:	Tehmeena Ajmal, Padma Thealla and Ben Hegedus

	Minutes	Action
	Items for Discussion	
	<p>Welcome, apologies for absence and declaration of interests</p> <p>Apologies for absence were received and accepted from Tehmeena Ajmal, Padma Thealla and Ben Hegedus.</p> <p>The Chair welcomed James Buchanan as a new Parent Governor to the Local Governing Body.</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>	
1.	<p>Non-confidential minutes of the previous meeting of 7th October 2021</p> <p>The non-confidential minutes of the previous meeting of 7th October 2021 were approved.</p>	
2.	<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">- To discuss a plan regarding the transition of Health and Safety issues from CSAT to the LGB prior to the merger with RLT. (Headteacher and Health and Safety Link Governor)	HEADTEACHER & HEALTH AND SAFETY LINK GOVERNOR



<p>3.</p>	<p>Financial Update on reserves following year end</p> <p>The Interim Head of Finance shared the final figures for Barton Park for 2020/2021 and highlighted the following key points:</p> <ul style="list-style-type: none">- Revenue funds carried forward of £45,838- The School is likely to break even in 2021/2022 and will continue to have significant reserves in 2022/2023.- Staffing in the budget is based on the plan for the class structures and is sustainable.- The school will receive OCC funding for a higher PAN in 2022/2023. <p>MM left the meeting at 6pm to allow the Vice Chair to raise a concern which is included in the confidential minutes.</p> <p>There were no further questions.</p> <p>The Chair thanked the Interim Head of Finance for his report.</p> <p>The Interim Head of Finance left the meeting and MM rejoined the meeting at 6.16pm.</p>	
<p>4.</p>	<p>Early Years Lead report</p> <p>A written report was circulated to Governors prior to the meeting. The Governors asked the following question:</p> <ul style="list-style-type: none">- Was the recent statutory reception baseline assessment that was carried out useful? <p>MM replied that it did not provide much information and the school does not receive any feedback.</p> <p>The Vice Chair highlighted that if the school has its own records on file then this is important evidence which Ofsted will look for during an inspection. MM stated that she is working with Sarah Pugh at OCC on how best to carry out Early Years assessments which will provide the school with the necessary evidence it requires. The Headteacher agreed that the school needs to carry out a baseline assessment which informs the school.</p> <p>The Vice Chair also highlighted the very impressive outdoor area. The Headteacher thanked MM for all her hard work in ensuring the quality of the outdoor space.</p> <p>The Chair thanked MM for her report and agreed to arrange a visit to the school as the Early Years Link Governor.</p> <p>ACTION: CHAIR</p>	<p>CHAIR</p>
<p>5.</p>	<p>Feedback reports from Link Governors</p> <p>There were no reports from Link Governors since the previous LGB meeting in October 2021.</p>	



<p>6.</p>	<p>Headteacher's report</p> <p>The Headteacher provided a verbal report in which she highlighted the following key areas:</p> <ul style="list-style-type: none">- Two applications have been received for the one to one Teaching Assistant vacancy.- MM is now an upper pay scale teacher.- As a result of the merger with RLT, the current office manager will take on the school business manager role 2 days a week. To help with this, the school will advertise for an office assistant role.- Will look to tender for catering in January 2022.- No change in current pupil numbers on roll.- Attendance is 95.8%, mostly as a result of two positive covid-19 cases and parents being more cautious in sending their children to school.- The reduced timetable for a Year 1 child is working well.- Parent questionnaire regarding behaviour being sent out this week.- Logging when behavioural problems arise.- No ASP data to report on.- Will not have an IDSR until the school is inspected.- Phonics Screening - predicted that 3 out of the 6 students will pass comfortably and 3 are receiving extra daily practice and phonic packs are being sent home.- Focus for the SIP this term is English and also working on the curriculum.- On agreed growth, the proposal is that the current Reception class will merge with current Year 1 in September 2022 and the Reception class in 2022/2023 will have up to 30 pupils but not merge with a different year group. Current Year 2/3 will progress through the year groups as one class.- Pupils have received free tickets for the dress rehearsal of the Pegasus Theatre's Christmas Show on 8th December 2021. <p>The Governors asked the following questions:</p> <ul style="list-style-type: none">- <i>Have you applied for an EHCP for the pupil requiring one to one support?</i> The Headteacher responded that an application will be submitted by Christmas but the school is unlikely to receive a response until July 2022.- <i>If additional pupils join the school during the year, will the mobility allowance apply?</i> The Headteacher said she will investigate this. <p>ACTION: HEADTEACHER</p> <ul style="list-style-type: none">- <i>Are parents engaging with the phonics packs being sent home?</i> The Headteacher responded that there has been a mixed response to this.- <i>How will the catering work once you go to tender?</i> The Headteacher advised that food will likely be brought in and heated up as it is more cost effective, depending on the company who wins the tender.- <i>What will happen to the role of the Clerk post merger with RLT?</i> The Headteacher said she will enquire about this. <p>ACTION: HEADTEACHER</p>	<p>HEADTEACHER</p> <p>HEADTEACHER</p>
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	There were no further questions or comments.	
7.	<p>Annual Safeguarding report</p> <p>The Governors noted the report and the further actions within the report to be carried out by the Headteacher and the Safeguarding Link Governor.</p>	
8.	<p>Policies</p> <p>The Headteacher referred to the Accessibility Plan and the First Aid Policy which had been circulated to Governors via Governor Hub prior to the meeting.</p> <p><i>The Chair asked whether a person in a wheelchair had easy access into and out of the school.</i></p> <p>The Headteacher replied that most doors were wheelchair accessible or, if not, an alternative route in and out of the school is available.</p> <p>There were no further questions or comments.</p> <p>The LGB approved both the Accessibility Plan and the First Aid Policy.</p>	
9.	<p>Health and Safety issues</p> <p>The Headteacher advised that there were currently no known health and safety issues.</p>	
10.	<p>Risk register</p> <p>The Headteacher referred to the Risk Register which had been circulated to Governors via Governor Hub prior to the meeting.</p> <p>The Governors asked the following question:</p> <ul style="list-style-type: none"> - <i>Is there a date for the nursery to open?</i> The Headteacher advised that the Oxford Nursery has been served with notice as she has received no information from them and recent rent invoices have not been paid. She added that the school will make plans to open a nursery in-house if the agreement with the Oxford Nursery falls through. <p>There were no further questions or comments.</p>	
11.	<p>Update on Governor Training</p> <p>The Chair commented that it would be useful to receive Governor training from RLT particularly around gaps in the LGB's skills audit and preparing for an Ofsted Inspection. The Clerk advised that she has contacted Louise Askew at RLT regarding this and was awaiting a response.</p> <p>The Vice Chair advised that she has signed up for two governor training sessions with RLT in the new year.</p>	



<p>12.</p>	<p>Items to refer to the Trust</p> <p>The Clerk said that she would refer the current position with the Oxford Nursery with the Trust.</p> <p>ACTION: CLERK</p>	<p>CLERK</p>
<p>13.</p>	<p>Dates to note</p> <p>The Governors noted the following dates:</p> <ul style="list-style-type: none"> - 30th November 2021, all day: The Big Christmas Sing - 4th December 2021, Barton Park Estate Christmas Market - 15th December 2021, 2pm: Christmas Singing / Performance <p>The Headteacher advised that a lantern workshop had taken place at the school last Friday and thanked the Vice Chair for attending the recent poppy day workshop.</p>	
<p>14.</p>	<p>Any other business</p> <p>Parent, Carer and Visitor Code of Conduct and Behaviour on School Premises Policy</p> <p>The Headteacher referred to the Parent, Carer and Visitor Code of Conduct and Behaviour on School Premises Policy which had been circulated prior to the meeting and asked Governors to review and approve by email by 26th November 2021.</p> <p>ACTION: GOVERNORS</p> <p>The Vice Chair congratulated the school on receiving a certificate in the new buildings category of this year's Oxford Preservation Trust Awards.</p> <p>The Headteacher said she would include this in the next newsletter.</p> <p>ACTION: HEADTEACHER</p> <p>MF advised that a walking bus has been launched with currently 4 parents participating. The Chair said that this was a great initiative which will become even more critical as the school grows and traffic potentially increases.</p> <p>There were no further items to discuss.</p> <p>MM left the meeting at 7.21pm.</p>	<p>GOVERNORS</p> <p>HEADTEACHER</p>
<p>15.</p>	<p>Confidential items</p> <p>These are minuted separately.</p>	



BARTON PARK
PRIMARY SCHOOL

Together, we grow

25.	Date of next LGB meeting Date of next meeting: Thursday 20th January 2022 @ 5:30pm. The meeting ended at 7.33pm.	
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