



MINUTES OF THE LGB MEETING HELD ON MONDAY 22nd SEPTEMBER AT 6.00PM

Present

Lisa Upson (LU) Trust Appointed
Sam Birnage (SB) Headteacher
Jenny Mackie (JM) Parent
Alice Green (AG) Trust Appointed
Neil Rudge (NR) Trust Appointed
Katie Evans (KE) Staff Governor
Donna Valentine (DV) Staff Governor

Jane Johnson, Lead Governance Professional EPA (for item 1)

The meeting was quorate

Apologies

James Allison (JA) Parent

CQ: Challenge Question

The meeting opened at 6.00pm and was chaired by LU

1. Apologies

Apologies were received from James Allison. These were accepted by LGB.

2. Presentation from Jane Johnson, Lead Governance Professional EPA

Jane Johnson attended the meeting via invitation to give a presentation to governors on governance within EPA and how this would differ from being a governor in a maintained school. Following the presentation, Jane invited questions from governors. **CQ:** LU questioned whether she would be able to assist with the recruitment of new governors. Jane advised that she suggested using Governors for Schools and LJ agreed to look into this. **CQ:** JM questioned how LGBs had a voice within EPA. Jane advised that meetings of the Chairs of Governors of all LGBs and the Director took place twice a year which provided an opportunity for this. She went on to report that the Directors were looking into more opportunities for LGBs within the EPA to work together and advised that she would welcome ideas regarding this. Jane reported that EPA were currently working on a new training and support package for governors and she would send further details of this as soon as it was available.

Governors thanked Jane for attending the meeting and giving a very useful presentation.

3. Items of Urgent Business

SB advised that due to an ongoing HR issue, a panel of three governors was required for a meeting. AG, LU and JM offered their support. SB agreed to contact them regarding a date for the meeting.

4. Declaration of Interests

LJ reminded governors to update their Declaration of Interests on Governor Hub in order that the information could be uploaded to the school website.

5. Minutes of the Last Meeting

The minutes of the meeting of 14th July 2025 were agreed.

6. Action Points from the Last Meeting

The action points from the meeting of 14th July 2025 were reviewed.

LU confirmed that she had contacted Charlie Maynard, MP and was awaiting a response.

7. Staffing Update

SB reported that the site manager had resigned in August and therefore he had been working on the recruitment of a replacement. He advised that he had communicated with EPA to see if the role could be shared between schools but following an advert and subsequent applications, it had been agreed that one applicant would be offered the job on a part time basis for West Witney. It was hoped that the person would be able to start the following week. This would mean a reduction in the budget from a full time to part time site manager role.

SB advised that there had been no other staff changes but 11 teachers had changed year groups. He went on to report that in order to support the budget, SLT were covering more classes this academic year. Furthermore, Dan Long had been appointed as Assessment Lead for EPA for one half day a week. Governors noted that this would create additional income for the school.

8. Budget Overview

SB introduced the budget overview. He reported that he had not yet received the first monthly report as the budget was set from 1st September 2025. He commented that although the format was simplistic, it may be possible to add more information in future reports. Governors noted that there was a £50k deficit at the end of year. As there was a balance brought forward of £172K this meant that the revenue balance was £121K but this level of in year deficit was not sustainable. CQ: Governors questioned why there was this level of deficit. SB advised that this was for a number of reasons, including the EPA top slice, increase in staff salaries and National Insurance contributions. SB commented that six new children had joined the school which would increase income and the budget would also need to be adjusted to account for the part time site manager position and Dan Long working as Assessment Lead for EPA. AG suggested that the word “forecast” be changed to “estimate” and this was agreed. Governors commented that the layout of the document was helpful and provided them with the information they needed in a clear format.

9. Safeguarding

a) Child Protection Policy

SB advised that the policy had been approved by EPA and staff contact names for the school had been added. Governors noted the policy.

b) Annual Safeguarding Audit

SB confirmed that JA would sign off the annual safeguarding audit once it had been completed.

c) Governor Training

SB reminded all governors to complete safeguarding training using the link he had sent out via email. LJ advised that DV would need to complete induction training but she would await further information from Jane Johnson regarding the training package before sending information to her.

d) KCSiE

SB reminded all governors to read the updated KCSiE September 2025 and confirm this on Governor Hub.

10. Attainment

a) Wildly Aspirational Goals

SB introduced the Wildly Aspirational Goals for 2025-2026 including the Year 6 outcomes. He explained that the progress scores from Year 2 to Year 6 should be good but the attainment scores would be lower than previous years. However, the aim was still to be above national averages. Governors noted that national progress scores would be available for the first time since the Covid outbreak. **CQ:** NR questioned how Year 6 teachers felt about the Wildly Aspirational Goals and whether they were disheartened by them. SB advised that they had been set in consultation with the Year 6 teachers and LU confirmed that when she had met with them previously, they were positive about them, recognising that the aspiration was that every pupil could achieve. **CQ:** LU questioned what measures had been put in place to try and address the Year 4 Multiplication Check results which had been below the WAGs in previous years. SB advised that a core group had been established which would meet every five weeks to monitor progress and share good practice between classes.

b) Statutory Assessment Outcomes

SB reported that following the appeals which had been submitted to remark some of the Year 6 SATs papers, one reading paper had been uplevelled to ARE and another to GD. This had increased the overall percentages slightly. Governors commented on the excellent result of 16% of pupils in Year 6 in 2024-2025 achieving combined GD. SB advised that he would update governors once he had received national data.

11. School Development Plan 2025-2026

The following updates to lead governors for the SDP for 2025-2026 were agreed:-

Children with SEMH and behaviour needs access an appropriately adapted curriculum and environment that supports their success in a mainstream class. Lead Governor: LU and KE	Children are ready to learn because they are in a calm, quiet and purposeful environment. Lead Governor: JM and AG	Children receive an enriched curriculum with planned for links so Big Knowledge is fully embedded and is ready to be applied. Lead Governor: NR and KE	At all statutory assessment points, outcomes are above national at ARE and GD. Lead Governor: NR and DV
Children's education is enhanced by the engagement of parents across the school. Lead Governor: JM and JA	The quality of provision in the EYFS is consistently good across all classes. Lead Governor: AG and DV	Children with moderate learning needs receive adapted teaching and learning so they make good progress. Lead Governor: LU	Personalised CPD supports teachers to develop their teaching and learning pedagogy so that children achieve the highest outcomes. Lead Governor: JA

SB confirmed that he had shared the SDP with the Director of Education for EPA and had sent out dates for monitoring visits.

12. Policies

a) Reading for Pleasure

The policy was ratified. It was agreed that it should be published on the school website and sent to parents.

b) Home School Agreement

The Home School Agreement was ratified. A discussion took place around whether parents should be asked to sign it annually. SB advised that this was a significant administration task. It was agreed that it should be sent out to parents annually to remind them of the contents. CQ: JM questioned whether there was a communications strategy in school. SB advised that this formed part of one of the objectives in this year's SDP.

c) Homework

The policy was ratified and it was agreed that a copy would be sent to parents. CQ: JM questioned whether a copy of the PowerPoint presentations from the Meet the Teacher meetings could be sent to parents and SB agreed to organise this.

d) Safer Recruitment

SB advised that he was waiting for EPA to approve this updated policy before it could be sent to governors for information.

13. Governor Appointments

SB reminded all governors to complete their skills audit on Governor Hub by the end of the week in order that an advert for a new parent governor could be sent home on the newsletter. JM suggested that in addition to contacting Governors for Schools, an advert for new governors could be placed on Linked In.

14. Statutory Items

a) Safeguarding

SB reported that JA had completed a safeguarding visit to audit the central register. He went on to advise that there were currently 78 children on the safeguarding watch list.

b) Health and Safety

There were no incidents to report. **CQ:** JM questioned where accidents were recorded. SB advised that they were recorded on ScholarPack. JM went on to question whether they were reviewed for any patterns. SB advised that he would look into whether a report could be produced.

c) Racial and Bullying Incidents

SB reported that one pupil had alleged that another had made racist comments but this had been denied and there were not witnesses. SB advised that DL was currently investigating a concern raised by parents regarding bullying.

d) Data Protection

There were no incidents to report.

15. Making a Difference

- Wildly Aspirational Goals
- Budget Overview
- Governor recruitment

16. Date of Next Meeting

It was agreed that the next meeting would take place on Monday 24th September at 6.00pm.

The meeting closed at 7.45pm.