



MINUTES OF THE LGB MEETING HELD ON MONDAY 24TH NOVEMBER AT 6.00PM

Present

Lisa Upson (LU) Trust Appointed
Sam Birnage (SB) Headteacher
Jenny Mackie (JM) Parent
Alice Green (AG) Trust Appointed
Katie Evans (KE) Staff Governor
Donna Valentine (DV) Staff Governor
James Allison (JA) Parent
Brendan Knight (BK) Parent

Dan Long (DL) Attending by Invitation (for items 1 to 6)

The meeting was quorate

Apologies

Neil Rudge (NR) Trust Appointed

CQ: Challenge Question

The meeting opened at 6.00pm and was chaired by LU

1. Apologies

Apologies were received from Neil Rudge. These were accepted by LGB. The Chair welcomed Brendan Knight to his first meeting of the LGB since he had been appointed as parent governor following an election process.

2. Items of Urgent Business

There were no items of urgent business.

3. Declaration of Interests

No interests were declared.

4. Minutes of the Last Meeting

The minutes of the meeting of 22nd September 2025 were agreed.

5. Action Points from the Last Meeting

The action points from the meeting of 22nd September 2025 were reviewed.

It was noted that all actions had been completed, aside from SB continuing to look into accident trends.

LJ advised that she had registered the governing body vacancies with Governors for Schools but had not yet received a response from any interested governors.

It was agreed that DV and BK should complete induction training through NGA Learning Link.

6. Assessment Update

DL had joined the meeting to provide an assessment update to governors. He explained that there had been a change in MIS system from ScholarPack to Arbor. The data from all schools within the EPA was then pulled through from Arbor to Hello Data.

DL advised that the whole school mean average for reading had increased by 2%, for writing it had increased by 6% and for maths it had fallen by 4%. The reasons for the fall in the percentage for maths was being looked into. DL advised that it may be due to thresholds. Governors noted that the percentage of pupils achieving greater depth had slightly decreased and this would be monitored. DL went on to advise that whilst the ARE percentages for key groups were included in the report, it was not yet possible to report on progress for key groups due to the change in systems.

Governors noted that overall the attainment in reading was strong with 73% of pupils on track. They also noted the gap between disadvantaged pupils (52%) and all pupils (73%) is 21 percentage points, which was better than the typical national gap of ~25%, indicating that disadvantaged pupils are performing comparatively well. Similarly, pupils with SEND (44%) are 29 points behind all pupils—again, a narrower gap than the expected ~40%, representing a relative strength in inclusive practice and SEND provision. DL advised that summer born pupils were performing less well than autumn born pupils. **CQ:** AG questioned whether any parents had requested delaying their child's entry into Reception. SB advised that they had not but the school had suggested this in a small number of cases. Governors noted that pupils with EAL performed notably well in reading (81%), which was a positive indicator of effective language support, however they performed less well in Maths suggesting that vocabulary development in Maths needed to be focused on. DL reported that children were reading less at home and this was the picture nationally. With this in mind, time was being given in school for independent reading. Reading was being tracked and messages were being sent home to reinforce the message to parents about the benefits of regular reading. **CQ:** AG questioned why book club was only being run every other term and SB reported that this was due to teacher workload. LU suggested that as some pupils responded well to certificates, whether this could be applied to reading. SB reported that £1000 of funding from the PTA had been given towards class libraries and pupils were being asked for recommendations.

Regarding writing, governors noted that overall the attainment was 71% with a significant gender gap remaining. DL advised that the performance of disadvantaged pupils was a concern and the gap between SEND and non SEND pupils was larger than that for reading. **CQ:** AG questioned whether pupils were given the option to type rather than handwrite. DL and SB advised that sometimes pupils were given the option but being able to write neatly, joined and legible was part of the curriculum. **CQ:** JM questioned whether pupils wrote for purpose and DL confirmed that they did.

Regarding maths, governors noted that this was the weakest of the core subjects in terms of attainment. Unlike reading and writing, boys outperformed girls and the reasons for this were being explored. SB advised that he was currently looking into inviting female role models into school for visits. SB commented that observations of maths lessons had shown that lesson delivery was good but this was not being mirrored in academic outcomes.

DL reported that the whole-school combined attainment was 58% which was slightly below both the school benchmark (60%) and national expectations (62%).

DL advised that there had been a change in the way EPA reported the Reception data and there was a need to look at assessment practices. DV commented that the phonic knowledge of pupils

going into Year 1 had been stronger this academic year so it was hoped this would increase the percentage of pupils passing the Year 1 phonics screening.

DL commented that it was hoped Year 6 progress scores should be healthy and higher than the national average.

Governors thanked DL for the report and all of his work to analyse the data.

7. Headteacher's Report

SB introduced his report which had previously been circulated to governors and invited comments. Governors noted that although there were fewer pupils on roll, West Witney was the school with the highest percentage of places filled within EPA schools. It was agreed that it was vital to keep promoting the successes of the school in order to attract new pupils as each pupil was worth £4k of funding. **CQ:** LU questioned whether the school should consider having a Facebook page. SB advised that he had considered this but was wary of using social media.

CQ: JA questioned whether the reduction in the number of hours for the site manager (due to budget constraints) was having an effect on health and safety. SB advised that all statutory requirements were being completed.

Parent governors commented that the Williams Formula 1 trip had been very positive and well received by the pupils. SB advised that he hoped to make it an annual trip.

Governors congratulated staff on the Nurture School Award.

8. Budget Overview

SB reported that the report was for the first two months of the budget and the deficit should decrease by approximately £30k to £40k due to less site manager hours, a teaching assistant leaving and not being replaced and DL working half a day for EPA.

SB advised that the PTA were funding some work on the outdoor area but other than this no large projects were planned.

9. Safeguarding Annual Report

SB reported that JA, Safeguarding Governor had signed off the report and that since there had been a change in systems, he now received a monthly reminder to check the central register. SB went on to advise that the central register needed to be updated when a new member of staff or a governor had been appointed. Governors noted that it had taken a considerable amount of administration time to convert to the new system. **CQ:** AG questioned whether there was any formal recognition for staff. SB advised that this was through thank you messages in the newsletter, performance management, coaching sessions and end of term reviews.

10. School Development Plan

Governors noted that DV, KE, JA and LU had completed monitoring visits to review their SDP targets and they gave a verbal summary. SB advised that the visit reports would be uploaded to Governor Hub and LU recommended that all governors read these. JM and AG agreed to complete visits to review their SDP targets.

It was agreed that KE would join LU as the link governor for the objective: - Children with moderate learning needs receive adapted teaching and learning so they make good progress.

It was agreed that BK would become link governor for the objective: - Children receive an enriched curriculum with planned for links so Big Knowledge is fully embedded and is ready to be applied along with NR.

LU reminded governors that three monitoring visits needed to be completed per academic year and she would send information on the dates when the next sets of visits should take place.

11. Policies

a) Accessibility Plan

Governors noted that the Accessibility Plan had been updated by Helen King. The Accessibility Plan was ratified.

b) Earlybirds

The policy was ratified.

c) Pupil Premium

SB advised that the report had not been completed. It was agreed that the Chair would review this as it would need to be uploaded to the website before the next FGB meeting and this would be sent to governors for information.

d) SEND Information Report

The report was ratified.

12. NGA Learning Link and Governor Training

The Clerk advised that all governors should have received log in information for the NGA so they were able to access Learning Link, an online training platform. LU and SB advised that they had looked at the available modules and recommended that the following governors complete the following training: -

AG – Effective Financial Governance in Schools and Trusts
NR – Monitoring performance data and targets
JM – How to review suspensions and exclusions
KE – Arts, culture and creativity
LU – Ofsted and the Education Inspection Framework

13. Site Update

SB advised that the report was not yet available and therefore this would form an agenda item at the next LGB meeting.

14. Website Update

SB advised that the website was currently up to date and he had asked JM to check that it was compliant with the statutory guidance on what needed to be published. JM agreed to complete this check.

LJ advised that she would contact BK and DV regarding a pen profile for the website.

15. External Reviews

a) EPA Review

SB reported that the EPA had recently completed a review of the school. He explained that the review had been rigorous with a professional dialogue and he felt it was a valuable discussion.

CQ: JM questioned whether SB felt that he was comfortable that he could still make decisions for the school and he advised that he was. He reported he was somewhat disappointed that when he had recently sought support from the EPA on two occasions, this had not been forthcoming which was disappointing. It was agreed that he would raise this at his next meeting with the EPA. SB reported that the collaboration opportunities with other EPA schools had been useful. **CQ:** AG questioned whether SLT had felt more supported and how staff well being was. SB advised that it was a very busy time of the year so an INSET day had been organised for that week. He explained that members of SLT were still having to deal with behaviour issues for some pupils which was impacting on workload.

b) Attendance Summary

Governors noted that overall attendance figures were good and noted that the school had been recognised as one for other schools to contact if they needed advice on attendance.

16. Statutory Items

a) Safeguarding

There were no items to report.

b) Health and Safety

Aside from those items detailed in the Headteacher's Report, there were no further incidents to report.

c) Racial and Bullying Incidents

There were no incidents to report.

d) Data Protection

SB reported that he was currently trialling double authentication to access his emails.

17. Making a Difference

- Data Review
- SDP Update
- Appointment of new parent governor
- Nurture School Award

18. Date of Next Meeting

It was agreed that the next meeting would take place on Monday 2nd February 2026 at 6.00pm.

The meeting closed at 8.20pm.