



MINUTES OF THE LGB MEETING HELD ON MONDAY 2ND FEBRUARY 2026 AT 6.00PM

Present

Lisa Upson (LU) Trust Appointed
Sam Birnage (SB) Headteacher
Neil Rudge (NR) Trust Appointed
Katie Evans (KE) Staff Governor
James Allison (JA) Parent
Brendan Knight (BK) Parent

Apologies

Donna Valentine (DV) Staff Governor

The meeting was quorate

CQ: Challenge Question

The meeting opened at 6.00pm and was chaired by LU

1. Apologies

Apologies were received from Donna Valetine. These were accepted by LGB. Jenny Mackie (JM) and Alice Green (AG) did not attend the meeting.

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 24th November 2025 were agreed.

5. Action Points from the Last Meeting

The action points from the meeting of 24th November 2025 were reviewed.

BK confirmed that he had completed the induction Learning Link modules and had updated his training log on Governor Hub. All governors were reminded to complete the Learning Link training agreed at the last LGB meeting.

SB provided a site update. He advised that a new boiler had been installed in the nursery classroom which had cost £3k of capital funding. Furthermore, some flooring had also been replaced in the same classroom and this had been funded by EPA. The Year 1 outdoor area had been completed

and high quality wooden resources had been purchased which had been funded by the PTA. This area had not yet officially been opened but this would take place after half term.

SB reported that the site manager was now working 2 and a half days a week was doing an excellent job.

Governors noted that three windows needed to be replaced and it was hoped this would be funded by EPA.

SB advised that he had received a complaint from a local resident that the lights in the car park were too bright. This matter had been resolved.

LU agreed to check with JM as to whether she had completed the website checks.

6. Vulnerable Children

SB introduced the report which had previously been circulated to governors. He explained that for the purposes of the report, vulnerable children included those pupils on the SEND register, Children we Care For and PPG pupils. Governors noted that 133 concerns had been logged on My Concern between September and 16th December. He reported that staff were hugely vigilant when it came to logging concerns but the number of incidents was significantly higher than that at another school within the EPA. Governors also noted that 51% of the concerns related to PPG pupils and a large percentage of serious safeguarding concerns involved PPG pupils. This analysis had led SLT to reflect on the strategy of supporting vulnerable children and how PPG funding was used within the school. The focus of this funding had previously been on improving attainment but many of these pupils were coming to school not ready to learn and this needed further consideration. SB advised that he was currently looking into the possibility of appointing a Home School Link Worker if the budget allowed. **CQ:** LU questioned whether the Home School Link Worker would work with parents and SB advised that this would be the case. He stressed the importance of needing to appoint the right individual for the role. A Year 6 TA had recently left the school and would not be replaced so there would be some additional money in the budget. In the meantime, the EPA had agreed to increase the amount of support from their pastoral support worker. SB went on to report that there had been a significant rise in concerns logged in January, including a number of serious incidents. SB informed governors of the current support available in school for vulnerable children. Governors commented that there was a significant amount of support in place but that additional support for parents and carers was needed.

7. Impact Reviews

SB went through the executive summary of the recent impact reviews which governors noted.

8. Curriculum

a) Financial Education

SB reported that one of the statutory requirements of the new curriculum was to include financial education. PiXL had shared a package with the school which SLT had developed to include a lesson for each theme for each year group. These lessons would replace three PSHE lessons across the academic year. PiXL had asked the school to present this plan of work at their national conference which Dan Long attended. SB advised that it was hoped some workshops for parents could also be delivered.

b) PSHE

SB reported that from September 2026 the statutory expectations for the PSHE curriculum were changing and therefore the current scheme did not meet the requirements. The school would move to using a scheme from Kapow which would be ready for September.

9. Nursery Timings

SB reported that due to changes in the statutory requirements for 30 hour funded nursery places and charging for lunchtimes, the timings for nursery sessions had been changed. Parents had been informed and to date this had not had an impact on income. He went on to report that parents were currently being consulted on whether they would be willing to pay an additional fee for 8.00am starts. These would be run by level 3 trained staff. A plan for the future was also to offer 4.00pm finishes in the hope that these extended hours would be welcomed by working parents and increase nursery numbers.

SB reported that he had received draft intake numbers for Reception 2026 and currently there were 57 first place requests and 46 second place requests which was very positive for the budget. It was hoped that all Reception places for 2026 would be full as this would secure funding income for the school. Governors agreed that this was excellent news, especially given there was another school close by and that some other primary schools in the area and within the EPA had low intake numbers. SB reported that himself and DL spent a considerable amount of time delivering tours to prospective parents and this may have had a positive impact. BK commented that when considering a school for his child, the tour he received at the school was far more informative and welcoming than those he had received at other schools.

10. Budget Forecast

SB introduced the budget forecast which had previously been circulated to governors. He explained that the GAG funding was lower due to lower nursery numbers but there had been an increase in income due to a DfE grant increase for National Insurance contributions and SEND funding. Governors noted that some grant funding had been secured to help deliver the music curriculum. SB advised that there was a different balance brought forward than had been previously agreed as the support staff pay increase had not been included in the 5 month budget. This meant there was a negative difference of approximately £22k in the budget which was frustrating as the 5 month budget had been signed off by EPA as being correct. SB went on to report that the budget was currently in a £4k improved position and the carry forward for the end of year was forecast to be £104k. It was hoped that this carry forward would not fall below £100k. SB reported that as the school was now part of an academy trust, it was possible to move capital funds into the general budget.

11. Staff Survey

SB introduced the results of the staff survey which had recently been conducted for the fourth year running. Governors noted that overall the trajectory was positive. **CQ:** LU questioned what staff would want to change. SB advised that there were some lower scores around workload and therefore he would complete a workload audit. **CQ:** JA questioned whether other EPA schools conducted similar surveys. SB commented that he did not know this information but agreed it would be useful to compare results. NR commented that the retention of staff in school was high which indicated a strong and sustainable staff culture. **CQ:** NR questioned who many staff had responded and SB advised that it was approximately 20 which was a reasonable response rate. It was noted that he had sent a number of reminders to staff to complete the survey. **CQ:** LU questioned whether a question concerning support during challenging behaviour episodes from pupils was included given that these had increased recently. SB advised that it hadn't as he had wanted to keep the questions the same in order for the results to be easily comparable to previous years but this was a consideration for future surveys.

12. EPA Strategy

LU and SB reported that they had attended a recent meeting where the strategy of the EPA had been shared. They reported that the EPA were not currently looking to grow rapidly. The sharing of resources and leadership for some of the smaller schools within the EPA was being considered but this would not affect West Witney as it was currently sustainable.

13. Policies

a) English as an Additional Language

The policy was approved.

b) Sustainability Action Plan

SB advised that the Sustainability Action Plan had been shared with Eco Council and would be uploaded to the website. The action plan was noted.

14. Statutory Items

a) Safeguarding

There were no items to report.

b) Health and Safety

SB shared a report which had been requested by governors which tracked accidents in school. It was noted that the highest number of accidents involved Reception pupils and accident reports would be looked at to see if there were any trends. It was agreed that the report would be repeated annually in order to provide a comparison.

SB reported that he had been contacted by the acute response department to inform him that two pupils had been confirmed as having cryptosporidiosis which they had contracted during the school holidays. Additional handwashing and cleaning measures had been put in place both pupils were now well.

c) Racial and Bullying Incidents

SB reported that there had been one homophobic incident and the parents of both children had been informed.

d) Data Protection

There was nothing to report.

15. Making a Difference

- Vulnerable children
- Budget forecast and Reception intake numbers
- Staff survey results

16. Date of Next Meeting

It was agreed that the next meeting would take place on Monday 16th March 2026 at 6.00pm.

The meeting closed at 8.00pm.