



Kingham Primary School
 The Green
 Kingham
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**Full Governing Body Meeting
 Minutes of the Meeting at Kingham Primary School
 Held on 27 November 2017**

PRESENT:

- W Cooper - Chair/Parent Governor (WC)
- S Harris - Vice Chair/LA Gov (SH)
- B Townend-Jowitt - Headteacher (BTJ)
- C Hunt - Parent Governor (CH)
- C Lamming - Staff Governor (CL)
- E Jenkinson - Co-opted Governor (EJ)
- D Salter - Co-opted Governor (DS)
- L Phillips - Co-opted Governor (LP)
- J Loomes - Co-opted Governor (JL)
- S Wood - Associate Member (SW)

In Attendance: - V Barron - Clerk/ School Business Manager (VB)

ABSENT: None

NB: 'G' denotes Governor

Item		Action	Date By
1	1.1 WELCOME WC welcomed everyone to the Governing Body meeting. 1.2 APOLOGIES AND ABSENCES There were no absentees. 1.3 QUORUM The meeting was quorate.		
2	APPOINTMENT OF CO-OPTED GOVERNOR The governing body voted in favour of J Loomes becoming a Co-opted Governor. JL then joined the meeting. Governors introduced themselves, as did JL.		
3	DECLARATION OF ANY OTHER URGENT BUSINESS None were declared		
4	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None were declared		
5	MINUTES OF THE LAST MEETING The minutes of the meeting of 2 October were agreed as an accurate record of the meeting.		

6	<p>MATTERS ARISING FROM PREVIOUS MINUTES (AND NOT COVERED IN THIS AGENDA)</p> <p>Action from Item 5 from the last meeting: BTJ to remind staff to update their profiles at the next staff meeting – completed.</p>	BTJ	31.12.2017
7	<p>ANY URGENT BUSINESS</p> <p>There was no further urgent business to discuss.</p>		
8	<p>CORRESPONDENCE</p> <p>No correspondence, other than that relating to the Co-opted Governor Vacancy, had been received.</p> <p>G reported having received verbal feedback from a parent who gave a glowing report of KPS and its staff.</p>		
9	<p>GOVERNING BODY ADMINISTRATION</p> <p>9.1 ROLE OF GOVERNANCE</p> <p>SH reflected upon training received and reminded governors to be sensitive to what is being said and to whom when undertaking monitoring visits to the school.</p> <p>WC reminded governors that the governor role is at a strategic level and emphasized the importance of making the distinction between the governor role and other roles undertaken within the school.</p> <p>G referred to the slides from the Heads and Chairs Briefing October 2017 and the following 5 points when considering the governor role and visits: Plan ahead; Know your school; Ask the right questions; Collaborate with others; and Consider your Impact. G asked if this could be put at the top of the Governor Visits report as a reminder. BTJ explained that the Governor Visits report had been revised and reminded governors to complete these electronically so they could go on the Governor Hub for all governors to see.</p> <p>9.2 CODE OF CONDUCT</p> <p>This document had been reviewed and was handed to all governors to complete. These were completed and returned to the clerk.</p> <p>9.3 GOVERNOR VISIT REPORTS</p> <p>BTJ reported that only two monitoring visits had taken place since the start of term.</p> <p>9.4 SKILLS AUDIT UPDATE</p> <p>VB presented the Skills Matrix and indicated that areas of weakness appeared to be with regard to HR legislation and policies. Governors reported that they were familiar with the safeguarding requirements of recruitment. VB reported that she was investigating the possibility of training for governors by OCC HR staff. WC suggested that it may be appropriate to appoint another associate member of the governing body with HR or Legal expertise.</p> <p>Action: All governors to consider if they know someone with the appropriate background who might be approached to become an associate member of the GB.</p> <p>9.5 TRAINING NEEDS AND OPPORTUNITIES</p> <p>Governors were advised of the forthcoming training courses. A number of governors had already signed up to some courses. LP asked for details of how to book.</p> <p>Action: VB to provide details to LP of how to book on a course.</p>	<p>ALL</p> <p>VB</p>	<p>22.01.2018</p> <p>30.11.2017</p>

	<p>G asked if all courses were free. VB confirmed that the schools buys into the Governor Services training provision and that governors can attend as many courses as they wish at no additional cost.</p> <p>9.6 GOVERNING BODY SELF EVALUATION</p> <p>WC/SH agreed to look at the mechanism for Governing Body Self Evaluation.</p> <p>Action: VB to provide details of the NGA system to WC.</p> <p>9.7 TERMS OF REFERENCE FOR THE FULL GOVERNING BODY</p> <p>Governors agreed to renew the Terms of Reference for the Full Governing Body subject to the changes in responsibilities and the removal of the reference to Home School Agreements.</p>	VB	30.11.2017
10	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>The following policies had been circulated and were discussed by governors prior to this meeting. The policies were approved subject to the changes as identified on the Governor Hub and discussed in the above items.</p> <ol style="list-style-type: none"> 1. Anti-Bullying Policy – subject to minor typographical amendments 2. Internal Financial Procedures Manual 3. Governor Allowances Policy 		
11	<p>HEAD TEACHER'S REPORT</p> <p>BTJ discussed the HT report that had been circulated prior to the meeting. The following issues and actions were identified:</p> <p>PERFORMANCE MANAGEMENT</p> <p>Action: BTJ to give data to the Teaching Assistants prior to their appraisals.</p> <p>SAFEGUARDING</p> <p>Action: BTJ to request a copy of the Single Central Register from Kingfishers (KF) so that the School has a record of their checks as KF staff come into the school area.</p> <p>Action: VB to check the Lease with Kingfishers to see if the Safeguarding Policy has been signed and to ask OCC to correct this if not.</p> <p>MONITORING</p> <p>G asked for more information on initiatives such as Maths Passport. BTJ suggested that governors would find out more directly from the staff through conducting Learning Walks. Governors were reminded that their purpose was to test the effectiveness of the initiatives rather than to be able to explain the initiative themselves and were directed to the websites to find out more about the initiatives.</p> <p>Action: VB to add Governor Roles and Responsibilities as a separate agenda item for the next meeting with a view to discussing in more detail how to best manage learning walks/monitoring visits.</p> <p>G asked how the Maths Passport initiative was going. CL responded to say it was going well though there were issues regarding labelling and tracking that needed further work.</p> <p>Action: BTJ to give exact costings of the Chipping Norton Partnership of Schools to the next Finance Committee Meeting.</p> <p>SCHOOL IMPROVEMENT PRIORITIES</p> <p>The School Improvement Priorities (SIP) document had been updated but was in</p>	<p>BTJ</p> <p>BTJ</p> <p>VB</p> <p>VB</p> <p>BTJ</p>	<p>Sept 2018</p> <p>30.11.2017</p> <p>30.11.2017</p> <p>31.12.2017</p> <p>12.01.2018</p>

	<p>need of a further review.</p> <p>Action: VB to add SIP to the next agenda.</p> <p>SCHOOL DEVELOPMENT PLAN</p> <p>G questioned why staff had expressed concern regarding continued professional development (CPD) though funding had been allocated to it. BTJ explained that attendance at courses meant both the cost of the course and the cost of a supply teacher. BTJ also explained that the benefit of attending a course also had to be weighed against the impact of the absence of the teacher in class. CPD had taken place on inset days and at twilight sessions. BTJ confirmed that some peer to peer coaching is already taking place with further internal training being given when the subject leaders are themselves fully trained in the new initiatives.</p>	VB	31.12.2017
12	<p>SAFEGUARDING</p> <p>There were no further issues raised beyond what had been considered in prior discussions minuted above.</p>		
13	<p>PARENT QUESTIONNAIRE</p> <p>G asked if the Parent Questionnaire could be changed to clarify the question regarding healthy lifestyles given the apparent misunderstanding by parents. CoG pointed out that the questionnaire is a perception survey and would need to be kept the same in order to be able to compare results year on year.</p> <p>Action: BTJ to provide parents with some clarification of the term 'healthy lifestyles' ahead of the next Parent Questionnaire.</p> <p>G raised the issue of an apparent trend in responses regarding the relationship between School and the Church. BTJ confirmed that this had been addressed as part of the feedback on the Parent Questionnaire and that this would be available on the school website.</p> <p>Action: BTJ to write a School Newsletter item referring parents to the website for feedback on the Parent Questionnaire.</p>	BTJ	March 2018
		BTJ	31.12.2017
14	<p>SCHOOL FUNDING FORMULA</p> <p>G agreed that there may be a misunderstanding amongst parents that the school would receive all the reported additional funding per pupil and what the funding paid for. G agreed to send a communication out to parents regarding funding.</p> <p>Action: WC, BTJ and VB to produce a communication document with graphs and charts to provide to parents in January.</p> <p>G suggested that this communication might include an offer to parents to come in to school if they wanted further information on funding.</p>	WC, BTJ, VB	31.12.2017
15	<p>KINGFISHERS (KF)</p> <p>CH confirmed that the Lease had now been signed and a copy provided to School.</p> <p>Action: VB to send KF a statement of outstanding bills.</p> <p>A confidential matter was discussed.</p>	VB	01.12.2017
16	<p>COMMUNICATIONS AND MARKETING</p> <p>WC expressed the importance of external communications and marketing of the school and the impact this has on funding for the school. WC reported that J Shannon has kindly reproduced the School logo and is currently drawing up 'brand guidelines' for the use of the logo and the branding of the school in general. The school website will also be reviewed as part of this rebranding.</p>		

17	<p>ACADEMISATION</p> <p>BTJ reported that no further action had been taken on academisation. Governors agreed to take this item off the agenda until the summer 2018 term.</p> <p>Action: CL to report back to staff regarding the position of the school with regard to academisation and to give feedback from his informal discussions with another school regarding their experience of the impact of academisation at teaching and support staff level.</p>	CL	15.12.2017
18	<p>DISTRIBUTION OF FLYERS</p> <p>Governors discussed the issue of the distribution of flyers by the school. It was determined that the current criteria are insufficiently robust to provide consistent decisions regarding which flyers can be distributed and which cannot. Governors agreed to delegate the decision to the HT as it is considered an operational issue. Governors agreed for the school to purchase a school notice board to be located in the school playground so that parents could read flyers and notices whilst waiting for their child(ren) to come out of school.</p> <p>Action: VB to source a new notice board to be displayed in the playground.</p> <p>Governors agreed that the noticeboard at the front of the school would remain for the use by the school only – for school communications and information.</p>	VB	31.12.2017
19	<p>COMMITTEE REPORTS</p> <p>19.1 PAY COMMITTEE</p> <p>The Pay Committee had met, agreed and recommended pay progressions for both the teachers and Headteacher.</p> <p>19.2 FINANCE COMMITTEE</p> <p>The minutes of the Finance Committee meeting of the 19th October 2017 had been circulated via the Governor Hub. The next meeting has been scheduled for Friday 12th January 2018.</p> <p>VB gave a Finance presentation based on the results and projections of the Period 6 Budget Monitoring Report (BMR) and confirmed that, whilst the school is projected to end the financial year in surplus, the School is still projected to fall into deficit by 2019/2020. The main area of concern was the staffing costs – which are projected to increase from 79% this year to 89% by 2021/2022. Governors agreed that this was unsustainable and that a staffing review would be required. The presentation was made available on the Governor Hub prior to the meeting.</p> <p>19.3 PERFORMANCE AND STANDARDS</p> <p>No Performance and Standards Committee meeting had been held since the last FGB. The next meeting has been scheduled for Tuesday 16 Jan at 1pm.</p>		
20	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>The Health and Safety Report and Premises Report were circulated prior to the meeting. No issues were raised during the meeting.</p> <p>VB confirmed that the next Governor Audit of Health and Safety had been arranged with DS.</p>		
21	<p>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</p> <ol style="list-style-type: none"> 1. Governor Roles and Responsibilities 2. School Improvement Plan 		

<p>19</p>	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows:</p> <p>22 January 2018</p> <p>19 March 2018</p> <p>23 April 2018</p> <p>9 July 2018</p>		<p>ALL</p>
	<p>The meeting ended at 8.15pm.</p>		

Minutes produced by V Barron – 28.11.2017