



Kingham Primary School  
 The Green  
 Kingham  
 Oxford  
 OX7 6YD

Headteacher  
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**Full Governing Body Meeting  
 Minutes of the Meeting at Kingham Primary School  
 Held on 22 January 2018**

**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)
- 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:** E Jenkinson - Co-opted Governor (EJ)

**NB: 'G' denotes Governor**

Item		Action	Date By
<b>1</b>	1.1 WELCOME WC welcomed everyone to the Governing Body meeting. 1.2 APOLOGIES AND ABSENCES EJ submitted her apologies for her absence prior to the meeting. The reason for her absence was accepted. 1.3 QUORUM The meeting was quorate.		
<b>2</b>	DECLARATION OF ANY OTHER URGENT BUSINESS BTJ asked for two additional items to be discussed. Governors agreed to include the item regarding Carillion as part of the Headteacher's Report and the issue of staffing under Item 18.		
<b>3</b>	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None were declared		
<b>4</b>	MINUTES OF THE LAST MEETING The minutes of the meeting of 27 November 2017 were agreed as an accurate record of the meeting subject to an amendment in Item 18.		



	<p>if there was further interest. BTJ explained that the process was very productive and was investigating the possibility of hosting such an event for the Chipping Norton Partnership of Schools and Gloucestershire schools.</p> <p>G asked for an explanation of 'A-Star'. BTJ explained that she was also investigating the possibility of hosting an A-Star event at which our staff could attend and benefit from continuous professional development (CPD).</p> <p>BTJ confirmed that KPS had been given the status of an 'OTSA Strategic Partnership School' which would mean that subject lead teachers could support other schools and bring additional revenue into KPS.</p> <p>G asked for clarification on the Year 5 Maths progress results for which BTJ gave an explanation.</p> <p>G questioned the scatter graph information regarding progress in writing for girls. BTJ explained the variances seen through different cohorts.</p> <p>LP praised BTJ on the robustness of the data and the plans in place to address both current and potential issues.</p> <p>BTJ confirmed that OFSTED would look at a 3 year trend and that KPS was showing sufficient progress.</p>		
9	<p>KS 2 CLASS SIZES PROPOSAL</p> <p>Governors discussed the proposal to exceed 30 pupils in a KS 2 class on a case by case basis. Governors agreed to the following statement:</p> <p>"The number of places in each KS2 class may exceed 30 at the discretion of the Headteacher, taking account of the needs of the other children in the class, current class size and teaching staff, in order to admit a child that has one or more siblings where these are entitled to a place under the normal admission arrangements."</p>		
10	<p>SCHOOL IMPROVEMENT PLAN</p> <p>BTJ circulated the SIP via the Governor Hub prior to the meeting. Governors discussed the use of School Aspects as a means to identify, monitor and revise action plans to improve and develop the school. Governors commented that they felt the document lacked a 'Governor Summary' at the start of the document.</p> <p><b>Action: BTJ to provide governor feedback to the software designer of School Aspects.</b></p> <p>G questioned whether the SIP reflected the needs of the School Council as a stakeholder. BTJ explained that any items would be included as actions in the relevant sections.</p> <p>G asked for clarification as to why some actions were not graded. BTJ explained that an action was only graded once it had been completed.</p>	BTJ	01.03.2018
11	<p>PRIORITIES FOR THE COMING YEAR</p> <p>CoG asked governors to write down what they felt were the priorities that the Governing Body should address. CoG read out the answers. Governors agreed not to discuss them in detail in this meeting.</p> <p><b>Action: WC to collate the answers and feedback to the FGB.</b></p> <p>WC explained that future FGB meetings would include a timeslot for further discussions of the top priorities.</p>	WC	01.03.2018
12	<p>COMMITTEE REPORTS</p> <p>12.1 PAY COMMITTEE</p> <p>Nothing to report.</p>		



<b>15</b>	<b>KINGFISHERS (KF)AND PROPOSAL FOR LOWERING THE SCHOOL AGE</b> A confidential matter was discussed.		
<b>16</b>	<b>POLICIES FOR REVIEW AND RATIFICATION</b> The following policies had been circulated and were discussed by governors prior to this meeting. The policies were approved. <ol style="list-style-type: none"> <li>1. After School Club Safeguarding Policy</li> <li>2. Attendance</li> <li>3. Medical Conditions Policy</li> <li>4. Arrangements for Admissions</li> </ol>		
<b>17</b>	<b>CORRESPONDENCE</b> No correspondence had been received since the last Full Governing Body meeting.		
<b>19</b>	<b>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</b> <ul style="list-style-type: none"> <li>• SFVS</li> <li>• Budget Discussion</li> <li>• Kidz Club/Breakfast Club Proposal</li> <li>• Kingfishers</li> <li>• Premises - Roof and Windows Update</li> </ul>		
<b>20</b>	<b>DATES AND TIMES OF THE NEXT MEETINGS</b> The dates for future meetings, all at 6pm, are as follows: 19 March 2018 23 April 2018 9 July 2018		ALL
<b>18</b>	<b>ANY OTHER URGENT BUSINESS</b> CL (Staff governor) left the room.  BTJ notified the governors of the request by two members of the teaching staff to change their contracts to part time teaching as of September 2018. Governors discussed the reasons behind the decisions of the teachers in question and BTJ explained her proposal to address the subsequent staffing arrangements. G asked how the balance of the Assistant Headteacher hours would be covered. BTJ explained that plans to cover this time had not yet been finalized and she would notify the governors when the issue had been fully considered. Governors agreed to accept the requests from the two teachers.  CL rejoined the meeting.		
	The meeting ended at 8.00pm.		

Minutes produced by V Barron – 24 January 2018