



Kingham Primary School
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Headteacher
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**Full Governing Body Meeting
Public Minutes of the Meeting at Kingham Primary School
Held on 19 March 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)
- E Jenkinson - Co-opted Governor (EJ)
- D Salter - Co-opted Governor (DS)
- L Phillips - Co-opted Governor (LP)

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

ABSENT:

- J Loomes - Co-opted Governor (JL)
- S Wood - Associate Member (SW)

NB: 'G' denotes Governor

Item		Action	Date By
1	<p>1.1 WELCOME</p> <p>WC welcomed everyone to the Governing Body meeting.</p> <p>1.2 APOLOGIES AND ABSENCES</p> <p>JL and SW submitted their apologies for their absences prior to the meeting. The reason for their absences were accepted.</p> <p>1.3 QUORUM</p> <p>The meeting was quorate.</p>		
2	<p>DECLARATION OF ANY OTHER URGENT BUSINESS</p> <p>G asked for a discussion on the job share of Year 1 teacher. This was added to the agenda under Item 16 - Any Other Urgent Business.</p>		
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS</p> <p>None were declared</p>		
4	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting of 22 January 2018 were agreed as an accurate record of the meeting subject to an amendment in Item 15.</p>		

5	<p>MATTERS ARISING FROM PREVIOUS MINUTES (AND NOT COVERED IN THIS AGENDA)</p> <p>Action from Item 5.2 from the last meeting: BTJ to provide parents with some clarification of the term ‘healthy lifestyles’ ahead of the next Parent Questionnaire.</p> <p>Action from Item 5.3 from the last meeting: WC, BTJ, and VB to produce a communication document with graphs and charts to provide to parents (regarding school funding)</p>	BTJ	01.09.2018
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 GOVERNOR VISITS REPORTS</p> <p>A number of governor visits had been conducted since the last FGB. A few visits were outstanding:</p> <p>Action: WC to review the compliance of the website</p> <p>Action: JL to review English for Performance and Standards</p> <p>Action: CH to conduct a Premises audit with VB</p> <p>G recommended producing a statement of 5 to 6 ‘Expectations of a governor’ to sit alongside the Code of Conduct.</p> <p>Action: SH to post the proposed document on the Governor Hub.</p> <p>6.2 TRAINING NEEDS AND OPPORTUNITIES</p> <p>LP reported following attendance at the ‘Preparation for OFSTED Inspection’ training course and reminded governors that OFSTED would look at the recommendations from the previous OFSTED report. WC informed governors that Governor Hub would also be scrutinized by OFSTED and as such, all governors had a responsibility to comment and challenge items on the Hub.</p> <p>Action: VB to produce a record of attendance at training courses for governors.</p> <p>6.3 GOVERNING BODY SELF EVALUATION</p> <p>Outstanding Action: WC agreed to complete the Self Evaluation document and submit it on the Governor Hub for comment prior to the next FGB meeting.</p>	WC JL CH SH VB WC	30.04.2018 30.04.2018 30.04.2018 21.03.2018 15.04.2018 23.04.2018
7	<p>HEAD TEACHER’S REPORT</p> <p>CoG asked if there were any comments regarding the Headteacher Report which had been circulated prior to the meeting.</p> <p>G asked for an explanation of the ‘New Age Kurling’ to which EJ gave a response and indicated its success.</p> <p>G asked for an explanation of the impact of becoming an OTSA Strategic partner. BTJ confirmed that KPS teaches would become subject lead teachers and support other schools. BTJ circulated a Registration Form for governors to register their details so that they could be kept informed about opportunities relevant to them.</p> <p>Action: Governors to register with OTSA</p> <p>SH asked for volunteers to participate in the interview process for the new teachers. JL had previously agreed to join EJ for the KS1 post and SH agreed to join K Smith for the KS2 post. BTJ confirmed the advert for the posts would be submitted by 23.03.2018.</p> <p>G asked about the impact of TAs reducing their hours. BTJ explained that the impact would be minimal as existing TAs would be moved to other classes as required.</p>	ALL	30.03.2018

	<p>G asked about the results of the teacher interview last week. BTJ confirmed that an appointment had been made for a one year temporary teaching post in Year 1 from September 2018.</p> <p>G asked for a further explanation of the Chartered College of Teaching Focus Group. BTJ explained that an application had been made and accepted but that this would only take up 1 hour per month of her time.</p>		
8	<p>COMMITTEE REPORTS</p> <p>8.1 PAY COMMITTEE</p> <p>Nothing to report.</p> <p>8.2 FINANCE COMMITTEE</p> <p>The minutes of the Finance Committee meeting of the 8th March 2018 had been circulated via the Governor Hub.</p> <p>BTJ gave an overview of the Chipping Norton Partnership of Schools (CNPS) and gave details of how Kingham Primary School benefits from being part of the partnership.</p> <p>WC reported that the Finance Committee had produced the SFVS document and recommended it to the FGB. Governors accepted the recommendation of the Finance Committee.</p> <p>Governors discussed the Budget Forecast in light of the proposal regarding the Nursery Class.</p> <p>Action: VB to discuss with the OCC Finance Officer, the inclusion of the Nursery Class finances in our Budget Forecast for 18/19</p> <p>VB presented and governors agreed to continue with the same Buy Back Services from OCC in 18/19 as had been purchased for 17/18.</p> <p>VB presented an overview of Period 11 results.</p> <p>8.3 PERFORMANCE AND STANDARDS</p> <p>A Performance and Standards Committee meeting had taken place prior to this FGB. There was no new data to be reviewed. SH explained they had reviewed the Roles and Responsibilities as reported above.</p>	VB	20.03.2018
9	<p>KIDZ CLUB/BREAKFAST CLUB REVIEW</p> <p>Governors discussed the current shortfall in income from Kidz Club and Breakfast Clubs in meeting the expenditure (comprising salaries and resources). Governors agreed that a staffing restructure would not be necessary at this time but the situation is to be reviewed in one year with a possibility of a staffing restructure at that time if the finances had not improved. Governors agreed that the clubs require a revamp and relaunch.</p> <p>Action: BTJ/VB and Kidz Club Staff to discuss a restructure and relaunch of the Club.</p> <p>Governors discussed and agreed to leave the cost of the After School Clubs at £4.00</p> <p>G informed the governors that there had been some communications via Facebook regarding after school clubs and that she had asked for suggestions and volunteers to run clubs to come forward.</p> <p>Action: BTJ to write an item in the Newsletter asking for volunteers to run after school clubs – indicating that they would be supported by a KPS member of staff</p>	BTJ/VB	20.07.2018
		BTJ	30.06.2018

	if required.		
10	<p>SAFEGUARDING</p> <p>There were no further issues raised. BTJ reported that she is now a qualified Safeguarding 'Train the Trainer'.</p>		
11	<p>STRATEGIC PRIORITIES UPDATE</p> <p>WC presented an overview of the results of the proposals for strategic priorities. Top two priorities were: Pre-School and Marketing (Raising the Profile of the School; School Prospectus; Pupil Recruitment).</p> <p>Governors discussed several ideas for promotional events and marketing opportunities. BTJ asked for this to be added to the agenda for the next FGB.</p> <p>Governors discussed and agreed to a redesign of the website, prospectus and other marketing collateral including revisiting the 'kurb appeal' of the school.</p> <p>WC agreed to chair a 'Marketing Working Party' comprising WC, BTJ, LP and E Davis with a view to a relaunch in September 2018.</p> <p>Action: WC to arrange for the 'Marketing Working Party' to meet and progress this project.</p> <p>Action: Governors to make suggestions of marketing events and improvements on the Governor Hub</p> <p>Action: VB to make provision for marketing expenses in the 18/19 budget.</p>	<p>WC</p> <p>ALL</p> <p>VB</p>	<p>30.04.2018</p> <p>29.04..2018</p> <p>23.03.2018</p>
12	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>12.1 Premises</p> <p>CH reported that OCC have agreed to revisit the school and complete a further survey of the windows and roof and damp – visit to be arranged for the second week of the Easter Holiday.</p> <p>VB reported the current issue with the crack and damp in the Year 3 ceiling.</p> <p>Action: VB to arrange for an electrician to check the electrical safety of the room.</p> <p>VB indicated that Capita would be carrying out a Conditions Data Survey in the next two weeks – looking at the quality and functionality of the utilities within the school.</p> <p>CH reported that she had asked for the situation regarding the windows, roof and damp to be escalated to the OCC manager of School Premises. Governors discussed and agreed to send a letter to OCC expressing their concerns regarding the Health and Safety of the pupils in the two classrooms mostly affected by the windows and roof issues; the request for works to be carried out in the summer of 2018; the implications of needing a temporary classroom if the works could not be done over this summer.</p> <p>Action: CoG to draft a letter and publish on the Governor Hub for comment prior to sending to OCC.</p> <p>12.2 Health and Safety</p> <p>VB confirmed that the OCC Audit of Health and Safety had taken place on February 6th with a 100% result.</p> <p>VB explained that the Working Time Survey had been skewed by the recent snow days. Governors agreed to look at the first week of results only.</p> <p>Action: VB to report on the results at the July FGB meeting.</p>	<p>VB</p> <p>WC</p> <p>VB</p>	<p>20.03.2018</p> <p>29.03.2018</p> <p>09.07.2018</p>

13	KINGFISHERS (KF)AND PROPOSAL FOR LOWERING THE SCHOOL AGE A confidential matter was discussed.		
14	POLICIES FOR REVIEW AND RATIFICATION The following policies had been circulated and were discussed by governors prior to this meeting. The following policies were approved: <ol style="list-style-type: none"> 1. Whistleblowing Policy 2. British Values Policy 3. School Visitors Policy 4. Critical Incident & Emergency Management Plan (CIEMP) 		
15	CORRESPONDENCE No correspondence had been received since the last Full Governing Body meeting other than responses to the pre-school consultation.		
16	ANY OTHER URGENT BUSINESS G reported being aware of parental concern regarding the current job share of the Year 1 teaching post. BTJ asked for details to be provided outside of the meeting and would report back as necessary following investigation.		
17	ITEMS FOR THE NEXT MEETING/FORWARD PLAN <ul style="list-style-type: none"> • Budget Discussion • Raising the Profile of the School/Marketing • Pre-School 		
18	DATES AND TIMES OF THE NEXT MEETINGS The dates for future meetings, all at 6pm, are as follows: 23 April 2018; 9 July 2018		ALL
	The meeting ended at 8.15pm. Minutes produced by V Barron 21.03.2018		