

Headteacher
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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Full Governing Body Meeting
 Held on 23 April 2018**

PRESENT:

- W Cooper - Chair/Parent Governor (WC)
- 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)

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

- ABSENT:**
- S Harris - Vice Chair/LA Gov (SH)
 - 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>SH sent her apologies for her absence prior to the meeting. The reason for her absence was accepted. BTJ confirmed that SW had officially stepped down as an associate member.</p> <p>LP and DS gave their apologies for their intended absence from the FGB on 09.07.2018. The reasons for their absences were agreed.</p> <p>1.3 QUORUM</p> <p>The meeting was quorate.</p>		
2	<p>DECLARATION OF ANY OTHER URGENT BUSINESS</p> <p>None were declared.</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 19 March 2018 were agreed as an accurate record of the meeting.</p>		

5	<p>MATTERS ARISING FROM PREVIOUS MINUTES (AND NOT COVERED IN THIS AGENDA)</p> <p>Action from Item 5.2 from 19.03.2018: 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 19.03.2018: WC, BTJ, and VB to produce a communication document with graphs and charts to provide to parents (regarding school funding)</p> <p>Action from Item 6.1 from 19.03.2018: JL to review English for Performance and Standards</p> <p>Action from Item 6.1 from 19.03.2018: CH to conduct a Premises Audit with VB.</p> <p>Action from Item 6.2 from 19.03.2018: VB to recirculate the Record of Attendance on Training Courses. All governors to review the document and provide VB with any missing information</p> <p>Action from Item 7 from 19.03.2018: ALL governors to register with Oxfordshire Teaching Schools Alliance (OTSA) Partners at www.otsa.org.uk/partners.</p> <p>Action from Item 9 from 19.03.2018: BTJ/VB and Kidz Club staff to discuss a restructure and relaunch of the Club.</p>	<p>BTJ</p> <p>WC/BTJ/VB</p> <p>JL</p> <p>CH</p> <p>VB/ALL</p> <p>ALL</p> <p>BTJ/VB</p>	<p>01.09.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>20.07.2018</p>
6	<p>CORRESPONDENCE</p> <p>KPS had received positive feedback from the OCC H&S audit. No other correspondence to report.</p>		
7	<p>GOVERNING BODY ADMINISTRATION</p> <p>7.1 GOVERNING BODY SELF EVALUATION / HEALTHCHECK / 360° REVIEW</p> <p>WC had completed the Self Evaluation Checklist and posted it on the Governor Hub. In addition WC had also completed the Governor Hub checklist. SH will be completing a 360° Review, which will be posted on the Governor Hub.</p> <p>Action: Governors to review above documents and add comments.</p> <p>WC referred to the ‘Expectations’ of governors, previously circulated by SH, which include:</p> <ul style="list-style-type: none"> - Attend all Full Governing Body meetings - Attend Sub-committee meetings as arranged - Attend 1 x OCC Governor Services Training - Attend 1 x Teacher INSET and/or Parent meeting/open door meeting at school - Log onto Governor Hub weekly and comment as appropriate - Visit the school once every big term and complete accompanying monitoring/visit report. <p>All Governors agreed to accept these expectations.</p>	<p>ALL</p>	<p>09.07.2018</p>

	<p>7.2 SUCCESSION MANAGEMENT</p> <p>Governors reviewed and discussed the end dates of terms of office for some governors. The departure of CL in August will create a vacancy for a Staff Governor. In the event that EJ was to be elected as a Staff Governor this would create a vacancy for a Co-opted Governor. In the event that Governors decide to appoint WC as a Co-opted Governor, this would create a vacancy for another Parent Governor.</p> <p>Action: VB to arrange a Staff Governor Election, to take effect from September 2018. VB to propose process for Co-opting existing governors.</p> <p>G asked if there was a 'Leavers Procedure/Checklist' for governors to cover matters such as user logins and email accounts. VB indicated there was no such checklist.</p> <p>Action: WC/VB to devise a checklist and ensure that this is applied to those leaving the governing body</p> <p>VB reminded governors that they would need to appoint a Chair of Governors and Vice Chair of Governors (to take up post from September 2018) at the next FGB.</p> <p>Action: Governors to post nominations for both positions on the Governor Hub ready for an election at the next meeting.</p> <p>7.3 LONG TERM VISION/ COMMUNITY ENGAGEMENT</p> <p>Governors expressed satisfaction with the level of communication by the School with parents but agreed that improvement of communication with the community at large needed to be an ongoing aim for the school and governors.</p> <p>7.4 IMPACT ASSESSMENT</p> <p>BTJ confirmed that Governors are expected to carry out an Impact Assessment at least once annually. WC agreed to produce a draft report by the end of the school year and post the draft on the Governor Hub.</p> <p>Action: WC to draft Impact Assessment report and post on Hub</p> <p>Action: All governors to review and comment on the draft Impact Assessment once posted by WC.</p>	<p>VB</p> <p>VB</p> <p>ALL</p> <p>WC</p> <p>ALL</p>	<p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p> <p>09.07.2018</p>
8	<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 if monitoring was still being undertaken of the child with poor attendance. BTJ confirmed this was still the case.</p> <p>G asked if further visits with the SENCO were required with regard to the poorer performance of Year 1 and Year 5 boys. BTJ explained that the same child may fall under more than one category and that additional monitoring and analysis of the impact of various interventions would be included in the School Development Plan.</p>		

	<p>G asked about the purpose of the two grants – to which BTJ gave an explanation of what the money would be spent on should the applications be successful.</p> <p>Governors discussed the possibility of gaining the Gold PE Mark. EJ explained the difficulty for one-form-entry primary schools in general to attain Gold given restrictions on entering a 'B Team'.</p> <p>Governors discussed the latest admissions figures and gave a vote of thanks to the Headteacher and other key staff for their hard work in making the tours of the school successful and effective in raising the number of applications.</p> <p>BTJ gave an update on the status of the current teacher vacancies. BTJ informed the group that there had been insufficient applicants for the KS2 teacher role and that a second advert would be posted by the end of the week.</p>		
9	<p>SAFEGUARDING</p> <p>There was nothing to report.</p>		
10	<p>KINGFISHERS AND PROPOSAL FOR LOWERING THE SCHOOL AGE</p> <p>WC gave an update on the status of the consultation regarding the lowering of the school age. The Consultation period closes on 14 May 2018. Governors were invited to visit www.consultations.oxfordshire.gov.uk should they wish to comment.</p> <p>WC notified the group that, along with BTJ, he had met three members of the Kingfishers Trustees on Thursday 19 April 2018, including the Treasurer and Secretary. WC summarized the concerns that had been raised and reported that the trustees appeared happy with the responses.</p> <p>WC reported that Kingfishers Playgroup Committee would be holding an EGM on 08 May 2018 to which he and BTJ would be attending. Governors were invited to attend should they wish to.</p> <p>WC referred the governors to the Proposed Process for Transfer of Operations that had been posted on the Governor Hub and clarified the expectation that the Local Authority Cabinet Member will have made a decision on the transfer of operations before the next FGB on 9th July 2018. The governing body will then be required to make a formal decision on whether to proceed with the transfer of operations.</p> <p>Action: WC and JL to meet to discuss business model in more detail.</p> <p>Action: Finance Committee to review the finances relating to an additional Nursery Class ahead of the next FGB.</p> <p>Governors agreed to advertise for the required Nursery Class Staff with a closing date of 09.07.2018 with a view to shortlisting on 10.07.2018 under the provision that decision by the Cabinet had been made.</p> <p>Governors gave a vote of thanks to WC for all his preparation and planning regarding the proposal.</p>	<p>WC/JL</p> <p>Finance Committee</p>	<p>04.07.2018</p> <p>05.07.2018</p>

<p>11</p>	<p>COMMITTEE REPORTS</p> <p>11.1 PAY COMMITTEE</p> <p>Nothing to report as no committee meeting had taken place since the last governing body meeting.</p> <p>11.2 PERFORMANCE AND STANDARDS</p> <p>Nothing to report as no committee meeting had taken place since the last governing body meeting. The committee members agreed to meet ahead of the next FGB.</p> <p>11.3 FINANCE COMMITTEE</p> <p>WC reported that the Finance Committee had met on Friday 20.04.2018 to discuss the Budget Forecast Version 3. WC directed the governors to the minutes of the meeting – available on the Governor Hub.</p> <p>WC reported that VB had presented benchmarking information which WC invited all governors to review by going to https://schools-financial-benchmarking.service.gov.uk/</p> <p>The Finance Committee had interrogated the financial data making up Version 3 and VB had been requested to revise the budget to include a budget for marketing.</p>		
<p>12</p>	<p>BUDGET 2018/2019 APPROVAL</p> <p>VB presented Budget Forecast 2018/19 Version 4 with amendments resulting from changes in the teaching staff and Version 5, which further added an amount for marketing. Whilst V5 showed the school going into a deficit of £6000 by the end of 2020/21, VB confirmed that she had discussed this with the OCC Finance Officer who had accepted this Budget Plan including the deficit.</p> <p>Governors agreed to accept and approve Version 5 of the Budget Forecast.</p> <p>Action: WC to approve the Budget Forecast 2018/19 Version 5 on the BPS system.</p>	<p>WC</p>	<p>24.04.2018</p>
<p>13</p>	<p>STRATEGIC PRIORITIES</p> <p>WC gave an overview to the rationale behind redesigning and rebranding the school's website – explaining that governors should consider what messages they wanted the website to give and what images would best achieve that.</p> <p>Governors discussed whether images should or should not contain photographs from which specific children could be identified.</p> <p>Action: CH to forward the bank of photographs to WC for consideration to add to the new website.</p> <p>WC had been working with a parent of KPS to redesign the website and presented an example of what the new website might look like. Further work would be required to convert the school's policies into individual HTML pages directly on the</p>	<p>CH</p>	<p>30.04.2018</p>

	<p>website. WC agreed to carry out this work and provide a link to a private password protected web address so that governors could review pages.</p> <p>Action: Governors to review the web pages of policies as they become available to ensure that the intent of the policy is not altered.</p>	ALL	01.09.2018
14	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>14.1 Health and Safety</p> <p>Action: VB to provide a full report including the results of the Stress Audit at the July FGB meeting.</p> <p>14.2 Premises</p> <p>WC reported that he and BTJ had met with Councilor Hilary Hibert-Biles at the school. Cllr Hibert-Biles had expressed concern regarding the state of the windows, roof and guttering. WC reported that he had written to thank her and she had replied to say that she would discuss the issue with the council Property Department.</p> <p>VB gave an update following the visit by A Rawlings of OCC during the Easter holidays. Mr Rawlings had been accompanied by a damp course expert who expressed his opinion that the roof and windows needed repairing before any work to the damp course was undertaken. Mr Rawlings had explained that Kingham Primary School was on a draft OCC Schools Structural Maintenance Programme but that funding for the programme had not yet been approved. Mr Rawlings had indicated that the school would be responsible for replacing the windows whilst OCC may pay for the roof structural work.</p> <p>Action: VB to chase Mr Rawlings for an update on the status of the programme.</p>	VB	09.07.2018
		VB	11.05.2018
15	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>There were no policies for review or approval at this meeting.</p>		
16	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business.</p>		
17	<p>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</p> <ul style="list-style-type: none"> • Chair and Vice Chair Elections • Raising the Profile of the School/Marketing • Lowering the School Age Following Kingfisher's Consultation • Dates for FGB meetings 2018/19 		
18	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows: 9 July 2018</p> <p>The meeting ended at 8.02pm. Minutes produced by V Barron 25.04.2018</p>		ALL