



**Full Governing Body Meeting  
 Held on 9 July 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)
- J Loomes - Co-opted Governor (JL)

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

- ABSENT:**
- D Salter - Co-opted Governor (DS)
  - L Phillips - Co-opted Governor (LP)

**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>DS and LP had given their apologies for their intended absence from this meeting at the FGB on 23 April 2018 at which time 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>BTJ asked to raise the issue of Workload and Operational matters. Governors agreed to discuss at this point of the meeting. BTJ reported on the impact that the delays in the merger process had had on operational issues including staffing of the nursery class in September and the significant increase in workload for VB, EJ and BTJ. BTJ requested that the agenda item on Nursery Class be brought forward to ensure that all elements were discussed and necessary decisions made at this meeting. Governors agreed to this and to postpone elements of the agenda, as indicated below, until the next FGB.</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 23 April 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><b>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 - Outstanding</b></p> <p><b>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) - Outstanding</b></p> <p><b>Action from Item 6.1 from 19.03.2018: JL to review English for Performance and Standards - Completed</b></p> <p><b>Action from Item 7 from 19.03.2018: ALL governors to register with Oxfordshire Teaching Schools Alliance (OTSA) Partners at <a href="http://www.otsa.org.uk/partners">www.otsa.org.uk/partners</a>. Completed</b></p> <p><b>Action from Item 9 from 19.03.2018: BTJ/VB and Kidz Club staff to discuss a restructure and relaunch of the Club. Some work had been carried out on this but feedback and further discussion deferred to the September FGB</b></p> <p><b>Action from Item 7.4 from 23.04.2018: WC to draft an Impact Assessment report and post on the Hub - Outstanding</b></p> <p><b>Action from Item 12 from 23.04.2018: WC to approve the Budget Forecast 2018/2019 Version 5 on the BPS system - Completed</b></p>	<p>BTJ</p> <p>WC/BTJ/VB</p> <p>BTJ/VB</p> <p>WC</p>	<p>01.09.2018</p> <p>30.09.2018</p> <p>01.10.2018</p> <p>01.09.2018</p>
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 FGB AND COMMITTEE TOR</p> <p>The FGB and Committee Terms of Reference were circulated prior to the meeting. However, a review of the terms of reference was deferred until the September 18 meeting.</p> <p>6.2 COMMITTEE MEMBERSHIP AND CLERKING ARRANGEMENTS</p> <p>Deferred until September 2018</p> <p>6.4 GOVERNING BODY SELF EVALUATION / HEALTHCHECK / 360° REVIEW</p> <p>SH had completed a 360° Review of the Chair, receiving 6 out of 8 responses. The review provided recommendations for improvements. SH to post the results on the Governor Hub.</p> <p>VB to investigate membership to The Key for information on the Role of the Chair</p>	<p>SH</p> <p>VB</p>	<p>16.07.2018</p> <p>01.09.2018</p>

	<p>6.5 APPOINTMENT OF A CHAIR AND VICE CHAIR - PROCEDURE</p> <p>VB gave out copies of the procedure for appointing the Chair and Vice Chair along with details of the role of the Chair.</p> <p><b>Action: Governors to post nominations for both positions on the Governor Hub ready for an election at the next meeting.</b></p> <p>6.6 FGB SUCCESSION PLAN AND TRAINING NEEDS ANALYSIS</p> <p>A Staff Governor election took place. There was one nomination – Leigh-Anne Woskett. As such, Ms Woskett is deemed to be elected unopposed and will commence as the Staff Governor from September 2018.</p> <p>DS’s tenure as a co-opted governor is due to come to an end in December 2018. Prior to this meeting, DS confirmed he is happy to continue for another term.</p> <p>6.7 GOVERNOR VISITS REPORTS</p> <p><b>All governors were reminded to complete Governor Monitoring reports as evidence of visits.</b></p> <p><b>Action: Governors to complete and submit outstanding Governor Monitoring Reports for all visits</b></p> <p>6.3 NURSERY WORKING GROUP ARRANGEMENTS</p> <p>A Nursery Working Group was set up by WC for governors to discuss the strategic direction and discussions regarding the setting up of the Nursery Class in KPS and the transition from Kingfishers. The first meeting took place on Tuesday 03.07.2018. BTJ, EJ, JL and VB were in attendance.</p>	<p>ALL</p>       <p>ALL</p>	<p>01.09.2018</p>       <p>20.07.2018</p>
7	<p>COMMITTEE REPORTS</p> <p>7.1 PAY COMMITTEE</p> <p>Nothing to report as no committee meeting had taken place since the last governing body meeting.</p> <p>7.2 PERFORMANCE AND STANDARDS</p> <p>Nothing to report as no committee meeting had taken place since the last governing body meeting.</p> <p>7.3 FINANCE COMMITTEE</p> <p>The Finance Committee were due to meet on 05.07.2018. However, insufficient governors were able to attend and as such, the meeting was cancelled as it would not have been quorate.</p>		

<p><b>12</b></p>	<p><b>NURSERY CLASS</b></p> <p>JL reported on the discussions of the Nursery Working Group. Two issues were discussed: Legal proceedings and the TUPE process.</p> <p><b>12.1 LEGAL PROCEEDINGS</b></p> <p>JL had spoken to an OCC solicitor who would be instructed to act on behalf of Kingham Primary School in transferring the assets of the Kingfishers Playgroup. Governors agreed to the estimated cost of £500 for this service.</p> <p>Action: JL to instruct the solicitor to proceed on behalf of the School.</p> <p><b>12.2 TUPE PROCESS</b></p> <p>VB gave an update on the TUPE process following discussions with an OCC Human Resources (HR) caseworker. Kingfishers Playgroup had been provided with the Due Diligence TUPE form to be completed by 18.07.2018. A formal consultation meeting would then be required to formally present the proposed 'measures' to be taken as part of the TUPE transfer. WC had also spoken with HR who had confirmed that the Kingfishers staff could be TUPEd over provided the target dates were met.</p> <p><b>Action: VB to ask Kingfishers to complete the Due Diligence TUPE form as soon as possible and request a consultation meeting date of 20.07.2018</b></p> <p>BTJ confirmed that role responsibilities could only be changed through a full Support Staff Restructure. Governors agreed to accept a transfer of employees under their current terms and accepted a contingency plan would be required for the Finance Officer.</p> <p><b>12.3 PROPOSAL TO ASSUME OPERATION OF THE NURSERY CLASS</b></p> <p>WC put forward the proposal for Kingham Primary School to provide a nursery class in school, appoint staff and offer places starting in September 2018. All governors agreed to this proposal.</p> <p>EJ thanked everyone for their input into making the transition achievable.</p> <p><b>12.4 NURSERY OFFER TERMS AND CONDITIONS</b></p> <p>The Nursery Place Offer Form which includes Terms and Conditions of the offer had been posted on the Governor Hub prior to the meeting. Governors discussed the T&amp;Cs and agreed to the Offer Form subject to the amendments as discussed.</p> <p><b>Action: VB to amend the Offer Document as discussed and issue to parents.</b></p>	<p>JL</p> <p>VB</p> <p>VB</p>	<p>10.07.2018</p> <p>10.07.2018</p> <p>10.07.2018</p>
<p><b>8</b></p>	<p><b>HEAD TEACHER'S REPORT &amp; SCHOOL DEVELOPMENT PLAN</b></p> <p><b>8.1 HEADTEACHERS REPORT</b></p> <p>BTJ produced and uploaded her HT Report on the Hub ahead of this meeting.</p>		

	<p>G asked where the Office Administrator post had been advertised. BTJ agreed to post the advert to a wider audience if insufficient candidates came forward in the first round of advertising.</p> <p>BTJ reported that there had been further applications for pupils to join KPS since her report was produced.</p> <p>BTJ gave a further explanation as to the rationale behind allocating teaching and support staff to classes. G commented that this positively addressed concerns raised by parents.</p> <p>G had asked how the statistics for National Child Measurement Programme were used and actions taken. BTJ reported that any action required would be taken directly by the School Nursing team.</p> <p>BTJ reported on the savings made through her covering classes but indicated that this was not sustainable given earlier comments on workload, and that additional supply cover costs would need to be provided for in the next budget.</p> <p>G asked how the staff changes had been received both by staff and parents. BTJ reported that since the newsletter notifying parents of the class changes, there had been no issues raised. EJ reported that she had received positive feedback from parents and CL reported that the transition days, which included the new teaching staff, had gone well.</p> <p>8.2 SCHOOL DEVELOPMENT PLAN</p> <p>A full discussion of the SDP was deferred until the next meeting.</p>		
9	<p>SAFEGUARDING</p> <p>There were no safeguarding issues to report. BTJ confirmed that the new Office Manager would take responsibility for the Single Central Register.</p>		
10	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>14.1 Health and Safety</p> <p>VB produced and uploaded the latest H&amp;S report. G asked about the results of the Stress and Wellbeing Audit report.</p> <p><b>Action: VB to post the results on the Governor Hub.</b></p> <p>The Governor H&amp;S audit was due to be completed by DS before the end of term. CH agreed to complete this in the absence of DS.</p> <p><b>Action: CH to complete the H&amp;S Audit with VB before the end of term.</b></p> <p><b>Action: VB to add governors to the Smartlog H&amp;S training system</b></p> <p>14.2 Premises</p> <p>VB produced and uploaded the latest Premises Report. VB and CH met and carried out a Premises Audit which highlighted a number of issues. VB and CH had</p>	<p>VB</p> <p>CH/VB</p> <p>VB</p>	<p>20.07.2018</p> <p>25.07.2018</p> <p>01.09.2018</p>

	<p>determined a plan of investigation and actions to address issues such as lack of insulation above Year 1 and 2 classrooms and extreme heat in the same rooms.</p> <p>VB gave an update following the visit by A Rawlings of OCC during July</p>		
<b>13</b>	<p><b>POLICIES FOR REVIEW AND RATIFICATION</b></p> <p>The following policies were provided for comment on the Governor Hub prior to the meeting. The following policies were approved by governors.</p> <ul style="list-style-type: none"> <li>- School Meals Policy</li> <li>- Staff Absence Policy</li> <li>- Attendance Policy</li> <li>- Administering Medication Policy</li> <li>- Internal Financial Procedures Manual</li> </ul> <p>Terms of reference of the Finance Committee to be aligned with the Internal Financial Procedures Manual.</p>	Finance Committee	01.10.2018
<b>14</b>	<p><b>CORRESPONDENCE</b></p> <p>No correspondence had been received since the last FGB meeting.</p>		
<b>12</b>	<p><b>MARKETING</b></p> <p>Governors discussed how the content of the new website would be approved. WC explained that there is a statutory requirement for certain policies to be on the website. Governors agreed that any changes the wording of statutory policies as already approved by the governors must also be approved prior to them being available on the website. Governors agreed to the following process:</p> <ul style="list-style-type: none"> <li>• Step 1: WC to load draft wording of statutory policies (required on the website) onto the Governor Hub – 13.07.2018</li> <li>• Step 2: Governors to comment on the drafts - 19.07.2018</li> <li>• Step 3: WC to load a second draft onto the Governor Hub – 20.07.2018</li> <li>• Step 4: Governors to indicate their approval or otherwise – 27.07.2018</li> <li>• Step 5: Policy approved based on a quorate majority – 27.07.2018</li> </ul> <p>Governors discussed the requirement to review all the policies. G expressed concern with regard to the amount of work this would entail and the subsequent reason for having a schedule of policy review.</p>	ALL	As indicated
<b>15</b>	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>This had been dealt with in Item 2.</p>		
<b>16</b>	<p><b>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</b></p> <ul style="list-style-type: none"> <li>• Appointment of a Chair &amp; Vice Chair</li> <li>• Committee Terms of Reference, membership and Clerking arrangements</li> <li>• Headteacher (HT) Report - Summer Term 2018</li> <li>• Review SDP and SEF</li> <li>• Register of Pecuniary Interests</li> <li>• Strategic Planning Review</li> <li>• Kidz Club</li> <li>• Schedule of Policy Reviews</li> </ul>		

	<ul style="list-style-type: none"> <li>PE Funding and Pupil premium Funding Statements</li> </ul>		
<b>17</b>	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows:</p> <p>1 October 2018</p> <p>12 November 2018</p> <p>21 January 2019</p> <p>18 March 2019</p> <p>29 April 2019</p> <p>8 July 2019</p>		ALL
	<p>SH thanked CL for his contribution to the Governing Body and wished him well in his new post.</p> <p>The meeting ended at 20.06 pm. Minutes produced by V Barron 10.07.2018</p>		