



**Full Governing Body Meeting
 Held on 1 October 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)
- L Woskett - Staff Governor (LW)
- J Loomes - Co-opted Governor (JL)
- D Salter - Co-opted Governor (DS)
- L Phillips - Co-opted Governor (LP)

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

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

NB: 'G' denotes Governor

Item		Action	Date By
1	<p>1.1 WELCOME</p> <p>The clerk welcomed everyone to the Governing Body meeting, with special mention of L Woskett as this was her first meeting as Staff Governor.</p> <p>1.2 APOLOGIES AND ABSENCES</p> <p>Apologies were received and accepted for the absence of EJ.</p> <p>1.3 QUORUM</p> <p>The meeting was quorate.</p>		
2	<p>APPOINTMENT OF CHAIR AND VICE CHAIR</p> <p>2.1 APPOINTMENT OF THE CHAIR</p> <p>One nomination for Chair of Governors was received and the candidate was asked to leave the room. Governors completed a secret vote and WC was voted back in as the returning Chair of Governors. WC re-entered the room and continued as Chair of this meeting.</p> <p>2.2 APPOINTMENT OF THE VICE CHAIR</p>		

	One nomination for Vice Chair of Governors was received and the candidate was asked to leave the room. Governors completed a secret vote and SH was voted back in as returning Vice Chair of Governors. SH re-entered the room.		
3	DECLARATION OF ANY OTHER URGENT BUSINESS BTJ asked to raise the issue of a request to use the school field for parking. Governors agreed to discuss this later in the meeting.		
4	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None were declared		
5	MINUTES OF THE LAST MEETING The minutes of the meeting of 9 July April 2018 were agreed as an accurate record of the meeting.		
6	<p>MATTERS ARISING FROM PREVIOUS MINUTES (AND NOT COVERED ELSEWHERE IN THIS MEETING)</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 - Outstanding</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. DS still to register.</p> <p>Action from Item 9 from 19.03.2018: BTJ informed the governing body that the Kidz Club was now being run by Ema Poole and Clare Devas. The Club activities had been relaunched. Completed.</p> <p>Action from Item 6.4 from 09.07.2018: SH had posted the results of the 360° Review of the Chair on the Hub. Completed.</p> <p>Action from 6.5 from 09.07.2018: VB had provided information on the role of the chair for prospective nominees. Completed.</p> <p>Action from 12.1 (Nursery) from 09.07.2018: JL had instructed a solicitor as required. Completed</p> <p>Action from 12 (Marketing) from 09.07.2018: WC to load draft wording of statutory policies for all governors to review – Drafts have been circulated and governors have been given the opportunity to review - Completed</p> <p>Action: It was agreed that VB would provide a summary of actions outstanding/arising as a separate document which could then be tracked to more easily review their status.</p>	<p>BTJ</p> <p>DS</p> <p>VB</p>	<p>31.10.2018</p> <p>31.10.2018</p> <p>03.10.2018</p>

<p>7</p>	<p>GOVERNING BODY ADMINISTRATION</p> <p>7.1 PECUNIARY INTERESTS</p> <p>Completed Pecuniary Interest Forms were received by the clerk from all governors.</p> <p>7.2 FGB AND COMMITTEE TOR</p> <p>The FGB and Finance Committee Terms of Reference were agreed at this meeting.</p> <p>Action: SH to amend and circulate draft copies of the terms of reference for the Pay and Performance and Standards Committees.</p> <p>7.3 COMMITTEE MEMBERSHIP AND CLERKING ARRANGEMENTS</p> <p>Members of each committee, chair and clerking arrangements were discussed and agreed for each committee. WC proposed JL as chair for the Finance Committee and JL indicated that he would serve in that role.</p> <p>7.4 FGB SUCCESSION PLAN AND TRAINING NEEDS ANALYSIS</p> <p>LP explained her increasing difficulty in committing more time to governor work due to her own business commitments. Governors confirmed they were happy with the support given by LP to date but agreed that all governors need to regularly and frequently review Governor Hub and post comments and feedback.</p> <p>Governors discussed and agreed to canvas potential new governors with relevant experience both from within and outside the school community. WC indicated that it might be necessary to actively recruit such roles.</p> <p>Action: Governors to recommend any potential candidates for joining the Governing Body</p> <p>LW confirmed she is booked to attend a New Governor Induction Course in December. G questioned if there was a need to carry out further online safety training. BTJ confirmed it was due for the whole school.</p> <p>Action: LW/BTJ to plan online safety training and invite all governors to attend.</p> <p>SH advised that all governors need to have completed general safeguarding training.</p> <p>Action: Governors to review Training Summary and update VB on dates for Safeguarding and other training courses attended.</p>	<p>SH</p> <p>ALL</p> <p>LW/BTJ</p> <p>ALL</p>	<p>09.11.2018</p> <p>09.11.2018</p> <p>31.10.2018</p> <p>31.10.2018</p>
<p>8</p>	<p>GOVERNORS REPORT 2017-2018</p> <p>Governors discussed and agreed that the start of the Autumn Term was the right time to publish the Governors Report.</p> <p>WC explained that the purpose of the report was to demonstrate to parents that the Governing Body was fulfilling its duties with regard to governance of Kingham Primary School. Governors agreed that the format and content did this subject to some suggested amendments.</p>		

	<p>Governors discussed the inclusion of thanks to specific parents. It was agreed that this would be done in the form of a personal letter of thanks sent on behalf of the governors.</p> <p>Action: WC to produce a letter of thanks from the Governing Body to the parents in question.</p> <p>The Governors Report was approved subject to the above amendments. Governors determined that one printed copy of the report should be made available to each family with a message on ParentMail directing parents to look out for the report in pupils' school bags.</p> <p>Action: WC to arrange for the Annual Report to be printed externally and to provide BTJ with wording for the ParentMail message</p>	WC	05.10.2018
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9	<p>HEADTEACHERS REPORT</p> <p>BTJ had posted the HT Report on the Governor Hub prior to the meeting and welcomed comments and questions from governors.</p> <p>G commented on the good results for the SATs and reasoning given in the report for maths results that were below expectations in the case of some individuals.</p> <p>G commended BTJ on her commitment to staff wellbeing and asked if BTJ was also being given a 'wellbeing day'. BTJ confirmed she was leaving at 2.45pm on Fridays over the year to collect her son from school.</p> <p>G asked for an update on class numbers. BTJ explained the new transfers that took effect from September.</p>		
10	<p>NURSERY CLASS UPDATE</p> <p>BTJ reported that the Nursery had started as planned with the Kingfishers staff being transferred over to KPS. EJ has brought the team together very quickly with all team members learning from each other. Plans had also been made for other teachers to spend a morning in the Nursery Class.</p> <p>BTJ reported that parents had made positive comments about the new nursery class.</p> <p>G asked if the nursery class numbers were similar to last year.</p> <p>Action: BTJ to ask H Gallimore if the numbers for the Nursery Class this year are similar to last year.</p> <p>G asked how the Nursery had been promoted. BTJ explained that articles had been placed in the Cotswold Times, Chipping Norton News and the village newsletter regarding the new Nursery. Posters relating to the Nursery Open Day were placed around the school. G discussed if a PVC banner should be placed outside the school or another location to promote the event.</p> <p>Action: WC to investigate the cost of two banners to promote the Nursery Open Day and the general School Open Days.</p>	BTJ	05.10.2018
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<p>11</p>	<p>SCHOOL DEVELOPMENT PLAN</p> <p>BTJ gave an overview of how the SDP document worked, the meaning of the colour codes and that the document was a 'living' document which would be updated as actions were completed.</p> <p>G asked whether the Values Education item had been actioned. BTJ explained that this was an intended impact and the SDP would be updated as the specific activities were completed. BTJ further explained the intended activities for introducing values education and that the whole school community would be involved in choosing the 12 values.</p> <p>G asked for an explanation on the 'Nurture Pod' to which BTJ explained how it is operated and by whom.</p> <p>G asked for an explanation of the 'Make Me Smile' project which BJT explained was a peer based programme.</p> <p>G asked how the Self Evaluation document works with the SDP. BTJ explained that the Self Evaluation document informs the SDP.</p> <p>G asked for clarification on the results shown from page 9 of the Self Evaluation document. BTJ provided an explanation on what the results related to.</p> <p>G questioned the maths results for those achieving Level 4 or above. BJT explained that the reduction in percentage had been addressed as an action in the SDP</p> <p>G asked for clarification on the planned programme for monitoring.</p> <p>Action: SH to produce a new Governor Monitoring Programme based on the new SDP.</p>	<p>SH</p>	<p>31.10.2018</p>
<p>12</p>	<p>STRATEGIC PLANNING REVIEW</p> <p>This item was deferred to a future meeting at which it could be given more time.</p>		
<p>13</p>	<p>SAFEGUARDING</p> <p>There were no safeguarding issues to report. BTJ/SH to complete the Annual Safeguarding Audit shortly.</p>		
<p>14</p>	<p>COMMITTEE REPORTS</p> <p>14.1 PAY COMMITTEE</p> <p>LW (Staff Governor) left the room. SH reported that the Pay Committee had met prior to this meeting. SH explained that the Government had committed to funding a 3.5% increase for the minima and maxima of the Teachers Main Pay Scale (MPS); 2.5% for the minima and maxima of the Teachers Upper Pay Scale (UPS); and 1.5% for all teachers on the Leadership Pay Scale (LPS). SH explained that BTJ had calculated the cost of increasing all teachers on the MPS by 3.5% and all the teachers on UPS by 2.5% and that the expected funding for KPS would cover this cost. Governors discussed the details of the proposal and upheld the recommendation to give all staff on the MPS and UPS the 3.5% and 2.5% respectively subject to the figures being independently checked by the Finance Governor.</p>		

	<p>Action: JL to check the figures relating to the pay increases across all teaching staff.</p> <p>BTJ (Headteacher) left the room.</p> <p>SH explained that an independent advisor had joined the Pay Committee to complete the HT appraisal and gave a summary to the Full Governing Body of the details and discussions of the appraisal. The Pay Committee recommended an increase of two grades for the Headteacher and that the HT salary band be re-banded from L8-14 to L11-17. Governors discussed the details of the appraisal and upheld the recommendations made by the Pay Committee to increase the HT grade by two grades and that the Headteacher band be extended from L8-14 to L11-17 to provide room for growth, subject to meeting strategic objectives.</p> <p>LW and BTJ rejoined the meeting.</p> <p>14.2 PERFORMANCE AND STANDARDS</p> <p>Nothing to report as no committee meeting had taken place since the last governing body meeting. The next meeting was arranged for 8 October 2018.</p> <p>14.3 FINANCE COMMITTEE</p> <p>The Finance Committee was due to meet on 28.09.2018. However, insufficient governors were able to attend and as such, the meeting was cancelled as it would not have been quorate. A new meeting was arranged for 1 November 2018.</p>	JL	02.10.2018
15	<p>PE FUNDING AND PUPIL PREMIUM FUNDING STATEMENTS</p> <p>G asked for clarification on why the impact statement only referred to Year 6. BTJ explained that targets were only measured for Year 6 through SATS and that there were no Pupil Premium Children in Year 2 in the academic year covered by the report.</p> <p>G questioned a date in the table.</p> <p>Action: BTJ to check the PP report on the website and amend accordingly.</p>	BTJ	02.10.2018
16	<p>MARKETING / WEBSITE</p> <p>WC reported that further work was required to publish the new web site and that an action plan was required.</p> <p>Action: BTJ/WC to meet and formulate a plan of action to update the website.</p>	BTJ/WC	31.10.2018
17	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>17.1 HEALTH AND SAFETY</p> <p>VB reported that CH had completed a H&S governor audit in July and that the next OCC H&S audit had been planned for February 2019. VB also reported that the results of the Stress and Wellbeing Audit report still needed to be uploaded to the Governor Hub and that Smartlog training had not yet been planned.</p> <p>Action: VB to post the results of the Stress Survey on the Governor Hub - Outstanding.</p>	VB	31.10.2018

	<p>Action: VB to add staff and governors to the Smartlog H&S training system</p> <p>17.2 PREMISES</p> <p>VB gave an update on the work carried out throughout the premises over the summer holidays.</p> <p>VB informed the governors about the partial collapse of the Year 3 ceiling and the remedial actions carried out over the summer. VB reported that OCC had also inspected the roof and determined that there was significant 'nail fatigue' requiring the roof to be retiled. OCC are in the process of investigating contingency plans for the classrooms whilst work is carried out on the roof. This had taken priority over fixing the roof over the dormer windows.</p>	VB	31.10.2018
18	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>The following policies were provided for comment on the Governor Hub prior to the meeting. The following policies were approved by governors subject to minor amendments.</p> <ul style="list-style-type: none"> - Child Protection and Safeguarding Policy - School Meals Policy - Emotional Health and Wellbeing - Lockdown Policy and Procedure - Nut Allergy Awareness Policy - Online Safety Policy - Acceptable Use Policies - Kingham Code of Conduct Policy - Managing Allegations Against Other Pupil Policy - Equal Opportunities Policy - Internal Financial Procedures Manual <p>Action: CH to provide BJT with marked up paper copies of policies to be amended.</p>	CH	02.10.2018
19	<p>CORRESPONDENCE</p> <p>No correspondence had been received since the last FGB meeting.</p>		
20	<p>ANY OTHER URGENT BUSINESS</p> <p>BTJ informed the governors that she had received a request to use the school field as a car park on the night of the village fireworks display. Governors discussed and agreed that it was not appropriate, for health and safety risk and liability reasons, to allow such use of the field.</p> <p>Action: WC to produce a response to the Committee on behalf of the governing body declining the request to use the field as a car park.</p>	WC	05.10.2018
21	<p>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</p> <ul style="list-style-type: none"> • Governor Code of Conduct • Monitoring of the SDP • Strategic Review • Website 		

22	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows:</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
	The meeting ended at 20.17 pm.		

Minutes produced by V Barron 04.10.2018