

Headteacher
 Ms B Townend-Jowitt
 Telephone 01608 658366
 www.kingham.oxon.sch.uk



Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Full Governing Body Meeting
 Held on 12 November 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)
- E Jenkinson - Co-opted Governor (EJ)

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

ABSENT: Nil

NB: 'G' denotes Governor

Item		Action	Date By
1	1.1 WELCOME WC welcomed everyone to the Governing Body meeting. 1.2 APOLOGIES AND ABSENCES There were no absences 1.3 QUORUM The meeting was quorate.		
2	DECLARATION OF ANY OTHER URGENT BUSINESS No other urgent business was declared.		
3	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None were declared		
4	MINUTES OF THE LAST MEETING The minutes of the meeting of 1 October 2018 were agreed as an accurate record of the meeting subject to an amendment to Item 15 – removal of the action point.		
5	MATTERS ARISING FROM PREVIOUS MINUTES (AND NOT COVERED ELSEWHERE IN THIS MEETING)		

	The Status of Matters Arising document was reviewed and all actions confirmed as completed.		
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>The Terms of Reference for the Pay and Performance and Standards Committees were formally approved.</p> <p>6.1 Governor Code of Conduct</p> <p>The Governor Code of Conduct had been posted on the Governor Hub prior to the meeting. There were no amendments put forward. All governors signed the new Code of Conduct.</p> <p>6.2 Governor Monitoring</p> <p>BTJ reported that one Governor Monitoring visit had been completed since the start of the Autumn Term. LP reported being unable to arrange a date for the SEN monitoring. DS agreed to conduct the monitoring of this aspect. Governors discussed and agreed responsibilities for conducting monitoring visits of specific subjects and whether all visits to school should be recorded on a Governor Monitoring Visit form.</p> <p>Action: SH to update the Governor Monitoring Timetable and post on the Hub.</p> <p>Action: VB to produce a signing in sheet for governor visits.</p>	SH VB	16.11.2018 16.11.2018
7	<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 asked for clarification of the source of statistics of pupil numbers. BTJ explained the statistics are provided by the LA. SH gave an explanation of the 'Average Points Score'. EJ explained that the school has focused on improving the percentage of pupils with a 'good level of development' rather than the number exceeding expectations.</p> <p>G asked for clarification on gaps within the 'Closing the Gap' statistics. BTJ explained the reasons for the gaps.</p> <p>G asked whether a date for another open morning had been set. BTJ explained this would be planned and promoted following the open morning due to take place Friday 16.11.2018.</p>		
8	<p>PARENT SURVEY</p> <p>Governors discussed the summary of responses. The responses to questionnaire statements were considered to be generally very positive although it was noted that there was a tendency to Agree rather than Agree Strongly in some cases compared to the previous year.</p> <p>G questioned the results on bullying. BTJ explained this may have been due to the lack of experience of bullying. G asked if there were any emergent themes within the free text responses. BTJ responded that any negative responses were balanced</p>		

	<p>out by positive responses. The nutritional value of school puddings was highlighted and discussed by governors.</p> <p>Action: BTJ to ensure that marketing materials refer to National Food Standards.</p> <p>Parking was also identified as an ongoing issue. Governors discussed and agreed that there was little that school could do to address this. BTJ reported that regular mention of 'considered parking' is made in the school bulletins.</p> <p>BTJ confirmed that she had posted a summary of the results and actions on the website.</p>	BTJ	31.12.2018
9	<p>STRATEGIC PLANNING REVIEW</p> <p>WC reminded governors of previous discussions regarding strategic objectives. Governors discussed and agreed to keep the subject of academisation on hold whilst the focus of the school remains on other key objectives.</p> <p>WC proposed four key strategic objectives for the year:</p> <p>1 <u>Nursery Class</u> – governors discussed and agreed to review the operation and business basis of the nursery class to ensure it remains sustainable and covers its costs.</p> <p>Action: BTJ to conduct market research of existing parents regarding their nursery provision needs.</p> <p>2 <u>Fabric of the building</u> – G agreed that this was a key concern, to be discussed under Item 14 of the meeting.</p> <p>3 <u>Use of TAs in Keystage 2</u> – BTJ explained the rationale behind reviewing the operational needs regarding Keystage 2 teaching assistants and the benefits of doing so. Governors agreed the need for targeted support but expressed that any changes would need to be communicated carefully to parents.</p> <p>Action: BTJ to prepare a proposal for more effective use of TA resources to be discussed at the next FGB.</p> <p>Action: VB to advise on timeline for any consultation process.</p> <p>4 <u>Teaching Focus in response to key stage test results</u> - Governors discussed and agreed that improving maths results is a focus for teaching. BTJ confirmed that actions had already been included in the SDP to address this.</p>	BTJ	31.05.2019
		BTJ	31.12.2018
		VB	31.12.2018
10	<p>COMMITTEE REPORTS</p> <p>10.1 PAY COMMITTEE</p> <p>The Pay Committee had met in October and reported to the FGB on 01.10.2018. A mid term review of the Headteacher's performance is scheduled for mid February 2019.</p> <p>10.2 PERFORMANCE AND STANDARDS</p> <p>The Performance and Standards Committee met on 08 October 2018. However, the Committee is awaiting data from ASP before a review can take place.</p>		

<p>11</p>	<p>FINANCE COMMITTEE</p> <p>11.1 NURSERY PROJECTIONS</p> <p>JL provided feedback of discussions by the Finance Committee that met on 01 November 2018 and referred to the document comparing income and expenditure with and without the Nursery. Governors discussed the options to address the shortfall in income from the Nursery.</p> <p>11.2 REVISED BUDGET INCLUDING NURSERY</p> <p>JL explained that the Budget Forecast had been revised to incorporate the Nursery Class and that the Finance Committee had reviewed the detail of the proposed revised Budget Forecast submitted by the School Business Manager. JL pointed out that the school would still end this financial year in surplus but that it would decline into deficit sooner if the points in item 11.1 were not addressed. Governors agreed to adopt and submit the Revised Budget Forecast dated 07.11.2018 to OCC.</p> <p>Action: VB to submit the Revised Budget Forecast to OCC and upload it into the IBC system.</p> <p>11.3 USE OF KINGFISHERS TRANSFER FUND</p> <p>JL confirmed that the Transfer Fund is circa £50,000, with up to £5,000 to follow. Governors discussed when and on what the funds could be spent. EJ read out a statement from the Early Years team regarding the use of the fund. Governors agreed to allocate the legal fees, nursery class set up costs and the cost of any further resources to the School Budget and accepted that this would mean an overspend on this cost centre by financial year end. Governors agreed that the fund may be spent on capital projects such as the repair/replacement of the ramp and canopy subject to a proposal being submitted and agreed by the FGB. Governors also agreed to budget for additional spending in future years for the ongoing development of the Nursery and Early Years provision.</p> <p>11.4 SCHOOL FINANCIAL VALUE STANDARDS</p> <p>JL explained the purpose of the SFVS document (previously posted on the Governor Hub) and explained that the Finance Committee had reviewed the document and recommended it for approval. JL asked if there were any comments. VB asked for volunteers to attend Governor Services Training on Finance. There were no other comments. The document was approved.</p> <p>Action: VB to submit the SFVS to OCC.</p> <p>Action: VB to send details of the Finance Courses to the Finance Committee members.</p>	<p>VB</p> <p>VB</p> <p>VB</p>	<p>16.11.2018</p> <p>16.11.2018</p> <p>16.11.2018</p>
<p>12</p>	<p>SAFEGUARDING</p> <p>There were no safeguarding issues to report.</p> <p>Action: BTJ/SH to complete the Annual Safeguarding Audit in December.</p>	<p>BTJ/SH</p>	<p>20.12.2018</p>

<p>14</p>	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>14.1 HEALTH AND SAFETY</p> <p>VB had posted the results of the Stress Survey on the Governor Hub. G commented on the number of hours delivered over the two-week period by the HT. BTJ indicated that this extensive number of hours occurs occasionally rather than regularly. VB reported that Smartlog has yet to be launched to the staff.</p> <p>EJ was called away from the meeting and left the room.</p> <p>14.2 PREMISES</p> <p>CH gave an update on the progress of the project to repair the roof and replace the windows. Governors discussed the severity of the status of the roof and the proposals put forward by OCC to delay the repair until the Summer Holidays 2019. BTJ expressed that the roof should be repaired before the summer holidays so that the windows could be replaced during the summer holidays as there is expected to be a time delay between the two activities.</p> <p>Action: CH to respond to OCC to express the requirements of the school governors for the roof repairs to be carried out before the summer holidays.</p> <p>Action: CH to request an immediate visit and ongoing visits to inspect the status and safety of the roof until the roof is repaired.</p> <p>Action: WC to raise the concerns of the governing body regarding the delay in roof repair with Councilor Hilary Hibbert-Biles.</p> <p>EJ rejoined the meeting.</p>	<p>CH</p> <p>CH</p> <p>WC</p>	<p>16.11.2018</p> <p>16.11.2018</p> <p>13.11.2018</p>
<p>15</p>	<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"> - Appraisal Policy for Teachers - Pay Policy 		
<p>16</p>	<p>CORRESPONDENCE</p> <p>BTJ left the room.</p> <p>The Clerk read out a letter from a parent in response to the letter of thanks received from the Governing Body. Governors discussed the content and agreed a form of response.</p> <p>Action: DS to draft a response and post on the Governor Hub for comment before sending.</p> <p>BTJ rejoined the meeting.</p>	<p>DS</p>	<p>16.11.2018</p>
<p>13</p>	<p>MARKETING / WEBSITE</p> <p>WC reported that the proposed launch for the new website is January 2019 following further discussions between the Headteacher and the Chair of</p>		

	<p>Governors. Governors agreed to leave the development of the website with the HT and CoG. BTJ requested that staff see the new website before the launch. LW offered to review and comment on the website before launch.</p> <p>BTJ reported that some work had been carried out on the existing website including class pages.</p> <p>Action: LW to arrange with staff for the class pages on the existing website to be updated.</p>	LW	16.11.2018
17	<p>ANY OTHER URGENT BUSINESS</p> <p>None.</p>		
18	<p>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</p> <ul style="list-style-type: none"> • Proposal for the organization structure of TAs in KS2. • Nursery 		
19	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows:</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 14.11.2018