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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Full Governing Body Meeting
 Held on 21 January 2019**

PRESENT:

- W Cooper - Chair/Parent Governor (WC)
- S Harris - Vice Chair/LA Governor(SH)
- B Townend-Jowitt - Headteacher (BTJ)
- C Hunt - Parent Governor (CH)
- L Woskett - Staff Governor (LW)
- L Phillips - Co-opted Governor (LP)
- E Jenkinson - Co-opted Governor (EJ)

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

- ABSENT:**
- J Loomes - Co-opted Governor (JL)
 - D Salter - Co-opted Governor (DS)

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 Both JL and DS had previously given their apologies for not being able to attend this meeting. Apologies accepted. 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 12 November 2018 were agreed as an accurate record of the meeting.		

Signed

FGB 21.01.2019 Meeting Minutes
 Date

5	<p>MATTERS ARISING FROM PREVIOUS MINUTES (AND NOT COVERED ELSEWHERE IN THIS MEETING)</p> <p>The Status of Matters Arising document was reviewed and actions recorded.</p>		
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 Governor Visit Reports</p> <p>G reported on the visits that she had undertaken. Clerk indicated that some visits had taken place but not yet reported. CoG reiterated the importance of scheduling, attending and reporting on visits to school. BTJ confirmed that all visit reports are held by her.</p> <p>6.2 Training Needs and Opportunities</p> <p>CoG confirmed that the clerk had provided a list of up-coming governor courses. Governors discussed the need to attend specific courses and decided that none were required at present. Governors to provide details of courses attended to the Clerk.</p> <p>6.3 Governing Body Self Evaluation</p> <p>Governors discussed the various ways to carry out a governing body self evaluation.</p> <p>Action: WC to complete the Governor Hub healthcheck.</p> <p>Action: SH to initiate a 360 Review and circulate the document</p>	<p>WC</p> <p>SH</p>	<p>04.03.2018</p> <p>04.03.2018</p>
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 if there was a clear vision of what the school needs from its TAs. BTJ indicated that this would be addressed in the following agenda item.</p> <p>G asked for the context surrounding the comparison of KPS with neighbouring schools. LW explained the impact movement of pupils in and out of school has on the results and EJ explained that the size of the school in comparison to SEN, LAC and pupil premium children also has an impact. KPS staff were confident they could justify KPS position in comparison to neighbouring schools. Governors discussed their aspirations with regard to league tables and the complexity of this due to changing cohorts. Governors agreed a target to maintain a position in the top half of schools within a 5 mile radius based on government published KPIs.</p> <p>G asked how monitoring would take place of 'Areas to monitor over the Spring Term'. BTJ explained that this would be through an analysis of results recorded in the next data capture.</p> <p>G thanked BTJ for her work on securing additional funds for projects such as the new library.</p> <p>G asked for an update on the indexing of library books. BTJ indicated that funding was being sought for this but may not be secured before the end of this financial</p>		

	<p>year. G asked if there was a possibility of staged invoicing/payments so that the indexing project could be started.</p> <p>Action: BTJ to investigate if staged payments would be possible for library book indexing.</p> <p>BTJ expressed an intention for the library to be painted and finished in time for World Book Day in early March.</p>	BTJ	04.02.2019
8	<p>STAFFING REVIEW</p> <p>BTJ referred to the summary of research, findings and recommendations in the HT report and indicated that the review of staffing needs was a bigger issue than first expressed. BTJ explained that a rigorous review of current practice and job descriptions was needed in order to inform future planning and that this would be undertaken with the engagement of the senior leadership team, teachers and teaching assistants. BTJ also explained how the current deployment of TAs for intervention work has an impact on learning outcomes and any redeployment of staff would need to take this into consideration.</p> <p>Governors discussed the possible use of an external independent reviewer to assist with a healthcheck.</p> <p>Action: BTJ to identify possible external reviewers and the costs involved and report progress at the next FGB.</p> <p>BTJ confirmed that the aspiration is to make more effective use of TAs, with any redeployment plans being put into practice for the start of the next academic year.</p>	BTJ	04.03.2019
9	<p>COMMITTEE REPORTS</p> <p>9.1 PERFORMANCE AND STANDARDS</p> <p>No further meeting therefore nothing to report.</p> <p>9.2 FINANCE COMMITTEE</p> <p>WC reported that the Finance Committee met on 09 January 2019. There were no issues of concern and spending was in line with the Budget.</p>		

<p>10</p>	<p>NURSERY UPDATE AND FINANCE</p> <p>WC reported that the Finance Committee had looked at the Nursery income and expenditure and concluded that the income is not sufficient to cover costs at this time. Whilst governors decided that this was not a sustainable model, they agreed to address improving income through promotion and marketing rather than reducing costs and that the Nursery should be given a full 12 months of operation after which the situation would be reviewed.</p> <p>BTJ informed the governors that she had already initiated different promotional avenues for the next intake to Nursery including facebook, doctors surgeries and flyers at toddler groups.</p> <p>Governors agreed to change the Terms and Conditions of the Nursery provision to require all 15 funded hours to be booked with KPS and an increase in hourly paid rate, effective from September 2019. Governors felt that further research into demand was therefore no longer necessary at this time.</p> <p>Governors discussed and agreed not to offer 30 funded hours or wrap around care and to allow the Nursery to operate as currently set up for two to three years before additional services are reconsidered.</p> <p>Action: BTJ/EJ to establish the variance in income had the current children been required to book all 15 funded hours with KPS.</p>	<p>BTJ/EJ</p>	<p>04.03.2019</p>
<p>11</p>	<p>SAFEGUARDING</p> <p>SH confirmed that the Safeguarding audit had taken place on 04 December 2018, and that a number of actions were identified, as reported in the HT report.</p>		
<p>12</p>	<p>SCHOOL BUSINESS MANAGER'S REPORT</p> <p>Governors discussed and agreed that VB would produce a written report on H&S and Premises for the relevant governor to report on these matters at future governor meetings.</p> <p>12.1 HEALTH AND SAFETY</p> <p>VB reported that the next OCC H&S audit is due in early February. VB indicated that the Governor H&S Audit is overdue and that the introduction of Smartlog as an online H&S platform should help to catch up with overdue H&S training.</p> <p>LW offered to set up training workshops during breaks and lunchtimes for staff who were having difficulty navigating around the Smartlog platform.</p> <p>Action: LW/VB to agree a schedule of workshops for Smartlog support.</p> <p>12.2 PREMISES</p> <p>VB reported that the new cleaners were excellent and that there were no issues with catering. There had been a cut off of water supply by Thames Water but the school had managed to put in contingency plans.</p>	<p>LW/VB</p>	<p>25.01.2019</p>

	<p>VB and CH confirmed they had not had an update from OCC despite chasing. WC reported that Councilor Hibbert-Biles was no longer in post and therefore unable to assist.</p> <p>Action: VB to chase Andy Rawlings of OCC for an update.</p> <p>CH asked for the previous oil bills to look at consumption and costs.</p> <p>Action: VB to supply oil bills to CH</p> <p>Governors discussed the difference in heating of the Nursery Class and Reception Class.</p> <p>Action: VB to purchase plastic strip curtain for Reception Class and arrange installation.</p> <p>VB gave an update on the project to replace the ramp and canopy. Two contractors had been to visit the site and would be providing quotations. One contractor had been very informative.</p>	<p>VB</p> <p>VB</p> <p>VB</p>	<p>25.01.2019</p> <p>28.01.2019</p> <p>28.01.2019</p>
13	<p>KPSA FUNDRAISING AND PRIORITIES</p> <p>BTJ explained that KPSA are keen to raise funds for IT projects rather than a new canopy in the playground. BTJ is investigating three quotes for a new canopy, one has been received and another site visit completed with the remaining site visit booked.</p>		
14	<p>CAPITAL BUDGET FOR IT</p> <p>BTJ and LW (in consultation with Nick Speller – 123ICT Advisor) are in the process of evaluating what IT is needed to meet the needs of the National Curriculum. The project will also include the review of the benefits of leasing IT equipment over purchasing them outright and the IT needs to support teaching.</p> <p>Action: BTJ to produce an IT Strategic Plan incorporating costs, depreciation, write off and an annual IT budget.</p>	<p>BTJ</p>	<p>18.03.2019</p>
15	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>The following policies were provided for comment on the Governor Hub prior to the meeting and approved by governors at the meeting.</p> <ul style="list-style-type: none"> - Whistleblowing Policy - Complaints Procedure - Attendance Policy - SEND Policy - Disposal and Write Office Policy - First Aid Policy - Health and Safety Policy - Procurement Card Policy <p>The Fire Safety Policy and Emergency Plan was approved subject to amendments to the Appendix.</p> <p>The Social Networking Policy was discussed. Governors decided to remove the reference to parents and governors, otherwise the changes were approved.</p> <p>Action: BTJ to amend the Social Networking Policy as agreed.</p>		

	<p>Action: WC to amend Governor Code of Conduct to strengthen the reference to responsibilities regarding social media.</p> <p>Action: BTJ to amend the Welcome Pack and Safeguarding leaflet to reflect expectations regarding use of social media.</p>	BTJ WC BTJ	25.01.2019 04.03.2019 04.03.2019
16	<p>MARKETING AND WEBSITE</p> <p>WC reported that the new website was nearly finished. Hosting arrangements need to be confirmed in order for the site to go live. WC invited governors to log into the new website.</p> <p>Action: WC to post the web address and log in details for the new website to governors.</p> <p>Action: BTJ to chase teachers for profiles for the new website.</p> <p>Target is for the new website to go live by 15 February 2019.</p> <p>G thanked WC for his work on developing the website.</p>	WC BTJ	25.01.2019 31.01.2019
17	<p>CORRESPONDENCE</p> <p>Nothing to report.</p>		
18	<p>ANY OTHER URGENT BUSINESS</p> <p>None.</p>		
19	<p>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</p> <ul style="list-style-type: none"> • Skills Audit • Budget Plan 19/20 initial discussion 		
20	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows:</p> <p>18 March 2019</p> <p>29 April 2019</p> <p>8 July 2019</p>		ALL
	The meeting ended at 20.07 pm.		

Minutes produced by V Barron 23.01.2019