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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Full Governing Body Meeting
 Held on 18 March 2019**

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 21 January 2019 were agreed as an accurate record of the meeting.		
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 or target dates for completion updated.		
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 Governor Vacancy</p> <p>Governors agreed to the re-appointment of Susie Harris as LA Governor.</p> <p>The new 'Procedure adopted by Kingham Primary School for the appointment of a parent governor' was approved. CH confirmed she is happy to be nominated for another term.</p> <p>Action: VB to initiate the procedure for appointing a parent governor.</p> <p>LP reminded the board that she intends to step down from 31 July 2019. Governors discussed the recruitment process for one or more new co-opted governors and agreed to include local press, the school website and Linked In.</p> <p>Action: BTJ and SH to agree the wording for an advert and Linked In for a co-opted governor.</p> <p>6.2 Governor Monitoring Visits Reports</p> <p>BTJ reported that four Governor Monitoring reports had been completed since September. Governors were reminded of the subjects for which they were responsible for monitoring and directed to the 'Roles and Responsibilities' section of Governor Hub for an extract of the SDP objectives against which the monitoring is to take place.</p> <p>6.3 Training Needs and Opportunities / Skills Audit</p> <p>VB handed out the Governor Skills Audit to be completed by each governor. Results will be collated and uploaded for review at the next FGB.</p> <p>Action: VB to upload Governor Skills Audit onto the Governor Hub.</p> <p>Action: All governors to complete and return the audit form to VB by 5 April 2019</p> <p>Governors discussed the value of subscribing to 'The Key for Governors' and determined the use did not justify the cost. BTJ reminded governors that they can download a number of free documents and offered to print off any documents upon request.</p> <p>6.4 Governing Body Self Evaluation</p> <p>SH reported that she was waiting for a few return forms before posting the results on the Hub.</p> <p>Governors discussed conducting a Governor Self Evaluation.</p> <p>Action: VB to resend Governor Self Evaluation to WC.</p>	<p>VB</p> <p>BTJ/SH</p> <p>VB</p> <p>All</p> <p>VB</p>	<p>19.03.2019</p> <p>29.03.2019</p> <p>22.03.2019</p> <p>05.04.2019</p> <p>20.03.2019</p>

	<p>Action: WC to investigate the process for Governor Self Evaluation Process.</p> <p>Governors discussed the effectiveness of the Governor Hub and identified some issues with communication and organization. BTJ gave instructions as follows to change the email settings: Log into Governor Hub, Click on your name; Select the 'Settings' tab; ensure the top box is ticked. Changes will automatically be saved.</p> <p>Action: BTJ/LW to consult with 123ICT regarding an alternative means of storing governance documents such as Google for Education.</p> <p>Action: All documents relevant to a governing body meeting are to be stored in the relevant meeting folder on the Hub as well as the subject folder e.g. policies folder.</p>	<p>WC</p> <p>BTH/LW</p> <p>All</p>	<p>29.04.2019</p> <p>07.04.2019</p> <p>Ongoing</p>
<p>7</p>	<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 the departing TA would be replaced. BTJ informed the group that the TA would not be replaced and that further details were currently confidential.</p> <p>G asked for an explanation of the difference between a TAF and MASH meeting. BTJ explained that a MASH meeting was for serious safeguarding issues.</p> <p>DS indicated that there may be funding available from 'Kingham - Relief in Need'.</p> <p>Action: DS to speak to the school's Parent Support Advisor about the fund on his next visit to school.</p> <p>Staff Governor reported favourably on the recent Attachment Behaviour training. G asked what impact this had on the teaching. EJ explained that teachers learned about handling the differing attachment issues.</p> <p>G asked for an overview of the results of the Science Pupil Voice Monitoring. EJ shared the results with the group and indicated the majority of pupils were happy, and that feedback had been given to staff where necessary.</p> <p>G asked how the incoming and outgoing pupils had impacted on the overall school numbers. BJT explained that the impact was neutral.</p> <p>EJ informed the group that the numbers for September 2019 intake for the Nursery Class are up from 17 in Sept 2018 to (projected) 23. Governors discussed the open mornings.</p> <p>Action: BTJ to arrange for HG to be available on the open mornings to answer any questions from parents relating to applications for places.</p> <p>Governors thanked BTJ for her hard work in securing additional funding through grants.</p>	<p>DS</p> <p>BTJ</p>	<p>07.04.2019</p> <p>01.09.2019</p>

8	<p>FINANCE COMMITTEE REPORT</p> <p>JL/VB had posted the 27.02.2019 Finance Committee Report on the Governor Hub prior to the meeting and welcomed comments and questions from governors. JL summarized, indicating that:</p> <ul style="list-style-type: none"> • All funds had now been received from the transfer of Kingfishers assets to KPSA. • The Finance committee had reviewed Period 10 Budget Monitoring report and were happy that all variances had been explained. • The Nursery Terms and Conditions had been amended to include parents taking up all 15 funded hours with KPS from 01.09.2019 and the cost of additional paid hours had been increased to £5.50 per hour. <p>G asked for details regarding the spending of the additional £9600 capital funding. BJT explained that staff had discussed and agreed to spend the funding on an additional area of play lawn in the main playground. Governors approved the spending as per the proposal presented by BTJ.</p>		
9	<p>ICT BUDGET AND STRATEGY</p> <p>Governors discussed the under spend on ICT in this financial year and the need for an ICT strategy for the next few years to include depreciation and write off. Whilst KPSA had expressed an interest in spending KPSA funds on ICT, this could not be guaranteed for future years.</p> <p>Action: Finance Committee to develop an ICT Strategy and ensure funds are allocated in the Budget Plan to meet the strategy.</p>	Finance Committee	03.04.2019
10	<p>BUDGET PLAN FOR 2019/2020 INITIAL DISCUSSION</p> <p>JL presented the timetable for producing the Budget Plan for 2019/2020.</p> <p>Buy Back Services from OCC were discussed and governors agreed to buy back the same services has had been provided in 2018/19. EJ indicated that the Early Years Package may be free to Early Education Leaders.</p> <p>Action: VB to investigate if the Early Years Package Buy Back Service is still free for KPS.</p> <p>Governors discussed and agreed that the development and maintenance of the Early Years part of school should form part of the development plan.</p> <p>Action: Finance Committee to ensure that provision is made in the Budget Plan for 2019/20 for the development and maintenance of the Early Years part of the school including grounds.</p>	VB Finance Committee	29.03.2019 03.04.2019
11	<p>SAFEGUARDING</p> <p>There were no safeguarding issues to report other than those already reported in the HT report identified in Item 7 above.</p>		

<p>12</p>	<p>HEALTH AND SAFETY REPORT</p> <p>DS/VB had posted the Health and Safety Report on the Governor Hub prior to the meeting and welcomed comments and questions from governors.</p> <p>Governors thanked DS/VB for the detailed report and the analysis of minor accidents.</p> <p>Governors discussed the issues arising from the OCC H&S Audit and agreed to amend the action point regarding combustible items in the boiler rooms.</p>		
<p>13</p>	<p>PREMISES</p> <p>CH/VB had posted the Premises Report on the Governor Hub prior to the meeting and welcomed comments and questions from governors.</p> <p>G asked for clarification of what a Conditions Survey involved. BTJ gave an explanation of the detailed report.</p> <p>VB/CH confirmed that OCC had agreed to replace the sloping slate roof at the front of the school and project manage the replacement of the affected windows. A meeting with OCC, Enlightened Windows, CH and VB has been arranged for Thursday 21.03.2019 to establish further details of the delivery of the project. Concerns were raised about the duration of the works and possible overrunning into September. It was agreed that CH/VB would suggest an earlier start (before the end of the Summer Term) if this helped with timings.</p> <p>VB explained the progress on the PFSU Canopy and Ramp replacements. CH had suggested, and governors agreed to repair the ramp rather than replace it but that the canopy should be replaced. Repairs and maintenance will be part of the ongoing maintenance plan as discussed in Item 10 above.</p> <p>Action: VB to source quotes for the replacement of the canopy.</p> <p>Governors discussed the issue of air quality in the classrooms and the need to monitor it.</p> <p>Action: CH to source equipment to monitor the air quality in classrooms.</p>	<p>VB</p> <p>30.04.2019</p> <p>CH</p> <p>30.04.2019</p>	
<p>14</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"> - Safer Recruitment Policy - School Visits Policy - Road Safety & Pupils Policy - Premises Policy - Fire Safety Policy and Emergency Plan 		
<p>15</p>	<p>MARKETING AND WEBSITE</p> <p>WC informed the group that the new website was now live and any issues should be reported to WC. Changes to the website would now be under the control of the school via WC, BTJ and the School Office team.</p>		

	G praised the brevity and appearance of the website and thanked WC for his work. Action: WC to prepare a communication to parents regarding the new website. Action: VB to add Marketing and Website as an earlier item to the agenda of the next FGB.	WC VB	30.03.2019 29.04.2019
16	CORRESPONDENCE No correspondence had been received.		
17	ANY OTHER URGENT BUSINESS None.		
18	ITEMS FOR THE NEXT MEETING/FORWARD PLAN <ul style="list-style-type: none"> • Marketing and Website • ICT Strategy • Budget Plan 		
19	DATES AND TIMES OF THE NEXT MEETINGS The dates for future meetings, all at 6pm, are as follows: 29 April 2019 8 July 2019		
	The meeting ended at 20.08 pm.		

Minutes produced by V Barron 20.03.2019