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Kingham Primary School  
 The Green  
 Kingham  
 Oxford  
 OX7 6YD

**Full Governing Body Meeting  
 Held on 29 April 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
<b>1</b>	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.		
<b>2</b>	DECLARATION OF ANY OTHER URGENT BUSINESS  No other urgent business was declared.		
<b>3</b>	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS  None were declared		
<b>4</b>	MINUTES OF THE LAST MEETING  The minutes of the meeting of 18 March 2019 were agreed as an accurate record of the meeting.		
<b>5</b>	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 Appointments</p> <p>Mr Richard Alden was elected as Parent Governor following an election. Governors agreed Mr Alden's first meeting would be on 8 July 2019. CH agreed to carry on as Parent Governor until the end of her tenure and to assist with the current Roof/Windows project.</p> <p><b>Action: VB to initiate the New Governor Induction Checklist, Governor Details Form and arrange a DBS check and attendance at a Governor Induction Training Course.</b></p> <p>Mr Alden will be given access to the Governor Hub after the ratification of his appointment on 08.07.2019.</p> <p>BTJ informed the group that all new governors will need a Prohibition Check</p> <p><b>Action: BTJ to initiate a Prohibition Check on R Alden.</b></p> <p><b>Action: LW to create a school email address for R Alden.</b></p> <p>6.2 Training Needs and Opportunities / Skills Audit</p> <p>WC presented the summary of responses to the Governor Skills Audit. Two questions resulted in an average score of 2: Law and Property Management - though these were both 'desirable' rather than 'essential' skills. The newly appointed Parent Governor would help to fill the gap on Premises. Governors discussed and agreed to aim to fill the gap on Legal knowledge with the next Co-opted governor or through appointing an Associate Member to the Governing Body.. Governors discussed the presentation of the data and agreed that the important factor is that each question has at least one person who had scored a 5.</p> <p>6.3 Governor Vacancies</p> <p>LP confirmed her position as a Co-Opted Governor would cease at the end of the academic year 2018/2019 with her last meeting being 08.07.2019. LP agreed to carry on until January 2020 should the need arise.</p> <p>6.4 Governing Body Self Evaluation</p> <p>VB reminded the governors that the Self Evaluation of the GB was a 20 question document. VB to post on the Hub for all governors to access.</p> <p><b>Action: VB to post Governor Self Evaluation on the Hub.</b></p> <p><b>Action: WC to investigate the process for Governor Self Evaluation Process.</b></p> <p>6.5 Governor Monitoring Visit Reports</p> <p>Premises visit and Finance visit yet to be documented.</p>	<p>VB</p> <p>BTJ</p> <p>LW</p> <p>VB</p> <p>WC</p>	<p>10.05.2019</p> <p>10.05.2019</p> <p>10.05.2019</p> <p>02.05.2019</p> <p>08.07.2019</p>

	<b>Action: CH &amp; JL to record their visits on the Governor Monitoring Visits Report.</b>	CH/JL	02.05.2019
<b>7</b>	<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>BTJ reported that the Performance and Standards Committee had met prior to the FGB to review the academic results.</p> <p>G questioned the results relating to SEN pupils and boys writing. BTJ explained that the NQT would be moderated by the Y2 expert prior to the SATS being submitted.</p> <p>G asked how the Parent Forums were to be carried out. BJT explained two options. Governors discussed and agreed to an open Parent Council to be held twice per year, following the Parent Questionnaire. Meetings would be chaired by a Governor (on a rotation basis) and minuted by a member of the Senior Leadership Team or office staff depending on the time of the meetings. The remit of the meetings would be made clear – that individual pupils, parents or staff would not be discussed during the council meetings and an agenda would be produced. The first Parent Council meeting was provisionally planned for the end of June 2019.</p> <p><b>Action: WC/BTJ to discuss the details of a communication to parents regarding the Parent Council meetings.</b></p> <p>BTJ gave an update on pupil numbers following some leavers and new starters. The outcome of these movements means a net increase of two pupils to our school roll. 27 places had been offered for pupils starting Reception Class in September. A second round of offers is due to take place and may increase this number.</p> <p>Governors thanked BTJ for her continued hard work in securing additional funding through grants.</p> <p>BTJ informed the FGB of a Pilot Project involving teachers going to China to teach for two weeks during the summer holidays in exchange for funding for Kingham PS. BTJ had received some interest from staff and is continuing talks with the project organiser.</p>	WC/BTJ	03.06.2019
<b>8</b>	<p>FINANCE COMMITTEE REPORT</p> <p>The minutes of the Finance Committee meeting held on 03.04.2019 were posted on the Governor Hub prior to the meeting.</p> <p>JL explained that the Finance Committee discussed the Budget Forecast as prepared by VB and discussed with the OCC Finance Officer on 02.04.2019. Governors discussed class sizes and agreed that KS2 classes may increase to 32 at the discretion of the HT. However, the Budget Forecast had continued with the assumption of 30 per class.</p>		

9	<p><b>NURSERY AND PUPIL NUMBERS</b></p> <p>EJ reported that Nursery currently has 29 pupils on roll, taking an average of 15 hours each. September 2018 had a starting number of 16 pupils. September 2019 is expected to see 23 pupils on roll – indicating an improving and growing business. BTJ confirmed that all pupils will be expected to allocate the full 15 funded hours to KPS as of September 2019.</p> <p>G asked if all 16 pupils who started Nursery in September 18 would be joining KPS Reception Class in September 2019. EJ indicated that the number is 11 and explained the variance. Governors discussed and agreed to produce a questionnaire to gather information from parents as to what made them chose KPS.</p> <p><b>Action: BTJ/WC to produce an Entry Questionnaire for parents of Nursery Class starters.</b></p>	BTJ/WC	22.07.2019
10	<p><b>STAFFING</b></p> <p>BTJ explained that the practice of having at least one Teaching Assistant per class had become an expectation amongst parents. BTJ has been conducting a review of actual needs per class based on variances in class size, year group and special needs and offered the FGB a proposal to redeploy TAs based on the identified needs. This would offer a more flexible approach to the use of teaching assistants across the school whilst maintaining their Terms and Conditions of Contract. Governors agreed for BTJ to continue to investigate and develop this proposal with the expectation of implementing a revised plan of TA working practices in September 2019.</p> <p>G queried the one to one support for pupils with special educational needs. BTJ explained that funding was not guaranteed and does not cover the cost of a full time Teaching Assistant. Teaching Assistants have been deployed according to need.</p>		
11	<p><b>ICT BUDGET AND STRATEGY</b></p> <p>WC reported that capital funds had been made available in the Budget Forecast 2019/20 for ICT though a formal and detailed ICT strategy has yet to be developed.</p> <p><b>Action: Finance Committee to develop an ICT Strategy.</b></p>	JL	30.06.2019
12	<p><b>MARKETING</b></p> <p>VB confirmed that a budget of £1000 had been allocated to marketing in the Budget Forecast 2019/20. WC indicated that this would be spent on marketing and communications to promote the Nursery and Reception classes.</p>		
13	<p><b>BUDGET PLAN FOR 2019/2020 DISCUSSION AND RATIFICATION</b></p> <p>JL explained that, during the Budget Surgery with the OCC Finance Officer, the OCC Finance Officer had indicated that OCC would not accept a budget showing a deficit within the first three years and that the school needed to reduce its staffing costs in order to submit a balanced budget.</p> <p>Versions 13 and 14 of the Budget Forecast 2019/20 had been subsequently produced posted on the Hub prior to the meeting. Governors discussed versions 13 and 14 and the difficulties in achieving a reduction in staffing costs as a proportion of LA funding, when they are set to rise but funding does not. In-year spending is predicted to be higher than income and it is due to the large surplus</p>	VB	29.03.2019

	<p>carry-forward that the school does not show a deficit budget sooner. Governors agreed that staffing costs would have to be addressed but hoped that costs would reduce over the next 12-24 months through natural means of retirements and leavers rather than through a formal restructure. BTJ explained that OCC HR had advised that, if needed, redundancies could be made based on a 'diminished need' (which includes financial constraints). BTJ explained that the governors would be better informed by September when actual pupil numbers are confirmed and recommended that a review of staffing should be postponed until September.</p> <p>VB presented Version 15 of the Budget Forecast and explained the differences included:</p> <ul style="list-style-type: none"> <li>• A saving in Staff Absence Insurance</li> <li>• An increase in Regency Cleaning costs.</li> <li>• A cost saving relating to the cancellation of the deep clean of carpets</li> <li>• An increase in costs relating to Buy Back Services of H&amp;S and Governor Services</li> <li>• A zero impact on the reallocation of PE funding.</li> </ul> <p>Version 15 offers an overall better position by the end of 2022/2023.</p> <p>Governors agreed to approve the Budget Forecast 2019/20 Version 15 and to review the budget forecast in September 2019.</p> <p>Governors thanked VB for her work on producing the Budget Forecast.</p>	Finance Committee	03.04.2019
14	<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>		
15	<p>HEALTH AND SAFETY REPORT</p> <p>DS indicated that there are no Health and Safety issues to report.</p> <p>EJ informed the group that the catering staff had secured a maximum rating of 5 from the Environmental Health visit conducted on Friday 26.04.2019.</p>		
16	<p>PREMISES</p> <p>CH/VB gave an update on the project to repair the Pitched roof and replace the windows. OCC have appointed a contractor but have asked to revisit the school during the May half term for further investigatory work. VB and CH have expressed their concerns to OCC regarding the essential date for works to be completed.</p> <p>G asked if we had up to date quotes for the elements of the project to be paid for by KPS. VB indicated that these had been requested from the contractor but not yet received.</p> <p>VB thanked CH for her support in communications and progress with OCC.</p>		
17	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>There were no policies to be reviewed and approved at this meeting.</p>		
18	<p>CORRESPONDENCE</p> <p>One piece of correspondence had been received by the CoG and Vice Chair relating to training opportunities. No further action needed.</p>		

<b>19</b>	ANY OTHER URGENT BUSINESS  None.		
<b>20</b>	ITEMS FOR THE NEXT MEETING/FORWARD PLAN  <ul style="list-style-type: none"> <li>• Marketing and Communications</li> <li>• ICT Strategy</li> <li>• Dates for future meetings</li> </ul>		
<b>21</b>	DATES AND TIMES OF THE NEXT MEETINGS  The dates for future meetings, all at 6pm, are as follows:  8 July 2019		
	The meeting ended at 20.05 pm.		

Minutes produced by V Barron 30.04.2019