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Kingham Primary School
 The Green
 Kingham
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 OX7 6YD

**Full Governing Body Meeting
 Held on 1 July 2019**

PRESENT:

- W Cooper - Chair/Parent Governor (WC)
- S Harris - Vice Chair/LA Gov (SH)
- B Townend-Jowitt - Headteacher (BTJ)
- 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)
- R Alden - Parent Governor (RA)

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

C Hunt - Associate Member (CH)

ABSENT: Nil

NB: 'G' denotes Governor

Item		Action	Date By
1	<p>1.1 WELCOME</p> <p>WC welcomed everyone to the Governing Body meeting including the new Parent Governor Richard Alden. Each governor gave a brief introduction of themselves to RA.</p> <p>Action: RA to provide WC with a copy of the completed Governor Details Form, Code of Conduct, Register of Pecuniary Interests and Governor Skills Audit Form provided in the Welcome Pack.</p> <p>1.2 APOLOGIES AND ABSENCES</p> <p>There were no absences</p> <p>1.3 QUORUM</p> <p>The meeting was quorate.</p>	RA	20.07.2019
2	<p>DECLARATION OF ANY OTHER URGENT BUSINESS</p> <p>SH asked for some time to make an announcement.</p>		

3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS</p> <p>None were declared</p>		
4	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting of 29 April 2019 were agreed as an accurate record of the meeting.</p>		
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 all actions confirmed as completed or target dates for completion updated.</p>		
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 Governor Vacancies</p> <p>WC reported that adverts for two Co-Opted governors had been placed – to replace LP and EJ as their terms of office come to an end. Both LP and EJ agreed to carry on until the posts were filled.</p> <p>6.2 Clerk Vacancy</p> <p>WC thanked VB for her work as the Clerk to Governors. Governors agreed to use the services of a clerk from Governor Services until the post has been filled.</p> <p>Action: WC to contact Governor Services on securing a Governor Services clerk until the post is filled.</p> <p>SH Announcement – SH notified the FGB that she had submitted her resignation from the FGB with immediate effect for personal reasons. Governors thanked SH for her contribution to the Governing Body and especially Early Years issues.</p> <p>Clerk informed the FGB that contact had been made with Governor Services to identify a new Local Authority governor.</p> <p>Action: WC to follow up with Governor Services on appointing a new LA governor.</p> <p>6.4 Committee Membership and Clerking Arrangements</p> <p>DS agreed to take on the role of Safeguarding Governor until a new Governor is appointed.</p> <p>JL agreed to take on the role of Governor on the Pay Committee and Headteacher Appraisal Panel.</p> <p>Governors agreed to wait until a new governor is appointed before reconsidering membership of the Performance and Standards Committee.</p> <p>WC proposed creating a Premises Committee to address the significant premises issues. RA, JL and BTJ to comprise the committee with CH attending as an Associate Member of the governing body.</p>	<p>WC</p> <p>WC</p>	<p>05.07.2019</p> <p>05.07.2019</p>

	<p>Governors agreed to appoint CH as an Associate Member of the FGB</p> <p>6.3 FGB and Committee Terms of Reference</p> <p>Action: WC to draft the Terms of Reference for the Premises Committee.</p> <p>Review of main FGB and other committees deferred to first meeting of 2019/20.</p> <p>6.5 FGB Succession Planning</p> <p>Elections for Chair and Vice Chair will take place at the first meeting of 2019/2020.</p> <p>Action: Governors interested in either the Chair or Vice Chair role to post their nomination and reasons for applying for the post onto the Hub prior to the first meeting of 2019/2020.</p> <p>6.6 Governor Monitoring Visit Reports</p> <p>Governors are reporting visits using the appropriate form.</p> <p>6.7 Training Needs and Opportunities / Skills Audit</p> <p>Action: VB to post details of training courses on the Governor Hub.</p> <p>Action: all governors to review training courses in light of new committee roles and safer recruitment roles and book onto courses as required.</p> <p>6.8 Governing Body Self Evaluation</p> <p>Actions outstanding from previous minutes. See Action list.</p>	<p>WC</p> <p>ALL</p> <p>VB</p> <p>ALL</p>	<p>20.07.2019</p> <p>01.09.2019</p> <p>05.07.2019</p> <p>20.07.2019</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 for explanation of allocation of teacher to class. BJT explained that several factors were taken into consideration including availability, training needs and preferences and that several iterations were gone through before deciding on the current arrangements.</p> <p>G asked of all Teaching Assistants are part time. BTJ confirmed that all are part time with the exception of three full time TAs.</p> <p>G asked for an update on pupil numbers in classes and in particular Reception Class for September. B explained there had been some increases across the school classes but that Reception Class was down. Governors discussed the possible reasons for this including the low birth rate.</p> <p>Governor asked why there was no performance data. BTJ explained that the data was not available in time for this meeting. However reports from teachers are positive including the moderation of the year 2 results.</p>		

	<p>Governor asked for an explanation of the 'Cause for Concern' data in the HT report. BTJ explained how the system works in terms of escalation.</p> <p>Governors discussed the results of the weighing exercise by the School Nurse. BTJ confirmed that, whilst the results do not reflect under-weight pupils, any concerns relating to this would be highlighted to the HT at the time.</p>		
16	<p>CORRESPONDENCE</p> <p>Letter 1 – Confidential Item</p> <p><i>WC reported on the receipt of an anonymous letter regarding a confidential matter concerning a child. However the sender had been contacted and WC had met with them to discuss their concerns. G confirmed that the correct procedures and processes had been followed by the school and Headteacher and that the matter was being addressed appropriately. It was agreed that governors would not get involved in individual cases unless a formal complaint was received.</i></p> <p><i>G asked if there was any further action required from the governing body. WC noted that a complaint form had been added to the web site. BTJ referred to the School Ethos letter sent to parents in June 2019, outlining the procedure for dealing with concerns and complaints, and proposed the adoption of the DfE Model Complaints Procedure, incorporating the policy for Managing Serial and Unreasonable Complaints, as previously posted by WC on the hub. This will be considered for adoption at the next FGB meeting.</i></p> <p>Letter 2 – Confidential Item</p> <p><i>WC reported that he had received a letter from BTJ addressed to the Full Governing Body. The letter and content was not shared with the GB. WC informed the GB that a meeting had been arranged between BTJ, WC and DS to discuss the content of the letter. Governors agreed to delegate the response to the letter to WC as Chair of Governors with the understanding that, if the issue was not resolved at a face to face meeting with BTJ, the matter would be re-raised with the full governing body. LW and EJ offered their input from their perspectives as staff members and a member of the Senior Leadership Team.</i></p> <p>Action: WC to report the outcome of the meeting with BTJ at the next FGB.</p>	WC	30.09.2019
8	<p>SCHOOL DEVELOPMENT PLAN</p> <p>Governors discussed the use of School Aspects as the platform for producing the SDP. The SDP was considered to be a lengthy document with high levels of operational detail with some governors expressing difficulty in understanding why some objectives had not been met. BTJ explained that all objectives will either be completed or commented against to explain why they had not been met by the end of the academic year.</p> <p>Governors discussed the value of the SDP in monitoring the performance of the school and setting and monitoring strategic objectives relating to the strategic direction of the school. Governors concluded that the SDP could support the setting of strategic objectives and vice versa but required a separate document.</p>		

	<p>Action: Clerk to add an item on the next FGB for a 30 minute discussion on the strategic objectives of the school and how this links to the SDP.</p> <p>Governors concluded with a thank you to BTJ and her team for the huge amount of work that had been completed as evidenced in the SDP.</p>	WC	15.09.2019
9	<p>FINANCE COMMITTEE REPORT</p> <p>The minutes of the Finance Committee meeting held on 26.06.2019 were posted on the Governor Hub prior to the meeting.</p> <p>JL reported that KPSA had agreed to buy 15 Chrome books and that the Finance Committee recommended buying 17 more Chrome Books as part of the IT Strategy. In addition to the Chrome books, the Finance Committee recommended spending the rest of the IT capital budget on I pads. EJ expressed the need for a Smart Board in the Nursery Class.</p> <p>Action: Finance Committee to consider where funding for a new Smart Board for Nursery Class might come from (i.e KPSA funds or Capital funds).</p> <p>JL reminded governors that the original budget plan was approved based on assumptions regarding TA numbers. The SBM had produced a revised Budget Forecast Plan to reflect the increased Nursery Class number, decreased Reception Class numbers and corrections to the Employee Scenario. The overall impact was a slight improvement on the projected carry forward.</p> <p>Governors discussed the need to address the in-year balance deficit and agreed to establish a marketing plan to increase pupil numbers across the school.</p> <p>Action: Governors to consider and propose marketing options on the Governor Hub for discussion at the next FGB.</p>	JL	25.09.2019
		ALL	15.09.2019
10	<p>ICT BUDGET AND STRATEGY</p> <p>This item was not discussed beyond the discussions that took place as part of item 9 above.</p>		
11	<p>MARKETING</p> <p>This item was not discussed beyond the discussions that took place as part of item 9 above.</p>		
12	<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>The majority of staff are now safeguarding training with further training dates planned for September 2019.</p>		
13	<p>HEALTH AND SAFETY REPORT</p> <p>VB had posted the H&S Report on the Governor Hub prior to the meeting. DS indicated that there are no Health and Safety issues to report.</p>		

14	<p>PREMISES</p> <p>VB had posted the Premises Report on the Governor Hub prior to the meeting.</p> <p>CH confirmed that OCC will be starting work on repairing the roof and replacing the windows at the end of the summer term – with work being carried out over the summer holidays.</p> <p>CH/VB gave an update on the project to replace the PFSU Canopy. Two quotes had been received with a further two contractors invited to survey/quote. Governors confirmed that funds had been held over from the transfer of Kingfishers and budgeted an estimated £23k for the work. Governors agreed that if the work was not undertaken before the end of the year, then repairs to the existing canopy would need to be considered.</p>		
15	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>Action: BTJ to draft a KPS Code of Conduct for Parents for discussion at the next FGB.</p> <p>Action: WC to make cosmetic changes to the Finance Committee Terms of Reference and submit for approval at the FGB in September.</p> <p>Action: VB to post the Internal Financial Procedures Manual on the Hub for approval at the next FGB.</p>	<p>BTJ</p> <p>WC</p> <p>VB</p>	<p>15.09.2019</p> <p>15.09.2019</p> <p>05.07.2019</p>
17	<p>ANY OTHER URGENT BUSINESS</p> <p>Other business was discussed as part of Item 6.2 above.</p>		
18	<p>ITEMS FOR THE NEXT MEETING/FORWARD PLAN</p> <ul style="list-style-type: none"> • Marketing • Strategic Objectives – 30 minutes • Terms of Reference 		
19	<p>DATES AND TIMES OF THE NEXT MEETINGS</p> <p>The dates for future meetings, all at 6pm, are as follows:</p> <ul style="list-style-type: none"> • 30 September 2019 • 18 November 2019 • 27 January 2020 • 30 March 2020 • 27 April 2020 • 13 July 2020 		
	<p>The meeting ended at 20.18 pm.</p>		

Minutes produced by V Barron 02.07.2019