

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 Tuesday 1 October 2019**

PRESENT:

- | | |
|------------------|--|
| W Cooper | - Chair/Parent Governor (WC) |
| B Townend-Jowitt | - Headteacher (BTJ) |
| R Alden | - Parent Governor (RA) |
| C Hunt | - Associate Member (CH) |
| E Jenkinson | - Co-opted Governor (EJ) (until 19.20pm) |
| J Loomes | - Co-opted Governor (JL) |
| L Woskett | - Staff Governor (LW) |
| L Phillips | - Co-opted Governor (LP) |
| D Salter | - Co-opted Governor (DS) (until 19.31pm) |

In Attendance: S Moore – Clerk to Governors

ABSENT: Nil

NB: 'G' denotes Governor

Item		Action	Date By
1	<p>1.1 WELCOME WC welcomed everyone to the meeting. It was noted that appointments would be dealt with under Item 4 and by agreement WC took the chair until that item.</p> <p>1.2 APOLOGIES AND ABSENCES There were no absences.</p> <p>1.3 QUORUM The meeting was quorate.</p>		
2	<p>DECLARATION OF ANY OTHER URGENT BUSINESS There had been two items of confidential correspondence received which would be dealt with under Item 10.</p> <p>Recommendations from the Pay Committee would be dealt with under Item 13 instead of a report from Performance and Standards Committee.</p>		
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None were declared</p>		
4	<p>ELECTIONS The clerk called for nominations. JL Proposed, CH seconded, and WC was duly elected as Chair of the Full Governing Body for the current and next meeting of 2019/20 academic year as his term of office as coming to an end. There was currently a vacancy for Vice-Chair and appointment to that position was deferred to future meeting.</p>		

	<p>It was agreed that it would be beneficial for the new School Business Manager, Helen Hare, to attend future Governors meeting and WC indicated that he would extend the invitation.</p> <p>Action: WC to invite Helen Hare to future Full Governing Body meetings</p>	WC	
5	<p>MINUTES OF THE LAST MEETING</p> <p>The Minutes of the meeting of 1 July 2019 were agreed as an accurate record of the meeting, signed and passed to BTJ for filing at the school</p>		
6	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>RA confirmed that he had completed and returned the Governor Details Form.</p> <p>Terms of Reference for Premises Committee was an outstanding action.</p> <p>A governor referred to the Excel Spreadsheet for monitoring Governor actions.</p> <p>Action: WC to include a filtered view of the spreadsheet in future agenda packs.</p> <p>It was noted that the iPads and Smart Board discussed at the last meeting had not yet been purchased. Further discussion would take place outside of the meeting and, if necessary, go to the next Finance Committee meeting.</p>	WC	
7	<p>GOVERNING BODY ADMINISTRATION</p> <p>7.1 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 had agreed to carry on until the posts were filled. EJ would consider continuing longer if it was felt appropriate.</p> <p>One application had been received from a retired solicitor with relevant background and experience in an area the FGB had already identified a skills gaps. Governors were enthusiastic about the contribution the new Governor could make and WC agreed to pursue his appointment. The Local Authority had put forward the name of a prospective LA Governor who did not attend the meeting arranged. It was suggested that the first applicant could be proposed to become the Local Authority Governor and WC agreed to pursue the matter with Oxfordshire County Council.</p> <p>Action: WC to approach OCC about the appointment of the retired solicitor as Local Authority Governor</p> <p>Governors were mindful of the need for a broad range of skills on a well-balanced board and were particularly conscious of drawing representation from those with an educational background. Also, the gender balance was something to bear in mind.</p> <p>It was noted that DS had been reappointed as a Governor serving until 2022.</p> <p>Action: BTJ to update DS's term of office as a Governor via GIAS.</p> <p>7.2 Committee membership, Terms of Reference and Governors Code of Conduct</p> <p><i>Committee membership</i></p> <p>Performance and Standards: LP, EJ, BTJ + 1</p> <p>Action: WC to invite new Governor to join Performance and Standards Committee once he'd taken up office</p>	<p>WC</p> <p>BTJ</p>	

<p>Finance: WC, JL, DS, BTJ Premises: RA</p> <p><i>Terms of Reference</i> Terms of Reference for all Committees remained unchanged. Drafting Terms of Reference for a Premises Committee remained an outstanding action. Action: WC to draft Terms of Reference for a Premises Committee</p>	WC	
<p><i>Code of Conduct</i> The Governors Code of Conduct was circulated for Governors to sign and return to the office for filing. Action: All Governors to complete, sign and return the Governors Code of Conduct to the office</p>	WC	
<p>7.3 Governing Body Information for the Website Up to date.</p>	ALL	
<p>7.4 Register of Pecuniary Interests and Related Party Transactions The Annual Declaration of Pecuniary Interests Proforma was circulated for all Governors to complete, sign and return to the office for filing and uploading onto the website. Action: All Governors to complete, sign and return the Annual Declaration of Pecuniary Interests Proforma to the office</p>		
<p>7.5 Governor areas of monitoring JL – Maths and PE RA – Early Years and Science DS – Safeguarding, RE, SEND, PP, H&S LP – Literacy</p>	ALL	
<p>7.6 Training needs and opportunities RA had completed induction training and a course on preparing for an OFSTED inspection. BTJ offered to arrange for training on the new OFSTED framework at a Full Governing Body meeting if Governors requested so.</p> <p>WC had undertaken safer recruitment training and encouraged other Governors to do likewise. DS will complete safeguarding training again.</p>		
<p>7.7 Governing body self-evaluation WC indicated that he had updated the health check on GovernorHub. It was noted that the current version of the health check related to old OSTED framework rather than the new one.</p> <p>Action: BTJ to investigate access to the Governing Body health check on “The Key.” Action: EJ offered to circulate the link to OFSTED reports of recent inspections undertaken under the new OFSTED framework.</p>	BTJ EJ	
<p>7.8 Keeping children safe in education The most recent changes to KCSIE include provisions relating to upskirting, serious violent crime, Section 128 checks on Governors and new online safety guidance. All Governors were required to confirm that they had read and understood part 1 and Annex A. Annexe H was a useful reference to the changes. Action: DS to post KCSIE documentation on GovernorHub for all governors to confirm they have <u>read and understood</u></p>		

		DS	
8	<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>It was noted that the Parents Forum had taken place on 27th September 2019 and attended by 5 parents even though all parents of children at the school had been invited. Nonetheless, contributions made had been positive and it was felt that the meeting had achieved its objective. Minutes of the meeting had been circulated to all parents. It was important to demonstrate that the school listens to parents and the forum would meet once a term.</p> <p>Governors homed in on strategies to reduce staff workload and well-being, an issue raised in the teacher questionnaires. In response to a question, BTJ clarified that three INSET days had been taken as time off in lieu for meetings after school and after school training. Teachers no longer undertook first aid duty at break time and every effort had been made to instill pride in shared staff areas. There had been an agreement to move from offering continuing professional development (CPD) to personal professional development (PPD) where staff took more ownership of the development process. RA offered to provide coaching to teachers/TAs if it was considered appropriate.</p> <p>There was some discussion around Governors visibility to staff and it was suggested that one Governor could pair up with a teacher for a day a year. It was put forward that staff meetings provided a good opportunity for Governors to attend if appropriate. Action: BTJ to post dates of staff meetings on GovernorHub that it would be appropriate for Governors to attend.</p> <p>Governors probed the data presented and requested that in future BTJ include commentary immediately below/adjacent to the relevant data. Governors were keen to have further analysis of the data's meaning and action being taken as a result. BTJ clarified that usually it was Performance and Standards Committee that drilled down into the data and then reported back headlines to Full Governors meetings. Governors noticed that the table reflecting KS2 attainment data appeared to show a downward trend over the 3-year period 2017-2019. BTJ explained that this was a cohort issue and that the data needed to be contextualised. It was likely that OFSTED will look at the 3-year average rather than the 3-year trend. She pointed governors in the direction of the progress data on page 9 of her report.</p> <p>Discussion turned to what data was published on the school website and BTJ indicated that the school was now only statutorily required to publish KS2 results on the website but had chosen to also publish KS1 in the past. BTJ sought Governors guidance on which data to publish going forward and any narrative accompanying it. It was agreed that the decision would be taken at the next Performance and Standards Committee.</p> <p>Action: Performance and Standards Committee to decide which data to publish on the school website</p> <p>It was very important for Link Governors to understand the data relating to their remit and EJ and RA agreed to meet to discuss EYFS data in further detail.</p> <p>Action: EJ and RA to meet to discuss EYFS data in further detail.</p>	BTJ	
		P&S Cttee	
		EJ, RA	

9	<p>STRATEGIC DIRECTION</p> <p>WC had circulated a slide deck prior to the meeting which included a map of what was considered the school's competitive set and their respective OFSTED ratings for purpose of comparison. It was noted that those schools rated outstanding had been so for approximately the same length of time as Kingham had and that no schools in the area "required improvement." Governors considered potential KPIs one of which was "to what extent parents are nominating Kingham as their 1st place school of choice." There was discussion around the criteria on which parents made their choice and that it was possibly more about people's preference than school performance. Governors considered the catchment area, the need for a car park as well as good outdoor area. There was also some time spent considering how the school positioned itself on the school website and the importance of differentiating itself by highlighting the creative curriculum, sports, instrumental provision and nursery. It was suggested that children could be asked about what they love most about the school and/or short videos uploaded onto the website.</p> <p>Governors returned to the importance of articulating Strategic Direction, Vision, Mission, Values and Strapline clearly and agreed to progress this discussion outside of the meeting. A working party was set up comprising of RA, LW and CH to progress the articulation of the school's strategic direction.</p> <p>Action: Working Party to progress the articulation of the school's strategic direction.</p> <p>19.20pm EJ departed.</p>	WC, RA, LW and CH	
10	<p>SAFEGUARDING</p> <p>There were no safeguarding issues to report. Action: The Annual Safeguarding Report would be an item on the November FGB meeting.</p> <p>DS left 19.31pm</p>	BTJ, DS	
11	<p>HEALTH AND SAFETY</p> <p>There were no health and safety issues to report. The School Business Manager was currently responsible for H&S but her hours had reduced. It was likely that the office team would take on responsibility for some tasks. The H&S Report would be done at the end of year.</p> <p>There was some discussion around what sort of incidents were reported in this section. It was clarified that accidents as a result of pupil's behavior were an operational issue that would be raised in the HT report if necessary. First aid records were available to inspect. It was noted that summary statistics of accident records had been reported in July.</p>		
12	<p>FINANCE</p> <p>The Finance Committee had met the previous week and the Minutes available on Governor Hub. Premises would be dealt with under a later item. Budget monitoring was reviewed 6 times a year. In terms of monitoring in the current period, there were no significant variances from what was anticipated. If anything, the net effect was slightly positive. A revised budget would be produced later in the month.</p>		
13	<p>PERFORMANCE AND STANDARDS PAY COMMITTEE</p> <p>LW left the room for this item at 19.40pm.</p> <p>The Pay Committee recommendations were agreed unanimously. LW returned.</p>		

14	<p>PREMISES</p> <p>The new flat roof had been constructed and the leaks addressed but the canopy had been delayed. It was unlikely that it the canopy would be done before open day on 17th. Governors thanked CH for all her hard work on premises. She requested that the hedge was cut lower and a v-board created over the hedge to improve the school’s visibility.</p>		
15	<p>MARKETING</p> <p>The requirements had been discussed under previous item 9.</p>		
16	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>16.1 Annual schedule for update of statutory policies</p> <p>16.2 Staff absence policy (no change)</p> <p>16.3 Physical intervention policy (no change)</p> <p>16.4 Online safety policy (no change)</p> <p>16.5 Acceptable use policy (no change)</p> <p>16.6 Charging policy (no change)</p> <p>16.7 Governor expenses policy (no change)</p> <p>16.8 After-school club child protection policy (no change)</p> <p>16.9 Capability procedure (OCC model)</p> <p>16.10 Safeguarding and child protection policy</p> <p>16.11 Disciplinary procedure</p> <p>16.12 Equality objectives</p> <p>16.13 Internal financial procedures</p> <p>16.14 Code of conduct</p> <p>16.15 Finance Committee – terms of reference</p> <p>Governors had read and commented on the policies listed above outside of the meeting. A governor highlighted the need for clarity around self-certification requirements in the staff absence policy. Subject to this amendment and typos being corrected, all policies were duly ratified.</p> <p>In terms of online safety, Governors asked if staff were aware of the Pupils Incidents grid. BTJ confirmed that they were and also agreed to put a copy inside the IT equipment cabinet.</p> <p>Action: BTJ to put a copy of the pupil incidence grid inside the cabinet board.</p> <p>It was noted that BTJ was updating the policy review schedule which would be posted on GovernorHub in due course. Governors considered a more in-depth piece of work on the policies considering where they “sit,” how they were “architected,” change control and how they “hang together.” This might be picked-up in separate working party.</p>	BTJ	
17	<p>CORRESPONDENCE</p> <p>Letter 1 - confidential item</p> <p>2 items of correspondence had been received from a parent and the issues raised discussed extensively for 20 minutes. BTJ had taken advice on the matter from the Local Authority who were confident that the HT had implemented all appropriate procedures and protocols. WC read a draft response to the parent which was</p>		

	<p>amended in the meeting and the text agreed. Action: WC to send the agreed letter to the parent concerned.</p> <p>Letter 2 - confidential item</p> <p>20.20pm LW excused for the duration of this discussion.</p> <p>WC reported that he had received another letter from BTJ addressed to the Full Governing Body. A sub-group meeting attended by WC, DS, RA and JL to consider the content had been held prior to the FGB meeting. BTJ's request was now a statutory one and required a response by the end of term. Governors agreed to take HR advice on the matter and delegated authority to WC and DS to take the matter forward in liaison with BTJ as appropriate.</p> <p>Action: WC and DS to take the matter forward in liaison with BTJ</p>	WC	
18	<p>ANY OTHER URGENT BUSINESS</p> <p>None</p>		
19	<p>DATES AND TIMES OF THE NEXT MEETINGS ITEMS FOR THE NEXT MEETING</p> <p>The dates for future meetings, all at 6pm, were agreed as follows:</p> <ul style="list-style-type: none"> • 18 November 2019 • 27 January 2020 changed to 20th January 2020 <p>It was noted that the clerk could not attend the March and July provisional dates. Dates for the remainder of the year would be confirmed/changed in due course</p> <ul style="list-style-type: none"> • 30 March 2020 • 27 April 2020 • 13 July 2020 		
	The meeting ended at 20.38pm.		

Minutes produced by S Moore October 2019