



**Full Governing Body Meeting
 Held on Monday 18 November 2019**

PRESENT:

- | | |
|------------------|---------------------------------|
| W Cooper | - Chair/Parent Governor (WC) |
| B Townend-Jowitt | - Headteacher (BTJ) |
| C Hunt | - Associate Member (CH) |
| E Jenkinson | - Co-opted Governor (EJ) |
| J Joiner | - Local Authority Governor (JJ) |
| J Loomes | - Co-opted Governor (JL) |
| L Phillips | - Co-opted Governor (LP) |
| D Salter | - Co-opted Governor (DS) |

- In Attendance:** S Moore - Clerk to Governors (SM)
 H Hare - School Business Manager (HH)

- ABSENT:** R Alden - Parent Governor (RA)
 L Woskett - Staff Governor (LW)

Item		Action	Date By
1	<p>1.1 WELCOME WC welcomed everyone to the meeting and introduced new Governor Jeremy Joiner. The Local Authority had agreed that Jeremy Joiner would serve as Local Authority Governor for a four-year term effective 18.11.2019.</p> <p>1.2 APOLOGIES AND ABSENCES Apologies had been received and were accepted from RA and LW.</p> <p>1.3 QUORUM The meeting was quorate.</p>		
2	<p>DECLARATION OF ANY OTHER URGENT BUSINESS The results of the HTs appraisal would be reported under Item 11 – Performance and Standards.</p>		
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS As members of Staff, BTJ and EJ declared an interest in the outcome of the HTs appraisal which would be reported under Item 11 – Performance and Standards.</p>		
4	<p>APPROVAL OF MINUTES OF THE LAST MEETING The Minutes of the meeting of 1 October 2019 were agreed as an accurate record of the meeting, signed and passed to BTJ for filing at the school.</p>		
5	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p>		

	<p>Item 7 BTJ had updated DS's Terms of Office on GIAS</p> <p>EJ had circulate the link to recent OFSTED reports.</p> <p>Action: DS had an action around logging Governor's compliance with the requirement to have read and understood KSCIE. This remained outstanding.</p> <p>The Terms of Reference for Premises Committee had been an action on the last Minutes. These had been drafted and were on the agenda for this meeting.</p> <p>Item 9 The Working Party to progress the articulation of the school's strategic direction had met and WC would be reporting back under item 8.</p> <p>Item 16 Action: BTJ's action to put a copy of the pupil incident grid inside the computing cabinet was outstanding.</p> <p>Item 17 Both confidential items of correspondence were closed.</p>	<p>DS</p> <p>BTJ</p>	
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 Governor Vacancies The local authority had accepted Jeremy Joiner's nomination as Local Authority Governor. WC proposed, DS seconded and it was duly agreed that Jeremy Joiner be accepted as Governor. It was noted that there were other Governors whose term of office were coming to an end and the positions would need to be advertised, including CH, EJ, LP and WC. Once again, EJ indicated her willingness to continue as a Governor with her early years and educational background, if the post was not otherwise filled. It was agreed that WC's post as parent Governor should be advertised with immediate effect. HH indicated that she would advertise before Christmas and requested that WC pass all relevant paperwork to her.</p> <p>Action: WC to provide all relevant paperwork to HH pertaining to the advertisement of the Parent Governor post Action: HH to advertise vacancies for Governor posts as soon as possible</p> <p>6.2 Terms of Reference 3 Terms of Reference had been included in the board pack. Premises Committee was new. Performance and Standards had not changed on content just layout. Pay Committee remained unchanged. All were duly adopted.</p> <p>Premises Committee membership was agreed as: WC, CH, RA Performance and Standards Committee membership was agreed as: BTJ, EJ and JJ.</p> <p>6.3. Training needs and opportunities It was strongly recommended that JJ undertake OCC's Governor induction training. Action: SM to send JJ details on how to book training.</p> <p>It was suggested that Governors would complete the Governor skills audit again the following year.</p>	<p>WC</p> <p>HH</p> <p>SM</p>	

	<p>6.4. Governance review The Governance review was in process, with Rachel Caseby from Governor Services leading. The Headteacher and Chair of Governors would be meeting with Rachel on Tuesday 26th November and Governors would be asked to complete a questionnaire. It was anticipated that a report and action plan would be produced for the next FGB meeting.</p> <p>Action: SM to agenda Governance Review report for January 2020 LGB meeting</p> <p>6.5. Annual Report The Annual Report had been included in the agenda pack. Governors concurred that the report should be published on the website and distributed via ParentMail. Governors expressed their appreciation to WC for his work on the report.</p> <p>Action: Annual Report to be uploaded onto the website and circulated via ParentMail</p>	SM	
7	<p>OFSTED INSPECTION FRAMEWORK READINESS (WC/RA/BTJ) BTJ updated Governors on preparations for an inspection under the new OFSTED framework. Kingham had been judged as outstanding 10 years ago and it was reasonable to expect another inspection soon. Another local school had recently had an inspection and the report made for interesting reading. This had been posted on Governor Hub. Many schools previously judged as outstanding were being assessed as “good” under the new framework. It appeared that the bar had been raised rather than the standard of educational provision in the setting having changed. In due course, appropriate messaging for parents about the changing the nature of outstanding might need to be considered.</p> <p>Under the new framework reading was a guaranteed deep dive. Subject leaders were coming under great deal of pressure to demonstrate a very high level of expertise in their subject areas. By way of preparation, staff had downloaded and reviewed audits from other schools from the Key. SLT completed an audit for curriculum and BTJ had done an audit for the SEF.</p>		
8	<p>STRATEGY, VISION, VALUES (WC / ALL) The Working Party had met to consider the schools “DNA” and a brief report had been uploaded onto GovernorHub. Stakeholders would be asked to consider the question “what makes our school special?” Once distinctive characteristics had been identified, video opportunities would be set up. The group would meet again before Christmas.</p>		
9	<p>HEADTEACHERS REPORT BTJ had posted the HT Report on the Governor Hub prior to the meeting and welcomed comments and questions from governors.</p> <p>Safeguarding Action: DS and BTJ would meet to complete the Safeguarding audit and report as soon as OCC’s electronic form was live. One child was currently at Early Help with regular Team around the Family Meetings. One child was currently at Child in Need level with regular core group meetings. One family might be eligible for Early Help assessment. 6 “cause for concern” forms had been completed by school staff this term and sent to BTJ in her in capacity as DSL</p>	DS, BTJ	

<p>9</p>	<p>Staff wellbeing Started wellbeing discussions had commenced that day and feedback would be reported anonymously to the next Governor’s meeting. Governors extended their thanks to BTJ for the exceptional work she had done to encourage and support staff wellbeing.</p> <p>Action: BTJ to report anonymous feedback from staff wellbeing discussions to the next Governor’s meeting.</p> <p>Values The Values vote had been live for three weeks for parents and governors. The following values had received the highest votes and were adopted by the school.</p> <p>Friendship, Honesty, Creativity, Responsibility, Curiosity, Confidence, Team work, Tolerance, Resilience, Courage, Forgiveness and Humility</p> <p>Each half term, over a two-year cycle, the school would focus on one value.</p> <p>Governors monitoring visits Governors were all encouraged to undertake monitoring visits to observe implementation of SDP priorities and complete monitoring visit forms as appropriate. Governors areas of responsibility would be considered under item 14.</p> <p>Open morning The open morning had been very successful and another one was being held a week Friday. Governors were all invited to attend.</p>	<p>BTJ, DS</p>	
<p>10</p>	<p>PARENT SURVEY (BTJ) It was reported that 62 responses to the parent survey had been received which was lower than usual. Comments on the school’s strengths were very similar to comments received before as were thoughts around areas of potential improvement. Governors considered the timing of the survey and wondered if it was too early in the year for meaningful feedback. It was noted that the survey would need to be tweaked the following year to align the questions with the new OFSTED framework and the timing and format could be adjusted simultaneously. The consensus was to use ParentMail to send out the new version of the Parent Survey at the end of the Summer term.</p> <p>Action: BTJ to use ParentMail to send out the new version of the Parent survey at the end of the Summer term.</p>	<p>BTJ</p>	
<p>11</p>	<p>PERFORMANCE AND STANDARDS REPORT (LP) A report from the recent meeting had been submitted and posted on GovernorHub. In future, this would be presented as Minutes of the meeting.</p> <p>Governors’ attention was drawn to the useful scattergraphs and the bar charts on page 42 which indicated how the school was performing above national and local authority averages. Governors were pleased that subject leaders had already identified the two areas that needed addressing – comprehension and place value. It was recognised that as a single-entry school, performance was somewhat determined by the cohort which meant it was difficult to make comparisons year on year. For that reason, OFSTED was looking at 3-year average and 3-year trend. Kingham’s 3-year average was well above the national average.</p> <p>Pay Committee EJ and BTJ exited 18.55</p>		

	<p>DS updated Governors on the Pay Committee's meeting following the HT's appraisal and review of BTJ's objectives. The Committee had been content that BTJ's objectives had been fulfilled. The Committee's recommendations were agreed unanimously.</p> <p>18.58 BTJ and EJ returned</p>		
12	<p>PUPIL PREMIUM REPORT (BTJ) For the 2018 to 2019 financial year, Kingham Primary School had 6 eligible children and received £10,000 of pupil premium funding. This included pupils eligible for FSM and Ever 6 funding and 2 PLAC pupils. It was acknowledged that some were reluctant to admit their eligibility and encouraging take-up needed to be approached sensitively. Governors were pleased with the wording BTJ had used about the grant in the school newsletter.</p> <p>The PPG report included an "impact statement" explaining how the funding was spent and what impact this had had. For Year 6 pupil premium children, 50% achieved higher standard in Grammar, punctuation and spelling; 100% met expected level in writing. 100% met expected level in grammar, punctuation and spelling. 100% met expected level in maths. For Year 2 pupil premium children, 50% achieved expected standard in reading, writing, maths. 2 residential trips had been funded and pupils accessed after-school clubs through Pupil Premium funding. 2 pupils accessed instrumental lessons. Grant Funding was also used to provide a Parent Support Advisor to support children who are experiencing emotional or social challenges. In response to Governors questions, BTJ indicated that costings for the PSA would be included in the final version of the report which would be posted on the website. The costs, once all added up would reflect the total spend.</p> <p>Governors enquired as to how BTJ would wish to spend any additional funding for disadvantaged pupils should it become available. There were charities locally that might wish to assist. In the Headteacher's view, additional staffing and a nurture area would be beneficial should the resourcing become available.</p>		
13	<p>SEND REPORT AND POLICY (DS) This item was deferred to the next FGB meeting and it was agreed that the SENCo should be invited to attend. Governors requested that the report include details of numbers of SEND pupils in each year group, more qualitative analysis including meaningful progress data which demonstrated the impact of interventions implemented.</p> <p>Action: DS and EJ undertook to identify a SEND report which included the sort of information Governors were requesting by way of example for the SENCo.</p> <p>Action: DS to meet with SENCo and request to see copy of "My Plan".</p> <p>Action: BTJ to request that SENCo attend the next meeting to speak to the SEND report.</p> <p>Action: Clerk to agenda SEND report for next FGB meeting.</p> <p>Action: The SEND policy was approved subject to the date in the footer being changed from 2018 to 2019.</p>	<p>DS, EJ</p> <p>DS</p> <p>BTJ</p> <p>SM</p> <p>BTJ</p>	
14	<p>SCHOOL DEVELOPMENT PLAN (BTJ) BTJ explained that the school development plan was a working document and the headings would be updated in light of the new OFSTED framework.</p>		

<p>16</p>	<p>FINANCE JL had circulated the draft Minutes of the recent Finance Committee meeting. It was noted that the Canopy was being built off site.</p> <p>Issues with the management side of the cleaning contract were ongoing. A new area manager would soon be appointed but communication issues had yet to be resolved.</p> <p>The budget monitoring reports have been submitted to the local authority for comments on the period of six figures. Kingham was ahead of budget with the potential deficit going down and the potential carry forward going up. This school was allowed an 8% carry over. Several proposals had been put forward and the following has been agreed:</p> <ol style="list-style-type: none"> 1. Continued subscription of The Key 2. Subscription to software systems for safeguarding 3. Increase of the advertised caretaker role to 10 hours. One promising application had been received. 4. Staff training on the website. Action: WC offered to provide the training and HH and EJ agreed to be trained. 5. Increased supply cover budget. 6. EYFS Outdoor. Up to £5,000 allocated for small maintenance projects. For larger projects, proposals should be submitted. <p>Action: JL to talk JJ through how finances operate outside of meeting.</p>	<p>WC, HH, EJ</p> <p>JJ, JL</p>	
<p>17</p>	<p>PREMISES BTJ informed the meeting that there was mould in the Music Room. The cause appeared to be debris in the drain pipe and that the hopper above the drain pipe was not large enough. Stuart Wretham indicated that the drainage would need to be rerouted entirely. Andy Rawlings was coming to the school the following Friday morning to take a look.</p> <p>There were ongoing issues with the kitchen drains and back up in the toilets. The toilet tanks would be replaced and the drains would need to be done at some point. Action: BTJ to discuss drainage with Andy Rawlings as well</p>	<p>BTJ</p>	
<p>18</p>	<p>POLICIES FOR REVIEW AND RATIFICATION 18.1 Annual schedule for update of statutory policies 18.2. Behaviour policy. Action: WC will upload to website. 18.3. Emotional Health and wellbeing action plan 18.4. Fair processing notice 18.5. Freedom of Information 18.6. Lockdown Policy and procedures 18.7. Pay Policy</p> <p>Governors had read and commented on the policies listed above outside of the meeting. The policies were all agreed as they stood subject to the lock down policy being amended on page 4 under notifications to read "hand bells."</p> <p>BTJ indicated that in addition to the policies agreed above, that a Parent Code of Conduct was advisable in the current climate. All parents had received a letter in July about the expected standard of behaviour. The proposed policy reflected the content of the letter but also added "what happens when someone ignores or breaks the code." The draft policy was adopted that, in future, would be included in school induction packs.</p>		

19	CORRESPONDENCE There was one item of correspondence to BTJ which had been copied to WC asking that the behaviour of a specific child be discussed at the FGB meeting. BTJ had sought guidance from OCC and had been advised that it was not appropriate for Governors to discuss individual pupils. Governors' role is strategic and not operational being concerned with whole school performance and improvement, not the case of an individual child.		
20	ANY OTHER URGENT BUSINESS None		
21	DATE OF THE NEXT MEETINGS 20 th January 2020		
	The meeting ended at 20.19pm.		

Minutes produced by S Moore 25 November 2019