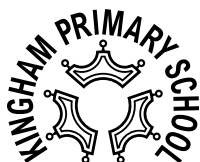


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Kingham Primary School
 The Green
 Kingham
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 OX7 6YD

**Full Governing Body Meeting
 Held on Monday 20 January 2020 at 6pm**

PRESENT:

- | | |
|------------------|---------------------------------|
| W Cooper | - Chair/Parent Governor (WC) |
| B Townend-Jowitt | - Headteacher (BTJ) from 6.03pm |
| R Alden | - Parent Governor |
| C Hunt | - Associate Member (CH) |
| E Jenkinson | - Co-opted Governor (EJ) |
| J Joiner | - Local Authority Governor (JJ) |
| L Phillips | - Co-opted Governor (LP) |
| N Seward | - Co-opted Governor (NS) |
| L Woskett | - Staff Governor (LW) |

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

- ABSENT:** D Salter - Co-opted Governor (DS)

Item		Action	Date By
1	<p>1.1 WELCOME WC welcomed everyone to the meeting, in particular Nick Seward who was attending his first meeting and there was a round of introductions. WC nominated, EJ seconded the proposal and NS was formally co-opted onto the governing board for a 4-year term.</p> <p>1.2 APOLOGIES AND ABSENCES Apologies had been received and were accepted from D Salter - Co-opted Governor (DS).</p> <p>1.3 QUORUM The meeting was quorate.</p>		
2	<p>ANY OTHER URGENT BUSINESS EYFS outdoor space</p>		
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS Nick Seward declared that he had two children at the school.</p>		
4	<p>APPROVAL OF MINUTES OF THE LAST MEETING The Minutes of the meeting of 18 November 2019 were agreed as an accurate record of the meeting, signed and passed to BTJ for filing at the school, subject to the removal of an action about monitoring for LP as her term of office had now come to an end.</p>		

	<p>Governors enquired as to reconciling the content of the school SEF and the findings of the Governance Review. BTJ explained that the SEF considered the functioning of the school as a whole and the section on leadership and management covered governance and covered similar ground to the review. Nonetheless, the SEF predated the review and would be updated to reflect the review report. It was still thought that the “good” categorisation of the leadership and management section remained the best fit as the Board had identified its weaknesses and had an action plan in place. The review report highlighted that Governors had not previously signed off the SEF and called for Governors to take ownership of the SEF and holding senior leadership to account.</p> <p>The review report brought a clarification of roles and a robust action plan with corresponding timescales. Whilst Governors welcomed the action plan, there remained a risk that if the root causes were not identified and addressed, issues would remain.</p> <p>Governors homed in on the need to drive the improvement cycle and develop a small set of strategic priorities that sit below the vision but above the SDP. There was a wealth of data, evidence, and reports which could be used to inform strategic priorities. Governors were also mindful of giving direction about the content of the HT report and setting this against KPIs.</p> <p>Action: A working party was established comprised of WC, NS, RA, JJ, LW to consider who, how and when to address matters arising from the External Governance Review Report and inform FGB agenda setting for the remainder of this academic year.</p>	WC, NS, RA, JJ, LW	
7	<p>STRATEGY, VISION, VALUES (WC / ALL) 7.1 Vision statement for approval</p> <p>The draft vision statement had been circulated to Governors but had not yet seen by staff or parents. Governors were mindful of securing staff buy-in and agreed to adopt the vision statement in principle subject to any feedback from staff who would be consulted at the next staff meeting on Wednesday 22 January 2020. The intention was to ratify the statement by the end of the week if possible. After that, the mechanism for wider dissemination would be decided.</p>		
8	<p>SEND REPORT</p> <p>Beccy Adams (BA), the school SENCo, circulated hard copies of her revised annual SEND report. Action: BTJ agreed to upload the SEND report onto GovernorHub.</p> <p>After taking time to read through the report, Governors enquired as to the level of progress SEND children had made when comparing the pre and post assessment data. BA responded that results were variable with some children making good progress and other excellent progress. Governors asked after evidence of which interventions were having a significant impact and which were having less impact. BA reported that Reciprocal Reading had had a positive impact particularly with students in year 4 and 5 and there was evidence of this intervention having narrowed the gap. Rapid Phonics had the least impact possibly as a result of additional training being required for TAs. Rapid Phonics was meant to be 20 minute programme but delivery was proving difficult to resource. Teachers timetabled interventions that were delivered by TAs most of the time. TAs needed more training but this had a budget implication. One possible approach was to have TA’s specialise in particular interventions and deliver that intervention across age groups. However, for younger children (early years and reception) the rapport with their class TA was an important consideration.</p>	BTJ	

	<p>In summary, significant factors included the subject of the intervention, age of the child, timetabling for TAs, capability and capacity of current staffing as well as the lack of dedicated physical space for interventions.</p> <p>Governors thanked the SENDCo for her report and for attending the meeting. Any further questions or follow up would be communicated outside of the meeting.</p>		
<p>9</p>	<p>HEADTEACHER'S REPORT</p> <p>In the staffing update, BTJ indicated that Mrs Sarah Peachey had handed in her resignation as TA but she would continue in her role as pastoral support advisor. Governors enquired as to the implications of the resignation. This depended on the course of action taken as there were various options to consider when meeting the requirement for high staffing ratio's in nursery.</p> <p>Two TAs were off school with long-term illnesses on full pay which was having a significant impact. The school didn't currently insure against TA absence but might need to reconsider this in future. Teaching staff were commended for their very low rate of sickness absence at 0.2 days as opposed to a national average of 4.</p> <p>The school would benefit from more PSA and SENDCo hours but funding per pupil was significantly less than national average because of the comparatively low levels of deprivation and special needs. (The school location deprivation indicator was in quintile 1 (least deprived) of all schools and the pupil base is in quintile 1 (least deprived) of all schools in terms of deprivation).</p> <p>Staff wellbeing chats had taken place with each teacher the last week of term and some of the comments recorded were included in the HT report. The vast majority were positive. Governors enquired as to whether these were representative which BTJ confirmed they were.</p> <p>This academic year 24 children had come to BTJ's attention regarding their attendance.</p> <ul style="list-style-type: none"> - 16 children were being monitored closely to ensure their attendance percentage increases. - 5 parents/carers had received Level 1 attendance letters which were sent when the child's attendance percentage was below 90%. Often this is the only prompt needed to improve the child's attendance. - 1 family (3 children) had since received a level 2 letter as their attendance had not improved – this family have recently been referred for Early Help for Local Community Support Services - 2 children (1 family) had since left the school - 1 child has a long-term medical condition which requires regular hospital treatment - Letters had been sent to 1 parent regarding children's late arrival to school. <p>Overall, attendance was now improving.</p> <p>Governors enquired as to whether the top deck canopy had improved the rain protection for the outside space. There had been a positive impact but there was now a problem with drainage that needed to be addressed.</p> <p>A Safeguarding review and audit had been completed by OSCB 13th January and the document would be shared in due course. Reviewers were positive about the central</p>		

	<p>record system and the file on referrals to the MASH team. There was still work to be done on developing the culture of safeguarding amongst support staff. Familiarity with the safeguarding acronyms would be improved by circulating a “crib sheet” of safeguarding acronyms. TA training had been booked as an action point.</p> <p>Under the new OFSTED inspection regime there was less emphasis on data. Staff provided BTJ with inhouse data on progress and attainment 3 times a year except for EYFS which had additional data captures at OCC’s request even though these were not statutory.</p> <p>Overall, the School Self Evaluation (SEF) grading was considered to be “good” and the school improvement partner agreed. It was possible that the school might achieve good with outstanding features in an inspection. Very few schools previously rated as “outstanding” were retaining that grading under the new inspection regime as the goal posts had shifted. There was a discussion about how best Governors could prepare for any forthcoming OFSTED inspection. Governors requested that a briefing pack be assembled including a summary of the SEF, a list of prospective OFSTED questions and potential responses. Action: BTJ indicated that she had obtained a list of questions Oxfordshire schools had been asked by OFSTED inspectors under the new framework and undertook to circulate this on GovernorHub. Action: Staff would work on drafting responses to the list of questions in collaboration with Governors.</p>	BTJ ALL	
10	<p>SCHOOL DEVELOPMENT PLAN</p> <p>Following the findings of the External Governance Review, it had been agreed to continue to update and utilise the SDP in its current forms for ongoing operational monitoring whilst work commenced on generating 3 or 4 high level strategic priorities.</p>		
11	<p>ANNUAL SAFEGUARDING REPORT</p> <p>It was noted that DS and BTJ would be completing the new online version later in the week and submitting it to the Local Authority ahead of the 28 February deadline.</p> <p>7.30pm BTJ stepped out of the meeting.</p>		
12	<p>HEALTH AND SAFETY</p> <p>It was noted that RA had been appointed Health and Safety Governor at the last meeting. Action: HH reported that the annual Health and Safety audit had recently been conducted and would be brought to the next meeting. Action: HH and RA would meet to discuss as soon as possible and HH agreed to email RA about meeting dates.</p> <p>BTJ returned to the meeting 7.33pm.</p>	HH HH, RA	
13	<p>FINANCE</p> <p>Budget Monitoring</p> <p>HH indicated that the dates of Finance Committee meetings should take place earlier in the cycle to better align with submission deadlines.</p> <p>Governors commended the efforts of the Head of FS/KS1 and the corresponding increase in nursery numbers had brought a welcome increase in revenue. On another very positive note, HH had identified and corrected an historic oversight in the budget which meant some of the school’s revenue had not always been accounted for in future projections. Thus, it had erroneously appeared like the school would be going into deficit. Governors thanked HH for identifying this error.</p>		

	A more positive financial picture enabled a significant change in mindset. The budget would be considered in more detail at the Finance Committee meeting.		
14	<p>PERFORMANCE AND STANDARDS</p> <p>14.1 School Comparison Governors considered what information parents looked for when deciding their preferences and were pleased to note that the school performed well above average in comparison to other local schools. Governors questioned how Kingham compared to other schools nationally that were also in quintile 1 for deprivation as a way of assessing value added.</p> <p>14.2 Monitoring Governors welcomed the new and different format of the IDSR which was very useful. IDSR data would be analysed in detail at Performance and Standards Committee. Committee Membership was agreed as NS, JJ, EJ, BTJ. It was noted that the Committee needed to be minuted and a new chairperson would be elected at the next meeting.</p>		
15	<p>PREMISES</p> <p>Action: Premises Committee needed to meet and RA undertook to circulate suggested dates for first meeting.</p> <p>15.1 New Canopy The canopy had been installed but there were issues to be addressed including drainage. This would be picked up in Premises Committee. CH had done a quick inspection of the EYFS outdoor space and had identified leaves and debris which needed to be removed. Action: CH would upload her monitoring report to the Hub. It was her view that maintenance schedule should be put in place for the caretaker to protect facilities already in place. Action: HH and CH agreed to meet to discuss further.</p> <p>It was also noted that the mould in the Y5 classroom needed to be cleaned off and a visual inspection of the drainage conducted.</p> <p>There was a discussion around the importance of meeting the needs of child safely in the Early Years outdoor space. The all-weather surface was worn and risked children slipping. Effective maintenance of facilities already in place as well was critical. Potential areas for development seemed to be emerging as an Improvement priority. Action: Staff Governors were tasked with considering what good provision might look like and potential costings for consideration at Premises Committee.</p> <p>15.2 Toilets Governors questioned the hygiene of the school toilets and the ratio of toilets to children. This would be on the agenda for Premises Committee.</p>	<p>RA</p> <p>CH</p> <p>HH, CH</p> <p>EJ, LW</p> <p>RA</p>	
16	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>16.1 Emotional Health and wellbeing</p> <p>16.2. Exclusion.</p> <p>16.3. Attendance</p> <p>16.4. Medical Conditions</p> <p>16.5. Maths Problem Solving</p> <p>16.6. Computing</p> <p>16.7. Looked After Children</p>		

	All policies up for approval had been circulated on the Hub and were approved subject to a minor amendment to the Exclusions policy which should read pupil(s) rather than pupil in the singular. Action: BTJ would stipulate the next review date on all policies. HH departed at 8.06pm and Governors thanked her for her attendance.	BTJ	
17	CORRESPONDENCE None		
18	ANY OTHER URGENT BUSINESS Governors thanked Lucy Phillips for all of her hard work as a Governor and wished her all the best with running her local charity THRIVE North Oxfordshire for the benefit of children in need in OX7.		
19	DATE OF THE NEXT MEETING 30 th March 2020		
	The meeting ended at 8.10pm.		

Minutes produced by S Moore 26.01.2020