

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 Monday 23 March 2020 at 6pm**

PRESENT:

W Cooper	- Chair/Parent Governor (WC)
R Alden	- Parent Governor (RA)
C Hunt	- Associate Member (CH)
E Jenkinson	- Co-opted Governor (EJ)
J Joiner	- Local Authority Governor (JJ)
D Salter	- Co-opted Governor (DS)
N Seward	- Co-opted Governor (NS) <i>(by telephone from 6.11pm)</i>
C Wheeler	- Co-opted Governor (CW)
L Woskett	- Staff Governor (LW)

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

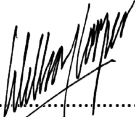
ABSENT:
 B Townend-Jowitt - Headteacher (BTJ)

Item		Action	Date By
1	1.1 WELCOME WC welcomed everyone to the virtual meeting and thanked attendees for their participation recognising that this was a difficult time for everyone. In particular, the chair welcomed Christopher Wheeler who was attending his first FGB meeting. 1.2 APOLOGIES AND ABSENCES Apologies for absence had been received and accepted from BTJ. 1.3 QUORUM The meeting was quorate.		
2	ANY OTHER URGENT BUSINESS		
3	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None		
4	APPROVAL OF MINUTES OF THE LAST MEETING The Minutes of the meeting of 20 January 2020 were agreed as an accurate record of the meeting subject to a minor amendment clarifying that DS was not an official member of the Performance and Standards Committee. The Minutes would be signed electronically and passed onto BTJ in due course for the Governing Body file in the office.	WC	
5	MATTERS ARISING FROM PREVIOUS MINUTES None		

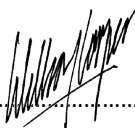
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Date ..27 April 2020..

<p>6</p>	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1 Appointment of Vice-Chair WC proposed, EJ seconded and JJ was duly elected as Vice-Chair of Governing Board for a period of 6 months.</p> <p>6.2 Training needs and opportunities- skills audit, Prevent Training WC thanked Governors for their returns of the skills audit which, collectively, indicated good coverage across the range of skills required, although this identified a previously acknowledged gap in HR matters. The Board welcomed the renewed expertise CW brought in the area of financial management.</p> <p>6.3. Governor vacancies and appointments WC reiterated the board’s welcome to CW, who provided further information on his background and an overview of his skills and experience as a chartered accountant and recently retired analyst in investment banking, with relevance to a focus on finance. WC nominated, RA seconded, and CW was duly co-opted onto the FGB for a 4-year term, effective immediately.</p> <p>It was noted that EJ’s term of office was coming to an end on the 15th of May 2020 and two expressions of interest had been received, one of which was from Yvonne Bernie, who is a local retired primary teacher with experience in early years. It was hoped that Yvonne might join the board for the April meeting and DS undertook to follow up with her.</p> <p>6.4. External Governance Review Follow-up There were a number of actions due to be completed by the end of the month. The board reiterated its commitment to completing the actions in the action plan and maintaining the value of that experience. However, the response to the COVID-19 pandemic provided more immediate priorities.</p> <p>6.5. Scheme of Delegation A draft had been circulated on GovernorHub prior to the meeting, based on the National Governance Association template provided by Rachel Caseby. EJ queried why a number of responsibilities one would have expected to be delegated to the headteacher (such as setting the overall staff structure and extracurricular provision), were indicated as being the responsibility of other parties. WC explained that he had utilised the default mapping from the NGA but could look into this further. EJ agreed to annotate the scheme of delegation with her queries and forward to WC for further consideration.</p> <p>6.6 Succession Planning The appointment of a temporary Vice-Chair was a welcome development until such time as a permanent appointment could be made.</p> <p>6.7 Health Check The health check on GovernorHub had been updated to reflect the new OFSTED inspection framework. Governors were asked to complete and return the questionnaire to WC who would compile the results.</p>	<p>DS</p> <p>EJ/WC</p> <p>ALL WC</p>	
<p>7</p>	<p>HEADTEACHERS REPORT Deferred.</p>		

Signed 

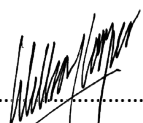
8	<p>CORONA VIRUS RESPONSE</p> <p>8.1 Current Situation LW updated Governors on current arrangements for educational provision at school, reporting that there had been 6 children in school that day, 3 lots of 2 siblings across Years 1, 2, 3, 4, and 5. LW outlined the approach taken to social distancing and hand hygiene reporting that the children had been very well behaved.</p> <p>Staff working from home were setting tasks for pupils on Purple Mash. All teaching staff who could had come into school and it had been possible to rotate teaching staff across the day. Staff were not “teaching” per se but supervising the same work set for remote schooling.</p> <p>BTJ had asked parents who were critical workers to indicate if they intended sending their children to school. It was anticipated that there would be more children in school the following day, but it was unlikely that and in school would exceed 10 at any one time. Governors thanked staff for their efforts in these extraordinary circumstances.</p> <p>The school had compiled a list of the most vulnerable children. In a small number of cases BTJ was undertaking home visits if there was a particular cause for concern.</p> <p>8.2 Next two weeks It was difficult to predict arrangements over the next two weeks given the uncertainty around lockdown and what would happen if members of staff became ill. If the child of a critical worker became ill on the premises the intention had been to use the headteacher’s office as an isolation facility. Governors recommended that another room be utilised for this purpose to avoid contamination.</p> <p>8.3 Easter period It was anticipated that the school would offer similar provision over Easter except for Good Friday and Easter Monday. TAs were not timetabled in for Easter holidays and some staff would be working on curriculum tasks. Governors were mindful of staff well-being and the need to take holidays. Staff were committed to playing their crucial role in these extraordinary circumstances and not thinking in terms of holiday entitlement. Nonetheless, the intention was for every member of staff to be given one full week away from school over the normal Easter holiday.</p> <p>8.4 Summer Term Governors concluded that it was premature to consider arrangements for the Summer term. The Prime Minister was due to address the nation imminently and details around lockdown arrangements were yet to emerge. The school was adjusting day by day to new guidance and directives from the Government.</p> <p>Governors enquired as to whether any feedback had been received from parents about the work set for remote schooling. It was too early to tell at this stage although they had been appreciation expressed by parents via school office for all staff had done over the preceding two weeks.</p> <p>Governors considered whether there was an opportunity to tap into resources and skills available in the community while people were off work. The board had identified a gap in terms of HR expertise and there might be someone with those skills who would be in a position to assist at this time. Obviously safeguarding considerations were paramount.</p>		
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Signed


Date ...27 April 2020.

9	CORRESPONDENCE None		
10	<p>ANY OTHER BUSINESS</p> <p>A statement was read out by a Governor requesting that it be Minuted:</p> <p><i>Thank you for acknowledging what a difficult time this has been but I would like it minuted that I would like to express my disappointment that the meeting was not postponed until later this week. School staff, but particularly Headteachers have been under huge strain over the past week - having to make decisions on a daily, almost hourly basis, only for everything to change and new decisions to be made. They have had to look after the welfare of a number of parties, during a situation they could never have planned for. Even today, things have once more changed, requiring further work on the back of a weekend of work, and I feel we have not properly safeguarded our Headteachers well-being by not granting her request for a postponement.</i></p>		
11	<p>DATE AND ITEMS FOR DISCUSSION AT NEXT MEETING</p> <p>It was agreed that the virtual meeting arrangements had worked well and could be used again in the future. The next scheduled meeting was 27 April 2020. Governors considered the possibility of meeting again before the end of term because of the rapidly changing situation in response to the COVID-19 pandemic. It was agreed that WC would discuss the date of the next meeting with BTJ.</p> <p>The meeting concluded at 7.05pm</p>	WC	

Minutes produced by S Moore 28.03.2020

Signed 

Date 27 April 2020