

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 Virtual Meeting  
 Held on Monday 27 April 2020 at 6pm**

**PRESENT:**

W Cooper	- Chair/Parent Governor (WC)
R Alden	- Parent Governor (RA)
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>until 6.27pm</i> )
B Townend-Jowitt	- Headteacher (BTJ)
C Wheeler	- Co-opted Governor (CW)
L Woskett	- Staff Governor (LW)

**ABSENT:**

C Hunt	- Associate Member (CH)
--------	-------------------------

**IN ATTENDANCE:**

Y Birnie	- Prospective Governor (YB)
S Moore	- Clerk to Governors (SM)
H Hare	- School Business Manager (HH)

Item		Action	Date By
<b>1</b>	<p>1.1 WELCOME            WC welcomed everyone to the virtual meeting, in particular, Yvonne Birnie, a prospective Governor who was attending her first FGB meeting.</p> <p>1.2 APOLOGIES AND ABSENCES            CH was noted as absent. (Apologies for absence were received and accepted from CH subsequent to the meeting).</p> <p>1.3 QUORUM            The meeting was quorate with quorum being 5 of the 9 Governors in post.</p>		
<b>2</b>	<p>ANY OTHER URGENT BUSINESS            None</p>		
<b>3</b>	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS            None</p>		
<b>4</b>	<p>APPROVAL OF MINUTES OF THE LAST MEETING            The Minutes of the meeting of 23 March 2020 were agreed as an accurate record of the meeting. The Minutes would be signed electronically and passed on to BTJ in due course for the Governing Body file in the office.</p>	WC	

5	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>None</p>		
6	<p>GOVERNING BODY ADMINISTRATION</p> <p><b>6.1 Governor Vacancies and Appointments</b> Yvonne Birnie provided Governors with an overview of the background and experience she could bring to the role of Governor as a local, retired primary teacher with experience in Early Years. It was proposed by WC and seconded by EJ, and duly unanimously agreed by the Board that YB be co-opted as a Governor to the FGB for a four-year term when EJ's Term of Office came to an end on 15 May 2020.</p> <p><b>6.2 Scheme of Delegation</b> EJ had commented on the proposed scheme of delegation at the last meeting FGB and these queries had been resolved offline. The scheme still needed further review and input at a later date and would remain in draft form at this time.</p> <p><b>6.3. Succession Planning</b> WC reiterated the importance of developing a longer-term strategy for succession planning and ensuring Governor roles are filled and maintained in future.</p> <p><b>6.4. Health check</b> WC requested that all Governors currently in post complete the 4-point scale health check and return their responses by email as soon as possible.</p>	ALL	
7	<p>HEADTEACHERS REPORT INCLUDING RESPONSE TO CORONA VIRUS</p> <p>BTJ gave a quick overview of her Headteacher's report which had been circulated with the papers for the meeting and invited questions on the content. Staff were working on a rota system supervising the children of key workers. Only a small number of pupils were coming into school. Where possible, staff worked one week on site and two weeks from home. BTJ thanked EJ for her work on pulling the rota together. Various staff training courses had been completed online.</p> <p>The KPS aims for during the partial closure spoke for themselves. Examples of emails sent to parents had been provided. Staff had phoned every family in the school that week bar a few (for example those who remained abroad). BTJ reported that, on the whole, feedback from parents had been very positive and parents had been very appreciative of the school's efforts. In the coming weeks staff would adopt a more targeted approach, making contact more regularly with certain families. Some would have more frequent phone calls from the class teacher or from one of DSLs or Pastoral support worker as appropriate.</p> <p>In response to a question about maximising teacher interaction with pupils, BTJ explained that face-to-face teaching was not being offered online as IT capability at home to support remote learning was not as widespread as had been anticipated. Digital poverty would result in some pupils being at a greater disadvantage than their peers when returning to school if lessons were provided virtually.</p> <p>Governors confirmed that they were comfortable with the home learning aims as articulated and welcomed a common understanding about what was trying to be achieved. It was recognised that circumstances would differ in families and the parents needed reassurance that it was sufficient to do "what they can when they can."</p>		

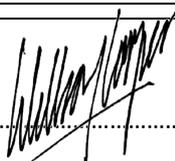
Signed  .....

2020-04-27-FGB.docx

2/5

Date .....11 July 2020

	<p>In response to a Governor’s question about school admissions in September, BTJ explained that as a Local Authority maintained school it was Oxfordshire County Council that had offered 30 places to applicants and had declined 23 applications. Determination was made on the basis of an algorithm which factored in a number of criteria including SEND, distance from school, military service etc. Most years Kingham was oversubscribed. Successful applicants still had time to accept or reject the place offered. Should any of these choose not to take up the place, the place might then be offered to a successful appellant. The school was aware of three appeals that had already been lodged with the County Council.</p> <p><i>NS departed 6.27pm.</i></p>		
<p>8</p>	<p>SAFEGUARDING</p> <p>DS, the Governor with responsibility for safeguarding had undertaken safeguarding monitoring via a virtual meeting with BTJ. He fed back to the FGB that <i>“very often, as Governors, we review procedures but have little visibility of how they are implemented. I really appreciated the opportunity to see the detail of how our most vulnerable pupils are being kept safe by seeing evidence of the contacts made (anonymously) and hearing about how the school has been responding to the varied needs of these families. There was clear evidence that the whole range of needs was being considered and addressed personally and appropriately. This is not a ‘one-size-fits-all’ approach, but giving help where needed and involving other agencies as required. In these extraordinary circumstances it was very good to see evidence that the school is going beyond its usual responsibilities to ensure that each child is safe and well, as far as possible”.</i></p> <p>BTJ reported that there were two children on roll who were classified as vulnerable according to the government’s criteria and thus entitled to attend school, one pupil with ECHP and one looked-after child. However, BTJ was of the view that these children were better off at home at this time as they would be at higher risk of contracting Corona virus in school and might struggle with social distancing. Doorstep visits had been successfully carried out. There were a few other children BTJ considered to be vulnerable and these families had been offered childcare in school. Where appropriate referrals have been made to other local community support services.</p> <p>Governors thanked BTJ and the staff team for all their hard work to support the most vulnerable students at this time.</p>		
<p>9</p>	<p>PROVISION OF SERVICES FOR SUMMER TERM DURING PARTIAL SCHOOLS CLOSURE</p> <p>Governors had met with the Headteacher during the Easter holidays to discuss provision of services for the summer term during partial school closure. The Headteacher’s report had already set out some of the constraints under which the school would be operating should it need to reopen while maintaining some measure of social distancing. Staff had already considered various scenarios for a phased return to school and the pros and cons of different approaches.</p> <p>Some classrooms would only be able to accommodate six pupils at a time if students needed to be kept 2 m apart. It was impractical for teachers to be expected to teach lessons every day in class and still provide remote learning resources for supervision at home. KS 2 toilet facilities were also not ideal and toilet breaks would need to be supervised. Several members of staff were currently self-isolating including two class teachers, the cook and the cleaners. There were particular challenges envisaged in opening EYFS while maintaining social distancing. Rotating toys, limiting the number</p>		

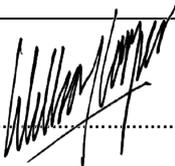


	<p>of children who could play together and wiping down pencils wipe down pencils were all measures that would need to be considered. There were also logistical issues around parents and children accessing the school building whilst needing to adhere to social distance and guidelines. The meeting agreed that it would be very difficult to do some of things outlined before the end of the Summer term.</p> <p>Governors were mindful of the need to respond swiftly to any government announcement about schools re-opening and, in the event, it was agreed to call an extraordinary meeting of the FGB to come to a collective judgment with SLT about how to proceed. It was possible that not all members of the full governing board would be able to attend at short notice, in which case authority was delegated to 3 Governors and BTJ to make necessary decisions about provision.</p> <p>Staff had already considered various scenarios for a phased return to school and the pros and cons of different approaches. Governors requested that SLT now propose guiding principles which could govern a phased return for Governors to consider.</p>	BTJ	
10	<p>PARENT SURVEY</p> <p>Governors had a detailed discussion about the potential benefits and challenges of undertaking a parent's survey at this time to gather anonymous aggregate data. This could be useful for Governors to better understand family circumstances to inform Governor decisions going forward. However, family circumstances might change over time and it was possible that the response rate would be low given other pressures on families during the pandemic. It was agreed not to proceed at this time.</p>		
11	<p>FINANCE - 2020-21 BUDGET</p> <p>The Finance and Resources Committee had met the previous week to consider the 2020/21 – 2022/23 Revenue Financial Forecast. A summary had been made available on GovernorHub.</p> <p>Kingham Primary School had to submit a balanced budget to the County Council by 1 May 2020. Approximately 84% of the budget went on staff costs for teaching, administrative and support staff. Historically, the school overspent slightly year-on-year and for the previous two years had been drawing on reserves. This was unsustainable. Structural adjustments would be required and savings identified. The Committee was recommending that no changes be made in the current year but that the school commit to cost reductions of around £30,000 a year in Y2 and Y3.</p> <p>The FGB concurred with the Finance and Resources committee deliberations and agreed unanimously that the 2020-21 budget to be submitted to the County Council for approval. The Board thanked HH for all of her hard work on the draft budget and commended her on a terrific job.</p>		
12	<p>CORRESPONDENCE</p> <p>None</p>		
13	<p>AOB</p> <p>BTJ expressed her appreciation to all staff and SLT for the excellent work that they had been doing in these extraordinary circumstances. Likewise, Governors thanked BTJ and her team for their commitment to the wellbeing of pupils and colleagues alike, in particular, the most vulnerable. Governors were very cognisant of all the good work being done.</p>		

	BTJ had been updating Governors regularly via posts on GovernorHub which was welcomed. BTJ agreed to signal if there was anything in particular requiring Governor response/action.	BTJ	
<b>14</b>	<p>DATE AND ITEMS FOR DISCUSSION AT NEXT MEETING</p> <p>The next scheduled meeting was confirmed as 6<sup>th</sup> July 2020 but it was likely that an extraordinary meeting would be called before then.</p> <p>The meeting concluded at 7.55pm</p>		

Minutes produced by S Moore

Signed .....



2020-04-27-FGB.docx

5/5

Date .....11 July 2020