

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 6 July 2020 at 6pm**

**PRESENT:**

W Cooper	- Chair/Parent Governor (WC)
R Alden	- Parent Governor (RA)
Y Birnie	- Co-opted Governor (YB)
C Hunt	- Associate Member (CH)
J Joiner	- Local Authority Governor (JJ)
D Salter	- Co-opted Governor (DS)
N Seward	- Co-opted Governor (NS)
B Townend-Jowitt	- Headteacher (BTJ)
C Wheeler	- Co-opted Governor (CW)
L Woskett	- Staff Governor (LW)

**ABSENT:**

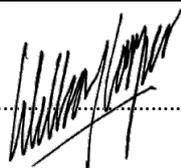
**IN ATTENDANCE:**

S Moore	- Clerk to Governors (SM)
---------	---------------------------

Item		Action	Date By
1	<p>1.1 WELCOME            WC welcomed everyone to the virtual FGB meeting which started at 6.01pm. CW indicated that he had not received papers for the meeting and WC undertook to check his distribution list and rectify the matter.</p> <p>1.2 APOLOGIES AND ABSENCES            None</p> <p>1.3 QUORUM            The meeting was quorate with quorum being 5 of the 9 Governors in post.</p>	WC	
2	<p>ANY OTHER URGENT BUSINESS            None</p>		
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS            None</p>		
4	<p>APPROVAL OF MINUTES OF THE LAST MEETING            The Minutes of the meeting of 27 April 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            None</p>		



	<p>the event that an insufficient number of suitable applications were received, a permanent appointment would be deferred. However, the Board was confident someone suitable would be in place from the start of 2021.</p> <p>Governors were also keen to promote the engagement with parents in the recruitment process. WC would draft an appropriate communication and circulate it to parents by the end of term in order to allow time for responses.</p>	WC	
8	<p><b>HEADTEACHERS REPORT</b></p> <p>BTJ invited questions/comments on the Headteacher's report which had been circulated prior to the meeting.</p> <p>In response to a question, BTJ explained that majority of staff were happy to be back on site although some of the TA's remained anxious. In particular, staff were pleased to see a number of SEND and vulnerable children return. Children were very resilient and only two were showing signs of anxiety at being back at school. Most were responding well to the provision of verbal rather than written feedback. Children had learnt to take more responsibility for their stationery and learning materials which had helped to promote more independence. Generally, parents had respected the one-way system.</p> <p>Staff meetings were still currently held over Zoom, although there are plans to utilise the hall for this purpose. The expectation was that there would be no mass gatherings next term, but the guidance might yet change. From September, afterschool clubs could be reinstated, and the guidance suggested it was more of less "back to normal" except for a few modifications, more cleaning and washing of hands. News had gone out that day about the allocation of class teachers for the next academic year.</p> <p>On the whole, arrangements in school were working well and Governors expressed that this was a credit to BTJs preparation and positive approach.</p>		
9	<p><b>EARLY YEARS REPORT</b></p> <p>Governors received a very detailed report on the Early Years Action Plan and asked that BTJ pass on their thanks to the EYFS team for the very encouraging report.</p> <p>Discussion turned to outdoor provision and BTJ reported that the outdoor space was not up to standard as there had been no investment in the area for 6/7 years, except for the recent installation of the canopy. There were significant issues with drainage, the grass was not in good condition, the sand pit needed filling in and the climbing frame should be replaced. It was crucial to have a vibrant outdoor space for free flow play and Governors recognised this was one of their key priorities. There was an appetite for an ambitious undertaking and a desire to make the most of this opportunity.</p> <p>A comprehensive project plan would be necessary as it was important that the work be sequenced correctly. Addressing the grounds work and drainage would need to precede play equipment. Installation of a French drain was identified as a "quick win" that could, potentially, be completed over the summer. Governors identified a parent who might be approached to assist in the first instance. DS undertook to follow up with the parent. BTJ expected that all the grounds work was likely to be 90% of the cost of the project and indicated that the school would need companies to visit the site to quote for the work in due course.</p> <p>Governors wanted a concept of what the finished product might be and asked that staff draft a "wish list" of what they would like the outdoor play area to look like, who would use it and what area it would cover. LW will ask EJ to provide the "wish list" which would be posted on GovernorHub the following day.</p>	<p>BTJ</p> <p>DS</p> <p>BTJ</p> <p>LW/EJ</p>	



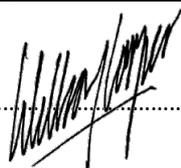
10	<p><b>PLANS FOR SEPTEMBER 2020</b></p> <p>Current government guidance suggested that in September it would be back to “business as usual’ but with a few modifications, additional cleaning and handwashing. A new risk assessment and business continuity plan would be drafted in due course. Staffing allocations and places had been communicated, school orders had already been done and classrooms would be re-established. The intention was to continue with children having their own equipment. Options for staggering drop off and pick up were being considered and the preferred plan was for different years to use different doors rather than stagger the timings.</p> <p>Governors requested that a review be undertaken to consider lessons learnt during the course of the pandemic and lockdown: what went well and what could have done better. BTJ agreed to draft a document for her successor and to report back in September.</p>	BTJ	
11	<p><b>KEEPING CHILDREN SAFE IN EDUCATION UPDATES</b></p> <p>KCSIE was a statutory document that all Governors would need to sign in due course to confirm that they had read, understood and agreed to abide by. The document would be “live” in September 2020 and until then KSCIE 2019 was in force. As Safeguarding Governor, DS would post the document on GovernorHub asking for Governor’s confirmation. In particular, the attention of new Governors was drawn to the centrality of this document.</p>	DS	
12	<p><b>CHILD PROTECTION AND SAFEGUARDING POLICY UPDATES</b></p> <p>The latest annexe to the Child Protection and Safeguarding Policy dated 29 June 2020 had been circulated with the meeting papers and was formally adopted by the Governing Board. BTJ undertook to post it on GovernorHub requesting that all Governors indicate with a white checkmark that they have read, understood and will abide by the updated policy.</p>	BTJ	
13	<p><b>BUDGET</b></p> <p>WC informed the Board that the Finance Committee was meeting that Wednesday. Usually the Finance Committee meeting would precede the FGB, but on this occasion the Board meeting had been brought forward. Minutes of the meeting would be circulated in due course.</p> <p>The school’s financial profile had not changed and remained on budget. Governors expressed their appreciation to Helen Hare, the SBM, who had recently completed a whole school audit. Governors thanked her for her very through work and her commitment to achieving cost savings. The school was claiming back additional costs incurred as a result of the pandemic where possible, but this was capped at £25,000. Two TAs had reduced their hours, so there might be a small savings. HT recruitment was likely to incur additional cost and authority was delegated to the recruitment panel to make those decisions reporting back to the Finance Committee.</p>		
14	<p><b>CORRESPONDENCE</b></p> <p>Correspondence received from the HT regarding her resignation as discussed. The vacancy would be advertised on school website, which would need to be reviewed and updated. Positive feedback from parents and testimonial could be promoted on website. BTJ undertook to share highlights and WC agreed to update the website.</p>	BTJ WC	
15	<p><b>AOB</b></p> <p>The clerk agreed to circulate the Local Authority’s annual schedule when available.</p>	SM	
16	<p><b>DATE AND ITEMS FOR DISCUSSION AT NEXT MEETING</b></p> <p>21 September 2020</p> <p>The meeting concluded at 7.17pm</p>		

Minutes produced by S Moore

2020-07-06-FGB.docx

4/4

Signed .....



Date .....21 September 2020