

Headteacher
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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Full Governing Body Virtual Meeting
 Held on Monday 21 September 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)

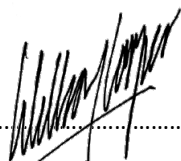
ABSENT:

Helen Hare	- School Business Manager (HH)
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IN ATTENDANCE:

S Pritchett	- Clerk to Governors (SP)
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Item		Action
1	<p>1.1 WELCOME WC welcomed everyone to the virtual FGB meeting which started at 6.01pm.</p> <p>1.2 APOLOGIES AND ABSENCES Apologies were received and accepted from Helen Hare.</p> <p>1.3 QUORUM The meeting was quorate with quorum being 5 of the 9 Governors in post.</p>	
2	<p>ANY OTHER URGENT BUSINESS None</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4	<p>ELECTION OF CHAIR AND VICE-CHAIR OF THE FGB FOR 2020/21 In order to protect the secrecy of the ballot for election of Chair and Vice-Chair of the FGB during a virtual meeting, nominations had been received by the clerk via email. There had been one nomination for the position of Chair for William Cooper and one nomination for Vice-Chair for Jeremy Joiner. As a result, WC and JJ had been elected unopposed and the meeting ratified WC's appointment as Chair and JJ's appointment as Vice-Chair for the 2020/21 academic year.</p> <p>The meeting discussed the need for a succession strategy to ensure a smooth leadership transition in future. JJ was delighted to continue to support WC but did not wish to become as Chair at any point. It was hoped that in future someone would step forward to become Vice-</p>	

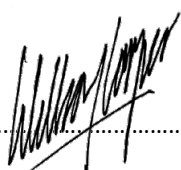
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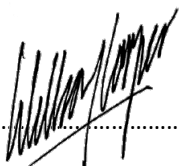
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	Chair with a view to taking over as chair in due course. Members of the board were encouraged to consider this carefully.	
5	<p>APPROVAL OF MINUTES OF THE LAST MEETING</p> <p>The Minutes of the meeting of 6 July 2020 were agreed as an accurate record 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
6	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>None</p>	
7	<p>GOVERNING BODY ADMINISTRATION</p> <p>7.1 Governor Vacancies</p> <p>WC had previously indicated that the Board was seeking to appoint an Associate Member with specific experience in Human Resources. CH indicated that she had been in contact with someone with the requisite skills who might be interested in joining the governing board. The prospective governor would appreciate having an informal discussion with WC. WC welcomed the suggestion and CH undertook to put them in touch. In light of the previous discussion around succession planning, it might also be prudent to recruit Governors with an interest in becoming chair in due course.</p> <p>7.2 Committee Membership and Terms of Reference</p> <p>Performance and Standards membership was confirmed as: JJ, NS, BTJ and LW. LW agreed to take notes.</p> <p>Finance Committee: CW, WC, DS and BTJ</p> <p>Premises: RA, CH and BTJ</p> <p>Pay Committee: RA, DS and WC</p> <p>Appeals: WC, NS and CH</p> <p>HT Performance: NS, DS and JJ</p> <p>Complaints: WC, DS and CH</p> <p>The Terms of Reference of the Committees were confirmed without amendment.</p> <p>7.3. Adopt Governors Code of Conduct</p> <p>Governors agreed to confirm via GovernorHub that they would abide by the Governors Code of Conduct.</p> <p>7.4. Governing Body Information for the website</p> <p>WC was currently responsible for ensuring that the website complied with requirements.</p> <p>7.5 Register of Pecuniary Interests and Related Party Transactions</p> <p>Governors agreed to submit their annual returns for the Register of Pecuniary Interests via GovernorHub.</p> <p>7.6 Governor areas of monitoring including GDPR compliance</p> <p>GDPR – WC</p> <p>SEND and Safeguarding – DS</p> <p>EYFS and LAC – YB</p> <p>Maths and English - NS</p> <p>PP and Sports Premiums – CW</p> <p>H & S – RA</p> <p>7.7 Training needs and opportunities</p>	<p>WC</p> <p>CH</p> <p>ALL</p> <p>ALL</p>



	<p>All Governors should receive alerts from Oxfordshire Partners in Learning about training that was available. Training was currently being offered virtually. It was noted that YB, CW and JJ had recently completed training. BTJ highlighted that they were sessions available in October for Headteacher appraisal and for members of the Pay Committee.</p> <p>7.8 Confirm Governor DBS and 128 checks.</p> <p>Governor DBS and 128 checks were up to date. DS and BTJ would be reviewing this when they next checked the single central register as part of the Safeguarding Audit.</p> <p>7.9 Keeping Children Safe in Education, September 2020</p> <p>Keeping Children Safe in Education (KCSIE) had been updated and came into effect from 1 September 2020. All governors we are required to have read Part 1 and Annex A and confirm that they had read, understood and agree to abide by KCSIE. All Governors agreed to confirm this electronically via GovernorHub.</p> <p>7.10 Confirm Whistle-blowing procedures are in place and appoint a Whistle-blowing Governor</p> <p>DS was appointed as the Whistleblowing Governor.</p> <p>7.11 Governors health check</p> <p>WC had updated the Health Check on GovernorHub based on Governor submissions.</p>	ALL
8	<p>HEADTEACHER RECRUITMENT</p> <p>WC set out the process of headteacher recruitment in some detail. The appointment panel convened to oversee the recruitment and appointment of BTJs successor comprised of YB, DS, NS, CW and WC supported by Jane Ratcliffe from the Local Authority. The position had been advertised extensively locally, nationally and internationally. The appointment panel had invested significantly in both the recruitment process and quality of recruitment materials which had attracted an excellent range and quality of applicants including many experienced Heads and Deputy Heads.</p> <p>Of the 19 applicants, the panel had shortlisted 5 candidates who proceeded to the interview stage which was conducted remotely. Over the course of the process, a clear consensus had emerged and the panel was unanimous and unreserved in recommending the appointment of one candidate. WC outlined the preferred candidate's professional background and their breadth and depth of experience in the maintained sector in the UK and internationally. He explained the panel's rationale in recommending this particular candidate and the skills and qualities they would bring to the job. The panel anticipated that the new HT would take up post in January 2021.</p> <p>The Governing Board recognised the panel's enormous effort and congratulated them on a very rigorous recruitment process. Jane Ratcliffe's involvement had brought robust challenge throughout and she had played a very constructive role.</p> <p>The FGB ratified the recommendation of the appointment panel and agreed unanimously that a formal offer of employment be made to the preferred candidate subject to contract. Staff Governors abstained.</p> <p>It was agreed that WC and JJ would draft a formal offer to the preferred candidate the following day and would share the letter with the appointment panel before it was sent. The resulting contract would be a standard one issued by the Local Authority in due course.</p> <p>Governors were asked to keep information about the appointment confidential until further notice. WC would be contacting unsuccessful candidates to give them feedback and</p>	

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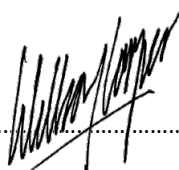


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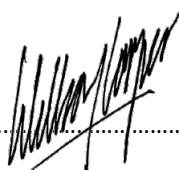
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	communicating to staff and the parent community that the interview process had concluded and the school was now in position to appoint.	
9	<p>HEADTEACHERS REPORT</p> <p>BTJ drew Governor's attention to the inclusion of a whole school performance target on the computing curriculum under the Quality of Education section in the School Improvement Plan. Actions underpinning that will be different for different members of staff as year progressed.</p> <p>It was noted that there was a new pupil with an EHCP starting in October that has EHCP who would require 1-1 support.</p> <p>Governors enquired as to how the return to school was going for staff and students. Staff reported that it was good to be back in the school building and to see everyone again. However, staff were feeling more isolated and extra lunch and break time duties were additional pressures. It was important to be conscious of staff wellbeing and workload. Governors asked about whether a loss of learning was evident over lockdown. Staff responded that significant losses were not evident on the whole. Levels of engagement in class were consistent and the standard of homework being returned was better than in previous years. Further preparations were being made for a potential return to remote learning should the need arise. A robust plan would be in place by the end of September.</p> <p>Governors recognised all the efforts the schools had put into encouraging home learning and this was a credit to school. The Board reiterated their appreciation to staff for all their hard work over what had been a difficult past 6 months.</p>	
10	<p>HEADTEACHER APPRAISAL</p> <p>Governors discussed the process around HT appraisal. DS, JJ and NS would conduct BTJ's final appraisal to be arranged with External Advisor, Matthew Ingall. It was agreed that targets for the remainder of BTJ's time in post would be about effective handover to the incoming Headteacher. A new External Adviser would be required for HT appraisal for the new Head and Jane Ratcliffe at the Local Authority could advise in this regard.</p>	DS, JJ and NS
11	<p>HEALTH AND SAFETY</p> <p>A robust plan was in place to mitigate against the risks of a Covid-19 outbreak. Parents were constantly being reminded about the need to social distance. The meeting underscored the importance of staying safe online with children spending more time at home and online during the pandemic. LW signposted Governors to training available for parents about online safety and would forward details to BTJ for circulation.</p>	LW, BTJ
12	<p>PAY REVIEW</p> <p><i>LW left the meeting at 7.38.</i></p> <p>The meeting reviewed and agreed the pay progression recommendations of the Pay Committee.</p> <p><i>LW returned at 7.41</i></p>	
13	<p>FINANCE</p> <p>There had been 2 meetings of the Finance Committee since the last FGB. The Budget Monitoring Report for Period 5 had been reviewed. The current shortfall in the budget came in around £38,000. There had been a small loss of income and an increase in expenditure on support costs. Whilst the school had a comfortable carry forward, eating into the surplus was not sustainable in the long term. CW would be considering how the school could get back to parity by increasing income or cutting costs. The LA might be able to provide some support in making necessary changes.</p>	



	<p>BTJ highlighted that spend on HT recruitment costs were not accounted for in the figure above. It also did not include covering costs for 1:1 support for the new child with and EHCP. Whilst there was additional funding from the LA, the school was responsible for 75% of EHCP costs. There had been an ongoing dispute with EcoCleen settlement. The school had now agreed to send a payment to EcoCleen according to the day their cleaners walked out (mid-March) less the £3000 discount they offered. The school was hoping to settle the dispute by paying an outstanding £8,000.</p>	
14	<p>PERFORMANCE AND STANDARDS No meeting had been held since the last FGB.</p>	
15	<p>PREMISES CH had met with Emma Jenkinson to discuss the wet conditions under the tree in the EYFS area and possible drainage solutions. CH had been quoted £2,200 plus VAT by a contractor to complete a French drain and smooth out the mound. He had also quoted £600 to clear the EYFFS area and was available undertake the work in half term. It was agreed to progress with the drainage, smoothing and clearing and responsibility delegated to the Finance Committee to have oversight of the work. Many thanks to CH for her efforts in this regard.</p> <p>CH also indicated that she had arranged for a technical engineer to do an appraisal of ventilation and heating at no cost. The report would be available in due course and was being written free of charge, but any resulting work would incur cost. CH had been looking into potential sources of funding.</p>	
16	<p>Policies for review and ratification</p> <ul style="list-style-type: none"> 16.1. Policy Review Schedule 16.2. Peer-to-peer abuse policy 2020 16.3. Female staff health guidelines 16.4. Nursery Admissions policy 16.5. After-school Club safeguarding policy (no change) 16.6. Capability procedure (OCC model) 16.7. Safeguarding and child protection policy 16.8. After school club safeguarding policy 16.9. Safer recruitment policy 2020 16.10. Disciplinary procedure 2020 16.11. Staff Code of Conduct 16.12. Social networking policy 16.13. Online safety policy 2020 16.14. Equalities Objectives 2020 16.15. Acceptable use policy FS/KS1/KS2 16.16. Complaints procedure 16.17. Policy for managing serial and unreasonable complaints <p>Governors had reviewed the policies available on GovernorHub prior to the meeting and all of the above were ratified subject to one amendment from NS which would be discussed with BTJ offline.</p>	
17	<p>Correspondence None</p>	
18	<p>AOB There was some discussion about implementation of the findings of the Governance Review which had, to some extent, been overtaken by events. Governors were mindful of the need to</p>	

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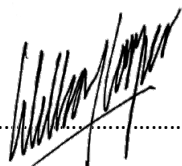
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	<p>ensure procedural matters had been addressed. Process and policies would be built around the new incoming HT and would be reviewed at a future meeting.</p> <p>Governors revisited previous discussions about tying vision to strategy. The short-term objective was to appoint and ensure a smooth transition to the establishment of the new HT. Expectations of the new HT had been clearly set out during the appointment process. The aim was to socialise the new appointee at the earliest opportunity.</p>	
19	<p>DATE AND ITEMS FOR DISCUSSION AT NEXT MEETING</p> <p>16 November 2020</p> <p>The meeting concluded at 8.06pm</p>	

Minutes produced by S Pritchett

Signed 

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