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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Full Governing Body Virtual Meeting
 Held on Monday 16 November 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 Pritchett | - Clerk to Governors (SP) |
| Helen Hare | - School Business Manager (HH) |
| Melanie Jones | - Prospective Associate Governor (MJ) |

Item		Action
1	<p>1.1 WELCOME WC welcomed everyone to the virtual FGB meeting and in particular Melanie Jones a prospective Associate Member who was attending her first meeting. The meeting started at 6.01pm with a round of introductions.</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>	
2	<p>ANY OTHER URGENT BUSINESS EYFS garden</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 21 September 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>	

6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1. Declarations of pecuniary interests, code of conduct and KCSIE Governors had completed the requisite declarations and confirmations via the GovernorHub portal.</p> <p>6.2. Governor vacancies, Associate Member nomination WC proposed, CH seconded, and it was duly agreed that Melanie Jones be appointed as an Associate Member of the Governing Board for a 4-year term effective immediately.</p> <p>6.3. Governor areas of monitoring Covered in previous meeting.</p> <p>6.4. Training needs and opportunities BTJ alerted Governors to 2 relevant training opportunities offered by OCC on HT appraisals and the workings of the Pay Committee. Given recent changes to both Committee memberships, BTJ encouraged Governors to attend if possible. The clerk circulated the link to OCC Governor Services training opportunities.</p> <p>6.5. Governing board self-evaluation Human Resources had previously been identified by the Board as a skills gap and an Associate Governor with an HR background had now been appointed. WC had completed the Governing Board health check on GovernorHub with the feedback Governors had submitted and this was now showing half green and half amber.</p> <p>6.6. Governance review In October 2019 an external Governance Review had been commissioned by the Board and supported by Rachel Caseby from OCC. Rachel had submitted her report in December 2019 with a number of recommendations. Some of these had been addressed and some had been overtaken by events including the pandemic and the current headteacher's resignation. Governors were mindful of the report and recommendations, but recently the priority had been recruitment of a new HT. There was a discussion about whether or not any outstanding recommendations could be completed prior to Christmas. It was agreed that a small working group comprised of WC, RA, NS, NS and CH would meet to discuss the Board's preferred content of the HT report. NS offered to share the template used at Kingham Hill.</p> <p>Governors received feedback from the HT's appraisal which included the suggestion that recommendations of the Governance review should be addressed as soon as possible. In particular, regular meetings between the HT, Chair and Vice-Chair of Governors should be prioritised in addition to more informal communication mechanisms. This would be taken forward offline.</p> <p>6.7. Annual report WC had circulated a draft annual report and had responded to feedback received. The current version of the document was live on GovernorHub. BTJ and CH had made some further suggested amendments and WC agreed to update the document accordingly. It was hoped to publish the Annual Report online and circulate by the end of the week</p>	<p>WC, RA, NS, NS and CH NS</p> <p>WC, JJ</p> <p>WC</p> <p>ALL</p>

	and Governors were urged to make any additional comments on the final draft as soon as possible.	
7	<p>HEADTEACHER RECRUITMENT</p> <p>WC reported that logistics were proceeding well for Nicholas Prockter (NP), the incoming HT's, relocation and the appointee was hoping to be in country by mid-December starting in post on 5th January 2021. An introductory call with Governors would be arranged as soon as possible. There was a handover and onboarding process in place and BTJ was in contact with NP over Zoom. He had already been provided with 6 key documents and all relevant records would be made available to him. Virtual meetings had been held with SLT and with of teaching staff in two small groups in response to a staff request. It was noted that the INSET day on Monday 4th January would need to be appropriately supported.</p> <p>Governors were informed that there was a possibility that NP would apply for his son to join Kingham as an in-year transfer and it was considered sensible if the school could accommodate such a request. Governors were in support of such an application being approved should it arise.</p> <p>There was some discussion around the importance of good communications with parents in particular. The Board had made every effort to ensure that communications around the recruitment and appointment process had been positive and was confident that NP would communicate with and engage parents appropriately when in post.</p>	
8	<p>STRATEGIC PLANNING</p> <p>The goals for the school and "direction of travel" had been articulated in the HT recruitment pack but it was acknowledged that further work was required on developing the "big picture" as well as securing operational improvement. A small working group was set up comprising of WC, NS, RA, CW, LW and MJ to consider strategic priorities. Jane Ratcliffe had also offered to provide some support in this area. The group would meet virtually before year end about the potential scope of this work. Any strategic framework generated would be circulated to the rest of the Board for comment in due course.</p> <p>In the meantime, WC would bring MJ up to date on current thinking about future strategic objectives. WC would provide MJ with the HT recruitment pack materials.</p>	<p>WC, NS, RA, CW, LW and MJ</p> <p>WC, MJ</p>
9	<p>HEADTEACHERS REPORT INCLUDING SUPPLEMENTARY REPORT</p> <p>BTJ presented her final HT's report to the Board which covered the School Improvement Plan and a supplementary report.</p> <p>A Governor asked after responsibilities relating to the School Improvement Plan, "Leadership and Management Section" objective to promote school improvement. BTJ clarified that she was the designated lead with support of SLT because Governors were not listed on School Aspect. Governors had an important role to play in the school improvement cycle.</p> <p>The "Quality of Education" objective to "improve outcomes for disadvantaged and vulnerable groups" had not yet started. DS asked if it would be beneficial to have a virtual meeting with Becky to move this forward and BTJ agreed it would. It was noted that in due course this section will also include actions and interventions funded by the Covid catch up premium.</p> <p>BTJ reported that overall attendance was good at 96.73%. There had been some impact on attendance in the first few weeks of term with students self-isolating, but this had levelled off as Covid testing capacity had improved. No positive cases had been reported from staff or pupils. 3 pupils had left and another 2 were due to leave in November. However, there had been 8 in year admissions and the school was almost full in every class again.</p>	<p>DS</p>

	<p>Nursery numbers were low at present, but numbers were expected to increase in January. Emma Jenkinson was offering “meet the teacher” evenings with parents of new nursery admissions over Zoom.</p> <p>Governors enquired as to what impact Covid had had on attainment, behaviour and welfare. It appeared that on the whole learning had not been lost over lockdown and parents had continued to support reading and writing over lockdown. Lack of confidence had been identified in mental arithmetic, place value and the ability to calculate with mental strategies. As a result, LW was working with a group of 8 pupils offering booster sessions in the mornings before school. There were a number of Maths interventions being delivered and teaching was targeted on gaps that had been identified. Kingham had been accepted as part of a Maths Mastery programme, along with 7 local schools. Governors thanked LW for her efforts in this regard.</p> <p>Governors asked after Forest School outcomes. BTJ indicated that Forest School had had a beneficial impact on wellbeing, but feedback was mixed depending on year group. Further, more robust monitoring would be undertaken.</p> <p>BTJ informed Governors that a member of the teaching staff was pregnant and going on maternity leave. This would have a financial implication on the budget.</p> <p>It was noted that the following Monday, HSE was undertaking a Covid-19 inspection to check that the school was Covid secure.</p> <p>Governors welcomed the successes and achievements of the school community during BTJs time in post as set out in the supplementary report. Governors thanked BTJ for all that her hard work over the years and, in particular, during the exceptionally challenging time of the pandemic.</p>	
10	<p>PARENT SURVEY</p> <p>The parents survey had not been conducted this year. Further consideration would be given to how best to conduct the survey next year. Whilst the format had been consistent over previous years this was a reasonable point at which to review and refresh the approach.</p>	
11	<p>VIRTUAL MEETINGS FOR PROSPECTIVE ADMISSIONS</p> <p>BTJ thanked CH and WC for offering to participate in the Zoom meetings for prospective admissions that coming Thursday. BTJ had offered all those previously booked in for individual tours or family tours the option of a Zoom call, but uptake was small compared to numbers that an open morning would usually attract. Governors considered whether there were any additional actions that could be taken to encourage admissions. There were no immediate suggestions in the current circumstances and governors would return to the subject if necessary, in the new year.</p>	
12	<p>ANNUAL SAFEGUARDING REPORT</p> <p>The Section 175 audit report that is statutory requirement. As Safeguarding Governor, DS go through this with BTJ in some detail over Zoom. This year he was unable to view the single central register because of Covid restrictions. However, a recent external Safeguarding Review had concluded that Kingham Primary’s was the “best single central register seen in long time.” The audit had flagged the issue of supervision of the DSL. It had been suggested that supervision could be provided through partnership schools and BTJ would approach the partnership in this regard. The annual safeguarding report was ratified and agreed for submission which BTJ would action the following day.</p>	BTJ

13	<p>LOOKED AFTER CHILDREN REPORT</p> <p>It was noted that LW had taken over as designated teacher for looked after children. BTJ reported that she had been very impressed with LW's worth ethic towards this work and Governors expressed their appreciation.</p> <p>Governors considered the report LW had completed which highlighted the challenge of having meetings with external bodies during teaching time. It was difficult to manage time as the role changed on a daily basis, depending on the needs of the children and if an incident arose. A change of circumstance for one child had had a significant implication on workload. A request for money to be released from the Virtual School had been made.</p>	
14	<p>PUPIL PREMIUM REPORT AND STRATEGY</p> <p>The PP report had been circulated and published on the website. Kingham has 5 pupils eligible in the financial year 2020 to 2021 and was expecting to receive £13,760 of Pupil Premium funding. Details of planned spend were set out and included individual and small group support, teaching resources, access to activities and nutrition. LW was booked on a training course the following day focussing on effective use of pupil premium spending.</p>	
15	<p>HEALTH AND SAFETY</p> <p>The Health and Safety Audit was expected in January and, as previously mentioned, an HSE Covid inspection was due.</p>	
16	<p>HEADTEACHER APPRAISAL</p> <p><i>LW, HH and BTJ left the meeting at 7.25pm.</i></p> <p>The HT Performance Committee, comprising NS, JJ and DS had met with Matthew Ingalls to undertake the HT appraisal which evidenced that BTJ had met the objectives previously set. The Committee had reported into the Pay Committee accordingly.</p> <p>DS provided some additional feedback from the HT's review meeting and encouraged Governors to be as actively involved as possible in school improvement and monitoring. Governors expressed their willingness to do so even though current Covid restrictions had made this more difficult. Virtual monitoring visits were a possibility, but Governors were mindful of needing to strike a balance between being supportive and adding additional pressure when teaching staff were already stretched.</p>	
17	<p>PAY REVIEW</p> <p>DS updated Governors on the Pay Committee's meeting following the HT's appraisal and review of BTJ's objectives. The Committee had been content that BTJ's objectives had been fulfilled. The Committee's recommendations were agreed unanimously by the FGB.</p> <p><i>BTJ, LW and HH re-joined at 7.36pm.</i></p>	
18	<p>FINANCE</p> <p>The current projected deficit stood at £34,475. Period 7 budget monitoring had been completed and there were no material changes. The school had a small carry forward which was decreasing as it was being used to cover the overspend. Whilst this was in line with expectations it was not sustainable, and it was going to be harder to make savings year on year. Changes need to be made and key items of expenditure reviewed. The Board was aware that one of key roles of Governors was to deliver a balanced budget.</p> <p>Governors thanked HH for her ongoing work on reporting accounts. Another Finance Committee meeting would be scheduled in order to review Period 9 reporting for submission to OCC.</p>	

19	<p>PERFORMANCE AND STANDARDS</p> <p>This Committee had not met since the last FGB as there was no statutory data to discuss. Phonics screening would be reported to Committee before being submitted to OCC by mid-December. Committee would also receive a report on the use of Covid catch up premium in due course.</p>	
20	<p>PREMISES</p> <p>Energy Efficiency & Health Measures</p> <p>CH reported that she had been investigating updating the heating systems within the school together with improving the indoor air quality (IAQ) with heat recovery ventilation systems which would significantly improve IAQ and help to reduce heating bills. The school suffers from extensive mould, mildew and condensation issues, especially visible in the Year 5 classroom. Radon Gas and excessive CO2 levels are also a concern. Opening windows lets heat and increases already expensive oil bills. CH had visited the school with an engineer on 27th August 2020 for an initial heating and ventilation appraisal. The report will be posted on GovernorHub.</p> <p>There were significant cost implications and CH had been investigating funding options available:</p> <ol style="list-style-type: none"> 1. 10 Year School Rebuilding Program – CH had contacted Andy Rawlings at OCC but was yet to hear back from him. 2. Rural Communities Energy Fund (RCEF) – is aimed at providing grants for feasibility studies but does not cover capital costs. 3. Public Sector Decarbonisation Scheme – application process very time consuming and some of the deadlines may have already been missed. 4. Non-domestic Renewable Heat Incentive – CH had visited Kingham Hill School to look at their Biomass boiler scheme. The company they used did all the work without any capital costs. However, the RHI was due to stop in April 2021 so not sure if applying was still a possibility. Further investigation is required. <p>Radon Gas Results</p> <p>HH would chase the results of the Radon Gas test lab tests.</p> <p>EYFS – drainage issue</p> <p>The work on the French drain in the EYFS area was due to start on 23rd October but had not gone ahead because of insurance issues. CH has arranged to meet with another potential contractor, Jason Gillett, that Friday at 3.30pm to go over the details and obtain another quote.</p>	<p>CH</p> <p>CH</p> <p>HH</p> <p>CH</p>
21	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>21.1. Policy review schedule 21.2. Anti-bullying Policy 2020 21.3. Appraisal Policy for Teachers 21.4. Attendance Policy 2020 21.5. British Values 2020 21.6. Data Protection Policy 2020 21.7. Designated Teacher for LAC and PLAC 21.8. Dignity at work policy 21.9. Disposal and write off policy Nov 2020 21.10. Equality Policy 2020 21.11. Feedback Policy 21.12. Fire evacuation Plan Oct 2020 21.13. Fire safety and emergency plan Nov 2020 21.14. Health and Safety Policy Nov 2020 21.15. Internal Financial Procedures 2020 21.16. Lockdown Policy and Procedures 2020</p>	

	<p>21.17. Nut allergy awareness Policy 21.18. Pay policy for teachers Sept 2020 21.19. Procurement Card Policy Nov 2020 21.20. Road safety and pupil transport policy 21.21. Whistleblowing</p> <p>Governors had reviewed the policies available on GovernorHub prior to the meeting and all of those listed above were ratified subject to one minor amendment from NS which would be discussed with BTJ offline. Governors thanked BTJ for reviewing these and being ahead of schedule so no policies would need reviewing until Summer term.</p>	
22	<p>Correspondence None</p>	
23	<p>AOB None</p>	
24	<p>DATE AND ITEMS FOR DISCUSSION AT NEXT MEETING 25 January 2021.</p> <p>It was noted that Governors were planning an informal meeting with the new HT prior to the FGB meeting. Once again, Governors thanked BTJ for all her hard work and her valuable contribution.</p> <p>The meeting concluded at 7.57pm</p>	

Minutes produced by S Pritchett