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Kingham Primary School
The Green
Kingham
Oxford
OX7 6YD

**Full Governing Body Virtual Meeting
Held on Monday 25 January 2021 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) <i>(from 6.40pm)</i>
M Jones	- Associate Governor (MJ)
N Prockter	- Headteacher (NP)
D Salter	- Co-opted Governor (DS)
N Seward	- Co-opted Governor (NS) <i>(until 6.30pm)</i>
C Wheeler	- Co-opted Governor (CW)
L Woskett	- Staff Governor (LW)

ABSENT:

IN ATTENDANCE:

S Pritchett	- Clerk to Governors (SP)
H Hare	- School Business Manager (HH)

Item		Action
1	<p>1.1 WELCOME WC welcomed everyone to the virtual FGB meeting. The meeting started at 6.04pm with a round of introductions.</p> <p>1.2 APOLOGIES AND ABSENCES JJ had sent his apologies for lateness due to a power cut. NS informed the meeting that he would need to leave early to attend the Kingham Hill's Governing Board meeting.</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 Ventilation and heating to be considered under Item 13 - Premises.</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 16 November 2020 were agreed as an accurate record of the meeting. The Minutes would be signed electronically and passed on to NP in due course for the Governing Body file in the office.</p>	WC
5	<p>MATTERS ARISING FROM PREVIOUS MINUTES It was noted with appreciation that a new HT report format was in place, which would be revised and reviewed in light of strategic priorities once clarified.</p>	

	<p>NS had an outstanding action to circulate the HT report template in use at Kingham Hill. He would provide the HT report format as soon as possible.</p> <p>WC had already had a number of virtual meetings with NP on a weekly basis, but it was envisaged this would take place every 3 weeks in future.</p> <p>The Annual Report had been published and distributed.</p> <p>DS had an outstanding action to arrange a meeting with Becky about improving outcomes for disadvantaged and vulnerable. Learners. DS would make contact with Beccy Adams to arrange a meeting along with LW and NP.</p>	<p>NS</p> <p>DS</p>
6	<p>GOVERNING BODY ADMINISTRATION</p> <p>6.1. Governor areas of monitoring Governors would consider how best to monitor remote learning under Item 9.</p> <p>6.2. Training needs and opportunities MJ had completed induction training. Governors were reminded that Kingham bought into the OCC training package and there was no additional cost to the school for training undertaken. Governors were encouraged to make use of this resource.</p> <p>6.3. Governing Board review In October 2019, an external Governance Review had been commissioned by the Board and supported by Rachel Caseby from OCC. The school had been offered a catch-up meeting with Tim Brock, OCC Lead Officer Governance. Tim had also been invited to attend the March FGB meeting.</p>	
7	<p>STRATEGIC PLANNING</p> <p>WC took Governors through a PowerPoint presentation on initial work to develop strategic objectives for Kingham Primary. The slides were included in the agenda pack for the meeting. The presentation commenced with showing what was considered to be Kingham's competitive set – schools within a ten-kilometre radius against which Kingham chose to compare itself.</p> <p>The catchment area was also depicted although Kingham often drew pupils beyond that catchment. When parents were researching potential schools, they often referred to the government website, school's website, OFSTED results and SATS results. A number of schools in the set had had been rated outstanding including Bledington. Kingham was last inspected in 2010 and also rated as outstanding although no assumptions should be made about the outcome of a future inspection.</p> <p>Discussion turned to thoughts around the long-term strategic direction including the school's purpose, vision, mission and values. Potential measures against which to gauge success included:</p> <ul style="list-style-type: none"> • Our school is recognised for excellence • Parents recommend the school to others • Results rank first amongst the competitive set • All available places are filled • Operating within budget • Maximising efficient use of funding • Investing in continuous improvement 	

	<p>A SWOT analysis identified possible strengths, weaknesses, opportunities and threats at this point in time as well as potential strategic priorities around Communication, People, Operations, Performance.</p> <p>The presentation called on Governors to “think big” when developing a long-term strategy to ensure sustainability. This might include alternative organisational structures or fundraising vehicles.</p> <p>Next steps were suggested as being to</p> <ul style="list-style-type: none"> • Agree strategic objectives • Identify specific projects • Determine key performance indicators <p><i>NS departed the meeting at 6.30pm.</i></p> <p>Immediate priorities were identified as:</p> <ul style="list-style-type: none"> • Inspection ready • Staffing structure • Curriculum delivery • Financial stability • Premises improvement • Positive communications • Community engagement <p>In terms of financial stability, Kingham had a £127,000 carry forward on record but the P&L outlook forecast a deficit in 3 years’ time with reserves exhausted if corrective action was not taken. The premises were expensive in terms of heating and maintenance and any remedial work needed a well thought out plan behind it. The lifeblood of the school was attracting new pupils and ensuring every available school place was taken.</p> <p>Governors were very supportive and enthusiastic about progressing the work on strategic planning. In the first instance, all members of the board would meet virtually to assign areas of responsibility and then smaller sub-groups would take responsibility for progressing particular aspects.</p> <p><i>JJ joined then meeting from 6.40pm</i></p> <p>A Governor drew the meeting’s attention to previous work on identifying 12 school values to support children’s education. At board level, the focus was on identifying what makes Kingham distinctive and further consideration would need to be given to the relationship between these values and the schools direction and ambition.</p>	
<p>8</p>	<p>HEADTEACHERS REPORT</p> <p>NP took Governors through a PowerPoint presentation in addition to the HT report circulated with the agenda pack. A copy of the presentation was uploaded to GovernorHub after the meeting.</p> <p>The presentation set out the new HT’s thoughts on future challenges which included</p> <p>1) The Curriculum, which might need tweaking</p> <ul style="list-style-type: none"> • Curriculum should be magical, fun, exciting, challenging and ambitious for all • Joined up, progressive and builds on what has gone on before. Clearly sequenced from beginning to end with implementation and impact clearly considered • Develop thinking skills, values and behaviour • Global citizenship • Music, sport and art 	

	<ul style="list-style-type: none"> • Importance of core skills • Importance of practice deep practice rather than mastery practice <p>2) 'Bouncing back'</p> <ul style="list-style-type: none"> • Reading, writing, speaking and arithmetic • Assessment • Well-being <p>3) Staffing and staff structure</p> <ul style="list-style-type: none"> • Staffing should suit the needs of the school. Currently too fragmented • Need to look at the number of staff and structure to ensure staff deployment best suits needs of children e.g. in terms of leadership, TAs, premises, admin <p>4) Budget and Premises</p> <ul style="list-style-type: none"> • Balanced budget • Wise, long term planning • As a learning environment, facilities should constantly look amazing <p>5) Schools vision</p> <ul style="list-style-type: none"> • With a new head and OFSTED looming this a good time to revisit vision • School vision must be owned by the staff (as well as other stakeholders and lived and breathed by staff to ensure common purpose, unity, consistency and ultimately higher outcomes <p>6) "Ofsted- ready" school priorities</p> <ul style="list-style-type: none"> • Curriculum • Assessment – need some internal data • Premises. Governors suggested encouraging "hands on" parental assistance with premises improvement, perhaps with a weekend working party followed by a BBQ. YB and CW also expressed their willingness to help. • Finance <p>The presentation also covered the online learning programme via Google classroom for Y1 to Y6 and SeeSaw for EYFS with an example of the timetable provided. Parental feedback on the remote learning programme was overwhelming positive, but examples of "could be better if" suggestions were also included. Governors welcomed this fair and balanced reporting on the feedback and supported such a measured approach going forward.</p> <p>In terms of Performance and Standards, Governors were updated that the EYFS Profile would not be mandatory this year. Schools would instead be asked to use their "best endeavours" to carry out the assessment. For KS1 and KS2 assessments the national curriculum assessments due to be held in summer 2021, including tests, teacher assessments and the phonics screening check, have been cancelled. NP was still keen to undertake some form of rapid assessment when schools reopened to all students in order to have internal data to hand.</p> <p>The presentation concluded with suggestions around the content of future HT reports. This would be subject to further discussion once the overall strategy had been clarified. All Governors to contact WC with their thought on what they would like to see included. Governors thanked NP for his excellent inaugural report and the brilliant work done to date.</p>	ALL
9	<p>REMOTE LEARNING PROVISION</p> <p>On the whole, comments from parents on remote learning had been very positive. Parents reported that students were engaged and motivated in process and being given the correct level of work. Governors echoed the very encouraging feedback from parents indicating that the</p>	

	<p>remote learning was “everything they hoped it would be.” Governors were of the view that provision compared favourably with the offer from neighbouring schools. Governors congratulated the staff team on their excellent work and were delighted that the new HT had engaged parents so well and so soon after taking up post.</p> <p>Changes made to the remote learning in response to feedback included:</p> <ul style="list-style-type: none"> • More flexibility particularly for early years • Lessons at regular times each day/week • Less live lessons with younger students • Additional “social time” Zooms in Reception • Challenges in Maths in Y2 • Some screen free afternoons • Catch ups with parents arranged • Materials/timetable provided well in advance <p>In response to a Governors question, NP indicated that about 25% of the school’s cohort were in school during lockdown. Many schools in Oxfordshire were seeing an even higher level of take up of places for children of key workers with upwards of 30% of the cohort on site during lockdown. Currently, Kingham was offering places to families where one or more parents were key workers in line with government guidance.</p> <p>It was noted that Kingham was compliant with the government requirement to post remote learning offer on the school website. A register was taken every day to monitor “attendance” and engagement. There were two families who were not engaging regularly with the remote learning and DS offered his assistance to signposting families to support on offer through the church if that would be appropriate.</p> <p>Discussion turned to how Governors could monitor remote learning effectively. Parent surveys, pupils voice, examination of the remote learning timetable, parent Governor reviews of lesson delivery and quantitative metrics would be valuable.</p> <p>Governors enquired how teachers were finding the provision of the online learning. Some teachers felt exhausted but had found their feet after the first couple of weeks. Teachers were making good use of technology for example the use of ‘voice marking’ and sharing good practice with each other. Children had adapted and were responding quickly still wanting to do their best and share what they had completed. Governors expressed their heartfelt appreciation for all the effort staff were putting in to deliver lessons and support students in their remote learning.</p>	
<p>10</p>	<p>HEALTH AND SAFETY RA reported that he had undertaken health and safety training through OCC. The next audit was scheduled for June 2021 and RA would conduct his assessment in advance of audit.</p>	<p>RA</p>
<p>11</p>	<p>FINANCE The Finance Committee had considered P9 budget actuals submitted by HH. Having started the year with a bring-forward of almost £128k, it appeared as if the carry-forward would be about £130-140k. Looking further forward, the forecasts suggest the carry-forward would shrink over the next few years. The board might wish to consider using the money in hand to make prudent changes that will improve our financial situation for the longer term.</p> <p>In line with previous P8 budget monitoring, it appeared the running deficit would go down to £26,000 due to furlough payments and other exceptional circumstances. The Committee was working towards to breaking even in future years and thanked HH for making every effort to control costs. It was noted that HH had also completed the school’s financial values standards</p>	<p>ALL, CW</p>

