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Kingham Primary School
The Green
Kingham
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OX7 6YD

**Full Governing Body Virtual Meeting
Held on Monday 15 March 2021 at 6pm**

PRESENT:

W Cooper	- Chair/Parent Governor (WC)
R Alden	- Parent Governor (RA)
C Hunt	- Associate Member (CH)
J Joiner	- Local Authority Governor (JJ)
M Jones	- Associate Member (MJ)
N Prockter	- Headteacher (NP)
D Salter	- Co-opted Governor (DS)
N Seward	- Co-opted Governor (NS))
C Wheeler	- Co-opted Governor (CW)
L Woskett	- Staff Governor (LW)

APOLOGIES:

Y Birnie	- Co-opted Governor (YB)
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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 6pm.</p> <p>1.2 APOLOGIES AND ABSENCES R Alden, had given his apologies for lateness.</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 Performance and Standards Committee meetings</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 25 January 2021 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</p> <ul style="list-style-type: none"> • Item 5. DS would be arranging a meeting with LW, BA and NP re SEND. • Item 11. The School Financial Values Standard annual return had been circulated and agreed shortly after the meeting. Thanks to HH for all her hard work on this. • Tim Brock from OCC had been invited to the FGB meeting but was not in attendance. 	

6	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1. Governor areas of monitoring This would be discussed under Item 8 HT report.</p> <p>6.2. Training needs and opportunities DS signalled his intention to undertake the training on offer for SEND Governors. WC had attended the OCC Chair of Governors' briefing which had highlighted the importance of being able to account for effective use of the Covid catchup funding. This was likely to be an inspection interest in any forthcoming OFSTED inspection. Any Governors who had not yet undertaken the OCC induction course were encouraged to do so.</p> <p>6.3. Governing Board review Nothing to add</p>	DS
7	<p>STRATEGIC PLANNING</p> <p>The chair of the FGB and the headteacher had met to discuss strategic planning. The immediate priority was recovery after lockdown and this term the focus would be on core business. Longer term ambitions were a work in progress but the FGB was satisfied that Kingham had strong leadership in place with a strong Governing Body charting the strategic direction. Stakeholders would have an input into the 1-year School Development Plan and 3-year Strategic Plan. NP was aiming to have both of these in place by September 2021.</p>	
8	<p>HEADTEACHERS REPORT</p> <p>NP gave a short PowerPoint presentation to accompany his HT report.</p> <p>Premises Committee had begun work on a property strategy and a longer-term plan for facilities. In the short term, routine grounds maintenance and minor remedial work would proceed whilst the school considered more ambitious undertakings.</p> <p>Reopening School had fully reopened one week previously and there had been 100% attendance on the first day back. Robust assessment processes were in place and some children appeared to have benefitted during lockdown and others less so. Governors enquired as to whether children on the SEND register had been more impacted by lockdown. NP indicated that the outcome of assessments would give an indication but these would only be available in a few weeks.</p> <p>Assessment processes in place Online assessment was being undertaken to analyse gaps in English and Maths. Rising Stars from Hodder Education, Puma and Pira were well recognised and widely used which enabled benchmarking against other settings. Teachers would be adapting their planning to address gaps and focus on areas of weakness. At this point, it was not anticipated that summer school would be required.</p> <p>Catch up funding – phasing, magnitude Covid catch up funding had been used for some students to access Third Space Learning maths interventions under the national tutoring programme. School was looking into purchasing intervention packages to address identified areas of weakness that emerge in the gap analysis. Support staff were being deployed to deliver 1:1 catch up interventions.</p> <p>Strategic Plan – 5 key priorities</p> <ol style="list-style-type: none"> 1. Bouncing Back 2. Efficient use of resources 3. Curriculum 4. School vision 5. Governing Body fully involved in School Evaluation and Improvement Cycle 	

	<p>Governors discussed the importance of clarifying the curriculum intent and how the website content would be updated to reflect this. Governors were mindful of inspection readiness even though OFSTED had slowed their work programme down during the pandemic. If OFSTED were to undertake an inspection in the immediate future, this would be done remotely.</p> <p>Governors recognised their role in terms of making key decisions about the strategic direction of school financial management and holding senior leaders to account. With this in mind, it was agreed that each Governors would meet with subject leaders and undertake virtual monitoring visits over Zoom within the following 3 weeks as follows:</p> <p>English Subject Lead - WC Maths Subject Lead - CW Science Subject Lead - CH Computing Subject Lead - MJ SendCo - DS EYFS Phase Leader - YB PE Subject Lead - NS Humanities Subject Lead - JJ Art and Design Subject Lead - WC Music Subject Lead – RA</p> <p>It was anticipated each Zoom meeting would take approximately 40 minutes and then Governors would submit a short report using the proforma provided. Sample questions had also been circulated as an aide memoir. Follow up could be via email or Zoom. The office would liaise with Governors about suitable dates.</p> <p>Governors who had joined the board since the onset of the pandemic had yet to visit the school site because of Covid restrictions and requested a site visit be arranged for JJ, CW and MJ.</p>	<p>ALL Office</p> <p>NP</p>
<p>9</p>	<p>SCHOOL REOPENING FOR ALL CHILDREN</p> <p>Staff were really glad to be back in school and it was wonderful to hear children chatting, laughing and enjoying the social interaction which they had missed during lockdown. Covid restrictions such as staggered starts, staggered lunch breaks and enhanced cleaning were much the same as before Christmas. Staff Governors expressed their appreciation for the provision of a lunchtime cleaner to clean down classroom tables after the children have eaten their lunch to enable teachers to have a break. It was hoped to be able to reduce playtime bubbles after Easter.</p> <p>Governors asked after children’s wellbeing/mental health and how this had been affected by the pandemic. School was ensuring a good balance of the core subjects with art, play and PSHE. Further consideration would be given to a wellbeing assessment process and plan.</p> <p>Discussion turned to staff wellbeing with teachers having fewer breaks and reduced contact with each other. Governors were reassured that teachers were still interacting and a face-to-face meeting had been held in the outdoor classroom the previous week. However, teachers might well be missing out on corridor conversations and it was important to keep a watch on staff wellbeing.</p>	<p>NP</p>
<p>10</p>	<p>HEALTH AND SAFETY</p> <p>The H&S Audit was due in June 2021. RA had completed H&S training and would be involved in the audit next term.</p>	
<p>11</p>	<p>PERFORMANCE AND STANDARDS</p> <p>Governors considered the Committee’s remit and the inclusion of curriculum development. Little performance data had been collected during the pandemic and it was agreed Committee would next meet end of April /beginning of May and NP would canvas for dates. Committee membership was extended to include MJ.</p>	<p>NP</p>

12	<p>FINANCE</p> <p>HH had circulated budget monitoring report for period 11. The deficit continues to drift down slightly. A significant swing was expected for period 12 and a positive carry forward would be produced. There had been some financial upside over the last 12 months with spend on utilities reduced. It was expected that by the end of the year the school would be around break even. HH had already begun budget preparation and will have stipulated fixed costs by the time of the next Finance Committee meeting on 30 March. Governors thanked HH for her work on keeping costs down and preparing for the budgetary process.</p>	
13	<p>STAFFING</p> <p><i>Confidential Item – Please see Part 2 Minutes</i></p>	
14	<p>PREMISES</p> <p>The Minutes of the recent Premises Committee meeting were available on GovernorHub. Drainage work had been completed in half term by Gillets. Governors were delighted with the improvements that had been made to premises in preparation for opening.</p> <p>WC had presented a sketch of a potential reconfiguration of classrooms to provide larger working areas in some classrooms. Discussion points had included: potential costs, planning permission issues, commissioning an architect to look at feasibility.</p> <p>NP had circulated a planned works spreadsheet that ranked the jobs that need to be completed. Around £250k of work that would be completed over the next 3 years and a further £190k (approx.) that would be completed over the next 5 years. At present the priority would be essential maintenance and health and safety. Larger works would be delayed until an overall spending plan had been agreed with Governors.</p> <p>Premises Committee would meet again in the Easter holidays.</p>	
15	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>15.1RSE. Governors discussed the new RSE policy. Parents had sight of the new policy and been given an opportunity to ask questions. NP reiterated that this was now a statutory requirement and primarily about relationships. NP had given assurance that content would be age appropriate and Governor commended the HT on how well he had responded to parental queries. The policy was duly ratified.</p>	
16	<p>Correspondence</p> <p>None</p>	
17	<p>AOB</p> <p>Thank you to NP for all his hard work.</p>	
18	<p>DATE AND ITEMS FOR DISCUSSION AT NEXT MEETING</p> <p>26 April 2021.</p> <p>The meeting concluded at 8.04pm</p>	

Minutes produced by S Pritchett