



**Full Governing Body Virtual Meeting
Held on Monday 5 July 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) (<i>until 7.15pm</i>)
J Joiner	- Local Authority Governor (JJ)
M Jones	- Associate Governor (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:

None

IN ATTENDANCE:

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

Item		Action
1	<p>1.1 WELCOME WC welcomed Governors to the virtual meeting.</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>DECLARATION OF ANY OTHER BUSINESS Correspondence had been received and would be considered under item 7. EYFS external review had been completed which will be dealt with under item 8.</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>APPROVAL OF MINUTES OF THE LAST MEETINGS 26 APRIL AND 17 MAY 2021 The Minutes of the meetings of 26 April 2021 and 17 May 2021 were agreed as an accurate record. The Minutes would be signed by the Chair 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 CH had received her DBS check.</p>	

<p>6.</p>	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1 Governor areas of monitoring The previous allocation of responsibilities would be retained and all Governors committed to set up monitoring visits in school in the new academic year.</p> <p>6.2 Training needs and opportunities There was a SEND Briefing on Thursday 8th July 4-5pm which DS hoped to attend. JJ and DS had signed up for HT appraisal training.</p> <p>6.3 Governing Board Review WC, RA and NP had met the previous week to consider outstanding actions from the External Governance Review report. RA had circulated a short progress report, grouping findings under the key themes of Strategic Leadership, Accountability for Education Standards & Financial Performance, People & Structures and Compliance & Evaluation. The report was available on GovernorHub. The review had addressed issues pertinent at a particular point in time. Most recommendations had been implemented and some had been overtaken by events. The few remaining actions would be discussed later in this meeting. Governors thanked RA for his report which effectively closed out work on the review. Governors considered that it might be appropriate to have another external review several years from now, but regular self-evaluation would be embedded into the school improvement cycle.</p> <p>6.4 Succession planning WC reminded Governors that whilst he was willing to serve as Chair at this current time, a robust succession plan would provide resilience. The FGB would need to reappoint a chairperson in September and any Governors interested in the position, to please identify themselves to MJ or WC by the end of term. MJ and WC would work on putting a succession planning process in place.</p> <p>6.5 Annual report It was the Board's custom to produce an Annual Report, which WC had previously compiled on behalf of the Governors. This was not a statutory requirement, but the board considered it an important part of Governors' reporting cycle. It served as a good communication tool that allowed parents insight into what Governors had been working on and might prove useful for future Governor recruitment as well. With a view to best achieving the intended impact amongst the target audience, paper copies would be made available as well as a PDF on the website and circulated via ParentMail. The 2021 edition will provide an opportunity to communicate the school's successful HT appointment process, cover the staff restructuring and bid a warm farewell to staff leaving. Any and all contributions were welcome as soon as possible. CH offered to assist with an update on premises. WC would be working on it over the summer holidays. It was hoped that Annual Report would be ready distribution in September.</p>	<p>ALL</p> <p>ALL MJ, WC</p> <p>ALL</p>
<p>7.</p>	<p>STRATEGIC PLANNING</p> <p>7.1 Vision, mission, values The Headteacher had met with a group of governors and staff earlier that afternoon to consider the school's vision, mission and values. The meeting had been very well attended and thanks were extended to all those who had participated.</p>	

	<p>Vision, mission and values were central to orientating every aspect of school life and there were lively discussions about what Kingham Primary's purpose might be. MJ had been unable to attend and would receive a pack from NP and feedback her thoughts online.</p> <p>NP would soon be reviewing the output from the meeting and hoped that key words and common themes would materialise. It was agreed that would NP collate what had been generated and ascertain if further input was needed from staff before the end of the school year. A sub-group comprising NP, EJ, WC, RA would work together to draft wording for the vision, mission and values and circulate to Governors by email for comment in due course.</p>	<p>NP, MJ</p> <p>NP</p> <p>NP, EJ, WC, RA</p>
<p>13</p>	<p>Item 13 PREMISES was brought forward as CH had to leave early.</p> <p>13.1 Development opportunities Various options for reconfiguring classrooms had been considered at the recent Premises Committee meeting. Reconfiguration aimed to provide larger working areas and the addition of break-out rooms for SEND, parent or social worker meetings. There were some challenges around a possible planning application but good arguments to be made around the needs of school. The committee agreed to request a quote for completing artistic impressions of what the extensions could look like together with an indicative plan on how the two blocks and area that would span them, could be reconfigured. If the quote was acceptable and the work commissioned, then, once completed the next step would be a discussion with the Local Authority.</p> <p>13.2 Maintenance and renovation priorities Different building contractors had attended the premises to look at the various jobs that had been identified on the 'Planned Works' list. NP had listed top priorities from the 'Planned Works' spreadsheet which Premises Committee had approved as well as the funding amount put before Finance Committee (FC). Around 40k (of the 250k estimate of the works to be completed in next five years) would be needed for these urgent items. NP to progress work in confines of delegated authority.</p> <p>13.3 Early years outside area Work on the EYFS playground had commenced but due to material shortages the play equipment might only be installed just before the beginning of term.</p> <p>13.4 PE and sport premium project £18,000 had been earmarked for the daily mile all-weather track.</p> <p>Corylus, an environmental consultancy and had previously successfully applied for substantial funding to improve the energy efficiency and heating systems of a school in Gloucestershire. One of their consultants had visited school with engineers in half term and CH would be following up.</p> <p>HH reported that digging commenced the following day for installation of the broadband fibre connection.</p>	<p>NP</p>

	<p>A competition for the layout for the gardening area and attracted some amazing designs with a plan based on the school logo having emerged the winner. Any trees being felled in the wooded area to make space for the all-weather track could be used for benches. RA offered to provide some surplus tree stumps he had for use as benches.</p>	RA
8.	<p>HEADTEADCHER'S REPORT</p> <p>NP had circulated his HT report with the papers for the meeting via GovernorHub and invited Governor questions. NP also gave a short PowerPoint presentation to accompany his report which included Governor training on the school improvement cycle.</p> <p>An EYFS Light Touch Review had been conducted by Sally Hughes (SH) Ofsted Inspector / Early Years Consultant. She had previously visited the school four years ago. SH spent 4 hours in nursery and reception to observe the quality of teaching and looked at the impact teaching had on children's learning. She examined some samples of children's developmental records and work during 2020/21 and reviewed tracking of data and data analysis.</p> <p>Headlines from the EYFS review identified strengths as:</p> <ul style="list-style-type: none"> • Strong and passionate leadership of EYFS. Head EYFS relentless in her drive for continuous improvement • All staff in EYFS share the vision of the Head EYFS and Headteacher, to ensure that all children achieve their best • Teaching is excellent, interactions are highly effective as staff encourage children to think creatively and deeply • The environments, both indoors and out, provide an abundance of exciting and highly creative opportunities • Behaviour is excellent - this is because of the high levels of engagement in the stimulating learning environments. • Provision has been strengthened through a successful merger between the onsite pre-school and the school four years ago. • Curriculum is ambitious and extremely well planned • Children achieve consistently well by the end of reception class • Everyone including children and staff all share a celebration and love of learning. Children and staff are proud of their school • Quality of provision and practice in the early years at Kingham is Outstanding <p>Recommendations touched on opportunities to</p> <ul style="list-style-type: none"> • Further enhance and celebrate writing within nursery and reception classes • Further enhance reading in reception class • Analyse end of foundation stage data for the children who attend the school nursery and for those who do not • More teaching about feelings and emotions <p>Governors welcomed this external validation.</p> <p>In response to a question, NP explained that the EYFS Light Touch Review had been commissioned by OCC and the Local Authority had not offered similar reviews for KS1 and KS2 at this time. NP would welcome reviews for KS1 and KS2 should they be available a few months from now.</p>	

Discussion turned to facilities upgrades and NP detailed £112,000 investment in facilities using a combination of school funds, community and KPSA funding. A mock-up of the EYFS play-ground works was shared. It was noted that iPads funded by the KPSA had arrived.

NP led Governors through the school improvement cycle starting with the School Development Plan which originates from long term vision and aims. The SDP sets out the main measures to be taken to raise standards, the resources dedicated to these, the people responsible and the key outcomes and targets it intends to achieve.

The needs of the school would be determined by:

- Schools long term vision and aims
- Key issues from monitoring that has taken place by the school and by governors
- General issues from appraisals
- Patterns/issues arising from internal school data and national school data
- Stakeholder views and opinions
- Issues highlighted from external visits (e.g. OCC/Ofsted)
- National and local initiatives

In terms of School Monitoring

- An annual timetable is produced outlining all the planned monitoring and evaluation
- The areas monitored include book scrutiny, lesson observations, learning walks, environment monitoring, pupil and parent surveys
- Pupil progress meetings
- Data analysis

Performance Management and CPD were considered in light of the SDP

- Staff appraisals focus on needs identified in the School Development Plan, staff are set targets based on the students they work with and their other responsibilities
- Training needs are identified in the SDP and training is provided either through identified courses or staff meetings as appropriate

The School Self Evaluation Form (SEF) is a self-evaluation summary of the quality of education in the school based on the 5 sections in the Ofsted framework:

- overall effectiveness
- quality of education
- behaviour and attitudes
- personal development
- leadership and management

The SEF should be discussed at least once a year in committee and/or at the FGB meeting and Governors thought Term one would be a good time to look at this in the new academic year.

The Governor role in the School Improvement Cycle was underscored.

- Governors are expected to provide a balance of challenge and support to leaders, and to understand the strengths, as well as the areas needing improvement at the school.
- Governors will visit classrooms annually, meet subject leaders to gather information to be able to evaluate strategic improvement as well as asking questions and ensuring reports focus on strategic improvement at Full GB meetings.

	<p>The External Governance Review had highlighted the need for Governors to understand their role in the school improvement cycle and Governors thanked NP for his informative overview. Governors were delighted to see priorities for September had already been identified in July and welcomed the opportunity for real reset September 2021.</p> <p><i>CH left at 7.15pm</i></p>	
9.	<p>STAFFING</p> <p>9.1 Staffing structure</p> <p>As governors were aware, Emma Jenkinson had been successful in her application for Deputy Headteacher and will commence this new role in September 2021.</p> <p>Two members of teaching staff depart this year - Ms Kami Smith (Assistant Head and Year 6 teacher) and Mrs Elizabeth Mahoney (Year 3 Teacher). Two new teachers join the teaching team (replacing Kami and Liz). Lucy Hargreaves is an experienced teacher, who recently relocated from Southwest London to Oxfordshire. Lucy worked with Kingham briefly when a teacher was required to shield for four weeks earlier this year, Lauren Prince-Wright is an Early Career Teacher (ECT) who has just finished her teacher-training year at an 'Outstanding' Teaching School in Oxfordshire.</p> <p>Four part-time Teaching Assistants had resigned since January, and none were being replaced. Teaching Assistant JDs had been amended (through the restructure) to now include lunchtime supervision. The two administrative assistants will work reduced hours from September. Kingham was recruiting an additional member of support staff to work one-to-one with a new child joining the Reception class in September.</p> <p>NP was confident that the restructuring had delivered a stronger and more efficient staff structure and believed the new DHT role was going to make a significant difference. Substantial restructuring costs had been avoided. There was still a disproportionate number of 1:1 TAs but these were attached to children with an EHCP.</p> <p>Governors asked after staff morale following the restructure. It had been a hard term, but staff were looking forward to things picking up in September.</p> <p>9.2 Headteacher appraisal</p> <p>Maintained schools are required to appoint an external advisor for the appraisal of the Headteacher. Governors considered approaching Sally Hughes the consultant who had undertaken the EYFS review. NP would pass her contact details to WC would approach her. It was agreed that those Governors attending the HT appraisal training would sit on the HT Performance Management Committee. HT Appraisal was a Governing Board responsibility but with her HR background, MJ agreed to take the lead on procedural aspects.</p>	<p>NP, WC</p> <p>MJ</p>
15.	<p>Item 15 CORRESPONDENCE was brought forward</p> <p>Governors considered correspondence received from Bourton-on-the-Water Primary Academy. A discussion about Kingham's approach to academisation followed. There was due diligence to be undertaken and potential synergies to consider. It was agreed that WC would respond to the letter to the effect that academisation was something Kingham was considering but the school was not in a position to respond substantively at this time.</p>	<p>WC</p>

	The FGB would also form an academisation sub-group and commence dialogue with other FGBs in the locality.	WC
10.	HEALTH AND SAFETY RA had completed a walk round with HH on 26th May and there were no major issues to report. The H&S audit had booked for June but had been put back to July.	
11.	FINANCE The Minutes of the recent Finance Committee Minutes had been circulated. P3 reported monitoring reported a marginal improvement on P2 with a forecast deficit nearer £59,000. The Budget would be refiled in September. The FGB formally endorsed the recommendation of the Finance Committee that £122,000 of expenditure be ringfenced for facilities upgrades which included up to £40,000 permitted expenditure for refurbishment. Premises Committee was delegated the authority to progress with facilities upgrades and NP and HH delegated authority to oversee the work operationally.	
12.	PERFORMANCE, CURRICULUM and STANDARDS Scheduled for 3.30pm Tuesday 13 th July over Zoom.	
13.	PREMISES Covered earlier in the meeting.	
14.	POLICIES FOR REVIEW AND RATIFICATION None	
15.	CORRESPONDENCE Covered earlier in the meeting.	
16.	AOB	
17.	DATE OF FUTURE MEETINGS 20 September 2021 15 November 2021 31 January 2022 14 March 2022 25 April 2022 4 July 2022 It was agreed that the next meeting would be face-to-face at the school unless Covid restrictions mandated otherwise.	

Meeting closed - 8.03pm

Minutes produced by Sheilah Pritchett 11 July 2021