



**Full Governing Body Meeting
Held on Monday 20 September 2021 at 6pm at the school**

PRESENT:

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|------------|---------------------------------|
| 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) |
| M Jones | - Associate Member (MJ) |
| N Prockter | - Headteacher (NP) |
| N Seward | - Co-opted Governor (NS) |
| L Smith | - Staff Governor (LS) |

APOLOGIES:

- | | |
|-----------|--------------------------|
| D Salter | - Co-opted Governor (DS) |
| C Wheeler | - Co-opted Governor (CW) |

IN ATTENDANCE:

- | | |
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| S Pritchett | - Clerk to Governors (SP) |
| H Hare | - School Business Manager (HH) (until 7.40pm) |

Item		Action
1	<p>1.1 WELCOME WC welcomed Governors and thanked everyone for attending the meeting. The meeting started at 6.05pm.</p> <p>1.2 APOLOGIES AND ABSENCES Apologies were received and accepted from CW and DS.</p> <p>1.3 QUORUM The meeting was quorate with quorum being 5 of the 9 full Governors in post.</p>	
2	<p>DECLARATION OF ANY OTHER BUSINESS L Woskett had married and changed her surname to Smith.</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>ELECTION OF CHAIR AND VICE CHAIR NP nominated, RA seconded and WC was elected unanimously as Chair of the FGB for the 2021/22 academic year. Governors considered the working of the Board under WC's leadership to be very effective and underscored the immense value he brought to the role. WC indicated his willingness to serve another term, but reiterated the importance of succession planning to ensure a smooth leadership transition in future. A discussion followed about the amount of time chairing the FGB required and Governors reflected on their available capacity given other commitments. The name of one potentially interested party was put forward for a leadership role on the FGB and WC agreed to</p>	

	<p>NP confirmed that the Board was compliant but DBS checks for DS and NS should be updated.</p> <p>7.9 Confirm Whistleblowing procedures and appoint a Whistleblowing Governor The FGB ratified and adopted the OCC model whistleblowing policy. DS was confirmed as whistleblowing Governor.</p> <p>7.10 Governance Health Check WC reported that the updated spreadsheet was available on GovernorHub and reflected the moving average of responses received. It was pointed out that the RAG (red, amber, green) rated indicators had gone from mainly green in the past to mostly amber and Governors considered possible reasons for this. Some Governors did not feel confident in answering the questions because they had spent limited time in school during the COVID pandemic. The respondents were also different from last time and the new composition of the board might be using different baseline. All Governors were encouraged to complete their responses asap and WC would prompt those who had not yet responded.</p>	ALL WC
8.	<p>STRATEGIC PLANNING</p> <p>8.1 Vision, mission, values A lot of work had gone into drafting, consulting on and finalising the vision, mission and values over the summer. The agreed wording had been circulated with the papers for the meeting and Governing Board ratified and adopted Kingham Primary's vision, mission and values. These would be held as a "north star" guiding the school going forward. Governors enquired as to the HT's assessment of how the school's performance compared to the vision cast and NP would talk to the SEF (School Self Evaluation Form) under item 10. The school's reputation was very good but NP was aiming for exceptional.</p>	
9.	<p>ANNUAL REPORT A draft of the annual report had been circulated with the meeting papers and the most up to date version, version 6, was available on GovernorHub. Governors congratulated WC on the draft commenting that the report was well written, well-pitched and strikes a note of ambition while guarding against complacency. HH and CW were comfortable with the financial information provided. The ambition was to publish as soon as possible and Governors agreed to read the latest version and pass any final comments to WC by the end of the week.</p>	ALL
10.	<p>HEADTEADCHER'S REPORT including SEF and School Development Plan (SDP) NP had circulated his HT report and the SDP with the papers for the meeting via GovernorHub and invited Governor questions. In response to a question, NP indicated that the SEF was a live document which changed daily. NP had retained most of his predecessor's self-assessment gradings but had reduced the length of the document by about 10 pages. Progress was broadly in line with national average and Quality of Education was good. Behaviour and attitude was deemed to be out-standing. NP considered Leadership and Management to also be outstanding but was aware that OFSTED inspectors might not concur if the Quality of Education was not yet considered outstanding.</p> <p>Discussion turned to the SDP which set out the 5 key priorities which had been discussed in some detail. Governors questioned whether the SDP was indeed a <u>Strategic</u> Development Plan as the plan was operational in nature. It was agreed to rather use the term "School Development Plan" in future. Governors endorsed the content and format of the SDP which was accessible and understandable.</p> <p>The outside area of EYFS had been renovated and was working well. Thanks to everyone who helped to make that happen.</p>	

	<p>Governors homed in on nursery numbers and the 25 vacancies reflected in the HT report. Historically, nursery numbers built term by term and were always at their lowest at this time of year when children have moved en masse from nursery to Reception. Of the 27 children in nursery, many were paying for additional hours and so the figures needed context and clarification. Numbers were going up even though this year many parents had held off nursery placements because of COVID. Governors were clear that nursery needed to be treated as a business operation and could not be subsidised by the rest of the school. Governors were keen to advertise the nursery to encourage take-up and WC offered to assist in the absence of a marketing manager at the school. Governors wished to receive reports on the numbers and resulting financials to ensure visibility.</p> <p>NP reported that Kingham was rigorously rebuilding the curriculum which, over time, would be clearly sequenced and utilise a new assessment and tracking system. The new Ofsted framework that came in 2 years ago focuses heavily on a school's written curriculum and how well it is thought out and implemented as well as its impact. Very little of the previous curriculum was written down and so this would take a year to put into place (term by term). It would then take a year to refine and ensure skills built on what had gone before and prepare for what came next and outcomes/end points were clearly thought through. Governors welcomed the useful example NP provided of plotting skills and objectives from the National Curriculum into each topic in Y5. This was being done for each year group and NP offered to share the work in progress at points during the year but emphasised that the finished product would only be in place at year end. Once complete, gaps might well be apparent which would need to be filled the following year. Governors considered this a vital piece in their understanding and were very appreciative of all the hard work being put in. Staff Governors underscored that all staff were actively engaged in the process and working well together.</p>	HH
11.	<p>HEALTH AND SAFETY</p> <p>The Health and Safety Audit had been successfully completed and would be considered in detail at Committee. NP updated the meeting on current COVID protocols. School was no longer operating bubbles and masks were not required. The relaxation of the rules was most welcome and it was lovely to welcome Governors and parents back into school. If cases rose to 10% this would trigger a change in procedures.</p>	
12.	<p>FINANCE</p> <p>The budget would need to be represented in light of staff restructuring. This was a work in progress and there was nothing to report at this time.</p>	
13.	<p>PERFORMANCE and STANDARDS</p> <p>Committee had met the previous week and discussed the curriculum intent, the SEF, SDP, writing, remedial measures and reviewed policies on behaviour management and safeguarding. Under AOB, Committee had considered a proposal for fundraising for a new technology classroom to be put to KPSA. NP's initial investigations suggested a budget of c£40K to include services and decking. He outlined the educational potential of the project, alongside its potential as a multi-function space that could be booked out for private sessions/meetings. Ideally, this project would start next summer. Committee was whole-heartedly behind the proposal which supported the raising performance and standards. Draft Minutes were available on the Hub and Governors were delighted with how well the Committee was working.</p> <p>NP circulated pictures of the potential "garden office" structure for consideration. There were 3 possible locations, which NP showed Governors. Clarity was being sought over whether or not this would be considered a permanent structure and whether planning permission would be required. Governors welcomed the idea of a technology room, perhaps incorporating science resources to form a STEM (science, technology, engineering and mathematics) suite. The Board supported the proposal in principle in light of its educational value so fundraising could commence. Premises Committee would review the proposal at the next meeting and Finance Committee would consider financial implications.</p>	Premises Finance

	<i>HH left the meeting at 7.40pm</i>	
14.	<p>PREMISES</p> <p>Governors enquired as to how the proposed technology suite sat with other previously identified Premises projects. NP indicated that the “garden office” was more attainable than some other options and could provide much of the space the school needs at a fraction of the cost. RA and NP would arrange to meet to discuss premises priorities.</p>	NP, RA
15.	<p>ACADEMISATION</p> <p>WC had responded to the enquiry from Bourton-on-the-Water Academy and had a discussion with the Chair of Bledington FGB. YB knew the Headteacher at Bledington and offered to facilitate contact. Academisation would be kept as a standing item on FGB agendas.</p>	YB
16.	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>16.1 Policy Review Schedule The Policy Review Schedule had been circulated with the papers for the meeting. Currently, the Board went through policies as they came up for review dates. Governors considered the vast number of policies on the list and questioned the necessity of Governor overview of some which were operational in nature. The priority was the statutory policies and ensuring Kingham remained compliant. NP, WC and JJ agreed to review the list and consider the best approach to policy review.</p> <p>16.2 Keeping Children Safe in Education 2021. All Governors were reminded of the requirement to confirm that they had read Part 1 of Keeping Children Safe in Education 2021. OCC had provided a document highlighting the changes which Governors should familiarise themselves with.</p> <p>16.3 Safeguarding. The updated Child Protection and Safeguarding Policy was ratified and adopted.</p> <p>16.4 Behaviour. Ratified. The Behaviour Management Policy was ratified and adopted.</p>	NP, WC and JJ
17.	<p>CORRESPONDENCE</p> <p>None</p>	
18.	AOB	
19.	<p>DATE OF FUTURE MEETINGS</p> <p>15 November 2021 31 January 2022 14 March 2022 25 April 2022 4 July 2022</p>	

Meeting closed 8.08pm

DRAFT