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Kingham Primary School
The Green
Kingham
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**Virtual Full Governing Body Meeting
Held on Monday 15 November 2021 at 6pm via Zoom**

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)
M Jones	- Associate Member (MJ)
N Prockter	- Headteacher (NP)
D Salter	- Co-opted Governor (DS)
N Seward	- Co-opted Governor (NS)
L Smith	- Staff Governor (LS)
C Wheeler	- Co-opted Governor (CW) <i>(from 6.30pm)</i>

APOLOGIES:

H Hare	- School Business Manager (HH)
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IN ATTENDANCE:

S Pritchett	- Clerk to Governors (SP)
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Item		Action
1	<p>1.1 WELCOME WC welcomed Governors and thanked everyone for attending the meeting. The meeting started at 6.02pm.</p> <p>1.2 APOLOGIES AND ABSENCES Apologies for absence were received and accepted from HH.</p> <p>1.3 QUORUM The meeting was quorate with quorum being 5 of the 9 full Governors in post.</p> <p>1.4 RESIGNATIONS AND APPOINTMENTS None</p>	
2	<p>DECLARATION OF ANY OTHER BUSINESS None</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>APPROVAL OF MINUTES OF THE LAST MEETING 20 SEPTEMBER 2021 The Minutes of the meeting 20th September 2021 were agreed as an accurate record. The Minutes would be signed by the Chair and passed on to NP for the Governing Body file in the office.</p>	WC
5.	<p>MATTERS ARISING FROM PREVIOUS MINUTES All matters arising were covered by the agenda for the meeting.</p>	

<p>6.</p>	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1. Declarations, Code of Conduct, KCSIE The Clerk confirmed that almost all Declarations and Confirmations were up to date and where there were outstanding actions, the relevant Governors had been notified.</p> <p>6.2. Governor Vacancies There were currently no vacancies on the FGB. As had previously been discussed, recruiting Governors with the skills, capacity and inclination to take on leadership roles was crucial for a longer-term succession plan. If a suitable parent Governor candidate was identified, and if a co-opted Governor was willing to become an Associate Member, one option was for WC to vacate his position as parent Governor and move into a co-opted role to create a vacancy and trigger an election. Alternatively, if a prospective candidate was not eligible for election as a parent Governor, they could be co-opted if a vacancy should arise.</p> <p>6.3. Training needs and opportunities WC drew Governors’ attention to the weekly circular from OCC about training opportunities. All training was currently being offered virtually and Governors were encouraged to attend.</p> <p>6.4. Governors’ Health check The updated spreadsheet was available on GovernorHub and reflected the moving average of responses received. RAG (red, amber, green) rated indicators had gone from mainly green in the past to mostly amber. The respondents were different from previous time the health check had been completed and the new composition of the board was using different baseline.</p> <p>6.5. Governor Monitoring Following on from the virtual monitoring previously completed, Governors were keen to arrange on site monitoring visits / lesson drop ins. Governors agreed to continue with the current allocation of responsibilities and NP agreed to circulate the list and to ask the office to liaise with Governors about prospective dates in the new year.</p>	<p>NP</p>
<p>7.</p>	<p>HEADTEADCHER’S REPORT including School Self Evaluation Form (SEF) and School Development Plan (SDP)</p> <p>This HT’s report focussed on the SEF which was a self-evaluation of the areas that any forthcoming OFSTED inspection would cover. In response to Governors’ questions, NP explained that “summative” assessment was the more formal assessment of educational outcomes e.g. by participants sitting a test. Formative assessment was the more informal type of evaluation of student development at a point in time.</p> <p>Governors welcomed the recent introduction of additional student leadership opportunities. Providing pupils with responsibilities such as: House Captain, librarian, buddies as well as the use of trained Sports Leaders and student councillors supports pupils with developing excellent social and personal skills as well as an understanding of how a successful community functions. Holding elections for key student responsibilities as well as application and interview processes helps to develop a good understanding of how adult life and democracy operates. NP added that the most recent assemblies had also been student led by the Head Girl and Head Boy.</p> <p>Governors commented on the self-assessment as grading a number of areas good and others outstanding and sought to understand how the school might obtain an outstanding grading overall. NP responded that the introduction of a new and clearly sequenced curriculum was going well but there were still some inconsistencies evident. The aspiration was certainly to be in a position to self-assess as outstanding overall outstanding overall by September 2022 and staff were working hard to this end.</p>	

	<p>Discussion turned to the school's Pupil Premium Strategy. The Pupil Premium is additional funding given to schools to support disadvantaged pupils and close the attainment gap between them and their peers. The aim is to ensure all children achieve as well as they possibly can.</p> <p>For 2021/22 there were 11 pupils eligible for pupil premium / pupil premium plus and the school received £17,795 in total PP funding. In response to a question NP clarified that pupil premium funding was allocated to any child in receipt of free school meals in the last 6 years and PP+ funding was for children who had been in care. The desired outcomes and success criteria were reviewed. NP explained the importance of demonstrating the impact of PP spend. A number of PP pupils at Kingham also had SEND and the funding was being used to provide additional support either individually or via group interventions. Governors endorsed the PP strategy and use of PP funding to provide individual or group support.</p> <p>PE & Sports Premium is funding provided to primary schools to enhance the provision of PE and sport. There was a large carry forward of PE premium from previous years which would be used to pay for the Golden Mile Running Track. The track was being well used and there was a cross country competition coming up.</p> <p>Governors turned to discussion of facilities and the 44 trees being removed for health and safety reasons. The intention was to reuse some of the wood in the school's gardening area.</p>	
<p>8.</p>	<p>SAFEGUARDING 8.1 Safeguarding Annual Report The Safeguarding Annual Report was due for submission to County by the end of term and would need to be signed off by the FGB before submission. As there was not another FGB meeting until January, the report could be posted on GovernorHub for Governor consideration and comment. Once agreed and signed off by Governors via email, this would be submitted by the deadline of 31 December 2021. NP agreed to commence work on the safeguarding audit and liaise DS about reporting back to Governors.</p>	<p>NP, DS</p>
<p>9.</p>	<p>HEALTH AND SAFETY Oxfordshire County Council had completed Health and Safety Monitoring and their report was included in the agenda pack. The report was very positive and commended HH for completing the majority of actions from the previous year's action plan. There were no significant findings with only minor points raised about asbestos checking and signing in procedures and H&S training. Governors expressed their appreciation to HH and RA for their hard work on H&S and preparing for the audit. Governors made reference to a school in London where a classroom ceiling has collapsed and underscored their commitment to H&S and the integrity of the buildings.</p> <p>Discussion turned to the possibility of buying, installing and maintaining an automated external defibrillator on the school site. There was a government initiative encouraging schools to purchase defibrillators at a reduced price through the NHS. YB offered to arrange free training on use of defibrillators should the school proceed. NP agreed to find out further information and identify costs.</p>	<p>NP</p>
<p>10.</p>	<p>FINANCE The draft Minutes of the recent Finance Committee meeting had been included in the board pack circulated. Committee had considered the Budget Monitoring Report for Period 6 and since the meeting P7 figures had become available. Committee had considered the new, reworked budget which reflected staffing changes resulting from the restructure.</p> <p>A spreadsheet had been circulated to the FGB showing the main lines and how the numbers had changed from the original budget. CW took Governors through the adjusted budget in some detail which took into account the first 7 months of the year. He pointed out that the original budget</p>	

	<p>submitted to County had forecast an in-year deficit of £65,000. Assuming a 2% increase in grant funding in 2021/22, total income up about 5%, teaching staff increase about 2.4% and total expenditure rising about 3.7%, the deficit forecast had now reduced to £53,000 leaving a bigger carry forward. This included the costs of the restructuring that had been carried out. In next two years cost savings carried forward and would have even more of an impact. This year there was a significant uptick in expenses for the Golden Mile running track this year which did not carry over into the forecast. With reducing staff costs and total costs, a surplus of £8,000 was forecast for 2022/23 next year returning to a deficit the following year of £26,000. Governors requested further clarification of how the surplus forecast in 2022/23 returned to a deficit forecast for 2023/24. CW offered to post on GovernorHub a reconciliation that illustrates this and the impact of anticipated rising staff costs.</p> <p>CW drew Governors' attention to the change to a key ratio of teaching staff costs/core grant income. For 2019/20 this had stood at 70.8% and was broadly in line with the peer group leaving around 30% of grant income to fund learning resources and general admin. For 2021/22 this became 75.6%, down to 74% the following year rising to 77.3% in 2023/24. This reflected greater efficiency achieved by the restructuring.</p> <p>Governors welcomed the adjusted budget which was a better reflection of the school's actual position and agreed it for submission to the Local Authority. Governors also welcomed the announcement by national government that education funding would return to 2010 levels of funding per pupil phased in over a 3 year period.</p> <p>HH had pulled together some figures relating to the nursery which Committee had discussed. The nursery was making a small loss not accounting for any overheads and Governors suggested that KPS should not be cross subsidizing it. HH had been asked to look into the situation in more detail. It was pointed out that parameters for measuring costs incurred by the school that are attributable to the nursery needed to be established. A sensitivity analysis would be helpful in identifying the break-even point. This would be reviewed offline and come back to a future meeting.</p>	<p>CW</p> <p>HH</p>
<p>11.</p>	<p>PERFORMANCE, CURRICULUM and STANDARDS Nothing further to report since the last meeting.</p>	
<p>12.</p>	<p>PREMISES The Minutes of the recent Premises Committee meeting had been circulated. Committee had discussed completed work to the EYFS play area, installation of the running track and tree clearance. Plan for the STEM pod were progressing and it was thought that planning permission would not be required if the pod was not over 5m high, not on a field or too close to the boundary. Nonetheless, school had been advised to obtain a permitted development certificate.</p> <p>44 trees were being cut down on health and safety grounds and there was a corresponding replanting programme which would take some time to complete. Communication with the community in this regard was very important here and it was suggested that a sign on the noticeboard and possible one on the millennium gate might be prudent.</p>	<p>NP</p>
<p>13.</p>	<p>ACADEMISATION YB had spoken to the Headmistress at Bledington and would follow-up.</p>	<p>YB</p>
<p>14.</p>	<p>PUPIL PREMIUM STRATEGY STATEMENT Covered under item 7.</p>	
<p>15.</p>	<p>EVALUATION OF PUPIL PREMIUM AND SERVICE PREMIUM SPEND Covered under item 7. The school received no service premium.</p>	

16.	<p>USE OF COVID CATCH UP FUNDING</p> <p>NP reported that under his tenure all Covid Catch-up funding had been spent on tutoring under national tutoring programme. Prior to his headship, funding had been spent on resources, software, and staff deployment. NP would collate the information and circulate a statement for Governors. Once agreed, this information would be uploaded onto the school website.</p> <p>Governors enquired as to whether there were still gaps in learning because lockdown and the impact of the pandemic. NP indicated that this was difficult to assess without a baseline. There might be a small deficit across the board but those students who were struggling prior to the pandemic were most affected and the gap between them and their peers was likely to have grown.</p>	NP
17.	<p>HEADTEACHER APPRAISAL</p> <p>The necessary arrangements had been made and an HT appraisal date was in the diary. The pay committee would receive recommendations from the appraisal sub-group for headteacher pay which needed to be confirmed by 31 December 2021. Governors were keen to draw on MJ's human resources expertise and DS and MJ would discuss further.</p>	DS, MJ
18.	<p>PAY REVIEW</p> <p>Deferred.</p>	
19.	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>19.1 Policy Review Schedule</p> <p>Governors discussed the best approach to ensuring the school's body of policies was up to date, compliant and in line with Governors' fiduciary responsibilities. JJ and NP would have a discussion offline and bring a recommendation back to a future FGB meeting.</p> <p>19.2 Pay Policy</p> <p>The OCC model pay policy for teachers was ratified and adopted.</p>	JJ, NP
20.	<p>CORRESPONDENCE</p> <p>None</p>	
21.	<p>AOB</p> <p>Whether Christmas festivities went ahead was dependent on Covid, but NP agreed to circulate dates to Governors once the situation became clearer.</p>	NP
22.	<p>DATE OF FUTURE MEETINGS</p> <p>31 January 2022</p> <p>14 March 2022</p> <p>25 April 2022</p> <p>4 July 2022</p> <p>WC wished all a very happy festive season.</p>	

Meeting closed 7.31pm

Minutes produced by Sheilah Pritchett on 19 November 2021