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Kingham Primary School  
The Green  
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**Virtual Full Governing Body Meeting  
Held on Monday 31 January 2022 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)

**APOLOGIES:**

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

S Pritchett	- Clerk to Governors (SP)
L Warne	- Observer and prospective Governor (LW)

Item		Action
<b>1</b>	<p>WELCOME WC greeted Governors and thanked everyone for attending the meeting which started at 6.02pm. In particular, a warm welcome was extended to Lisa Warne as an observer and prospective Governor. A round of introductions ensued and LW explained that she was a parent of pupils at Kingham Primary and a senior civil servant developing and delivering policy post Brexit. LW has also had extensive people management experience and hoped her skills set would be a useful addition to the board.</p> <p>1.1 RESIGNATIONS/APPOINTMENTS None</p> <p>1.2 APOLOGIES AND ABSENCES None</p> <p>1.3 QUORUM The meeting was quorate with quorum being 5 of the 9 full Governors in post.</p>	
<b>2</b>	<p>DECLARATION OF ANY OTHER BUSINESS None</p>	
<b>3</b>	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
<b>4.</b>	<p>APPROVAL OF MINUTES OF THE LAST MEETING 15 NOVEMBER 2021 The Minutes of the meeting 15<sup>th</sup> November 2021 were agreed as an accurate record subject to a minor correction deleting the duplication of "outstanding overall" at the top of page 3. 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</p> <p>DS reported that the HT appraisal had yet to formally signed off by Committee, but the process was almost complete. All other matters arising were covered by the agenda for the meeting.</p>	
6.	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1. Governor Vacancies</p> <p>There were currently no Governor vacancies, but WC reminded the FGB of his intention to resign his position as chair in due course. He would be moving house soon and wished to commence the transition to succession sooner rather than later. The board expressed their sincere appreciation to WC for his invaluable contribution to effective governance and his sterling leadership during difficult times. WC was committed to as smooth a transition as possible and offered to make himself available to OFSTED inspectors should an inspection be imminent. RA indicated his willingness to serve as chair for the remainder of his term of office until July 2023 with a phased transition from Easter. Given existing work commitments RA would need to delegate more widely and rely on support and participation of other Board members. The FGB should not be overreliant on one person and it was important that all Governors understood and could articulate the school position.</p> <p>Governors asked whether nor not WC would consider remaining on the Board in a different role. WC would be open to a different role if a suitable one was available but there were only 9 full Governor positions in the board’s constitution and currently no vacancies. There was no limit to the number of Associate Members of the FGB. CH indicated her intention to step down from the Board as Associate Member in July 2022. Governors agreed that it would be important to have a draft leadership succession plan in place to consider at the March FGB meeting. WC would discuss arrangements offline with RA, MJ and NP and SP would ensure this was an agenda item for the 14 March FGB meeting.</p> <p>6.2. Training needs and opportunities</p> <p>LW had completed the first stage of Governor induction. JJ was booked onto safeguarding training in May. MJ expressed interest “Preparing for OFSTED” on 8 February 2022. “Taking the chair” course was recommended to RA.</p> <p>6.3. Governor Monitoring</p> <p>Some Governor monitoring visits had been undertaken and some were outstanding. DS indicated that he had had a very good meeting earlier that day and NP would liaise with YB about arranging a visit. NP would include Governor Monitoring visits in his HT report to the March meeting.</p>	<p>WC, RA, MJ, NP SP</p> <p>NP NP</p>
7.	<p>HEADTEADCHER’S REPORT including School Self Evaluation Form (SEF) and School Development Plan (SDP)</p> <p>Governors welcomed the HT report which provided an effective pen picture of what was currently happening in the school. Governors proceeded to interrogate of the report, probing further and asking for evidence to support the content.</p> <p>NP corrected a typo on the final page of the HT’s report with respect to safeguarding data. There was in fact, 1 MASH referral in the previous academic year.</p> <p>NP reported that the previous and current term were both proving challenging and expensive with two of full-time teachers absent due to poor health. One of these, Lucy Hargreaves in Year 1, resigned at the end of December. Lucy had been replaced (until end of July) by Scarlett O’Dwyer who was settling in well. The Year 5 teacher was also currently absent and was being covered by Richard Dunstan, an experienced agency teacher. Victoria Walsh was due to return in April from maternity leave. NP was currently exploring various possible options for extended Y5 cover and hoped to have clarity in the next few days.</p>	

<p>In addition to long term absence due to ill health, Covid had been an increasingly disruptive factor since the Omicron variant surfaced late last term. 60 individuals including staff off school in the first two and a half weeks of term. Covid cases now seemed to have peaked and there were no Covid related absences reported that morning.</p> <p>The Board was pleased to hear that the new senior leadership structure was working well with a Deputy Head not tied to a class and a SENDCo in school five days a week. Nonetheless, NP indicated that more leadership bandwidth would be a benefit to the school and, at some point in the future, he would propose an additional Teaching and Learning Responsibility (TLR) Post for a class-based teacher. Governors acknowledged the pressure staff were currently under, the budgetary implications of securing staff cover and offered their assistance where possible.</p> <p>Governors welcomed the new assessment frameworks (and new tracking systems) in use for Reading, Writing and Mathematics. Governors understood the challenge of previous assessment frameworks only assessing progress against objectives for the year groups a child was currently in which made it very hard to see smaller steps of progress SEN students might be making or progress made towards earlier year's objectives. The new frameworks are linear and recognise that a child can be working at any level regardless of their age. They enable closer monitoring of pupil progress over time and help to better inform teachers the next steps in teaching and learning from the beginning of a child's schooling to the end of Primary.</p> <p>The meeting was delighted to hear about the Kingham Lodge partnership weekly 'artist in residence' linked to curriculum topic, termly art competition and funding for Kingham Lodge Art Day which supported the broad and balanced curriculum. Emma Cox would work with one year group on one topic for a whole half term. Teachers would shadow the artist's lessons so that the programme could be delivered in house in future years.</p> <p>Governors enquired after progress with Bouncing Back - one of school's key priorities. NP explained that during lockdown the majority of children had continued to learn and move forward. However, the most vulnerable and disadvantaged learners had been disproportionately affected, a position mirrored elsewhere in the County. As a result, catch up remained a focus as per the Covid recovery section of the school website. The National Tutoring Programme was now up and running (17 students receiving weekly catch-up 1:1 sessions from trained tutors). There were increased reading sessions on timetable and training delivered to staff on guided reading. Little Wandle Letters and Sounds Phonics Scheme had been introduced and all teachers fully trained on technical knowledge required to teach phonics. School had also invested in decodable books and phonics resources. Regular phonics assessment was used to identify children requiring intervention and PUMA/PIRA Digital Maths/Reading Assessments purchased and in use termly to track students and pinpoint/address learning gaps. Booster sessions were running for Y6 in preparation for SATS. As SATS had previously been suspended during the pandemic, there was little in the way of benchmarking data available.</p> <p>Discussion turned to roll numbers and the 9 vacancies in statutory places in Y2. Governors acknowledged the challenges of attracting in year transfers mid-year for a single year group when there weren't vacancies for prospective pupils' siblings in other year groups. However, if efforts to fill the vacancies paid, the potential return on investment could be considerable. WC and NP would discuss further offline.</p> <p>Governors returned to previous discussions around vacancies in nursery and appreciated the clarity brought by information provided about session numbers. In terms of session numbers, nursery was currently 85% full when 70% was the break even point. Nursery was positioned as a gentle introduction to Kingham Primary and transition into school with the resources and facilities on site. Governors were interested in identifying how many children from nursery went on to Reception. Whilst many children applying for a Reception place at Kingham Primary were not successful there was a sense that perhaps more could be done to capture the local market.</p>	<p>WC, NP</p>
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8.	<p><b>SAFEGUARDING</b></p> <p>Governors referenced the Safeguarding Audit report circulated in the pack for the meeting and enquired how often the single central record (SCR) was scrutinised. DS had checked it thoroughly a few months back and the safeguarding auditors had been very complimentary about monitoring processes in place. The SCR spreadsheet was held by the office and a paper file kept in NP's office with reports of concern and actions taken if necessary. At end of each term, Deputy Head EJ confirmed that she's reviewed the file and taken corresponding action if necessary. EJ and DS had an email exchange to ensure checks and balances carried out in addition to reporting on the Annual Safeguarding report.</p> <p>In response to a question, it was confirmed that 6 individuals had undertaken safer recruitment training when 1 Governor and 2 members of staff would have sufficed. Governor safeguarding training records were reviewed by Harriet in the school office regularly and would alert Governors when training should be updated. Every Governor had already signed to confirm they had read, understood and agree to abide by Keeping Children Safe in Education 2021 and would need to do so again for the 2022 version when available.</p>	
9.	<p><b>HEALTH AND SAFETY</b></p> <p>None</p>	
10.	<p><b>FINANCE</b></p> <p>The draft Minutes of the recent Finance Committee meeting had been uploaded onto GovernorHub and circulated prior to the meeting. Committee had considered the School Financial Values Survey which had also been circulated and Governors were encouraged to ask questions and provide feedback.</p> <p>Committee had also received a 2-page DfE benchmarking report covering 14 local schools which took a somewhat simplistic approach to financial benchmarking. CW had undertaken more detailed benchmarking including looking at teaching costs as a percentage of grant income. 6 slides had been made available which Governors were encouraged to review.</p> <p>The P9 budget monitoring report, which covered the period up until end of December, had also been reviewed. Governors were reminded that Kingham had submitted a revised budget to the Local Authority in October of last year. Whilst it was disappointing to see the projected deficit increasing by £7k (£45,600 – £52,700) so soon after the new budgeting exercise, it was clear that the COVID related impact on staff costs was a function of the 'new wave' and the adverse change driven by supply costs. Kingham hoped to be able to claw some of the costs back through from additional funding before April. School was scheduled to make a small surplus in next year.</p> <p>Governors asked about high levels of self-generating income reported by some schools. It was explained that some settings had extensive facilities that were let out at a profit.</p>	
11.	<p><b>PERFORMANCE, CURRICULUM and STANDARDS</b></p> <p>The recent Committee meeting had considered the 5 key priorities for KPS as set out in the SDP. Good progress had been made on the new curriculum values and new objectives had been mapped out for the year. Teachers and subject leaders were doing ongoing termly plotting for objectives from the national curriculum. Establishing reliable baseline data to form the basis of future progress and attainment analysis was a priority. Implementing the new assessment frameworks (and new tracking systems) in use for Reading, Writing and Mathematics had been a very large piece of work. The annual safeguarding audit report had been reviewed as had the feedback and marking policy and complaints procedure (please see Committee Minutes for further details). The June Committee meeting would focus on the SEF. Governors acknowledged the increase in staff workload as a result of improvements secured and were pleased to hear that staff could see the end goal in sight.</p>	
12.	<p><b>PREMISES</b></p>	

	Planned premises works continued in a prioritised way and plans for the STEM classroom were progressing. Governors were informed of the challenges of securing appropriate quotes from contractors at this time.	
<b>13.</b>	<p>ACADEMISATION</p> <p>Governors revisited previous discussions around potential academisation. There might be potential costs savings because of economies of scale in a Multi-Academy Trust but there were also pitfalls to be aware of and consideration of the continuing level of support from the Local Authority. It was agreed to keep academisation as a standing item on FGB agendas and to revisit in future. YB had not yet spoken to the Headmistress at Bledington and would follow-up.</p>	SP YB
<b>14.</b>	<p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>14.1 Policy Review Schedule Governors had received the policy review schedule. Governors have a policies section on GovernorHub, and there is also a shared policies folder within the staff system. The Board commented that there might be some gaps in the policies folder on GovernorHub for policies that they had signed off pre-2021. Ensuring the GovernorHub folder was complete and policies up to date was a work in progress due to other time pressures.</p> <p>14.2 Early Years Foundation Stage The EYFS policy had been updated in line with the new EYFS framework drawing on resources from The Key and Forbes solicitors. The policy was agreed (subject to NP looking at the wording of staggered times on page 2)</p> <p>14.3 Complaints Procedure Performance, Curriculum and Standards Committee had considered the complaints procedure in some detail.</p> <p>14.4 Managing Sickness and Absence The Managing Sickness and Absence Policy was the OCC policy.</p> <p>The policies were all ratified and adopted.</p>	NP
<b>15</b>	<p>CORRESPONDENCE</p> <p>None</p>	
<b>16.</b>	<p>AOB</p> <p>YB and NP to discuss the defibrillator offline.</p>	NP, YB
<b>17.</b>	<p>DATE OF FUTURE MEETINGS</p> <p>14 March 2022</p> <p>25 April 2022</p> <p>4 July 2022</p>	

Meeting closed 7.31pm Minutes produced by Sheilah Pritchett on 9 February 2022