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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Virtual Full Governing Body Meeting
 Held on Monday 14 March 2022 at 6pm via Zoom**

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) |
| L Smith | - Staff Governor (LS) |
| C Wheeler | - Co-opted Governor (CW) |

APOLOGIES FOR LATENESS:

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| N Seward | - Co-opted Governor (NS) <i>(In attendance from 6.40)</i> |
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IN ATTENDANCE:

- | | |
|-------------|--|
| H Hare | - School Business Manager (HH) |
| S Pritchett | - Clerk to Governors (SP) |
| L Warne | - Observer and prospective Governor (LW) |

Item		Action
1	<p>WELCOME</p> <p>WC greeted Governors and welcomed everyone to the meeting which started at 6.02pm. He thanked all members of the board for their contributions over the years. School Governors gave a lot of time and expertise to the school community which often went without recognition.</p> <p>The FGB were aware that YB had recently resigned as a Governor because her husband had had a serious accident. The FGB thanked YB for her contribution as Governor and particularly her interest in early years. The FGB hoped that she might return to the Board at some point in the future.</p> <p>WC informed the meeting that he had become a parent Governor at Kingham primary 6 years ago when his son was in reception. The Board had been going through a difficult time. The acting Chair of Governors had encouraged WC to stand in parent Governor election and he was elected unopposed in February 2016. The first meeting WC attended was dominated by plans to recruit a new HT as the current HT had just resigned. The following year WC was asked to stand for election as chair a position he took up in Autumn 2017. In 2018 school embarked on taking over management of the nursery which completed in August of that year. WC undertook on the rebranding of the school, development of the school website and creation of the Governors' annual report. By the end of the year the school roof was in urgent need of repair and Governors spent a lot of time year procuring replacement windows and encouraging the Local Authority to fix the roof. Governors had improved the school finances through good management and had stabilised the budget although income had declined significantly in real terms. FGB had sought to strengthen school governance by actively recruiting co-opted Governors with relevant experience and moved towards having an independent clerk which had worked well. The onset of the Coronavirus pandemic in 2020 was challenging despite the critical incident and business continuity plans in place. The then HT resigned and FGB had to advertise for a replacement in the summer in the middle of the pandemic. FGB had been delighted to recruit and appoint NP as HT and the Board was confident that the school was in safe and experienced hands. WC believed that Kingham Primary was better</p>	

	<p>placed than it had been for years and could provide an exceptional primary school experience. WC gave notice that this would be his last scheduled meeting as chair and he would be formally stepping down at the start of the April meeting when a new chair would be elected. WC intended to continue in his role as parent Governor until September 2022. He thanked Governors for all their support and individual contributions over the years.</p> <p>In response, Governors thanked WC for having been an exceptional and most effective chair of Governors who knew the school very well. Governors expressed their sincere appreciation to WC for all that had been achieved during his tenure with a round of applause.</p> <p>1.1 RESIGNATIONS/APPOINTMENTS YB had resigned but there were no plans to recruit to fill the position until later in the year. DS was in contact with YB and the FGB asked that he pass on the Board's best wishes and hopes for her husband's speedy recovery.</p> <p>WC nominated LW as an Associate Member of the board and DS seconded the motion. LW was duly appointed as appointed as an Associate Member of the FGB for a four-year term effective immediately.</p> <p>1.2 APOLOGIES AND ABSENCES NS had given his apologies for lateness due to another engagement at his school.</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 None</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>APPROVAL OF MINUTES OF THE LAST MEETING 31 JANUARY 2022 The Minutes of the meeting 31st January 2022 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 other matters arising were covered by the agenda for the meeting.</p>	
6.	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1. Governor Vacancies and leadership succession planning YB's resignation left a vacancy on board. It was agreed to leave that position available for a period to allow flexibility in terms of recruitment depending on the Board needs. WC committed to stay on until September to help with the leadership transition and handover at which point the parent Governor vacancy would be advertised. The election for a new Chair would take place at the start of the next FGB meeting. In the meantime, WC would prepare an announcement about the change of leadership to be circulated the day after the April FGB.</p> <p>6.2. Training needs and opportunities Governors were encouraged to self-identify any training needs and review training on offer from OCC. JJ, LW, MJ and DS would undertake face-to-face safeguarding training with NP the following Monday at 3pm and NP would send an email confirming arrangements.</p> <p>6.3. Governor Monitoring The Governor Monitoring Reports were available on GovernorHub. Governors found reading other Governors monitoring reports very informative and help to frame future enquiries.</p>	<p>WC</p> <p>JJ, LW, MJ,DS NP</p>

	EYFS and PSHE had not been done due to YB's resignation. RA agreed to undertake PSHE monitoring and LW would visit EYFS until an official link Governor for EYFS was identified. NP would make contact with RA and EYFS to make arrangements.	LW
7.	<p>HEADTEADCHER'S REPORT including Governor Monitoring Reports In future, the title for this agenda item would read QUESTIONS ARISING FROM HEADTEACHER'S REPORT.</p> <p>Governors were delighted by the new flooring that had been laid and commented that it had improved the learning environment significantly. In their view, the corridor looked bright and clean and the classrooms appeared bigger.</p> <p>Governors asked after progress with recruiting to 2 teaching posts. NP explained that school had only just started advertising and the deadline for applications was 21 March. NP added that he had no concerns about staff retention at present. Governors also congratulated LS on her pregnancy and noted that maternity cover would be sought in due course.</p> <p>In response to a question about CPD, NP explained that "working scientifically" covered skills like generating hypotheses, conducting experiments and investigating, which underpinned physics, chemistry and biology.</p> <p>Governor enquired as to how the situation in Ukraine was being dealt with in school. Questions were answered honestly and sensitively on a case-by-case basis. The student council was running a "support for Ukraine" day the following week.</p> <p>"Teaching so children remember" was based on learning from neuroscience over the last 25 years. It was imperative that teachers structure lessons in such a way that student retain their learning through regular reviews.</p> <p>NP was optimistic about SATS results and commended staff on an excellent job in preparing and supporting students and running booster sessions as appropriate. Children were taking revision work home and working hard.</p> <p>FGB discussed Governor oversight of risk assessments for school residentials, and RA offered to review it with Rebecca Adams 3pm the following Monday.</p>	<p>SP</p> <p>RA</p>
8.	<p>SAFEGUARDING</p> <p>Governors were informed of a safeguarding incident that had taken place the previous week. After a brief discussion, it was agreed to give staff time to review the incident and possible remedial actions for a fuller Governors discussion at the next FGB meeting on 25 April.</p>	
9.	<p>HEALTH AND SAFETY</p> <p>The Health and Safety Policy was in the pack for Governor ratification later in the meeting. All staff were required to sign to say they have read and understood it.</p>	
10.	<p>FINANCE</p> <p>HH had prepared budget monitoring updates for period 10 and 11 which were on GovernorHub. Figures for the ten months to January saw extra teaching costs and capital costs increasing the £45,000 deficit to £60,000. HH had managed to claw back around £20,000 in February bringing the projected deficit down to £40,000 for P12. Committee anticipated that inflation, fuel rises and pay rises would result in significantly increased costs but that was out of school's control. The 7th April Finance Committee meeting would consider the draft budget to present to FGB on the 25th April. WC would attend the Finance Committee meeting and RA was also invited to attend as an observer if he was available.</p>	

11.	PERFORMANCE, CURRICULUM and STANDARDS Committee was due to meet the following term.	
12.	PREMISES Premises Committee had not met since the last FGB. Governors emphasised what a significant difference the facilities improvements had made to the estate. CH had inspected the roof area above Y3 and Y4 classrooms where the new roof was replaced 2 years ago and was disturbed to find that there was no insulation, apparently contrary to building regulations. CH would speak with Andy Rawlings at the local authority. Insulation needed to be installed and would assist with reducing heating requirements for those two classrooms and in the corridor. This would be progressed by Committee.	Premises
13.	ACADEMISATION Academisation remained under review and a standing item on FGB agendas to be picked up by the new Chair of Governors when in post.	Chair
14.	POLICIES FOR REVIEW AND RATIFICATION 14.1. Admissions 14.2. Designated teacher 14.3. Health and Safety 14.4. Governor Allowances. Next review March 2024. 14.5. Supporting pupils with medical conditions 14.6. Early Career Teacher (Induction) Policy The policies were all ratified and adopted subject to the review date for Governor allowances being amended to March 2024. NP was authorised to update the name of the designated teacher in the designated teacher policy as and when that responsibility changed hands.	
15	CORRESPONDENCE None	
16.	AOB None	
17.	DATE OF FUTURE MEETINGS 25 April 2022 4 July 2022 Governors wished each other Happy Easter as the meeting concluded.	

Meeting closed 7.12pm Minutes produced by Sheilah Pritchett on 16 March 2022