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Kingham Primary School
 The Green
 Kingham
 Oxford
 OX7 6YD

**Virtual Full Governing Body Meeting
 Held on Monday 25 April 2022 at 6pm via Zoom**

PRESENT:

- | | |
|------------|---------------------------------|
| W Cooper | - 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) |
| N Seward | - Co-opted Governor (NS) |
| L Smith | - Staff Governor (LS) |
| L Warne | - Associate Member (LW) |
| C Wheeler | - Co-opted Governor (CW) |

APOLOGIES:

None

IN ATTENDANCE:

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

Item		Action
1	<p>WELCOME WC greeted Governors and welcomed everyone to the meeting which started at 7.01pm.</p> <p>1.1 RESIGNATIONS/APPOINTMENTS As previously indicated, WC was formally resigning his position as chair immediately and stepping down as a parent Governor on 1 September 2022. WC chaired the meeting for items 1, 2 and 3 and handed over to the clerk for item 4.</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>	
2	<p>DECLARATION OF ANY OTHER BUSINESS None</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>ELECTION OF THE CHAIR AND VICE-CHAIR OF THE KINGHAM FULL GOVERNING BOARD The clerk called for nominations and JJ nominated RA as Chair of the Kingham Full Governing Board for the remainder of the 2021/22 academic year and the 2022/23 academic year. NS seconded this nomination and the FGB voted unanimously to elect RA as chair.</p>	

	<p>DS nominated JJ to serve as Vice-Chair of the Kingham Full Governing Board for the remainder of the 2021/22 academic year and the 2022/23 academic year. RA seconded this and the FGB voted unanimously to elect JJ as Vice-Chair.</p> <p>Congratulations to both RA and JJ on their election.</p> <p>RA took the chair.</p>	
5.	<p>APPROVAL OF MINUTES OF THE LAST MEETING 14 MARCH 2022</p> <p>The Minutes of the meeting 14th March 2022 were agreed as an accurate record subject to the removal of the word “on” in line 7 of paragraph 3 on page 1. The Minutes would be signed by the Chair and passed on to NP for the Governing Body file in the office.</p>	RA
6.	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>DS had spoken to Yvonne Birnie and updated Governors on the progress of her husband’s recovery.</p> <p>Staff had reviewed the safeguarding incident highlighted at the previous meeting and remedial actions had been taken including closing one entrance. However, there was still an issue which would benefit from a more in-depth discussion at Premises Committee. Committee would discuss at their next meeting and report back to FGB.</p> <p>RA was undertaking the PSHE monitoring visit that coming Wednesday.</p> <p>LW’s visit to EYFS had been postponed due to Covid would be rescheduled soon.</p> <p>All other matters arising were covered by the agenda for the meeting.</p>	Premises Cttee
7.	<p>GOVERNING BOARD ADMINISTRATION</p> <p>7.1. Governor Vacancies and leadership succession planning</p> <p>WC had included his letter of resignation in the agenda pack and RA had now been elected as Chair. NP would liaise with both about communication to the school community about the change of leadership on the FGB and draft a letter for circulation to parents.</p> <p>FGB considered the best time to recruit to the upcoming parent Governor vacancy and agreed on mid-September 2022. Governors hoped to recruit representation from families with younger at the school and perhaps a candidate who might be interested in a leadership position in due course. RA and NP would discuss the exact timing and process for parent Governor elections.</p> <p>7.2. Appoint Governors to conduct HT appraisal in Autumn</p> <p>DS, MJ and NS would undertake the HT appraisal in the Autumn. DS and MJ had already completed the training and NS would do so in the interim. RA would be available should the need arise. DS offered to arrange a mid-year review with NP this term to provide support towards the objectives already set.</p> <p>7.3. Training needs and opportunities</p> <p>RA indicated that he had booked onto several courses including “Successful Chairing” 25 June. He had also completed a number of the bite-sized training modules which he highly recommended. JJ and MJ were booked onto Safeguarding training on 5th May and MJ would attend Preparing for OFSTED on 12th May. Governors were all reminded that it was their responsibility to keep their training records up to date via their personal GovernorHub profile pages.</p>	<p>NP</p> <p>RA, NP</p> <p>DS, MJ and NS DS</p> <p>ALL</p>
8.	<p>QUESTIONS ARISING FROM HEADTEACHER’S REPORT</p> <p>NP invited questions on the HT report which had been circulated prior to the meeting separately to the board pack.</p>	

	<p>NP highlighted that Hannah Hughes (covering Victoria Walsh’s maternity leave since April 2021) had left at the end of the Spring term. Disappointingly, after agreeing to stay on, and after accepting a permanent position from September 2022, Hannah left at the end of the Spring Term with little notice. Rebecca Adams (currently part time) has increased her hours for the Summer Term and will teach Year 2.</p> <p>The discussion broadened to unusual levels of staff turnover at the school and the possible underlying reasons. Governors recognised that there was a trend towards young people moving jobs more frequently than previous generations. Covid-19 had caused significant disruption to the labour market and many people were making life changes post pandemic. More locally, recent changes made at Kingham Primary and the restructuring might be a factor. Governors suggested that exit interviews would be useful in understanding any underlying issues and MJ offered to support this process.</p> <p>Kingham had successfully appointed three teachers for September replacing vacancies in Year 1, 2 and 5. 1 maternity cover post had yet to be filled. NP was confident about the new appointments for next academic year and believed the current staffing structure robust. There were both risks and opportunities associated with changes to staffing. Newcomer’s skills, experience and fresh perspectives could be a boon. However, new staff had to get used to “The Kingham Way” and new processes involved. Recent departures had also had an impact on staff workload and Governors were keen to show their appreciation to staff who had been there consistently. Governors discussed how best to support staff retention and NP would consider options for discussion at the next meeting.</p> <p>Alongside the curriculum, ensuring a consistent, settled staff structure was a strategic priority for Governors. A huge amount of work had already gone into developing the curriculum which provided a good foundation for new starters to work from.</p>	<p>MJ</p> <p>NP</p>
<p>9.</p>	<p>SEND INFORMATION REPORT</p> <p>Governors received and considered the updated SEND information report which followed the Oxfordshire model. Publishing this report was an annual requirement. Governors ratified the report and approved it for uploading onto the school website. CH had some comments about changes in writing style which she would communicate to NP offline.</p>	<p>CH</p>
<p>10.</p>	<p>PUBLIC SECTOR EQUALITY DUTY STATEMENT (PSED)</p> <p>Governors received and considered the PSED statement. The statement was much the same as previous years but with additional data included. The Equalities Objectives had to be updated every 4 years and so for Kingham this would be in two years’ time. Governors asked if there was any benchmarking information available to establish whether Kingham’s numbers were indicative of the local population. NP would investigate what benchmarking information was available.</p>	<p>NP</p>
<p>11.</p>	<p>SAFEGUARDING</p> <p>Governors noted that the safeguarding review was taking place the following week and DS indicated he was available for a short time that day if required. There were no new safeguarding issues to report since the last meeting.</p>	
<p>12.</p>	<p>FINANCE</p> <p>12.1 Budget</p> <p>Referring to papers which had been circulated with the papers for the meeting, the Chair of the Finance Committee talked Governors through the outturn for 2021/22 and a detailed budget for 2022/23. The Budget for 2022/23 through to 2024/25 had been approved by the Finance Committee on 7 April. A PDF which extended the budget (on a summary basis) to 2023/24 and 2024/25 had also been included.</p>	

<p>CW explained that for the 2022/23 budget I01, I02 and I03, LA funds, SEN Funding and Pupil Premium were inputs from the local authority which represented 90% of income. Similarly, E01, E02 and E03, Teaching Staff, Supply Teaching Staff and Education Support Staff were also local authority inputs and accounted for 66% of expenses. Hence the school’s budgeting process only had to address a small part of the overall income statement.</p> <p>For 2021/22, it was anticipated that the final outturn would be a deficit of £16,304 compared to a budgeted deficit of £53,917, a positive swing of £38k.</p> <p>The reasons for the positive swing:</p> <ul style="list-style-type: none"> • Income was expected to be £38k higher with the help of a surge in nursery/ Kids Club income. • Building maintenance costs were £18k less than planned (as school used capital grants to cover flooring (circa £16k). • There were costs of circa £15k that have been incurred but not charged and so will slip into 22/23 (no accrual accounting in the Local Authority system). <p>Kingham was forecasting a higher carry forward than anticipated in the region of £127,964, which was 13% of our 21/22 LA Funds and SEN funding. In theory this should be limited to 8%.</p> <p>2022/23 budget</p> <p>In November 2021 Kingham budgeted for a surplus of £8,491, but was now budgeting for a deficit of £45,503, a negative swing of £53,994.</p> <ul style="list-style-type: none"> • Income had risen £48k compared to the November budget. This reflected the £24k grant for energy costs and higher nursery income. • Costs were now budgeted to be £102k higher than previously expected. This was because within costs building maintenance has risen by £44k (to £53,874 which is net of using capital grants of £6,500). Energy had risen by circa £15k. These were the main variances. Finance Committee was comfortable using the schools financial reserves to continue to improve infrastructure. This could be reviewed should the need arise. • The projected carry forward of £82,461 gets close to the top end of the 8% rule. <p>2023/24 projections</p> <p>In November, school was forecasting a deficit of £27k and was now forecasting a deficit of £20k, a small positive swing of £7k.</p> <ul style="list-style-type: none"> • LA Funds (I01) were expected to rise by less than 1% (partly due to the loss of the £24k energy grant), but teaching costs (E01-E03) were expected to rise by 7%. These figures were input by the LA and are highly likely to change. • The meaningful impact of this mismatch was mitigated by a sharp fall in premises costs (mainly building maintenance), which were anticipated to fall by £50k. <p>2024/25 projections</p> <ul style="list-style-type: none"> • This was the first time Kingham had projected results for this period. • A deficit of £31k was projected. The main reason was the continued mismatch of Local Authority Funds and expected salary uplifts for staff. • At the end of March 2025, there should still be a carry forward balance of £32k. <p>HH added that the budget figures had been calculated prior to the Easter holidays and the budget had to be submitted the following week. Subsequent to the budget papers being drafted there had been some changes the net effect being £400 in the school’s favour. There were a number of changes to both income and expenditure underlying that figure. Governors were comfortable with the budget position as a whole and approved the budget in principle but agreed it would be prudent for Governors to see final figures in a reconciliation spreadsheet prior to submission. The spreadsheet would be circulated for questions or comments on Governor Hub.</p>	<p>HH</p>
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13.	HEALTH AND SAFETY Nothing to report	
14.	PERFORMANCE, CURRICULUM and STANDARDS Nothing to report	
15.	PREMISES Nothing to report	
16.	POLICY REVIEW None	
17	CORRESPONDENCE None	
18.	AOB The FGB expressed their heartfelt thanks to WC for all that had been achieved during his tenure. RA underscored how he had benefitted from WC's extensive knowledge and understanding of Kingham and school governance and appreciated his support with onboarding. The school was better placed because of WC's hard work and filling those shoes would be a daunting task. Governors gave WC a round of applause. WC gave his apologies for the next FGB. WC was confident the school and the FGB were in safe hands but would be available to provide support and assistance as need be until September.	
19.	DATE OF FUTURE MEETINGS 4 July 2022 face-to-face at the school	

Meeting closed 8.09pm Minutes produced by Sheilah Pritchett on 29 April 2022