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Kingham Primary School
The Green
Kingham
Oxford
OX7 6YD

**Virtual Full Governing Body Meeting
Held on Monday 4 July 2022 at 6pm via Zoom**

PRESENT:

- | | |
|------------|---------------------------------|
| 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 Warne | - Associate Member (LW) |
| C Wheeler | - Co-opted Governor (CW) |

APOLOGIES:

- | | |
|----------|--------------------------------|
| W Cooper | - Parent Governor (WC) |
| H Hare | - School Business Manager (HH) |
| L Smith | - Staff Governor (LS) |

IN ATTENDANCE:

- | | |
|-------------|---------------------------|
| S Pritchett | - Clerk to Governors (SP) |
|-------------|---------------------------|

Item		Action
1	<p>WELCOME RA greeted Governors and welcomed everyone to the meeting which started at 6.03pm.</p> <p>1.1 RESIGNATIONS/APPOINTMENTS Nick Seward had resigned recently and FGB wished to express their appreciation to NS for his contribution over the past 2 years. CH had also previously indicated that she would be stepping down at the end of July 2022 and that this would be her last FGB meeting. Governors thanked her for 7 years of service and, in particular, for the knowledge she had imparted about premises.</p> <p>There were two vacancies for Co-opted Governors and the meeting invited MJ and LW to fill these vacancies. CH nominated, NP seconded and MJ was unanimously elected as a Co-opted Governor on the Kingham Full Governing Board for a four year term starting on 4 July 2022. DS nominated, CH seconded and LW was unanimously elected as a Co-opted Governor on the Kingham Full Governing Board for a four year term starting on 4 July 2022. NP would update the website accordingly.</p> <p>It was noted that Leigh-Anne Smith's term of office was coming to an end and new staff Governor would need to be elected in September. WC would also be standing down as Parent Governor in September and the FGB agreed that both parent and staff Governor elections would be held as soon as practicable in the new academic year.</p> <p>1.2 APOLOGIES AND ABSENCES Apologies were received and accepted from WC, HH and LS.</p> <p>1.3 QUORUM The meeting was quorate with quorum being 5 of the 9 full Governors in post.</p>	NP
2	<p>DECLARATION OF ANY OTHER BUSINESS None</p>	

3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS</p> <p>None</p>	
4.	<p>APPROVAL OF MINUTES OF THE LAST MEETING 25th April 2022</p> <p>The Minutes of the meeting 25th April 2022 were agreed as an accurate record. The Minutes were signed by the Chair and passed on to NP for the Governing Body file in the office.</p>	
5.	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>JJ, NP and DS had scheduled a meeting the following Monday to complete NP's mid-year review.</p> <p>The meeting revisited the previous discussion about Governors instituting a process for exit interviews for staff. It was agreed that exit interviews could provide valuable feedback, support staff engagement and retention and help to identify emerging trends if any. MJ would lead on introducing an exit interview process for all staff from September 2022.</p> <p>Governors were keen to show their appreciation to staff and NP would consider options for discussion at the September FGB meeting.</p>	<p>MJ</p> <p>NP</p>
6.	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1. Governor Vacancies</p> <p>The Board currently had no vacancies, but several Governors' terms of office would be coming to an end in 2023 and it was important to be mindful of longevity. DS's appointment was coming to an end in December 2022 and the Board agreed to re-appoint DS for another term.</p> <p>6.2. Proposed Governance Structure</p> <p>RA circulated a proposed governance structure for the ensuing academic year. With effectiveness and efficiency in mind, it was recommended that the Committee structure be streamlined. Committees would be reduced to two standing Committees in addition to the ad hoc Committees of Appeals, Complaints, Pay and HT Performance. This would free up time for Governors to undertake additional monitoring visits. DS agreed to join the Pay Committee.</p> <p>After some discussion about the respective remits of the two Committees, it was agreed that Finance, Premises, Health and Safety and staffing structure would be covered by a Resources Committee and Curriculum, Performance, Child Protection, Behaviour and Staff Well-being would fall to Performance and Standards. Minutes from the respective Committees would be circulated to the wider board with papers for the FGB meetings, and only significant strategic issues highlighted at the board meetings to avoid unnecessary repetition.</p> <p>Each Committee would meet 3 times a year with strong attendance. Membership of the Resources Committee was agreed as CW, JJ, NP, RA, HH with CW in the chair. Performance and Standards membership was agreed as NP, MJ, RA, DS, LW and the incoming staff Governor in September with MJ in the Chair.</p> <p>In September 2022, the full list of link Governors would be reviewed but with WC stepping down, RA agreed to take on website compliance with immediate effect.</p> <p>6.3. Training needs, opportunities and feedback</p> <p>RA reported that OCC's Autumn training schedule was out and encouraged Governors to attend. Several courses were highlighted as particularly useful in supporting Governor monitoring such as effective use of PP, Understanding the Primary Curriculum and Holding School to Account. Successful Chairing would be beneficial for anyone taking on chairmanship of a Committee or the Board, now or in the future. There was also very good bit sized training available. Once again, Governors were reminded that OCC training would automatically be reflected on their individual GovernorHub profiles pages, but all other training had to be entered manually.</p>	

	<p>MJ had completed OCC training on Preparing for OFSTED on 12th May and circulated comprehensive notes for Governors' consideration. Governors thought that it would be prudent to identify a small group of Governors to lead on OFSTED readiness. RA, JJ, DS and MJ agreed to meet to discuss preparations and compile an information pack.</p> <p>Governors discussed OFSTED's focus on "how it feels to be a pupil in this school" and felt that more engagement with pupils during monitoring visits would add evidence to pupil survey data. The monitoring visit pro-forma would be updated to capture feedback from pupils. Governors were encouraged to also use monitoring visits to verify the content of NPs' HT report. In particular, evidence of children making the link between learning in one year and the next would be valuable alongside progression and skills in the curriculum.</p> <p>Governors were reminded to review the OFSTED folder on GovernorHub and asked that documentation in that folder be kept updated.</p>	<p>RA, JJ, DS and MJ</p> <p>MJ ALL</p> <p>ALL</p>
<p>7.</p>	<p>QUESTIONS ARISING FROM HEADTEACHER'S REPORT</p> <p>Governors were delighted that staff vacancies had been filled and the team was up to full complement for the new academic year. The meeting queried whether the appointment of less experienced staff would place additional pressure on more experienced staff. NP responded that this was less of an issue if new staff came with the right attitude. Newly Qualified/Early career teachers were likely to embrace "The Kingham Way" more readily and bring enthusiasm and fresh ideas. The appointment of less experienced teachers also delivered on planned cost savings with these projections built in when the budget was set.</p> <p>Governors referenced the OFSTED framework's mention of pedagogy and memory retention and challenged SLT on how Kingham taught pupils so in a way that facilitated recollection of learning. NP explained the school's approach to spaced, spiral learning and the use of assessment a retrieval device. School was moving away from the nationally popular White Rose maths which only taught a particular concept once a year.</p> <p>The meeting scrutinised attendance figures and focussed on persistent absence. NP explained that the previous years' figures reflected the vagaries of the Covid attendance coding. When school reopened initially there had been 100% attendance as both pupils and parents were pleased to be back. However, younger children had not been exposed to common childhood ailments during lockdown and so infections of chicken pox and flu etc were soon widespread when mixing resumed. There were cases of unauthorised absence with families taking holidays during term time and it was important to reinforce the messaging that children needed to be in school backed up by the recent White Paper. Persistent non-attendance would be dealt with swiftly and attendance letters issued.</p> <p>Governors asked after the two MASH referrals and whether students were getting the support they needed. NP explained the level of involvement (or lack thereof) from respective agencies. Neither family had had received any support from social services. NP did not have any outstanding concerns but would follow-up if the need arose.</p>	<p>NP</p>
<p>8.</p>	<p>DfE UPDATES</p> <p>NP had provided a useful summary on:</p> <p>8.1 White Paper - Opportunity for all: strong schools with great teachers for your child</p> <p>8.2 Working together to improve school attendance</p> <p>8.2 Education recovery: guidance for governors and trustees</p> <p>LW provided a short overview of the briefing she had attended on the White Paper "Opportunity for all" which set out the government's vision for increasing collaboration / federation between schools or academisation by 2030. This was currently policy not legislation but there was no harm in identifying how other local school were constituted. The FGB would return to the subject in the new academic year and the clerk would ensure it was a standing item on FGB agendas.</p>	<p>CW SP</p>

	The White Paper promised action to cement tuition as a permanent feature of the school system. At Kingham 27 children had received tuition through the national tutoring scheme which had been successful for some. It would be interesting to see the national data on KS1 which had been impacted most by Covid. The KS2 SATS results were expected the following day.	
9.	<p>SAFEGUARDING</p> <p>All staff had completed the necessary safeguarding training. CW had yet to complete safeguarding training and would refer to the OCC training schedule for a suitable course. School would be delivering safeguarding training next in September and CW was welcome to join. DS reported that he was up to date on safeguarding checks conducted with EJ and NP.</p>	CW
10.	<p>PPG FUNDING</p> <p>Governors received and considered the Head's report on PPG funding and endorsed it for publication on the school website.</p>	NP
11.	<p>PE/ SPORTS PREMIUM FUNDING</p> <p>Governors received and considered the Head's report on PE/Sports Premium funding and endorsed it for publication on the school website.</p>	NP
12.	<p>FINANCE</p> <p>HH had set aside £33,000 for premises work over the Summer. Finances remained comfortable.</p>	
13.	<p>HEALTH AND SAFETY</p> <p>RA had completed a H&S walk round and completed a checklist with HH ahead of independent H&S audit. School still awaited quotes for fencing and gate to front of the school. There were plans to replace the vehicle 5 bar gate and pedestrian gate with 1.8m high gates. It was pointed out that the fence between the staff car park and the playground was low and RA would take a look.</p>	RA
14.	<p>PREMISES</p> <p>Nothing to report</p>	
15.	<p>PERFORMANCE, CURRICULUM and STANDARDS</p> <p>Minutes available on GovernorHub.</p>	
16.	<p>POLICY REVIEW</p> <p>None</p>	
17.	<p>CORRESPONDENCE</p> <p>None</p>	
18.	<p>AOB</p> <p>RA would be hosting a reception for Governors and teachers at his house in September. CH was welcome to attend even though she was stepping down from the Board at the end of the month.</p>	
19.	<p>DATE OF FUTURE FGB MEETINGS</p> <p>6pm Monday 10 October 2022 (face to face at the school)</p> <p>6pm Monday 23 January 2023 (virtual)</p> <p>6pm Tuesday 2 May 2023 (virtual)</p> <p>6pm Monday 17 July 2023 (virtual)</p> <p>NP would schedule Committee dates in consultation with Committee Chairs.</p>	NP

Meeting closed 8.09pm Minutes produced by Sheilah Pritchett on 10 July 2022