

Headteacher
Mr N Prockter
Telephone 01608 658366
www.kingham.oxon.sch.uk



Kingham Primary School
The Green
Kingham
Oxford
OX7 6YD

**Virtual Full Governing Body Meeting
Held on Monday 10 October 2022 at 6pm at the school**

PRESENT:

R Alden	- Parent Governor (RA)
C Davies	- Parent Governor (CD)
M Jones	- Co-opted Member (MJ)
N Prockter	- Headteacher (NP)
J Ralf	- Staff Governor (JR)
D Salter	- Co-opted Governor (DS)
L Warne	- Co-opted Member (LW)
C Wheeler	- Co-opted Governor (CW)

APOLOGIES FOR ABSENCE:

J Joiner	- Local Authority Governor (JJ)
----------	---------------------------------

APOLOGIES FOR LATENESS:

D Salter	- Co-opted Governor (DS)
----------	--------------------------

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. A particularly warm welcome was extended to newly elected staff Governor, JR and parent Governor, CD followed by a round of introductions.</p> <p>1.1 APOLOGIES AND ABSENCES Apologies for absence were received and accepted from JJ. Apologies for lateness were received and accepted from DS.</p> <p>1.2 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 4th July 2022 The Minutes of the meeting 4th July 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>	RA

<p>5.</p>	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>MJ updated the meeting on the introduction of an exit interview process with staff who were leaving. MJ had contacted Governors Services to invite their input but had yet to receive a response. A member of staff was leaving two weeks before Christmas and a set, structured format would need to be in place by then. SP agreed to follow up with Governor Services, MJ would proceed in any event. NP asked that he was able to see the questions prior to any interviews taking place.</p> <p>Governors were encouraged to read the newly updated OFSTED framework and were directed to the OFSTED website.</p> <p>CW still needed to undertake safeguarding training as a matter of urgency, and he committed to complete the OCC training scheduled for 10 days' time.</p>	<p>SP MJ</p> <p>ALL</p> <p>CW</p>
<p>6.</p>	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1. Committee membership and terms of reference Performance and Standards Committee membership was agreed as RA, MJ, NP, JR, DS, LW Resources Committee membership was confirmed as RA, CD, HH, JJ, NP and CW P&S Committee Terms of Reference (TOR) were agreed as fit for purpose. Resources TOR would be reviewed by Committee and any amendments brought to FGB for ratification.</p> <p>6.2. Adopt new Governors Code of Conduct The updated Governors' Code of Conduct was formally ratified and adopted.</p> <p>6.3. Governing body information for website RA had reviewed the website against the checklist of requirements for maintained school websites and reported back to Performance and Standards Committee.</p> <p>6.4. GIAS compliance RA would come early to the Pay Committee meeting to check GIAS was up to date.</p> <p>6.5. Governor areas of monitoring and monitoring schedule All Governors to please undertake a monitoring visit before Christmas.</p> <p>6.6. Link Governors' roles were agreed as follows Richard Alden - Music/DT, English, Pupil Premium, Whistleblowing, Website compliance Chris Davies - EYFS, Art, H&S Jeremy Joiner - Humanities, PE Melanie Jones - Computing, Governor Training David Salter - Safeguarding, SEND, French, RE Lisa Warne - Science, PSHE Chris Wheeler - Maths, Attendance</p> <p>Governors discussed gathering pupil voice when undertaking monitoring visits. Subject leaders did focus groups with children to collect evidence of pupil voice and NP offered to arrange similar focus groups for Governors with a cross section of the school community including children of all different ability levels. Governors were encouraged to focus on how SDP priorities were being delivered and how long-term learning was being reinforced. NP offered to circulate some potential questions for Governors to pose during visits.</p>	<p>Resources Cttee</p> <p>RA</p> <p>ALL</p> <p>NP</p> <p>NP</p>

	<p>6.7. Confirm Governor DBS and 128 checks All Governors DBS and 128 checks were up to date apart from the newly elected CD whose application had been submitted. All Governors were up to date with safeguarding training except for CW who would complete the LA training in 10 days' time.</p> <p>6.8. Whistle-blowing procedures and appointment of a Whistle-blowing Governor It was confirmed that whistle-blowing procedures were in place and RA would serve as whistleblowing Governor.</p> <p>6.9. Governor's health check Governors were sign posted to the Governor Healthcheck on GovernorHub.</p> <p>6.10. Training needs and opportunities CD had booked onto OCC Governor induction training in November. Governors were reminded to check their personal training profiles on GovernorHub and ensure the records were up to date.</p>	ALL
7.	<p>QUESTIONS ARISING FROM HEADTEACHER'S REPORT Governors were very complimentary about the school Self-Evaluation Form(SEF) which was an informative read alongside the School improvement Plan (SIP). The SEF was instrumental in understanding the educational journey of students over the course of their primary schooling at Kingham. Performance standards committee had looked at the SEF in great detail and other Governors were signposted to the SEF folder on GovernorHub.</p> <p>FGB queried if there was more that could be done to fill vacancies in Nursery and Y3. NP explained that Nursery numbers always started low in a new academic year. Nursery had made a surplus last summer term because it was 80% full. A Nursery TA had left recently and would not be replaced until numbers picked up, so expenditure was currently slightly down. Nursery needed to be about 70% full to breakeven and the situation would be clearer in January.</p> <p>Governors challenged SLT on why school had changed Maths schemes. NP explained that 4 schemes had been in place across the school in different year groups and the new scheme rectified the this. NP reassured the meeting that the national curriculum was still being covered. The decision had been taken to move away from the White Rose scheme the school had been buying into and to introduce the Collins Maths scheme from years 1 to 6. The Collins scheme complemented the 'long-term' learning priority as it utilises regular assessment and regularly revisits branches of maths. CW would delve into the matter more during his maths monitoring visit.</p> <p>Governors homed in on attendance and the uptick in persistent absence at 13% during the 2021/22 academic year. NP explained that a number of those absences related to families having rebooked holidays that had been cancelled during the pandemic. Governors were reminded that during lockdown/school closures attendance figures were no recorded so 2021/22 absence figures would undoubtedly be higher. If an absentee had Covid this was not recorded up until April 2022. Whilst persistent absence figures needed to be brought down, NP indicated that chronic illness was adding to the figures and it was inappropriate to send attendance letters in that case. An article on attendance would be included in the parent newsletter which SLT expected would make a difference.</p>	CW

	<p>Governors asked about school's vision for the nursery and queried whether there were any plans to extend nursery hours to offer wraparound care. The benefit of the nursery was as a feeder into Reception. Various aspects of the curriculum, such as the phonics scheme, could be introduced early. NP explained that offering wraparound care was not currently viable due to the logistical and staffing challenges.</p> <p>FGB asked how prioritising long-term learning, advanced cognitive performance and creating magic moments all tied in. NP explained that building long term memory was not always creative. Creativity was part of thinking and learning skills but learning phonics and timetables was based on repetition. In response to a question, NP confirmed that for those children with SEND slightly different approaches might be taken to making things memorable for those learners.</p> <p>Discussion turned to the list of secondary destinations for the previous years Y6s. 12% had been awarded scholarships and a number had gone to prestigious schools. This could be celebrated and publicised at school open days with appropriate signposting.</p>	
<p>8.</p>	<p>ATTENDANCE</p> <p>8.1 Monitor schools' preparedness for compliance</p> <p>NP confirmed that he was incorporating all the non-statutory guidance on attendance that would become statutory guidance in due course. Detailed discussions on attendance had been had Performance and Standards and would be standing item on Committee's agenda rather than on the FGBs.</p>	<p>P&S Cttee</p>
<p>9.</p>	<p>PERFORMANCE AND STANDARDS</p> <p>The Minutes of the recent P&S Committee meeting had been circulated with the FGB agenda papers. Committee had reviewed the latest sets of results and reviewed the SEF which all Governors were strongly encouraged to read.</p> <p>Discussions had been held previously about OFSTED readiness. RA, MJ, CD and DS would form a small working group to look at the material already gathered in the OFSTED folder and prepare something for the Board. RA would arrange a meeting as soon as possible.</p>	<p>ALL</p> <p>RA</p>
<p>10.</p>	<p>RESOURCES</p> <p>The Minutes of the recent Resources Committee meeting had been circulated with the FGB agenda papers. There had been some changes on financial side with rising staff costs and grant income not rising suit. Pressure from rising energy costs was expected but school had been prudent in our forecasting and included double the current energy costs within the budget, whilst still maintaining a surplus buffer. CW circulated a short spreadsheet setting out budget movements and an increase in the deficit to 67,000. However, it was unlikely that the entire premises budget would be spent this year because of a difficulty getting contractors in. Also, it was not unusual for other grant income to come online later in the year. Resources would keep a close eye on the figures and if the deficit climbed towards £75,000 some of the maintenance costs might need to be pushed into the following year.</p> <p>Energy saving measures were discussed and Governors were very positive about premises developments. NP would contact Adam Barnard about resitting the Millennium gates.</p>	<p>NP</p>

11.	HEALTH AND SAFETY The H&S audit had been successfully completed in July and Governors extended their thanks and appreciation to Helen Hare (HH) for her excellent work. School had received one quote for raising the fence by staff car park which it was hoped would be done soon.	
12.	HT PERFORMANCE MANAGEMENT DS would make contact Jane Ratcliffe asap about the HT's performance review.	DS
13.	SAFEGUARDING P&S Committee had received a presentation on KCSIE 2022 and had gone through the changes. The changes were also included in the HT report. Most Governors had received updated L2 generalist training including KCSIE 2022. RA and CD were attending the training in school the following Thursday.	
14.	PUPIL PREMIUM STRATEGY STATEMENT The PP Strategy Statement had been circulated with the papers for the meeting and included a breakdown of how funding was spent and evidence of the impact it was having. PP was used mainly used for structured interventions and pastoral support and was really making a difference. Internal data showed that across the school, the average progress of disadvantaged pupils was higher than the national expectation and in Maths, significantly higher. One PP child had been awarded a scholarship to secondary school. The Statement was ratified and would be uploaded on the school website. Sports premium funding continued. Some was utilised for swimming and some for sports partnerships Kingham participated in. Kingham needed to be able to demonstrate the impact against 5 indicators and publish the report on the website.	
15.	ACADAMISATION This item was deferred until next calendar year.	
16.	POLICY REVIEW 16.1. Policy Review Schedule 16.2. Child protection and safeguarding policy 16.3. Attendance 16.4. Behaviour The policies above were duly ratified and adopted.	
17	CORRESPONDENCE None	
18.	AOB RA volunteered his house for a staff and Governor get together in November. CW offered to cost an appropriate thank you gift for WC.	
19.	DATE OF FUTURE FGB MEETINGS 6pm Monday 5 December 2022 (virtual)	

Meeting closed 8.03pm Minutes produced by Sheilah Pritchett