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Kingham Primary School  
The Green  
Kingham  
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OX7 6YD

**Virtual Full Governing Body Meeting  
Held on Monday 5 December 2022 at 6pm online via Zoom**

**PRESENT:**

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

**APOLOGIES FOR ABSENCE:**

D Salter	- Co-opted Governor (DS)
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**IN ATTENDANCE:**

S Pritchett	- Clerk to Governors (SP)
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Item		Action
<b>1</b>	<p>WELCOME RA greeted Governors and welcomed everyone to the meeting which started at 6.02pm.</p> <p>1.1 APOLOGIES AND ABSENCES Apologies for absence 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>	
<b>2</b>	<p>DECLARATION OF ANY OTHER BUSINESS Meeting dates</p>	
<b>3</b>	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
<b>4.</b>	<p>APPROVAL OF MINUTES OF THE LAST MEETING 10<sup>th</sup> October 2022 The Minutes of the meeting 10<sup>th</sup> October 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.</p>	<b>RA</b>
<b>5.</b>	<p>MATTERS ARISING FROM PREVIOUS MINUTES Item 5 – MJ had not received input from the Local Authority on the exit questionnaire although it had been requested. Julie Jones had already left the school, but it was agreed MJ would invite Julie to a voluntary exit interview. NP would provide contact details.</p>	<b>MJ NP</b>

	<p>Item 6.1 - CW circulated the Resources Committee Terms of Reference that had been ratified in September. Resources Committee was not proposing any changes at this time. If any amendments were required in future, these would be brought to FGB for ratification.</p> <p>All Governors' safeguarding training was up to date.</p> <p>RA recommended that all Governors take time to read with SEF which was very informative.</p> <p>The Millennium gates had been resited at the allotments. Governors thanked NP for arranging this.</p>	
<p><b>6.</b></p>	<p><b>GOVERNING BOARD ADMINISTRATION</b></p> <p>6.1. Training needs and opportunities Governors were signposted to regular OCC emails about training opportunities.</p> <p>6.2. Governor areas of monitoring and monitoring schedule A number of Governor monitoring visits had taken place and RA was in school the following day to look at curriculum. Governors were welcome to liaise with respective teachers at any time, but the office would also be aiming to schedule most visits in the first two weeks of January. NP would look at dates for pupil voice.</p>	<p><b>Harriet Gallimore NP</b></p>
<p><b>7.</b></p>	<p><b>QUESTIONS ARISING FROM HEADTEACHER'S REPORT</b> NP drew Governor's attention to the table setting out attendance figures on page 2 of the HT report had been circulated with the paper of the meeting. NP explained that from the start of the academic year in September to the end of October, persistent absence was recorded as 4.9% (22 children). There were no comparable national figures for this period for previous years which were affected by the pandemic. However, Kingham persistent absence data for autumn and spring the previous year compared to national data was quite favourable at 13% compared to 22% nationally.</p> <p>Recently, there had been a number of childhood illnesses like chicken pox and scarlet fever doing the rounds as well as some Covid cases. NP cautioned that the persistent absence was not a reliable metric over half a term at this time of year, as any child off for just over a week would be classed as persistently absent.</p> <p>A Governor enquired as to absence figures excluding the persistent absentees. NP responded that the number would easily halve. NP explained that over 62% of persistent absence was the result of sickness, 14% unauthorised holidays (for which penalty notices had been sent) 8% authorised absence on compassionate grounds and 8% school refusers.</p> <p>Governors asked after updates to the SEF for which NP had included a link to the live document in his report.</p> <p>FGB sought feedback from the parent questionnaire. NP responded that there had been over 80 returns which was good. On the whole feedback positive and would be brought to the next FGB meeting. Once all the feedback had been analysed, school would respond to parents via the website and the bulletin.</p>	<p><b>NP</b></p>

<p><b>8.</b></p>	<p><b>PREPARING FOR OFSTED</b></p> <p>RA updated Governors on the information he was pulling together into a pack of relevant documentation in preparation for an OFSTED inspection. Governors were signposted to a folder on GovernorHub called preparing for OFSTED which included the OFSTED framework and handbook, OFSTED strategy and summary, OCC's preparing for OFSTED PowerPoint, the SEF and recent OFSTED reports from other Primary Schools. Work had started on building a Q&amp;A sheet. It was hoped that the pack would be compiled soon but in the interim Governors were encouraged to read the documents already on the Hub.</p> <p>RA reminded Governors of the criteria against which inspectors would be assessing the school under the categories of Quality of Education, Leadership and Management, Behaviours and Attitudes and Personal development.</p> <p>Governors commended NP and staff on the quality of the SEF which already reflected much of the best practice identifiable in the OFSTED reports and documentation.</p> <p>FGB reflected on how recent iterations of the OFSTED framework had raised the bar significantly and most school's previously graded outstanding were now being graded as good. When Kingham was last inspected 1 in 5 schools had been outstanding. It was now 1 in 100. Whilst Kingham's ambition was always to be outstanding in every area, leadership was expected to self-evaluate fairly. Governors and SLT were conscious that revamping the curriculum was a 2 year project and school was just starting the second year. Once fully sequenced the curriculum would take time to embed.</p> <p>Governors enquired about the impact of staff turnover on embedding the new curriculum. NP was pleased the school was open, now fully staffed and was confident in the staffing team.</p>	<p><b>ALL</b></p>
<p><b>9.</b></p>	<p><b>PERFORMANCE AND STANDARDS</b></p> <p>Committee had not met since the last FGB.</p>	
<p><b>10.</b></p>	<p><b>RESOURCES</b></p> <p>Committee had not met but CW made reference to the Budget monitoring report for P7 which was available on GovernorHub. School had pulled back about £4,000 but was still anticipating a deficit of about £62,000 which is about £16,000 more than previously budgeted for and was largely a result of unfunded increases in teacher's pay.</p> <p>FGB was also alerted to the impact of the increase in energy costs for oil electricity which were negotiated by the Local Authority. Last year the cost was £18,000. At present Kingham had set aside £33,000 in this year's budget. School currently benefitted from a £25,000 grant from OCC reflected in the income statement but there had been no indication of a similar grant next year. Kingham did have £138,000 which was going to be eaten into if the £25,000 grant fell and school had to bear the full brunt of energy costs.</p>	
<p><b>11.</b></p>	<p><b>HEALTH AND SAFETY</b></p> <p>Concern was expressed about the impact of lorries parking on the pavement opposite the school to service the building works. It was illegal to park on the pavement, but it was happening nonetheless and causing a health and safety hazard for children crossing the road. NP was arranging to meet with contractors and asked anyone who had a picture of this occurring to please email it to him.</p>	<p><b>NP ALL</b></p>

12.	<p>HT PERFORMANCE MANAGEMENT AND PAY COMMITTEE RECCOMENDATIONS</p> <p>NP's performance management meeting was taking place the following week. Pay Committee had meet and approved NP's recommendations for teacher pay progression which FGB ratified.</p>	
13.	<p>SAFEGUARDING</p> <p>Governors received and considered the completed Annual Safeguarding report. Governors needed to be satisfied that Kingham was meeting their safeguarding duties and then school would submit the return to OCC by 16 December. As safeguarding Governor DS had checked the report over very carefully. School had also had a safeguarding review in April and had come out strong. FGB was pleased to see that school was compliant and noted the small number of actions. Governors asked after the action around OCC's neglect audit tool. NP explained that this was a new resource provided by OCC which school intended to use in the spring.</p> <p>It was noted that the Single Central Record had been reviewed by DS reviewed and Governors were referred to his monitoring visit report as well as the relevant section of the HT's report.</p> <p>The Annual Safeguarding Report was ratified and approved for submission to OCC.</p>	
14.	<p>POLICY REVIEW</p> <p>Teacher and Support Staff Pay Policy was duly ratified and adopted.</p>	
15.	<p>CORRESPONDENCE</p> <p>None</p>	
16.	<p>AOB</p> <p>FGB delegated responsibility to Resources Committee to approval the SFVS in January. Committee would circulate the SFVS to the full FGB for information.</p>	<b>Resources</b>
17.	<p>DATE OF FUTURE FGB MEETINGS</p> <p>6pm Tuesday 2 May 2023 (virtual)</p> <p>6pm Monday 17 July 2023 (virtual)</p> <p>Academisation would be on the FGB agenda for September. In July, FGB would nominate Governors to undertake the preparatory work ahead of the September meeting.</p> <p>All Governors were wished a Merry Christmas and Happy New year.</p>	

Meeting closed 7.23pm Minutes produced by Sheilah Pritchett 8 December 2022