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Kingham Primary School  
The Green  
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**Virtual Full Governing Body Meeting  
Held on Tuesday 2 May 2023 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)
D Salter	- Co-opted Governor (DS)
L Warne	- Co-opted Member (LW)
C Wheeler	- Co-opted Governor (CW)

**APOLOGIES FOR ABSENCE:**

H Hare	- School Business Manager (HH)
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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 Helen Hare (HH).</p> <p>1.2 QUORUM The meeting was quorate with quorum being 5 of the 9 full Governors in post.</p>	
<b>2</b>	DECLARATION OF ANY OTHER BUSINESS	
<b>3</b>	DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None	
<b>4.</b>	<p>APPROVAL OF MINUTES OF THE LAST MEETING 5<sup>th</sup> December 2022 The Minutes of the meeting 5<sup>th</sup> December 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 MJ reported that Julie Jones had been willing to have an exit interview but too much time had passed since she left. MJ enquired as to whether there were any staff moving on for which exit interviews should be scheduled. NP reported that Helen Hare had handed in her resignation and would be leaving end of July. MJ would make the necessary arrangements for an exit interview.</p>	<b>MJ</b>

<p><b>6.</b></p>	<p><b>GOVERNING BOARD ADMINISTRATION</b></p> <p><b>6.1. Succession planning</b>  Governors were aware that RA's term of office was coming to an end in July when he would cease to be both a parent Governor and chair of the FGB. It was deemed prudent to elect a Chair of the FGB for the new academic year at this point to enable an effective transition and handover. RA nominated, JJ seconded and CD was unanimously elected unopposed to be chair of the Kingham Full Governing Board to for the 2023/24 academic year. Elections for a new parent Governor would be held before the summer holidays.</p> <p>JJ's term of office as Local Authority Governor was also coming to an end in November and he would not be available for another term. FGB was hoping a prospective Governor from local community with interest in making a difference would step forward. CW indicated that he might know someone who could be interested and he would sound them out.</p> <p>FGB expressed sincere appreciation to RA for his contribution as a Governor and being an excellent Chair who modelled the Governor role of providing both support and challenge to senior leadership team (SLT). A farewell for RA in the summer was suggested. Governors thanked CD for his willingness to take over as Chair and congratulated him on his election.</p> <p>Governors asked after plans to replace HH the school business manager following her resignation. The post would be advertised in the normal way and NP was confident that a suitable candidate would be found. The Local Authority would provide support in the interim if there was a delay in filling the position.</p> <p><b>6.2. Training needs and opportunities</b>  Governors were signposted to the Oxfordshire Governors conference on 24<sup>th</sup> June and the Preparing for OFSTED course on 22<sup>nd</sup> June 2023 which CD was booked onto.</p> <p><b>6.3. Governor areas of monitoring and monitoring schedule</b>  NP had uploaded Governor monitoring visit reports on 14 different topics. All subjects had been monitored plus an impressive pupil panel convened. RA identified key themes across the reports including progression made in curriculum development, consistency being built up across different years and subjects, children's enjoyment of classes and positive engagement, good behaviour in class and around school and strong safeguarding understanding and practice. Governors were encouraged to undertake one more visit each before July if possible – please contact Eve to make arrangements.</p> <p>DS informed the meeting that he had also undertaking a monitoring visit with Miss Jenkinson about SEN and mental health and he would upload the report in time for the next FGB.</p> <p>FGB indicated that for the sake of continuity, link Governor areas of responsibility for the new academic year would remain the same.</p>	<p><b>NP</b></p> <p><b>CW</b></p> <p><b>ALL</b></p> <p><b>DS</b></p>
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7.	<p><b>QUESTIONS ARISING FROM HEADTEACHER'S REPORT</b></p> <p>Governors welcomed the Headteachers (HT) report which had been circulated on GovernorHub with the papers for the meeting. The roll table provided a useful overview of places filled and vacancies. Governors asked if an additional column could be included to show comparison throughout the year and NP agreed.</p> <p>FGB referred to attendance and absence figures which remained unchanged since the previous meeting. Governors were pleased that persistent absence at 12.5% was lower than national average of 18%.</p> <p>Attention turned to the incidents table in the HT report and Governors were delighted that there had been no reportable incidents in the current academic year. Governors enquired about the threshold for reporting incidents. NP referred to the behaviour policy and explained that the threshold was Level 4 and above for incidents and worse for suspensions. A formal complaint could arise if the HT had not been able to resolve a concern but there had been no formal complaints in last couple of years.</p> <p>A Governor followed up on the Opportunities for All DfE White Paper 2022 and challenged NP on whether there were further elements for inclusion in the school improvement plan (SIP) over and above the focus on attendance. NP explained that there had been little in the White Paper about inclusion and since it was published many of the threads in the White Paper had gone quiet. School would be moving forward on the thread on increasing hours and improving attendance while waiting to see if the other proposals in the consultation paper progressed in the legislative process. In response to a question, NP confirmed that school was on track to achieve the SIP.</p> <p>FGB was delighted to see that Kingham had received 50 first choice applications for Reception places for September 2023. There were only 30 places available, so Reception was oversubscribed. NP made Governors aware of school place appeals. Governors were confident that the popularity of the school was testament to the great work going on. In response to a question, NP explained that there were legal class size limits in R, Y1 and Y2 but no legal limit from Y3 upwards.</p> <p>Governors asked after the impact of recent industrial action and how this was tracked, in particular for classes most frequently affected. NP spoke to informal monitoring and the challenges of redeploying staff whilst not strike breaking. NP emphasised that those teachers striking were not doing so out of concern for their own remuneration but because the government's pay offer was unfunded. School budgets were already stretched and unfunded pay offers were untenable.</p>	NP
8.	<p><b>SEND INFORMATION REPORT</b></p> <p>The SEND Information report was very similar to the previous years with some very minor changes. FGB ratified the report and approved it for uploading onto the school website.</p>	
9.	<p><b>PUBLIC SECTOR EQUALITY DUTY STATEMENT</b></p> <p>The Public Sector Equality Duty statement was very similar to the previous years with some minor changes to the data. NP had attempted to locate comparative data within the county but to no avail. FGB ratified the statement and approved it for uploading onto the school website.</p>	

10.	<p><b>PREPARING FOR OFSTED</b></p> <p>Governors were signposted to the “Inspection ready” folder on GovernorHub and encouraged to familiarise themselves with the contents. DS would review safeguarding folder. If Governors felt there was anything information missing to please let RA know.</p>	<b>DS ALL</b>
11.	<p><b>PERFORMANCE AND STANDARDS</b></p> <p>The Minutes of the recent Committee meeting were available on GovernorHub. Since the Minutes had been produced, Governors had met with Roisin for a curriculum update. This had been a really useful meeting and Governors came away with a good understanding about what was being put in place and the school was on.</p>	
12.	<p><b>RESOURCES</b></p> <p>In the meeting papers, Governors had received a PDF that showed outcome for 2022/23, the budget for 2022/23 and the detailed budget for 2023/24 along with a PDF which extended the budget to 2024/25 and 2025/26. These budgets/forecasts were approved by the Resources Committee on 25 April 2023.</p> <p>Turning the 2022/23 Actuals, CW pointed out that the deficit for the year was £9,026, compared to a budgeted deficit of £46,905. This better-than-expected outturn was due, in the main, to some final adjustments and carry forwards made at the year end. The main reasons for this better-than-expected performance were stronger ‘other income’, from Kids Club, catering and donations. In addition, school had a large budget for building maintenance the previous year and some projects will be completed in the current financial period, reducing last year’s deficit by around £20k.</p> <p>Looking at 2023/24 budget, the current year produced a deficit of £45,177. This would take the surplus down from around 13% of core grant income at the end of March 2023, towards the local authorities preferred level of no more than 8%. The main reasons for this increase in the annual deficit was lower ‘other income’ which school have not traditionally budgeted for given its unpredictability. In addition, Kingham was forecasting core grant income to remain flat, while teaching staff costs were expected to rise 5%. It is worth noting that while building maintenance costs were expected to fall by £25k, the capital account stood at £21k and the school would receive a further £6k in the current financial period. This money needed to be spent on capital projects or school risked losing it.</p> <p>2024/25 and 2025/26 projections saw £45,000 fall to £8,000 because of lower premises costs before starting to go up again because of flat grant income and rise in staff costs. These forecasts were basically extrapolations from the 2023/24 budget. A deficit of £7.6k was anticipated in 2024/25 with flat income and the cost of educational support staff and non-teaching staff costs falling. However, the deficit was expected to widen to £28.5k in 2025/26 as income remained flat while teaching staff costs increase. The surplus carried forward at the end of 2026 was expected to be £53.9k.</p> <p>Governors were comfortable with the budget as presented and pleased that there was some capacity should something untoward happen. Restructuring had paid dividends and provided some leeway but rising costs without rising income would be a challenge. FGB congratulated staff and Resources Committee on the excellent management of costs and income. Resources Committee recommended the 2023- 2026 Kingham Primary School budget to FGB for ratification and submission to OCC which was agreed unanimously.</p>	

11.	<p>HEALTH AND SAFETY</p> <p>Governors were pleased with work to improve site security including the installation of new gates. RA and CD would do the annual H&amp;S walk with HH ahead of the audit.</p>	RA, CD
14.	<p>HT PERFORMANCE MANAGEMENT AND PAY COMMITTEE RECCOMENDATIONS</p> <p>Committee met just before Christmas supported by Jane Radcliffe and had set new targets with NP. A mid-year informal target review was being planned.</p>	
15.	<p>SAFEGUARDING</p> <p>DHT and HT had used the Neglect Self-audit to pinpoint areas for development. They led a training session on Neglect during the January INSET Day to improve staff understanding of neglect and to make teaching staff aware of the child development checklist used by professionals to clarify initial concerns about neglect and determine whether to refer to other services. EJ had been in touch with DS to say all notes of concern had been followed up consistently and appropriately.</p>	
16.	<p>POLICY REVIEW</p> <p>16.1 Review child protection policy and procedures.</p> <p>NP spoke to the implementation of the digital CPOMS (Child Protection Online Management System) which was going well. The software would enable school to better provide reports to governors, Ofsted and the local authority and enable school to better share information with other agencies where necessary. In response to a question, NP explained that the system was really easy to use and supported consistency of approach. CPOMS would be a good focus for a future safeguarding monitoring visit.</p> <p>16.2 Review behaviour principles written statement</p> <p>A draft of revised behaviour principles had been circulated and the statement was agreed in principle for uploading onto the school website subject to a few minor typographical corrections.</p> <p>16.3 Review charging and remissions policy</p> <p>Charging and remissions policy had not changed and was approved. School did not offer any letting. It was noted that school checked DBS records and safeguarding training for those running after school clubs. Those staff were also included in school's single central safeguarding register.</p>	
17.	<p>CORRESPONDENCE</p> <p>None</p>	
18.	<p>AOB</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>	
19.	<p>DATE OF FUTURE FGB MEETINGS</p> <p>6pm Monday 17 July 2023 (virtual)</p> <p>In future, Committee meetings would be held on site in school and FGB meetings online.</p>	

Meeting closed 7.47pm Minutes produced by Sheilah Pritchett 9 May 2023