

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 17th July 2023 at 6pm online via Zoom**

PRESENT:

R Alden	- Parent Governor (RA)
C Davies	- Parent Governor (CD)
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)
M Jones	- Co-opted Member (MJ)

IN ATTENDANCE:

S Pritchett	- Clerk to Governors (SP)
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Item		Action
1	<p>1.1 WELCOME RA greeted Governors and welcomed everyone to the meeting which started at 6.06pm</p> <p>1.2 APOLOGIES AND ABSENCES Apologies for absence were received and accepted from JJ and MJ.</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 NP agreed to suggest some proposed dates for future Resources Committee meetings.</p>	NP
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>APPROVAL OF MINUTES OF THE LAST MEETING 2nd May 2023 The Minutes of the meeting 2nd May 2023 were agreed as an accurate record. The Minutes would be signed by the Chair and passed on to NP for the Governing Body file. RA and NP would ensure all signed Minutes for FGB meetings over the past year were in the Governing Body file in the office by the end of term.</p>	RA, NP

5.	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>There had been no nominations received for the recently advertised Parent Governor elections. There was one prospective parent Governor interested in the position for next year and another election would be held in the new academic year.</p> <p>In response to a Governor’s question, it was confirmed that MJ had undertaken an exit interview with Ms Warburton.</p> <p>DS indicated that he had sent his SEN and mental health monitoring visit report NP but the content had been superseded by Emma Jenkinson’s input at the Performance and Standards Committee meeting.</p>	NP
6.	<p>ELECTION OF VICE-CHAIR OF THE FGB AND CHAIR OF RESOURCES COMMITTEE FOR THE 2023/24 ACADEMIC YEAR</p> <p>JJ, the current FGB Vice-Chair’s term of office as a Governor was coming to an end in November 2023 and he had indicated that he would not be serving another term on the board. LW expressed her willingness to serve as Vice-Chair of the FGB for the next academic year. Governors were delighted by the offer but agreed to postpone the election to the first meeting of the new academic year when JJ could be present.</p> <p>NP proposed, RA seconded, and CW was duly elected unopposed as Chair of Resources Committee for the 2023/24 academic year.</p> <p>It was anticipated that MJ would continue as Chair of Performance and Standards, but the election would formally take place at the first Committee meeting of the year.</p>	
7.	<p>GOVERNING BOARD ADMINISTRATION</p> <p>7.1. Training needs and opportunities</p> <p>RA reiterated the numerous opportunities for training available including the OCC bite size training which could be done at Governor’s convenience. CD reported that he had completed induction and charring training sessions which had been very useful. In particular CD highlighted the value of the preparing for ODSTED training and cross referencing it with the OFSTED documentation in the folder on GovernorHub. CD would circulate the link to the webpage on the DfE website which gave indicative timings for forthcoming OFSTED inspections. All Governors were encouraged to book onto the preparing for OFSTED training as a refresher even if they had completed it before.</p> <p>7.2. Governor areas of monitoring</p> <p>RA and CD had completed a health and safety (H&S) walkaround prior to the H&S audit.</p> <p>7.3. HT appraisal panel appointments</p> <p>The benefit of having the FGB Vice-Chair on the HT appraisal panel was noted and this item was deferred to the first meeting of term when the V-C election would take place.</p> <p>7.4. Academisation Task and Finish Group</p> <p>In response to a Governor’s question, NP expressed the view that the government’s ambition for all schools to academise by 2030 was unlikely to be abandoned. FGB discussed the purpose and potential output from an Academisation Task and Finish Group. On balance, it was agreed that it would be useful to determine Kingham’s current position on</p>	CD ALL

	<p>academisation/ federation so that the matter could either be pursued or put to bed for a period of time. The T&F group would refresh previously gathered information on academisation/federation if relevant, establish the current situation with other local schools who had not yet academized and tentatively explore any appetite for sharing resources with other local schools. Members of the group were identified as CD, LW, CW and NP. This would be a standing item on future FGB agendas for the group to report on progress.</p>	SP
8.	<p>QUESTIONS ARISING FROM HEADTEACHER'S REPORT FGB received and considered the HT report which had been circulated prior to the meeting via GovernorHub.</p> <p>Governors enquired after anticipated school numbers for the next academic year. NP reported that numbers for September were respectable. Nursery numbers usually started low in the Autumn but increased steadily through the year. A follow-up question was asked about the waiting list. The waiting list for reception was long but it was difficult to know how many would still be interested if a place became available once the year had started. In many cases, by then parents had found alternative placements, bought uniforms etc. There were currently a few vacancies in Y1, Y2 and Y3 and 3 children were leaving for private school at the end of this term.</p> <p>Governors asked if any siblings of children higher up in the school had not been allocated a reception place. NP confirmed that one out of area sibling had missed out. Kingham was willing to accommodate them, but the decision was down to the local authority.</p> <p>FGB interrogated attendance figures and congratulated NP on the improvements to attendance and the decline in persistent absence. Figures looked even better against comparators.</p> <p>The meeting homed in on the SIP end of year review section of the HT report. Governors were delighted that the new curriculum had been implemented successfully and acknowledged what a huge undertaking it had been. FGB was pleased that the full curriculum framework could be found on the school's website and that subject leaders had written progression of knowledge and skills for their subjects. Governors discussed the importance of monitoring visits to provide proof that Governors had reviewed documentation and evidence showing progression of curriculum.</p> <p>Overall, the picture of progress over the year was very encouraging and reflected well on team working. Governors endorsed the really good work going on and thanked NP and the staff for all their efforts.</p> <p>Looking forward, Governors noted that each year priorities were becoming more refined as the big change projects had been completed. Getting into the detail of school improvement was a great reflection of how far things have come. Turning to the 5 key priorities for next year, Governors sought clarification on the focus on ICT. NP explained that this priority had two strands - ICT and computing. Computing covered the syllabus set out by national government. This was taught well by skilled teachers but there was an opportunity for further staff training on ICT and software. Kingham had an ambition for developing skills further e.g. data handling and the ICT strand would focus on using and applying ICT across curriculum to enhance learning.</p>	

	<p>A discussion ensued about hardware and software requirements. Laptops had short lifespans but had the benefit of being easily moved between classrooms. Ideally, NP would like the laptops set up in new classroom with fixed Apple desktops in the STEM room. This could be a future fundraising project.</p> <p>FGB sought clarity on the timing of the STEM classroom installation. The prefabricated room was made offsite and would take 7 days to install. The application was being submitted to the Local Authority under permitted development and school was optimistic it would be approved. There would then be a 4-6 month wait once it had been ordered.</p> <p>Governors challenged NP on how the goal of 30 minutes of physical activity each day was to be realised. NP explained the spread of activity over PE, lunch times and daily mile made this target achievable.</p> <p>The HT report had covered a summary of key updates to Keeping Children Safe in Education (KCSIE) in 2023. NP explained that job candidates would be notified that online searches would be performed as part of the application process. Meeting the new online filtering and monitoring requirements would necessitate the purchase of new software so NP received instant alerts. School had been quoted £600 for the software which seemed a reasonable cost.</p> <p>Governors reviewed teaching deployment from September 2023 and NP explained the rationale behind changes.</p> <p>Governors thanked NP for his very detailed report and celebrated all the amazing opportunities Kingham provided for pupils. Governors also extended their thanks to all staff for supporting school to progress on priorities.</p>	
9.	<p>SPORT'S PREMIUM AND PE FUNDING REPORT Governors received and considered the Sport's Premium and PE Funding report which covered the aims and breakdown of how money was spent. The report was ratified by Governors and agreed for uploading onto the school website.</p>	NP
10.	<p>ANNUAL REPORT FROM THE DESIGNATED TEACHER FOR LOOKED AFTER CHILDREN Governors received and considered the Annual Report from the Designated Teacher for Looked After Children. Governors thanked NP for his report and ratified it.</p>	
11.	<p>PREPARING FOR OFSTED Covered under earlier item.</p>	
12.	<p>PERFORMANCE AND STANDARDS Governors asked for NP's initial thoughts on SATS results. The results were very pleasing although percentages were not as high as last year. Results were higher than could have estimated and scaled scores look to be higher than last year. Many children who were borderline at the beginning of the year had now achieved age related expectations. NP would circulate an initial analysis on GovernorHub by end of term. Governors congratulated Y6 staff on a remarkable job and their thanks for all the hard work put in.</p>	NP

	<p>Governors encouraged a whole school approach to success in KS2 SATS rather than undue pressure being placed on Y6. NP agreed and explained steps being taken happening further down the school as early as reception with a more rigorous approach to reading. Children were reading much younger now than they were a few years back. The Y6 and Y5 teachers were also collaborating more on early preparation for KS2 SATS.</p> <p>In response to a Governor's question, NP explained that it was younger children (Y2 and Y3) that had been more affected by COVID. As a result, both locally and nationally there were still a few gaps in learning and school was offering a raft of interventions to address this. NP reported that this was the last year KS1 SATS were a requirement as national government was now measuring progress from reception to Y6.</p>	
13.	<p>RESOURCES</p> <p>CW signposted FGB to GovernorHub for the latest budget monitoring figures. At the previous FGB meeting Governors had approved the school budget. At the time, Kingham was looking at about a £45,000 deficit but the latest figures were showing an outturn of £43,000 deficit and this was expected to come down further. £30,000 worth of work was planned over the summer and this might go through the capital account to free up space in P&L. Special thanks Helen Hare for all her hard work on the finances and on handover to her successor.</p>	
14.	<p>HEALTH AND SAFETY</p> <p>Kingham recently had the annual Health and Safety Audit which classed school as "Excellent" with significant findings – "none found". There were a few minor actions/ advisory items for addressing. Thank you and well done to Helen Hare.</p>	
15.	<p>SAFEGUARDING</p> <p>Implications of changes to KCSIE 2023 had been considered under previous item.</p> <p>DS reported that Ms Jenkinson had been in touch to confirm that all safeguarding checks and balances were still being conducted. CPOMS had been successfully implemented.</p>	
16.	<p>POLICY REVIEW</p> <p>Governors received and considered the Accessibility plan 2023-26 which was duly ratified and adopted. A Governor enquired as to whether the site was completely accessible for wheelchair users. NP confirmed that yes, ramps had been installed 15 years ago.</p>	
17.	<p>CORRESPONDENCE</p> <p>None</p>	
18.	<p>AOB</p> <p>FGB expressed sincere appreciation to RA for his work on the board over the last couple of years and more recently as a wise and perceptive Chair. Thank you for a job really well done and all the best for the future. RA responded that it had been a joy being on the Board and his time as Chair had been particularly rewarding.</p>	
19.	<p>DATE OF FUTURE FGB MEETINGS (finalised subsequent to the meeting)</p> <p>Monday 9 October 2023 – at the school</p>	

	Monday 18 December 2023 – short online meeting Wednesday 31 January 2024 – online Thursday 2 May 2024 – online Monday 22 July 2024 – online Committee meetings would be held on site in school.	
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Meeting closed 7.47pm Minutes produced by Sheilah Pritchett 17 July 2023