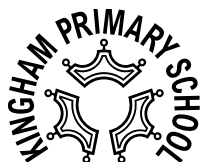


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Kingham Primary School
The Green
Kingham
Oxford
OX7 6YD

**Virtual Full Governing Body Meeting
Held on Thursday 14 December 2023 at 6pm online**

PRESENT:

| | |
|------------|----------------------------------|
| C Davies | - Parent Governor and Chair (CD) |
| J Joiner | - Local Authority Governor (JJ) |
| N Prockter | - Headteacher (NP) |
| D Salter | - Co-opted Governor (DS) |
| C Wheeler | - Co-opted Governor (CW) |

APOLOGIES FOR ABSENCE:

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|----------|---|
| M Jones | - Co-opted Governor (MJ) |
| L Warne | - Co-opted Governor and Vice-Chair (LW) |
| J Ralf | - Staff Governor (JR) |
| E Walker | - Parent Governor (EW) |

IN ATTENDANCE:

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| S Pritchett | - Clerk to Governors (SP) |
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| Item | | Action |
|-----------|---|-----------|
| 1 | <p>WELCOME CD 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 MJ, LW, JR and EW.</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 FGB confirmed JJ's reappointment as Local Authority Governor for another 4 year term.</p> | |
| 3 | <p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p> | |
| 4. | <p>APPROVAL OF MINUTES OF THE LAST MEETING 9th October 2023 The Minutes of the meeting 9th October 2023 were agreed as an accurate record. The Minutes were signed by the Chair who would pass them on to NP for the Governing Body file in the office.</p> | CD |

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| 5. | <p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>None</p> | |
| 6. | <p>RECEIVE UPDATE ON TEACHER APPRAISAL PROCESS AND PAY COMMITTEE RECOMMENDATIONS</p> <p>The Pay Committee meeting had taken place and all the Headteacher's recommendations had been agreed and the necessary action taken as a result.</p> | |
| 7. | <p>HT PERFORMANCE MANAGEMENT</p> <p>The HT performance management meeting had been held at the end of October. MJ, DS and an external adviser Sam Bartholomew, had formed the panel. NP had successfully achieved his objectives for the past academic year and new ones had been set for the coming year.</p> | |
| 8. | <p>SAFEGUARDING</p> <p>Both the annual safeguarding report and the Safeguarding audit form (Section 175 return) had been circulated with the papers for the meeting via GovernorHub.</p> <p>Governors received and considered the annual Safeguarding Annual Report and noted the makeup of school and corresponding levels of demand on staff. DS commented that he had checked in with Emma Jenkinson that day about the handover of SEND which was all in order.</p> <p>The meeting focussed in on the school safeguarding audit form and action plan (Section 175 return). NP stated that he had checked with the ESAT team and confirmed that the level of detail provided in the form was correct.</p> <p>Governors registered the Safeguarding Governor and HT's checking of the single central record (SCR) and the HT's recording of SCR checks. Governors noted that there had been 2 MASH referrals reported.</p> <p>The meeting considered whether there were any patterns emerging from reporting on CPOMS? There had been 2 referrals for abuse made last year but these did not tie in from concerns passed. The most frequently raised concern was about domestic abuse between adult partners.</p> <p>There was a brief discussion about oversight of safeguarding training undertaken, where there were gaps and when training was due. NP responded that this information was in the SCR. Office staff regularly reviewed the SCR and kept an eye on when training needed refreshing. NP confirmed that all Governor safeguarding training was up to date. He undertook to include the status of Governor and staff safeguarding training in the Head's report for January.</p> <p>Governors thanked NP for the Safeguarding Report and the Safeguarding Audit Form which was ratified for submission to the Local Authority.</p> | |

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| <p>9.</p> | <p>POLICIES FOR REVIEW AND RATIFICATION</p> <p>9.1 The Staff Pay Policy was ratified and adopted.</p> <p>9.2 ICT and Acceptable Use Policy. This would be revisited at next meeting following clarification on a query to OCC.</p> <p>9.3 Managing allegations against staff and volunteers. This would be revisited at next meeting following clarification on a query to OCC.</p> | |
| <p>10.</p> | <p>AOB</p> <p>CW reminded the FGB that the School's Financial Value Standard was due for submission by 9th of February and would be posted on the Hub for comments when school returned from the Christmas break. CW would check with HD about whether the SFVS needed to be signed off by FGB or if this could be delegated to Resources Committee.</p> <p>FGB congratulated staff on their excellent preparation for the OFSTED inspection which had been expected before Christmas. However, it now appeared that there was a delay in the inspection of legacy outstanding schools which was very frustrating and maintaining a constant state of readiness was wearing. Governors expressed their heartfelt thanks to all staff for their hard work and CD undertook to write a letter communicating Governor's gratitude.</p> | <p>CW</p> <p>CD</p> |
| <p>11.</p> | <p>NEXT MEETING Wednesday 31st January</p> <p>ITEMS FOR DISCUSSION AT NEXT MEETING OFSTED inspection Dealing with allegations against staff and volunteers policy ICT and acceptable use policy</p> <p>Academisation – postponed until after OFSTED</p> <p>DS sends apologies.</p> | |

Meeting closed 6.41pm Minutes produced by Sheilah Pritchett