

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 09 October 2023 at 6pm at the school**

**PRESENT:**

C Davies	- Parent Governor and Chair (CD)
M Jones	- Co-opted Governor (MJ)
J Joiner	- Local Authority Governor (JJ)
N Prockter	- Headteacher (NP)
J Ralf	- Staff Governor (JR)
D Salter	- Co-opted Governor (DS)
E Walker	- Parent Governor (EW)
L Warne	- Co-opted Governor and Vice-Chair (LW)

**APOLOGIES FOR ABSENCE:**

C Wheeler	- Co-opted Governor (CW)
-----------	--------------------------

**IN ATTENDANCE:**

H Davies	- School Business Manager (HD)
S Pritchett	- Clerk to Governors (SP)

Item		Action
<b>1</b>	<p>WELCOME CD greeted Governors and welcomed everyone to the meeting which started at 6.04pm. A particularly warm welcome was extended to newly elected parent Governor, Ellie Walker and Helen Davies the School Business Manager.</p> <p>1.1 APOLOGIES AND ABSENCES Apologies for absence were received and accepted from CW.</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 None</p>	
<b>3</b>	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
<b>4.</b>	<p>APPROVAL OF MINUTES OF THE LAST MEETING 17<sup>th</sup> July 2023 The Minutes of the meeting 17<sup>th</sup> July 2023 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>	

5.	<p><b>MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p>With staff wellbeing in mind, Governors discussed the pressure on staff in preparing for an imminent OFSTED inspection. The meeting recognised that the pressure was not coming from school leadership but was a byproduct of the current inspection system. OFSTED had indicated that the inspection was likely to be before Christmas but that was not definite. For staff, the need to be in a constant state of readiness was wearying.</p>	
6.	<p><b>GOVERNING BOARD ADMINISTRATION</b></p> <p>6.1 Election of Vice-Chair of the FGB</p> <p>JJ proposed, DS seconded and LW was duly elected unopposed as Vice-Chair of the Kingham Full Governing Board for 2023/24 academic year with immediate effect. The Board expressed their appreciation to JJ for serving as Vice-Chair for the last couple of years.</p> <p>Election of Chair of Performance and Standards Committee</p> <p>NP nominated, JJ seconded and MJ was duly elected unopposed as Chair of the Kingham Performance and Standards Committee for the 2023/24 academic year.</p> <p>6.2 Parent Governor elections. Welcome to EW the new parent Governor.</p> <p>6.3 Local Authority Governor appointment process. JJ indicated he was willing to serve another term as LA Governor until he moved house. The clerk undertook to email the process of appointment/reappointment of LA Governors for action.</p> <p>6.4 HT appraisal panel appointments. DS, MJ and JJ sat on the HT performance panel and a date had been set for 31<sup>st</sup> October.</p> <p>6.5 Committee membership and terms of reference</p> <p>Resources Committee membership was confirmed as CW, CD, JJ, EW and NP with CW as Chair</p> <p>FGB agreed that the Terms of Reference for Resources remained fit for purpose and in force. Resources Committee was asked to review the Terms of Reference at their next meeting.</p> <p>Performance and Standards Committee member was confirmed as MJ, DS, LW, JR and NP. Terms of Reference for Performance and Standards Committee remained fit for purpose and in force.</p> <p>Complaints Committee, Pay Committee and Appeals Committee were as per GovernorHub.</p> <p>6.6 Adopt updated NGA model Governors Code of Conduct and agree adherence to Nolan principles of public life. FGB agreed to adopt the NGA's Model Code of Conduct and Governors were reminded to tick the confirmation box on GovernorHub.</p> <p>6.7 Register of Pecuniary and Other Interests</p> <p>All Governors were reminded to complete hard copies of their entries into the Register for filing in the school office. Also, all Governors to please complete the electronic summary on GovernorHub.</p> <p>6.8 Confirm Governor DBS and 128 checks in place and SCR updated. Confirmed.</p> <p>6.9 Governing body information for website (incl diversity data). The website had recently been updated. FGB took the decision not to publish the Governing Board's diversity data.</p> <p>6.10 Getting Information About Schools (GIAS) compliance. CD undertook to check GIAS was up to date next time he was in school.</p>	<p><b>SP</b></p> <p><b>Resources</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>CD</b></p>

	<p>6.11 Link Governors were appointed as follows:  CD - Health&amp;Safety, GDPR, GIAS, Website compliance  JJ - Pupil Premium, Sports Premium  MJ - Governor Training,  DS - Safeguarding, Filtering&amp;Monitoring, LAC, SEND,  CW - Attendance</p> <p>Governor areas of monitoring  CD – EYFS, Art&amp;Design  JJ – PE and Sports,  MJ – English, Computing  DS – French, RE  EW – Music, Design and Technology  CW – Maths  LW – Science, PSHE</p> <p>Governors agreed to liaise directly with the office and subject leads for their areas of monitoring to book in monitoring visits. NP undertook to provide names and email addresses.</p> <p>6.12 Agree if any tasks will be delegated to Headteacher or Committees  Not at this time but perhaps in future</p> <p>6.13 Confirm Whistle-blowing procedures are in place and appoint a Whistle-blowing Governor. Whistleblowing procedures were in place and Kingham followed the model Local Authority policy. CD would serve as Whistleblowing Governor.</p> <p>6.14 Governor’s health check/skills audit  FGB completed the GovernorHub healthcheck in the meeting and self-evaluated the boards skills as broad and strong. One gap identified might be property expertise.</p> <p>6.15 Training needs and opportunities  MJ, CW and MJ had completed safer recruitment and many Governors had undertaken OFSTED readiness training. All Governors were reminded to make sure their individual training records were up to date on GovernorHub.</p>	<p><b>ALL NP</b></p> <p><b>ALL</b></p>
<p><b>7.</b></p>	<p><b>QUESTIONS ARISING FROM HEADTEACHER’S REPORT</b>  Governors thanked NP for circulating the latest version of the schools’ self-evaluation (SEF) and school development plan (SDP) both of which were well received and reviewed.</p> <p>In response to a Governor’s query, NP explained that EEF stood for the Education Endowment Foundation a charity which produced well respected reports and resources. NP utilised their material to underpin school’s evidence-based Pupil Premium strategy.</p> <p>Governors were delighted to see that every area of the SEF now self-evaluated the school as outstanding. This was an impressive achievement and Governor’s endorsed SLT’s view. Nonetheless, FGB was aware that only about 1 in 100 primary schools were being graded as outstanding by OFSTED and this was particularly hard to achieve for small rural schools. Governors discussed how best to manage parental expectations about the outcome of an inspection.</p>	

	<p>The meeting opted for a deliberate approach to communication with parents. CD would circulate an introductory Governors' Bulletin explaining the role of Governors including upholding the ethos of the school, vision and values and touching on the journey the school has been on. NP would offer a Q&amp;A with parents after the current parent survey had been completed and the data processed.</p> <p>Looking at the SEF, Governors drilled down into the evidence underpinning behaviour and attitudes. Governors challenged NP on the 68% parental agreement from October 2022 that the school dealt well with bullying. NP explained that many parents had ticked "don't know" if their child had never experienced bullying. Governors identified that the data did not answer the questions well enough and had skewed the figures. School had learnt from what happened and would improve the process in future.</p> <p>Governors perused the "What went well, even better if ... feedback from staff." They were particularly pleased to see that 100% teachers/TAs agreed that school has clear routines and expectations for behaviour of pupils across all aspects school life and 100% of teachers/TAs agreed that the school deals with any cases of bullying of pupils effectively.</p> <p>NP updated the meeting of imminent changes to staffing and initial thoughts on recruitment. Governors were aware there had been a wave of resignations nationally as the teaching profession was currently under immense pressure. Governors expressed their continued support for staff and NP, in particular, at this time.</p>	CD NP
8.	<p>DFE STATUTORY GUIDANCE</p> <p>NP confirmed that Kingham was compliant with Attendance statutory guidance; Suspension and Permanent Exclusion statutory guidance and cost of school uniform statutory guidance.</p>	
9.	<p>PREPARING FOR OFSTED</p> <p>FGB expressed their appreciation to NP and the staff team for all their hard work. Thanks also to Governors who had completed the OFSETD training. CD explained to Governors the work he had been doing to update the document the previous Chair of Governors had pulled together. It would be completed that weekend and uploaded onto GovernorHub. Thanks to CW for having prepared a summary on finance. All Governors agreed to review the materials.</p>	ALL
10.	<p>PUPIL PREMIUM STRATEGY STATEMENT</p> <p>NP referred Governors to the PP strategy statement which appeared in HT report. School received about £1,400 per child who was eligible for PP funding. 8% of the school roll was eligible meaning a grant of just under £28,000. The strategy was very similar to the previous years in terms of outcomes and aims. The strategy was predominantly around providing a pastoral assistant for children in school, paying for catch up interventions in the afternoons, phonics resources and online safety. Governors endorsed the strategy and agreed it for publication on the school website.</p> <p>Governors congratulated NP on progress of PP students which was good. JJ and NP would discuss PP data in future detail during JJ's monitoring visit.</p>	NP, JJ

<b>11.</b>	EVALUATION OF PUPIL AND SERVICE PREMIUM FUNDING IN 2022/3 Governors reviewed the pupil premium funding and NP explained how school tracked support for each PP learner. Governors noted that the school was not in receipt of service premium funding at present.	
<b>12.</b>	PERFORMANCE AND STANDARDS Minutes of the recent Committee meeting were available on GovernorHub. Committee had reviewed the latest KS2 SATS results which were above national average across the board. Improvement scores for last year were also really high and it was thought that progress scores would be high this year too. NP would share ISDR data when available.	<b>NP</b>
<b>13.</b>	RESOURCES The Minutes of the recent Resources Committee meeting had been circulated on GovernorHub prior to the meeting.	
<b>14.</b>	HEALTH AND SAFETY The Health and Safety audit had been completed on 28th June 2023. OCC had no significant findings and congratulated the team on 'a very good understanding of the requirements relating to Health, Safety and Compliance.'	
<b>15.</b>	HT PERFORMANCE MANAGEMENT Covered in previous item.	
<b>16.</b>	SAFEGUARDING 16.1 Governors were familiar with updates in KCSIE 2023. 16.2 Governor Prevent Training. Governors to all please undertake Prevent Training asap. This would be included on the single central register. 16.3 Staff safeguarding training. All staff were up to date except for HD who was booked to do the training in a couple of weeks.	<b>ALL</b>
<b>17.</b>	ACADAMISATION TASK AND FINISH GROUP Deferred until after OFSTED.	
<b>18.</b>	POLICY REVIEW 18.1 Policy Review Schedule. Excel sheet provided. 18.2 Annual review of nursery Published Admission Number for next academic year. The PAN of 26 fte was agreed and Governors discussed staffing arrangements. 18.3 The Child protection and safeguarding policy; Whistleblowing policy, Capability procedures for schools, The disciplinary procedure, Resolving grievances policy and Admissions policy had all been circulated with the papers for the meeting. The policies were all duly ratified and adopted.	
<b>19</b>	CORRESPONDENCE The Chair of Governors had received a complaint which was being dealt with.	
<b>20.</b>	AOB None	
<b>21.</b>	ITEMS FOR DISCUSSION AT NEXT MEETING	

	<p>18<sup>th</sup> December Safeguarding annual report Performance Management Pay Committee outputs</p> <p>31<sup>st</sup> January Academisation OFSTED inspection</p> <p>DS sends apologies.</p>	
<b>22.</b>	<p>DATE OF FUTURE FGB MEETINGS 6pm Monday 18 December 2023 (virtual)</p>	

Meeting closed 8.04pm Minutes produced by Sheilah Pritchett 12 October 2023