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Kingham Primary School
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**Virtual Full Governing Body Meeting
Held on Wednesday 31st January 2024 at 6pm online via Zoom**

PRESENT:

C Davies	- Parent Governor (CD)
J Joiner	- Local Authority Governor (JJ)
M Jones	- Co-opted Member (MJ)
N Prockter	- Headteacher (NP)
J Ralf	- Staff Governor (JR)
D Salter	- Co-opted Governor (DS) <i>(until 6.25pm)</i>
E Walker	- Parent Governor (EW) <i>(until 7pm)</i>
L Warne	- Co-opted Member (LW)
C Wheeler	- Co-opted Governor (CW)

APOLOGIES FOR ABSENCE:

None

IN ATTENDANCE:

S Pritchett - Clerk to Governors (SP)

Item		Action
1	<p>WELCOME CD greeted Governors and welcomed everyone to the meeting which started at 6.01pm.</p> <p>1.1 APOLOGIES AND ABSENCES None</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 None</p>	
3	<p>DECLARATION OF BUSINESS/PECUNIARY/OTHER INTERESTS None</p>	
4.	<p>APPROVAL OF MINUTES OF THE LAST MEETING 14th December 2023 The Minutes of the meeting 14th December 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.</p>	
5.	<p>MATTERS ARISING FROM PREVIOUS MINUTES None</p>	

4. Kingham FGB 1/4
Minutes 2024-01-31 (1)

Signed

Date

6.	<p>GOVERNING BOARD ADMINISTRATION</p> <p>6.1 Co-opted Governor end of term of office approaching CD nominated CW to serve another term as Co-opted Governor. DS seconded the proposal and CW was voted in unanimously as Co-opted Governor for another term.</p> <p>6.2 Training needs and opportunities. NP confirmed all Governors had completed their Prevent training and all were up to date for safeguarding.</p> <p>6.3 Governor monitoring Thank you to all Governors for monitoring visits completed. Monitoring reports in the folder were showing real progress. DS indicated he was planning a visit re SEND and mental health. CW would be visiting towards end of summer term and MJ was planning to undertake English monitoring.</p> <p>The meeting discussed the merit of exit interviews when staff resigned and if there was value offering exit interviews to staff who had already departed. There were a range of views and it was ultimately agreed that in future NP would notify MJ if staff were leaving and MJ would arrange exit interviews and liaise with the office if contact details were required. Further discussion about contacting a recently resigned member of staff who had already departed to be taken offline.</p>	FGB
7.	<p>QUESTIONS ARISING FROM HEADTEACHER'S REPORT</p> <p>NP reported that he had updated the SEF and uploaded it into the inspection ready folder on GovernorHub. P&S Committee had raised a few queries which had brought about changes.</p> <p>The meeting discussed concerns around head boy and head girl appointments. In the previous year parental view had been positive and school would be gathering pupil voice. Next year school would be looking to provide more opportunities for student leadership.</p> <p><i>DS departed 6.25pm</i></p> <p>In response to a Governor's question, NP indicated that there had been no parental feedback on the new homework policy.</p> <p>Governors commended NP on the SEF and highlighted the combination of excellent SATS results from last year and good attendance figures. P&S Committee had discussed this in some detail at their previous meeting. FGB recognised that a huge amount of work had gone into these impressive results. They also endorsed the SDP and the excellent progress across the development plan. Governors thanked NP for the time taken to produce the reports and the clarity provided.</p>	NP
8.	<p>SAFEGUARDING Nothing to raise.</p>	
9.	<p>PERFORMANCE AND STANDARDS</p> <p>The Minutes of recent P&S Committee meeting were available on GovernorHub. Questions were invited and MJ confirmed that the parents survey results were on the school website.</p>	

<p>10.</p>	<p>RESOURCES</p> <p>The Minutes of recent Resources Committee meeting were available on GovernorHub. P9 budget monitoring papers had been circulated with papers for the meeting. When the P7 report was produced the projected outcome was a deficit of £43k compared to a budgeted deficit of £45k. However, when the P8 report was produced, the projected outturn had jumped to £55k (although P9 reveals that this has fallen slightly to £52k). As is normally the case, these movements were due to several moving parts but were primarily the result of an unavoidable increase in agency fees for teaching cover. Staffing costs would be revisited when the new budget was set in April. Governors congratulated the new school business manager in her absence on how quickly she'd got up to speed.</p> <p>CW thanked Governors for reviewing the Schools Financial Value Standard. This was agreed and ratified for submission to OCC.</p> <p>Under premises, tarmacking of the area from the car park to the playing field had been added to the schedule of works.</p> <p>Governors asked after timescales for installation of the STEM building. Planning permission had been submitted and if there were no objections, should go through on 23 February. It was hoped the STEM building would be in place for August 2024.</p>	<p>CD</p>
<p>11.</p>	<p>PUBLIC SECTOR EQUALITY DUTY STATEMENT</p> <p>NP reported that the equality objectives had been updated and the link to the information on the website had been provided to Governors to review in the HT report. Governors enquired as to how this was being implemented in school. PSHE taught pupils about protected characteristics, and which were also covered in assembly. Teachers challenged inappropriate behaviour if it occurred. Further detail was available in the SEF. No changes to the statement were made in the meeting and the statement was agreed and ratified.</p>	
<p>12.</p>	<p>OFSTED INSPECTION</p> <p>Despite having been advised that school would be inspected prior to Christmas 2023, inspections had then been paused until 22 January 2024 for training. An inspection remained imminent, and it was challenging maintaining a state of constant readiness. Governors were concerned about the impact on staff wellbeing and Governors offered their support. Special thanks were extended to NP and JR for their work on OFSTED preparation and keeping the team focussed while waiting.</p>	
<p>13.</p>	<p>SEND INFORMATION REPORT</p> <p>NP reported that the SEND information report had been updated and the link had been provided to Governors to review in the HT report. Very little had changed other than names of staff members supporting SEND. The report was agreed and ratified for publication on the school website.</p>	
<p>14.</p>	<p>HEALTH AND SAFETY</p> <p>11 June would be the next H&S inspection. CD agreed to keep that date free.</p>	

	Governors considered whether or not there were any H&S concerns around plans for new STEM building. This was not the case. Governors were fully in support of the STEM building and developing the IT offer further in future if possible.	
15.	<p>POLICY REVIEW</p> <p>Discussion turned to whether or not there was value in school adopting an acceptable use of ICT and internet policy. This was not a statutory policy but recommended by the Local Authority. OCC had not produced a model policy and so NP had circulated the Key's model policy for consideration. After a robust discussion Governors determined that most of the content was already covered in other policy areas like the Code of Conduct and KCSIE. The model policy was considered too broad, unwieldy and difficult to enforce. The most beneficial aspect was the policies' appendix and it was agreed that this be incorporated as a school procedure into the agreements that staff, Governors, parents and pupils signed with school.</p> <p><i>EW departed at 7pm.</i></p> <p>Governors considered Oxfordshire's "Dealing with allegations against staff and volunteers" model policy which had been circulated with the papers for the meeting via GovernorHub. Governors compared the proposed policy with the relevant page/s of the child protection and safeguarding policy which the school had already adopted. In essence, any allegations needed to be referred to the LADO and Governors were content that this was clearly set out on page 22 of the child protection policy. The 14 page "Dealing with allegations against staff and volunteers" procedure was more extensive and covered responsibilities of other bodies such as the police but added little to understanding school's role. After a robust discussion about whether adopting the 14 page procedure would make the children at Kingham any safer, Governors opted not to duplicate what was already adequately covered in the Child Protection and Safeguarding Policy at this time. However, given the importance of this subject matter CD undertook to circulate both documents to FGB via GovernorHub for Governors to review with a fine-tooth comb before using the voting buttons to come to a final decision.</p>	<p>NP</p> <p>CD</p>
16.	<p>CORRESPONDENCE</p> <p>None</p>	
17.	<p>AOB</p> <p>Governors were invited to join a recruitment panel for the substantive Deputy Head role. CD, MJ and LW were all happy to be involved.</p>	
18.	<p>DATE OF FUTURE FGB MEETINGS</p> <p>6pm Thursday 2 May 2024 face-to-face at the school. 6pm Monday 22 July 2024</p>	

Meeting closed 7.25pm Minutes produced by Sheilah Pritchett 8 February 2024