



NORTH KIDLINGTON SCHOOL

Head Teacher: Gary Kemp

Chair of Governors: Mr. M. Ling

Mission Statement

North Kidlington School inspires and develops every individual to enjoy, achieve and succeed

Minutes of the full Governing Board meeting held on Tuesday, 16th January, 2018, at 7.00.m. in the Community Room.

Present

Mike Ling – Chair	Co-Opted
Jackie Garlick – Vice Chair	Co-Opted
Brenda Williams	L.A.
Sally Abbey	Co-Opted
Alastair Hosier	Co-Opted
Alaric Rose	Parent
Ann Ling (left at 7.23 p.m.)	Staff
Christabel Ashby	Co-Opted
Rob Selway	Parent
Frances Miller	Co-Opted
Amanda Darley	Parent
Keri Dallimore-Gray	Co-Opted
Emilie Fidler – Deputy Head	Co-Opted
Gary Kemp	Head Teacher

In attendance – Vie Peart - clerk

Declaration of interest – there were none declared – the clerk reminded Governors that they will soon be asked to complete a declaration of interest in paper form, but that at each meeting, if there is a conflict of interest on the agenda, Governors must declare it at that meeting.

Confirmation of quorum – quorum met.

1. Apologies

Apologies were received from Danielle Walker. Unfortunately, she has had to tender her resignation from this Governing Board due to work and family commitments. Clerk will organise a Parent Governor Election. **AP1**

2. Minutes of last meeting – 21st November, 2017

These were read and signed as a true copy

3. Matters Arising

AP1 – Tony’s letter had been circulated

AP2 – Academy Committee has not yet met – agenda drawing up Terms of Reference **AP2**

AP3 – Gary said that he had spoken to other partnership schools to let them know of NKS’ decision. Only Edward Feild and GHS are interested at this time

Signed Date

AP4 – Pay and Personnel have arranged their future meetings and these are now shown on the annual schedule

AP5 – Emilie has agreed to sit on the Academies committee

AP6 – Jackie Garlick is the convenor of the Pay and Personnel committee

AP7 – Clerk has circulated the new paperwork showing committee membership and Governor contact details

AP8 - Jackie has circulated the paperwork regarding the Safeguarding audit

AP9 – Section one of the Keeping Children Safe in Education 2017 is to be completed by Governors. Emilie will forward to clerk and clerk will then forward to Governors. **AP3**

AP10 – Finance and Premises committee meeting postponed to next week. They will discuss exit gate at this meeting. **AP4**

4. Academy Status

Gary had been approached by a representative of The Warriner School Partnership who offered to speak to this GB if they so wished. She is completely unbiased and will give the advantages and disadvantages of being an academy for purely information purposes – there will be no selling pitch, agenda or politics. Governors agreed that this would be helpful. Gary and Mike to organise a date – not within the scheduled Governors meetings dates.

5. Head Teacher’s Report – paperwork previously circulated

Gary paid tribute to the hard-working committed staff who managed to present the school plays to parents during horrendous weather conditions before Christmas whereby school had been closed for two days disrupting all scheduled activities.

He highlighted areas of importance to Governors and he was then thanked for his comprehensive report.

6. Parent Questionnaire

The SEF, which had been circulated with the agenda contains an example parent questionnaire. Amanda offered to complete this task on behalf of the GB. She will use survey monkey via Parentmail and circulate paper copies to the few parents who are not using Parentmail. **AP5**

7. Autumn Term Attainment and progress report – paperwork previously circulated

Ann Ling left at this point.

Gary explained this document in detail to the GB. He highlighted key year groups where additional measures/strategies have been put in place in light of the complexities within these year groups from their 2016-2017 outcomes, in order to improve the outcomes for 2017-2018. He went on to add that analysis of November 2017 data has indicated that these measures are beginning to have an impact on outcomes for these year groups and it is hoped that they will continue to do so throughout the rest of the year.

Brenda expressed concerns that children are not set due to academic ability but Gary and Emilie reassured her that any child who may not be working at the age appropriate 'level' is not taught in isolation and is integrated as fully as possible in mixed ability lessons every day.

Gary was thanked for this comprehensive report and agreed to send a glossary of terms **AP6**

8. Committee Reports

The clerk requested that each committee review their terms of reference please. She will forward the current TofR to convenors. **AP8**

Signed Date

Finance and Premises – the scheduled meeting was postponed and will take place next week. Both the November and January meetings will be presented to the next full GB meeting. **AP7**

Strategy Group – meeting cancelled

Pay and Personnel – meeting was held on 8th December, 2017 and the paperwork was circulated. Brenda said that Tony has now been thanked and is also pleased that the school is able to award office staff and caretaker increases in salaries in recognition of their valuable work.

Safeguarding

A new initiative is to be introduced to the Kidlington Partnership – SKIPS Safeguarding Kidlington in Partnership – which will cover six subjects for children in years 2 – 10 and will include topics such as solvent abuse, anti-social behaviour, grooming. It is set to be delivered in September, 2018.

It is still in the very early planning stages and is being led by Thames Valley Police in conjunction with Gosford Hill, Dr South's and Wood Eaton Manor schools. Edward Field, St Thomas More and West Kidlington schools have also been invited but were not at the most recent meeting.

The GB expressed that it would be prudent to be kept up to date with this initiative and that their involvement would be of use.

It will be presented on completion to the Kidlington Governors as a partnership.

11. School Development Plan – paperwork previously circulated

The SDP – in its more concise form – has been completed and was presented. Updates are shown in green. Costs column are linked to the budget. Gary thanked all members of staff who had helped compile this important document. The Strategy Group will review the Governance section of this document. Brenda asked that a date be set for meeting the staff. **AP8**

11. Health and Safety

The next audit will be held on 17th May, 2018.

Brenda remarked on the demise of Carillion. The LA were pro-active in reassuring staff that they would be paid. Gary will keep Governors informed of the situation. **AP9**

Rob is prepared to conduct the Governors Skills Audit. He will send the revamped Excel file to the clerk who will circulate it to Governors. Can Governors please return their completed audit direct to Rob. **AP10**

The meeting concluded at 7.55

Next meeting – Tuesday, 20th March, 2018

AP1 – Clerk to organise PG election

AP2 – Academy committee to draw up Terms of Reference for approval at the next full GB meeting.

AP3 – Emilie to forward Keeping Children Safe in Education to Clerk who will then forward to Governors

AP4 – Finance and Premises committee to discuss exit gate onto car park

AP5 – Amanda to carry out parent questionnaire

Signed Date

AP6 – Gary to send glossary to Governors

AP7 – Finance and Premises meetings of November and January to be presented to the next full GB meeting in March

AP8 – Clerk to forward current terms of reference to all committee convenors. Committees to review and return to clerk.

AP9 – Gary to keep Governors informed of the Carillion situation

AP10 – Skills Audit to be sent to clerk who will circulate to Governors for them to complete and return to Rob.

17th January, 2018