



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, 20th March, at 7.00 p.m. in the Community Room.

Present

Mike Ling – Chair	Co-Opted
Jackie Garlick – Vice Chair	Co-Opted
Sally Abbey	Co-Opted
Alastair Hosier	Co-Opted
Alaric Rose	Parent
Ann Ling	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 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 Brenda Williams. These were accepted.

2. Minutes of last meeting – 16th January, 2018

These were read and signed as a true copy

3. Matters Arising

AP1 – The clerk had not conducted a PG election – she has been away, and since returning, feels that it is more appropriate for this to be carried out after the Easter break. **AP1**

AP2 – Academy Committee terms of reference agenda'd tonight

AP3 – Emilie had forwarded Keeping Children Safe in Education and this has been circulated to all Governors.

AP4 – Finance and Premises committee had discussed the exit gate – the minutes of the meeting are agenda'd tonight

AP5 – Amanda has compiled the questionnaire – it will be circulated before Easter. Can Mike please see it before it is circulated to parents? **AP2**

AP6 – Gary has circulated the glossary of terms

Signed Date

AP7 – Finance and Premises meetings of November and January agenda'd tonight

AP8 – All Committee terms of reference, with the exception of Pay and Personnel, have updated their terms of reference – these are agenda'd tonight. Pay and Personnel terms of reference were reviewed today, and will be agenda'd for our next meeting for this Board's approval. **AP3**

AP10 – Skills Audit was circulated by Clerk. Rob has received seven replies. Vie will circulate again and this will be agenda'd for our next FGB meeting. **AP4**

4. Approve Terms of Reference - paperwork previously circulated

Academy Committee, Curriculum Committee, Finance and Premises, and Strategy Group terms of reference have all been reviewed. It was noted that the letter head is not current. The clerk will amend all. **AP5**. Their content otherwise was approved.

5. Education Quality report – paperwork previously circulated

Gary explained that Matthew Ingall, was supporting the school. Last year the school received two 3 hour visits from Matthew as we were considered a Tier 2 school and Gary was a newly appointed Head Teacher. This year due to County Council funding and the fact that Gary is not a newly appointed Head Teacher we have only been allocated one 3 hour visit. Matthew's role is to look at the school and its current position. During the meeting Matthew and Gary discussed areas for development and what has been put into place to address these areas. Matthew is OfSTED trained. Some of his comments were useful and backed up areas that Gary had already identified as needing to be developed. Both Gary and Mike found the liaison to be useful. No extra help from Matthew is deemed necessary.

6. Head Teacher's Report - paperwork previously circulated

Gary highlighted various aspects of his brief report. The number on roll continues to rise, prejudicial incidents have been dealt with. Gary was thanked for his report.

7. Committee Reports - paperwork previously circulated

Academy committee – held their first meeting on 20th February, 2018. They drew up their terms of reference. Governors are invited to meet the staff for tea and cake at 5.00 p.m. on 18 April then a representative from The Warriner school will give a short presentation at 6.00 p.m. on academies.

Curriculum Committee – held their meeting on 1st March. They reviewed their terms of reference. All other information is contained in the minutes which have been circulated.

Finance and Premises committee – met on 14th November, when the School Funding Formula was discussed, on 23rd January, Terms of Reference were reviewed and budget monitoring for period 9 was scrutinised and on 13th March, period 11 budget monitoring was discussed, benchmarking was carried out and the SFVS was reviewed. GK had informed Governors that the FSU building will need to be replaced at some point and Governors were asked for ideas regarding grant availability.

Strategy Group - met on 25th January and 13th March. The terms of reference were reviewed, the date for School Improvement Leader's visit was noted. The Whistle blowing policy was discussed. On 13th March, the FSU buildings were discussed and the SDP (Governance) section was reviewed.

It became apparent at this meeting that the Annual Schedule which is circulated to all Governors, is not being addressed. This is a valuable document which sets out when committees should undertake various Governing Board business. Please refer to this document when conducting your committee meetings.

Signed Date

8. Data Protection

Schools have to adhere to the General Data Protection Regulations – Lynsey Jones has agreed to take on the responsibility of this within the school. Gary informed the Governors of its ramifications. Staff will undertake training on 2nd May, 2018 at 3.30 p.m. in the School Community Room. All Governors are invited to attend.

9. Sports Governor

We have no linked Sports Governor - Amanda Darley agreed to take on this responsibility.

10. Approval of Mike’s request for membership on all committees

Mike is seeking the approval of this GB to sit on Pay and Personnel and Curriculum committees (these are the only two he is not already a member of). Concern was voiced regarding his pecuniary interest (his wife is a member of the teaching staff). Mike agreed to seek advice to see if there was any reason that he should not sit on the Pay and Personnel Committee. Governors agreed in principle subject to the advice received. **AP6**

11. SFVS (Schools Financial Value Standard – paperwork previously circulated

Mike explained what this document was. It has been signed and returned as the completion date had been earlier than in the previous year. Mike sought this GB’s approval that the document and its contents were acceptable. All agreed.

12. Approval of Policies – paperwork previously circulated

Write Off Policy – GB approved this document – the letterhead needs updating.

Charging Policy – Alaric stated that the document should include reference to Universal Credit. It was agreed that clarification would be sought. The policy was approved subject to clarification on the inclusion of Universal Credit.

13. Sports Funding Premium Report – paperwork previously circulated

Keri produced this report and she was thanked for its comprehensive content. Ann referred to a section within which Keri agreed to alter the wording thereof. **AP7**

14. Pupil Premium Report – paperwork previously circulated

Ann produced this comprehensive report for which she was thanked. It was scrutinised by this GB and Gary and Ann answered their questions. The Pupil Premium funding is very closely monitored and there are over 50 interventions in place. Ann is currently working on the Spring data.

15. Marking and Feedback – paperwork previously circulated

Emilie presented this item on the agenda explaining the Government had, at long last, realised the challenges and workload on teachers. There is a Recruitment and Retention crisis in the profession. Eliminating unnecessary workload around marking report was published in March 2016. However, schools are worried about making changes due to OfSTED repercussions. Research shows that very little evidence that marking enhances child progress – class interactions are deemed to be far more effective

Gary and Emilie have drawn up a new Assessment and Feedback Policy. Emilie stressed that these changes do not refer to HW. She will add another question regarding HW to the FAQ. **AP8**

Emilie and Gary stressed that they would like to introduce the various changes to reduce workload very gradually in order to manage the process effectively.

16. Academy Status

Nothing more to note other than remarks in agenda item 7 – Academy committee minutes.

Signed Date

17. Safeguarding

Nothing more to note other than remarks in agenda item 8 – Data Protection

18. SDP

Nothing more to note other than remarks in agenda item 7 – Strategy Group Minutes.

19. Health and Safety

The next audit is scheduled to take place on 3rd May. Alaric is not available on this date – Gary will ask Nina if the date can be changed **AP9**

Gary explained the ‘lock down’ procedure which occurs if

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

An evacuation drill was conducted this week. It took four minutes to safely vacate the premises. Gary complimented the staff and children.

The meeting concluded at 8.50 p.m.

AP1 – clerk to conduct PG election

AP2 – Parent Questionnaire to be sent to Mike before being circulated to parents

AP3 – Pay and Personnel to submit the reviewed terms of reference for agenda item at April FGB meeting.

AP4 – Vie to circulate Skills audit and this is to be an agenda item for our next meeting

AP5 – Clerk will amend all Terms of reference letter heads.

AP6 – Mike to contact NGA to discuss his membership on P&P committee

AP7 – Keri to alter wording on the Sports Funding Premium Report

AP8 – Emilie to add a further note regarding HW to the FAQ document

AP9 – Gary to ask Nina if the H&S audit date can be changed

22nd March, 2018

SignedDate