



NORTH KIDLINGTON SCHOOL

Head Teacher: Gary Kemp

Chair of Governors: Mr. A. Leake

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, 21st November, at 7.00.m. in the Community Room.

Present

Mike Ling - Chair Elect (See Minute 1)	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	Staff
Christabel Ashby	Co-Opted
Rob Selway	Parent
Frances Miller	Co-Opted
Amanda Darley	Parent
Keri Dallimore-Gray	Co-Opted
Emilie Fidler – Deputy Head (see Minute 2)	Co-Opted (elect)

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. Election of Chair

Jackie Chaired the meeting for this item on the agenda. The Clerk advised that there had been one nomination for Chair – Mike Ling. He was duly elected and thanked for his nomination.

2. Approval of Emilie Fidler’s appointment to the Full Governing Board

It was proposed that Emilie Fidler be co-opted to the Governing Board. Emilie was duly elected and welcomed to this Governing Board.

Mike also welcomed Amanda Darley who has been recently nominated and elected as a Parent Governor along with Rob Selway, who has also been re-elected as a Parent Governor.

3. Apologies

Apologies were received from Gary Kemp and Danielle Walker. These were all accepted.

SignedDate

4. Minutes of last meeting – 19th September, 2017

These were read, agreed and signed as a true copy.

5. Matters Arising

Brenda had received a letter from Tony Leake, which she read to the Governors. Vie will circulate to governors. **AP1**

AP1 – Amendment to the Minutes of 13th June had been made and circulated.

AP2 – Tony had written to staff thanking them for their efforts.

AP3 – Tony had written to cleaning staff thanking them for their efforts.

AP4 – Clerk had forwarded the NGA Skills Audit to Rob

6. Academy Status

Mike explained the need for a contingency plan so that the school could present its preferences if it was ever forced to become an academy.

The academy committee will research academies and report to the GB. Terms of reference for the committee will be drawn up and brought to the next meeting of this GB for approval. **AP2**

Meetings led by Gosford Hill have been held with Edward Feild, Wood Eaton and North Kidlington with the possibility of those schools together joining a Multi Academy Trust (MAT).

Much discussed ensued on the advantages and disadvantages of becoming an academy. Some Governors did not feel informed enough to make a judgement. It was stated that the TES has invaluable information on line.

Mike needed to be in a position to inform the other local schools of this GBs policy on jointly entering into a MAT. He asked if it was the view of the GB that at this moment it does not want to become an academy. This was passed overwhelmingly.

Mike will inform the other partnership schools involved in discussions relating to academies that North Kidlington is not looking to become an Academy. **AP3**

7. Head Teacher's Annual Appraisal Report to Governors – Paperwork previously circulated

In Gary's absence, Brenda explained the process whereby teaching staff are appraised. It is then the responsibility of the Pay and Personnel Committee to agree the recommendations as set out in the report, in that four teachers should be moved up one point on the pay scale. The Pay and Personnel Committee subsequently agreed to this recommendation.

The Head Teacher's appraisal deadline is 31st December so is not included in this report.

Brenda asked for it to be recorded in these Minutes that they acknowledge the huge amount of work and training that is carried out under very difficult circumstances with training by the Local Authority being less available.

7. Committee Membership

Mike informed the Governors that it is not an expectation that Governors should sit on at least one Committee. However, it is at this time of the year that we review committee membership and all Governors agreed that they are happy to continue with the existing arrangement. Additions to the existing composition are

Christabel to sit on Pay and Personnel (the pre-arranged dates/times will need to be changed – Committee to discuss and inform the clerk. **AP4**

Signed..... Date

Amanda Darley to sit on the Finance/Premises Committee

Alaric Rose to sit on the Curriculum Committee.

Any subsequent requests to sit on committees will be forwarded to the clerk **AP5**

Pay and Personnel will elect a convenor for their committee at their next meeting and let the Clerk know. **AP6**

Wie will circulate a new sheet showing these changes. **AP7**

9. Committee Reports

Finance and Premises – met on 14th November, 2017. No minutes at this moment but will be circulated once Mike has approved them. However, this committee scrutinised the Special Purposes Account (the ‘unofficial’ account) and budget monitoring of the school budget. The committee is happy with the current financial position.

They also discussed the allocation of school’s funding – this is an agenda’d item below.

Pay and Personnel – covered in Head Teacher’s report. It is the intention of this committee to consider appraisal of all staff in future, rather than just teaching staff.

Curriculum – met on 16th November, 2017 – minutes tabled and presented by Sally at this meeting.

10. Consultation on the allocation of schools funding (paperwork previously circulated)

The chair explained that the deadline for submitting responses to the Local Authority was prior to the meeting of this Governing Board. Governors had therefore been notified of the recommendations of the Finance and Premises Committee and asked for their comments. Sufficient Governors supported the proposal so the appropriate responses were submitted.

Brenda stated that the Consultation deadline was extended to 22nd November, that the Schools Forum is meeting tomorrow, and the current submissions suggest that 88% are in favour of adopting the national formula in 1028/19 rather than over two years. Brenda concluded that it is not a fair allocation.

11. Dates of next year’s meetings

The Annual Schedule has been circulated showing dates of forthcoming meetings. All have received this paperwork

12. Safeguarding

Gary and Mike have both attended Safer recruitment training on 20th November, 2017.

Jackie had scrutinised the procedures and policy. She will circulate the report for Governors’ approval. **AP8**

A reminder to all Governors – can they please go on line and complete Keeping Children Safe in Education. **AP9**

13. School Development Plan

Autumn term progress will be completed and circulated before the January, 2018 meeting.

14. Health and Safety

Alaric noted that a new exit gate south west of the school is being considered by the local council. This information has not been discussed previously at any meeting. Finance and Premises will discuss. **AP10**

The meeting concluded at 8.10 p.m.

Signed Date

- AP1 – Clerk to circulate Tony’s letter of thanks
- AP2 – Academy committee to draw up Terms of Reference for approval at the next full GB meeting
- AP3 – Mike will inform the other partnership schools involved in discussions relating to academies that North Kidlington is not looking to become an Academy
- AP4 – Pay and Personnel to rearrange dates of future meetings and let Clerk know so that Annual Schedule can be altered
- AP5 – Any requests to sit on committees to be forwarded to the Clerk
- AP6 – Pay and Personnel to elect a convenor for their committee and let Clerk know
- AP7 – Clerk to circulate new sheet showing these changes
- AP8 – Jackie to circulate Safeguarding paperwork (Governors to acknowledge safe receipt)
- AP9 – Governors to complete Keeping Children Safe in Education.
- AP10 – Finance and Premises to discuss exit gate onto car park.

23rd November, 2017

Signed Date

Signed Date.....