



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 Thursday, 26th April, 2018 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
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

In attendance – Brenda Williams, (Brenda’s term of office has concluded – she is prepared to stand again but verification has to be sought from the LA) 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 Alastair Hosier and Gary Kemp. These were accepted.

2. Minutes of last meeting – 20th March, 2018

These were read and signed as a true copy

3. Matters Arising

AP1 – Letters have been circulated via parent mail regarding PG election

AP2 – The Parent Questionnaire has now been circulated to parents – Amanda has received 96 replies – one more reminder to parents to be sent out this week

AP3 – Pay and Personnel Terms of Reference agenda’d for tonight’s meeting

AP4 – Skills Audit agenda’d tonight

AP5 – Terms of Reference letter head amended

AP6 – Mike has contacted the NGA who cannot assist with this enquiry as we do not subscribe to the ‘gold’ package. He therefore contacted Governor Services who advised, that provided the GB are in agreement, Mike can be on all committees but must declare any pecuniary interests and leave the meeting as appropriate if the occasion arises. The GB were all in agreement.

AP7 – Keri has altered the wording on the Sports Funding Premium Report and this has now been uploaded onto the website.

Signed Date.....

AP8 – Emilie has amended the FAQ regarding HW and this has been circulated to Governors
AP9 – The H&S audit will now take place on 17th May, 2018. Alaric will contact Nina to arrange visit to check paperwork. **AP1**

4. Approve Pay and Personnel Terms of Reference – paperwork previously circulated

The terms of reference were approved by this GB – Mike to be added to the membership list
AP2

5. Head Teacher’s Report – paperwork previously circulated

In Gary’s absence, Emilie briefly ran through major points contained within the report. Staffing – interviews are to be held on Wednesday, 2nd May. Shortlisting has taken place by Emilie and Mike (and Gary was liaised with). It was suggested, that if GK is not back to work next week, another SLT member should sit on the interview panel. Emilie will organise. **AP3**

SATs week preparation are all under control Emilie informed the GB.

The Stress Audit paperwork has been prepared by Christabel. Alaric agreed to deliver it to Christabel tomorrow. Christabel will then collate the paperwork and send the conclusions to the GB before the next meeting in June. **AP4**

Governors are pleased that the links with The Lincroft Meadow continue to gain momentum. One of the ladies from the Centre has agreed to come in to school to read to the children. The home has also agreed to provide a mini bus for children to visit the home. Gary was thanked for his report.

8. March Assessment Sharing – paperwork previously circulated

This item was originally to be taken later, according to the agenda, but Mike thought that it followed on from the Head Teacher’s Report.

Sally queried Whole School Writing Majority and clarification is to be sought on this and other discrepancies. Emilie will check this and correct the report as necessary. **AP5**

Emilie explained the Average Points Score Attainment and informed Governors that new software has been produced called ‘Hello Data’. This software creates the information for schools using Integris. Childrens’ names are to be excluded on the newly developing software however. In the meantime, Emilie will delete the names from the existing report and circulate it to Governors. **AP6**

6. Committee Reports – Finance and Premises – 19th April, 2018 – paperwork previously circulated

7. Approval of 2018-2021 budget – paperwork previously circulated

The minutes include budget construction. The committee had scrutinised the budget proposals and Mike had circulated his own spreadsheet simplifying the figurework. He explained the excess underspend was due to planned expenditure not taking place, but which was to be committed to next year’s planned expenditure. He asked for the Governors to raise any questions regarding the budget. Brenda asked that the reference to E28 – 5933 - Performance and Information Systems Union compulsory charge wording be changed to recommended. **AP7**

Governors wondered why the lettings income is reduced – popularity of the martial arts hirers meant they needed bigger premises. However, potentially another group may be interested in hiring the hall.

Governors scrutinised the budget and Mike answered relevant questions. The GB approved the planned expenditure for the next three years and recommended it for submission to the LA.

Signed Date

9. Skills Audit

Rob has now received all the paperwork. He will compile the results for next meeting in June. **AP8**

10. Parent Questionnaire

Parents to be reminded again (see above). Amanda will send Governors the analysis in advance of the next meeting **AP9**

11. Academy Status

Ofsted visited The Warriner Academy so the meeting to be held on 18th April was cancelled. New dates have been offered by the Warriner Academy and once a date has been agreed with the staff, Governors will be informed. This will take place this academic year. **AP10**

12. Safeguarding

The new e-mail system is not quite up and running. Nina is working on this with the ICT team. Can Governors please try to access the new e-mail Office 365 system. Vie will send the minutes to both personal addresses and the new school addresses. She would be obliged if you could reply to her new school e-mail address that the minutes have been received.

13. SDP

Nothing to report

14. Health and Safety

The Oxford Mail had contacted the school today regarding an issue which had been raised on the newsletter concerning the use of play equipment out of school hours. The newsletter stated that OCC had banned the use of play equipment out of school hours due to health and safety issues. OCC initially denied that they had issued this statement, but later apologies after Nina found the original e-mail noting these remarks. Well done Nina.

Slime is banned in some schools as it contains borax. Emilie will remind children that it is discouraged in school.

Health and Safety Audit has been changed to 17th May, 2018.

Notices

Mike remarked that he had met with Emilie and School Council members. He was impressed with their ideas and enthusiasm.

The School Council members will be showing candidates around the school on interview day next week. If any Governors would like to help with this, please contact Lynn in the office.

The meeting concluded at 7.47. Next full GB meeting 12th June, 2018

26th April, 2018

AP1 – Alaric to contact Nina regarding H&S audit paperwork

AP2 – Clerk to add Mike's name to Pay and Personnel Terms of Reference

AP3 - Emilie to organise member of SLT to sit on interview panel in GK's absence

AP4 – Alaric to collect from office, and deliver to Christabel, the stress audit paperwork. Christabel will send conclusions to GB before the next meeting

AP5 – Emilie to clarify various aspects of the Attainment Review and Progress Review and correct as necessary

AP6 – Emilie to delete Children's names from the Hello Data report and circulate it to Governors

Signed Date

- AP7 – Nina to be asked to change wording on E28 – 5933 - Performance and Information Systems Union Charge to recommended – not compulsory
- AP8 – Skills audit to be agenda'd next meeting
- AP9 – Parent Questionnaire to be agenda'd next meeting
- AP10 – New date to be agreed for Academy meeting with The Warriner Academy

Signed Date