



NORTH KIDLINGTON SCHOOL

Head Teacher: Ms Zoë Claxton

Chair of Governors: Dr Alexander Reip

Nurturing potential, growing success

MINUTES

Full Governing Board (FGB) meeting held on Tuesday 15th July 2025 at 7pm at school

Present

Alex Reip – Chair

Carol Carter

Jo Alden

Zoe Claxton

Alastair Hosier

James Philpott

Rebecca Pyrah

Charlotte Screnock

Brenda Williams

Alex Waring

Lucy Theobald

Parent

Co-Opted

Staff Governor

Head Teacher

Co-Opted

Parent

Parent

Co-Opted

Local Authority (LA)

Co-Opted

Clerk

In attendance: N/A

Apologies: Laura Chapell (Co-opted)

Confirmation of quorum: Quorum was met

No.	ITEM	LEAD
1	Welcome and apologies for absence	AR
2	Declarations of interest None	All
3	Notification of any urgent business Deputy Head Recruitment: The resources committee meeting discussed the recruitment process for the Deputy Head position. The role will be nationally advertised through proper channels. The position involves a 3½ day teaching commitment per week. The timeline for recruitment is set for the first half of the Autumn term, with advertisements going out at the end of the summer holidays. The position is expected to be filled by the end of September, with a	All

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	flexible start date but no later than January. The recruitment process will be conducted in-house by the Headteacher and two governors, with possible input from student voices. PAN (Published Admission Number): The school approached OCC in May regarding the budget and forecasted student numbers. The county has been supportive, and a temporary PAN variation has been agreed upon for this and the next year due to a lag in numbers. Extensive paperwork has been completed, and an application to an educator to change the PAN for this year has been agreed, capping it at 30 students. The cap will not apply next year as local schools have also experienced a 3% surplus. Another application will be necessary next year to ensure financial stability. The first allocation round of numbers is on 15th January, with the application results expected by March/April. The PAN for 2027/28 has already been agreed to be 30 pupils. Curriculum and Resources: There are difficulties with the curriculum and resources, particularly for the alternative sessions on Tuesdays during the autumn and spring terms. Discussions are ongoing about mixing up committee members to enable better attendance. FGB meetings are generally acceptable on Tuesdays, except for the final meeting of the year, which will be on a Wednesday. The budget meeting in April will be conducted online.	
4	Approval and signing of the minutes from the previous meeting (held 29th April 2025)* Approved.	AR
5	Matters arising from the minutes not arising elsewhere • AP1: FGB dates have been confirmed. • AP2: PAN has been completed. • AP3: The cost of digging up the road is not needed, as broadband will be £75. • AP4: The governing board will continue to pay a flat fee for Governor Hub training, as this is the most cost-effective option. The board was reminded to make use of the training opportunities on this platform. It was confirmed that the headteacher is a governor. • AP5: The safeguarding report has been uploaded.	AR

6	Discuss head's written report, including progress on and impact of the school improvement plan (SIP)* • Attendance: The governor will meet with Zoe tomorrow to discuss attendance. • Educational Visits: Emilie was responsible for educational visits at the start of the year, but Keri has now taken over. Visits require a lot of documentation which can be time consuming but should get quicker now the templates are created. • Spanish Curriculum: It was noted that secondary school modern foreign language teachers recommend promoting enthusiasm for learning a language over the amount of language they have learnt in primary so the school are focusing on making Spanish fun and engaging for the children. The scheme is now being followed more rigorously, with a consolidated long-term plan which has helped address previous inconsistencies. Carol will return at the end of September or early October to review progress. • Writing Scheme: The writing scheme has been purchased, and the training programme is in place. Gabriella, who previously taught the scheme, will be involved in implementing the programme. Initially, staff were unsure about the writing scheme, but now they feel much more positive about it. • OPAL: A digging area has now been added and the "Stay and Play" afternoon had a very positive uptake and will be redone in the Autumn. • Enhanced Pathway Programme: The current provision proposed is one room with two TAs (Teaching Assistants). The curriculum for these children will still be planned by a qualified teacher. Four students could possibly use the room all day, with more students needing an hour or two. The community room is likely to be the space used and staff will use another room, potentially the Burrow for breaks. However, discussions around the programme are still ongoing and no definite decisions have been made. Lindsay Jones is also doing the SENCO NPQ (National Professional Qualification), which will support the enhanced pathway. • SEN Code of Practice: All governors were reminded they should read Section F of the SEN (Special Educational Needs) code of practice (national).	ZC
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7	Receive update on attainment and progress data • Grammar: 78% of students achieved the standard, which is down from last year. However, 24% achieved greater depth. Notably, 24% did not meet the standard, with 2% attributed to a child moving out of the county. • Reading: 78% of students achieved the standard, with 35% reaching greater depth, which is very positive. • Maths: 84% of students achieved the standard, although the percentage of students achieving greater depth has decreased by 13%. Overall, the results are generally positive. • Teacher Assessed Writing: 68% of students met the standard. This area has been identified as needing improvement in the SIP, confirming the current focus in the school. This will be discussed further at the Curriculum Governor meeting in Autumn. • Early Years: 84% of students are meeting the expected level, although some children are working below the standard. The data provides context for these results. • Phonics: Last year's national average was 80.3%, while NKS achieved 76.2%, up from 74% previously. The improvement in phonics and spelling is evident, with the current rate at 80%. • Year 4 Retakes: 45% of students passed the retakes, with 11 children sitting the exam. The context for those who did not pass was discussed at the curriculum meeting, with reasons including SEN, no English, and EHCP pending. These factors provide an explanation, though not an excuse. • Multiplication Checks: Three years ago, the data was concerning, with approximately 15/25 students passing. The new multiplication system has shown improvement, with 19 students passing last year and 20.7 this year, indicating positive progress.	ZC
8	Approve committee reports None	
10	Safeguarding update	ZC

	No issues	
10.1	Review child protection policy and procedures All up to date.	ZC
10.2	Confirm all staff safeguarding training in place Training is in place, with many new inductions for lunchtime supervisors and TAs. Kerry is DSL trained.	ZC
11	Health and safety update, including staff welfare There was a discussion around how staff feel about managing difficult parent interactions. Alex has created a parent code of conduct for governors to review. Nina and Elaine have been brilliant at covering for Nicola, who has been on illness leave for three months. Nicola is expected to return to full-time hours in September. It has been a challenging period, but next term the office will be fully staffed again. Coaching sessions and early headship programme sessions have been beneficial for Zoe. The SENCO workload is high, and the SLT is ensuring they support Sarah in her role. Amendments have been made to her role, such as not attending individual meetings. Lindsay's participation in the NPQ will help relieve some of the pressure. Regarding health and safety, the apple wall was surveyed, but no follow-up report has been received. The wall is currently coned and taped off. Nina and James will chase the report in September.	ZC/JP
12	Governance matters	AR
12.1	Confirm clerking arrangements for September The Oxford County Council clerking service will be providing support. Someone will be coming on Friday to meet with Zoe and Alex to discuss taking the role permanently from September.	ZC
12.2	Appoint governors and external adviser for head's appraisal in the autumn Brenda, Alistair and Carol will make up the heads appraisal team and the cycle will begin after October half term.	AR
12.3	Update on governor vacancies	AR

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	There are currently two parent governor vacancies. Four candidates have come forward, and an election needs to be held before the end of the term. A Google form has been created for voting. This will ensure that the governing board is fully staffed by September.	
12.4	Governor visits Lots of visits have been completed and more writing scheme visits will be due in the next academic year.	AR
12.5	Governor training completed Alex has been invited to a workshop about changes in OCC (Oxford County Council) and he will push for answers on the implications for education.	AR
12.6	Confirm website compliance Governor, Zoe and Keri are working through the policies and procedures to ensure they are all up to date and accurate. It was requested that the school headers are updated with the most recent Ofsted result and the platinum sports award.	ZC
13	Any other business	All
	Meeting closed at: 20:40	

*Indicates paperwork circulated for this item

NB: All policies must be reviewed with reference to the approved equality duty statement

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