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 23rd September 2025 at 7pm at school

Present

Alex Reip (AR) – Chair	Co-Opted
Carol Carter (CC)	Co-Opted
Keri Dallimore-Gray (KDG)	Co-opted
Jo Alden (JA)	Staff Governor
Zoe Claxton (ZC)	Head Teacher
Alastair Hosier (AH)	Co-Opted
James Philpott (JP)	Parent
Laura Chappell (LC)	Co-Opted
Charlotte Screnock (CS)	Co-Opted
Brenda Williams (BW) – Vice Chair	Local Authority (LA)
Alex Waring (AW)	Co-Opted

In attendance: Nicole Brooks (NB) – LA Clerk,
Sarah Müldür (SM) – SENCO (for item 10.1 only and left at 7.18pm)
Apologies: Rebecca Pyrah (RP) (Parent)
Confirmation of quorum: Quorum was met throughout the meeting
Meeting started at: 7pm

Governor questions and challenge are highlighted in red text

No.	ITEM	LEAD
1	**Welcome and apologies for absence** AR welcomed everyone to the meeting including the new Clerk. In addition, AR announced that KDG has been appointed to Deputy HT position at the school. Congratulations to KDG. Apologies have been received and accepted for RP.	AR
2	**Declarations of interest** None	All

3	**Election of Chair and Vice Chair** The clerk took the Chair for this item. AR was nominated for Chair BW was nominated for Vice Chair • The board elected AR as Chair for the 2025/26 year. • The board elected BW as Vice Chair for the 2025/26 year. AR took back the Chair for the remainder of the meeting	Clerk
4	**Notification of any urgent business** None	AR
5	**Approval and signing of the minutes from the previous meeting (held 15th July 2025)*** Question: Query raised on some figures quoted under Item 7 (end of year results). There was a brief discussion and the issue identified. ZC will amend. The minutes were agreed as an accurate record of the meeting, with the changes agreed and they were approved by the board to be signed by the Chair. Action: ZC to amend the figures quoted. Action: Sign the approved minutes and store online	 ZC AR
6	**Matters arising from the minutes not arising elsewhere** 1) Action: For the FGB agenda and minutes documents to have the new NKPS header. 2) To update the Governing Body information on the school website Action: AR to support ZC with this action	ZC AR/ZC
10.1	**Safeguarding – Keeping Children safe in Education (KCSIE)** SM joined the meeting to present this briefing to the board. Governors are required to read and understand Part 2 although the Chair and Vice Chair should read the whole document. SM went through the different sections and annexes of KCSIE. There are very few significant changes from September 2025. Part 1 – no changes. Changes are more around the management of safeguarding: • Revised guidance on relationships and sex education. • Cyber security and online safety – online harm now includes misinformation, disinformation and conspiracy.	

	• Digital safety now includes AI. • Filtering and Monitoring duty has evolved with a responsibility to educate pupils to navigate platforms safely. It was noted that the school has very strong filtering systems in place and this meets the guidelines. • RSHE curriculum has more of a focus and higher expectation around inclusivity and digital safeguarding. A link to further information will be shared. The four 'C' areas of risk were summarised: 1. Content 2. Contact 3. Conduct 4. Commerce An update on Early Years is due and this will be shared when published. The language of SEN diagnoses is also changing. Dual diagnosis terms will no longer be used. There is a shift to just stating Autism on its own. Action: Notes of this presentation will be circulated There will be a safeguarding training session at the next INSET day on 5th January 2026. Governors who need to refresh their safeguarding are welcome to attend. SM left the meeting at 7.18pm	SM/Clerk
7	**Discuss head's written report, including progress on and impact of the school improvement plan (SIP)*** HT report was circulated prior to the meeting. ZC advised of a change to the attendance data. Persistent Absence (PA) has reduced from 23.25% to 10.36% Whole school attendance is now 95.65% Questions on the report were invited: Question: More detail sought on the late arrivals data. This is pupils arriving after registration has closed. Last year's data is being looked at for comparison. Discussing how best to put the message out to parents. Registration is at 8.45am and this will be	ZC

	promoted throughout the year. The school is also working with individual families to tackle lateness. Question: Can you provide further information on the damage to the Cedar and Chestnut building? ZC explained how some exposed areas of the cladding have been damaged by rain. The warranty has now ended but some areas were reported before the expiry. The school will be chasing this up to try and arrange for repair. ZC assured governors that the damage was not causing any danger, there are some curves and bulges in the external cladding. Question: Can you provide more information on the new access gate? OCC have obtained planning permission and will pay for installation of a new access gate and fencing. The location is not ideal and would require robust controls for pupils in the area, but there is no other place it could go due to restrictions / constraints in the preferrable places. The board discussed the options and possible benefits. It could be useful for access to the butterfly garden. The fencing would be very useful and would be beneficial to the school site. A decision is required by the end of November. Question: Can the plans be emailed over to JP? Yes – This can be done. Action: Send plans via email to JP Question: What are the issues with the other areas? Benmead Road is so busy, the initial thought was that it could ease the pressure on that road. Question: Does the school know of the school street scheme? Yes, they are aware of it. It is a good idea, but drop off and pick up traffic is a problem for every school in Kidlington and the volume of traffic will still be there, even if it is moved to another road. **Decision made: The board agreed to accept the offer from OCC**. Question: What is the SCR? SCR is the Single Central Register. Everyone who works in the school undergoes DBS checks and this is where all the results are kept. It is up to date and is checked during safeguarding monitoring visits. **School Improvement Plan (SIP)** This has been through SLT and staff meetings for review and agreement. ZC gave a verbal overview.	ZC

	The school is continuing with existing priorities: • Quality of Education – The second phase of the writing programme is being rolled out. • Homework – What the expectations are and how this is communicated to parents • Number sense • Year 1 phonics • White Rose • Personal Development (OPAL) • There will be some initiatives to support pupil aspirations and careers i.e. where school leads to. • Behaviours and Attitudes • Leadership – No changes from last year • Early Years has been amended to reflect the change in PAN Targets: 1) Writing – The write stuff has already received positive feedback 2) OPAL 3) Inclusion Room **Self-Evaluation Plan (SEF)** Ofsted have published a new framework and therefore the whole document needs to be transferred to the new template to reflect the changes. Writing has been identified as an area for development. Action: To share the SIP and SEF on Gov Hub when completed. Question: Is the school required to report any predicted outcomes throughout the year? No they aren't. Given that the projects that the school runs are over multiple years it isn't reasonable to do this. It used to happen when teacher's pay increases were linked to results, but this has now changed. It was noted that an academy school does operate this system still. Challenge: During a visit to the it was noticed that it can be very lonely and pressured for staff to handle some very challenging behaviours on a one-to-one basis when spread out across the school. It doesn't seem to be best practice for staff morale and use of resources. ZC agreed and stated that over the last few weeks, the adults have often had three of these children together in The Burrow (the probable	

	location of our future Enhanced Pathways space) and that often two of these children are together outside, communicating and playing together showing that this will be a very positive move to set up this space as quickly as possible. This is one of the three main SIP targets for 2025-2028 and will be beneficial to both children and staff and will have a financial impact too. **SEND information report** – This report has been completed nut not yet shared. Action: Share the SEND report on Gov Hub. The school is migrating to a new management information system. They are moving to Arbor, further information to follow.	ZC
8	**Next Committee dates** Resources meeting is 14th October. There may be a delay in receiving P6 budget information, but the meeting will still go ahead if this is the case and it will be recorded that budget documents are not available. Curriculum meeting is 7th October.	
9 **9.1**	**Policies / reports for approval** Policies and reports have been loaded to Gov Hub prior to the meeting for review by the board. Safeguarding policy – There were no questions or comments made. **Decision made: Policy was approved.** Safer recruitment policy – There were no questions or comments made. **Decision made: Policy was approved.** Dealing with allegations against staff and volunteers policy – There were no questions or comments made. **Decision made: Policy was approved.** Parent's code of conduct policy – AR confirmed that this policy has gone to the staff for review and comment. Some minor amendments have been made. Question: Can vaping be included within the section on smoking? The board agreed and it was decided to make this amendment. **Decision made: Policy was approved with agreed changes to be made.**	ZC

9.2	<u>Approval of Strategy statement on the use of Pupil Premium</u> **There were no questions or comments made.** **Decision made: The strategy statement was approved.** <u>Evaluation of spend on Pupil Premium in previous year published on the school website?</u> ZC confirmed that this document is published on the school website. <u>Exclusion policy</u> – c/f to next FGB <u>Attendance policy</u> – c/f to next FGB	
10	**Safeguarding update** The KCSIE briefing was delivered at the start of the meeting so that SM was not kept in school for longer than needed. ZC gave an overview of safeguarding case data for this term.	ZC
10.2 10.3	**Confirm all staff and governor safeguarding and Prevent training is up to date** Staff safeguarding and Prevent training is up to date and a Safeguarding training is scheduled for the INSET day on 4th January 2026. Governors are welcome to join this training. Governor safeguarding and Prevent training – The clerk has been in touch with governors individually to advise if training needs to be completed / refreshed. Some records just need to be updated. Confirm all Governor DBS and Section 128 checks are up to date Question: LC and AW both sought clarification on their DBS status and it was confirmed they have theirs in place.	ZC
11	**Health and safety update, including staff welfare** The H&S audit took place in July 2025 at the end of the term. ZC reported that the overall rating was 'Good'. There was a small list of minor actions and an action plan has been created. Action: Share the H&S audit report on Gov Hub Staff Wellbeing – There are illnesses going around the school and some long-term absences to be covered. Overall, covering for staff absence is the biggest issue for staff well-being. Comment / Support: During a governor visit to the school an observation was made on how calm the school is. Comment/Support: The reception pupils are settling in very well this year. Feedback from pupils is that they really enjoy mixing with other age groups during OPAL play.	ZC

12	**Governance matters** OCC proposed system changes – AR updated the board on the workshop he attended to discuss proposal to the structure of OCC. The option to become one unitary council is forecast to pay back within 18 months. Other options have been quoted to cost millions and will likely never be paid back.	AR
12.1	**Re-appointment of CC as Co-opted Governor.** CC's term of office ends in November. CC has agreed to stand for another term but advised the board that she will be leaving Kidlington in summer 2026 and will only be able to serve on the board for one more year. The board will need to think about succession planning. The board acknowledged this and thanked CC for agreeing to stand again. **The board appointed CC for another term as Co-opted Governor** Action: Update Governor Hub with re-appointment	ZC Clerk
12.2	**Appoint committee members** The board agreed that the committee members will remain as they were, but JA needs to be allocated to a committee. After a brief discussion JA was allocated to the Resources committee. The clerk stated that JA will not be able to participate in some items of discussion that involve staffing matters.	AR
12.3	**Approve standing orders, committee terms of reference and governor's code of conduct** The clerk/AR could not locate the **standing orders** document. An OCC template has been sourced but needs to be reviewed and amended before presenting to the board. This will be presented at the next FGB. **Committee terms of reference**. It was agreed that the committees will review the ToR at the next committee meetings and then bring back to the next FGB for approval. **Governor's code of conduct** – Based on NGA model. There were no questions or comments. **Decision made: The board adopted the Governor's code of conduct**	AR
12.4	**Declarations of interest and confirmations on Governor Hub** All governor's need to confirm their declarations of interest and confirmations on Governor Hub as soon as possible so that the declarations of interest document can be generated and published on the school website. Action: Declaration of interests to be completed on Gov Hub this week.	AR ALL
12.5	**Confirm that Whistle Blowing (WB) procedures are in place** ZC confirmed that the Whistleblowing policy is in place.	AR

	It was agreed by the board that the WB governor will be AR (or Vice Chair in their absence). This will be reflected in the policy document.	
12.6	**Update on governor vacancies** AR gave an update on parent governor vacancies. There were 2 vacancies and a call out for nominations was made last term. There were more candidates than vacancies, so an election was needed. As it was so close to the end of term it was decided to postpone the vote until this term. On advice from Governor Services another call out should take place this term as there are new parents in the parent community. Secondly, RP's and JP's terms of office as Parent Governors are due to expire mid-November. A parent election is required for this scenario as well. The parent election will be done prior to November and will address all four of the parent governor posts together. Action: Parent election to take place prior to mid-November. BW's term of office expires in May 2026. This is an LA Governor vacancy. The board discussed how they are appointed. The board needs to find a candidate and put to the councillor for their approval. It is very unlikely that the LA will find a candidate.	ZC ZC
12.7	**Governor monitoring schedule for 2025-26** AR will work on a list of priorities for the year and will present at the next FGB meeting. In the meantime, all governors should continue with the visits they normally carry out.	
12.8	**Governor training completed** Safeguarding training was completed by several governors last week. AR encouraged Governors to book onto available training run by Governor Services as this will improve how the board works.	
12.9	**Confirm website compliance** CS submitted the website audit last term and ZC confirmed that they are working on the actions from that. A quick update was provided on progress so far. The PP statement is now completed Question: The Child Protection policy appeared to be missing. ZC confirmed that it is part of the Safeguarding policy and not separate. The Equality Duty statement has been completed. The remote education policy – ZC is checking on this as it was brought in during Covid affected times and it is not clear if it needs to be kept. All statutory items apart from the Governing Body information has been updated.	

	The clerk spoke to the board. There are three GB information documents that the clerk will produce for the website: 1) Governing Body membership 2) Declarations of interest 3) Attendance at FGB meetings 2024-25 year Action: Send the 3 documents to ZC and AR to be loaded to the website	Clerk
13	**Any other business** **PE report** KDG explained why the PE report is smaller than usual. It is because the information is now submitted online direct to DfE and they check it. It no longer needs to be approved by the GB. All of the PE curriculum information is published on the school website and can be accessed there if governors want the information. Unless the board wants to receive a full report? The board agreed that no report is required. **Solar panels** AR advised the board that the school has had a 0% interest loan approved to buy and install solar panels. Quotes are being obtained. The first of three has been received. The loan is payable over a maximum of 12 years. The data shows that the panels will pay for themselves in 7 years. Question: How can we ensure that no problems will arise with the panels / maintenance etc? AR explained that they are obtaining three quotes in total, they are talking with other local schools who have already had this work done and the service / support received from the suppliers. Ensuring that they gather as much information as possible. **Academisation** AR spoke. This has been discussed previously. Proposed to bring this back to the agenda to open the conversation again and explore further. AR and ZC will be having a fact-finding meeting with River Learning Trust (RLT) and following that they may invite them to speak at an FGB meeting. There are mixed opinions on the board and this is recognised. ZC would like to explore what a Trust can offer while still retaining autonomy as a school. The board agreed they should investigate academisation further and are confident that ZC would ask the right questions and understands what is right for NKPS. BW requested to join the initial meeting Action: AR to send meeting invite to BW.	All AR

	Meeting closed at: 8:28pm	

*Indicates paperwork circulated for this item

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