



NORTH KIDLINGTON SCHOOL

Head Teacher: Ms Emilie Fidler

Chair of Governors: Ms Christabel Ashby

***North Kidlington School inspires and develops every individual to enjoy,
achieve and succeed***

MINUTES

Full Governing Board (FGB) meeting held on Tuesday 16th November 2021 at 7pm at school

Present

Christabel Ashby – Chair
 Carol Carter
 Keri Dallimore-Gray
 Kapil Divecha
 Emilie Fidler
 Jackie Garlick – Vice-chair
 Stephen Herring
 Alastair Hosier
 Jo Hunt
 Alex Reip, attending virtually
 Brenda Williams

Co-Opted
 Co-Opted
 Co-Opted
 Parent
 Head Teacher
 Co-Opted
 Co-Opted
 Co-Opted
 Staff
 Parent
 LA

In attendance – Bryony Thomas, clerk; Shirley Steventon, invited to attend, from 7.20pm;
 Sarah Müldür, invited to attend to present a review of Keeping Children Safe in Education
 Absent – Amanda Darley (Parent)
 Confirmation of quorum – quorum was met

No.	ITEM
1	Welcome and apologies for absence Christabel welcomed everyone to the meeting. No apologies had been received.
2	Declarations of interest There were no new declarations of interest.
3	Notification of any urgent business Governors had seen that the latest model teacher pay policy is now available for adoption by governing boards. Emilie will circulate the policy following the meeting, and the personnel and pay committee will review it in detail. AP1 Governors were happy to adopt the policy in the meantime.
4	Update on governor appointments Carol Carter was thanked for agreeing to be a school governor and her appointment as co-opted governor was approved. Shirley Steventon joined the meeting from 7.20pm, after work. She had been invited to attend, as a possible new future governor.

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	A parent election is underway and there have been two nominations to date. The deadline for nominations is Friday 19 th November at 9am. It was discussed whether Amanda, whose current term of office as parent governor has expired, should be re-appointed as a co-opted governor. This was approved, subject to her agreement.
5	Approval and signing of the minutes from the previous meeting (held 28th September 2021)* The minutes were approved, with no amendments, and signed as a true record of the meeting.
6	Matters arising from the minutes not arising elsewhere AP1 – All governors had confirmed their annual declarations on GovernorHub, including declarations of interest, that they have read Keeping Children Safe in Education part 1 and that they will abide by the code of conduct. Carol will complete her declarations once registered on GovernorHub. AP2 AP2 – Emilie has drafted a temporary statement for the website that the school is in the process of reviewing all policies with regard to equality. AP3 – No governors have contacted Christabel about chairing the finance and premises committee. This will be re-visited again later in the year. AP4 – Parents were thanked twice at the end of the last academic year for their support of pupils through the lockdown, and it was considered inappropriate to do so again. Governors agreed. AP5 – Christabel has looked at the employment law around the space in Early Years with the increase in 1:1 support needed, together with the link to the HSE page on the space adults are entitled to at work provided by Alex. She will take further advice on this matter from a colleague more versed in employment law. AP3 AP6 – Governors interested in joining a task force to develop the library have contacted Christabel and their details have been passed to Zoe Claxton, who is leading this project. Carol and Jo will work on the wild garden project. Governors wondered whether local groups, such as Harvest at Home, involved with community gardening would be interested. Alex to send details to Christabel. AP4 Bunkers Hill Nursery will also be approached. The project will be over 3 years, with the initial aim to make it safe, before then developing it over time. AP7 – The local authority statutory policy list has been reviewed, and a schedule outlining who should be responsible for approving each policy drafted. The aim is that all policies are reviewed in depth, and the policies have been shared amongst the committees. AP5 Some will still come to the FGB for approval. Emilie will post a statement on the website explaining that a comprehensive review of policies is ongoing. In the meantime policies already approved remain in place. AP8 – Christabel has read the complaints policy and will complete training on the complaints process when possible [she has not been able to attend this training to date because of workload]. AP9 – Stephen will attend a useful health and safety training course. AP6 No other matters were raised.
7	Safeguarding
7.1	Keeping Children Safe in Education review Sarah Müldür gave governors a brief review of Keeping Children Safe in Education. All governors had read the document. Anyone in contact or working with children are required to read it annually. At North Kidlington, this includes teachers, teaching assistants, clerical staff and cleaners. The current Keeping Children Safe in Education document reflects a lot of the topics raised over the summer and arising from the pandemic.

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	- Schools need to manage violence better amongst pupils, including peer on peer abuse and sexual abuse. Although not often seen in primary schools, these issues are not exclusive to the secondary sector. - The mental health of children has suffered during the pandemic and is now part of safeguarding. - There should be a holistic approach (contextual safeguarding), with all involved so that the whole picture of a child can be gained, not just when in school. - Keeping Children Safe in Education should be personalised for the school, to include the specific difficulties of the area. A culture of tolerance and respect needs to be developed and this has been reflected in the school's child protection and safeguarding policy. Shirley arrived at this point in the meeting. Annex G: Table of substantive changes from September 2021 was tabled. Additional information on many of the areas listed can be found with the electronic version of the annex. Changes that apply to North Kidlington were highlighted in grey and Sarah touched on some of these. With regard to record keeping, the school now has the electronic CPOMS (Child Protection Online Management System) safeguarding system and staff have been trained on how to use this. Annex A is a new condensed version of Part 1 of Keeping Children Safe in Education more appropriate for governors, and all the information previously contained in Annex A can now be found in Annex B. Sarah is happy to talk to any governor who would like an in-depth discussion of the material covered. She was thanked for her time and left the meeting.
7.2	Approval of the Annual Safeguarding Report* Every year the Oxfordshire Safeguarding Children Board (OSCB) requires schools to audit their safeguarding practice. Sarah, Emilie and Nicola Mobbs (office administrator) have reviewed and completed the form, which has to be submitted by the end of December following approval by the FGB. An action plan is produced from the audit for the forthcoming year. This year the Neglect audit tool has been introduced to improve practice. There were no questions and the report was approved.
8	Discuss headteacher's written report, including progress on the school improvement plan* The report was noted. There were no questions raised. Emilie has met with David Betts of the Parish Council to discuss the possibility of an additional gate into the school from the large Kidlington carpark to ease the dangers arising from cars parking on Benmead Road at drop-off and pickup. Emilie tabled a map indicating the gate initially proposed which leads directly into the carpark and would result in the loss of three parking spaces. However, David proposed an alternative site, which leads onto a service road next to the carpark and would work much better. However, a large lorry is parked there on Fridays for the market, and access is required for lorries supplying Iceland. Emilie to visit the site on a Friday morning. AP7 Restrictions on the road need to be checked. If the gate site is approved, a footpath will be required from the school to the road, and within the school itself.

	David is looking into where the road stops being a highway and who would need to be approached for permission.
9	Receive update on breakfast and after-school clubs The breakfast club is now breaking even and numbers are rising for the after school club as its reputation spreads and parents return to work. There has been a lot of positive feedback, and to the satisfaction of school and governors two pupil premium children have been given places at the breakfast club. A review of the clubs and their viability will be completed at the end of this term and details presented at the next FGB meeting. Childcare vouchers can be used at The Burrow, and Emilie will add a reminder of this to the next newsletter. AP8
10	Approve committee reports
10.1	Personnel and pay – 19 th October 2021* The report was approved.
10.2	Confirmation of pay report from Pay and personnel committee The committee had met with Emilie to discuss staff appraisals and were happy to approve recommendations for progression.
10.3	Strategy – 31 st August 2021* The committee had met to approve the new risk assessment. The carbon dioxide meters mentioned in the risk assessment have arrived this week and will be used to determine the effectiveness of ventilation within the classrooms. Covid catch-up funding was discussed at the September FGB meeting. The report was approved.
10.4	Finance and premises – 19 th October 2021* The report was approved.
10.5	Curriculum – 9 th November 2021* The report was approved.
11	Approve pupil premium report* There is a new format for reporting on the pupil premium, which governors felt to be clearer. It was agreed that Keri will be the governor lead for pupil premium. The report should be for 3 years and the school will move to a 3-year plan next year. The report was approved.
12	Ratification of policies
12.1	Governor visits policy* Governors were encouraged to visit the school at least once during the school year, and consider a focus for the visit before arranging, such as a priority from the school improvement plan or one of the projects. Governors are welcome to discuss any possible focus with Christabel. The policy was approved.
12.2	Complaints policy* A model policy was taken from the Department for Education, as directed by the local authority. It was noted how important it is that the policy is followed in the event of a complaint. The policy was approved.
12.3	Social media code of conduct* A policy, rather than a code of conduct, had been circulated and is a new one to the school, reflecting the increasing use of social media in our daily lives. Keeping Children Safe in Education 2020 on the front page should be updated to Keeping Children Safe in Education 2021, but otherwise the policy was approved.

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12.4	Admissions policy* Previously, there has been a personalised admissions policy for the school done by the local authority admissions department. This is no longer the case, and there is simply a link on the school website to the general local authority admissions policy. It would be possible to add some more personal text to the website, but it was agreed that this is not necessary. Any queries are always passed on to the admissions department. It was also agreed that there is no need for an admissions statement on the website. Parents shown around the school, or attending open afternoons for Reception, are always advised on how to apply for admission to the school.
13	Health and safety update, including staff welfare Health and safety matters had been outlined in the finance and premises report and had not changed since then. Sarah had attended training for mental health in adults, which had proved very useful. She will carry out a three-part survey on staff mental health, which will be useful for the staff survey planned for later in the year.
13.1	Update on council response to school repair needs No response has been received to date.
14	Update on governor visits and any governor training completed There have been no school visits since the last meeting. Christabel has attended training on safer recruitment, the appraisal process and understanding personnel matters. Carol has attended induction training part A.
15	Any other business Governors agreed that Nina Manning, school bursar and clerk to the finance and premises committee, can be added to GovernorHub.
	Meeting closed at: 8.10pm
ACTION POINTS AP1 – Emilie to circulate new model teacher pay policy following the meeting. Personnel and pay committee to review it in detail. AP2 – Carol to complete the governor annual declarations, including declarations of interest, that she has read Keeping Children Safe in Education part 1 and that she will abide by the code of conduct, once registered on GovernorHub. AP3 – Christabel to take further advice on the space in Early Years with the increase in 1:1 support needed from a colleague more versed in employment law. AP4 – Alex to send contact details for Harvest at Home to Christabel. AP5 – Ongoing action over the year to review all policies in depth. Emilie to post a statement on the website explaining that a comprehensive review of policies is ongoing. AP6 – Stephen to attend a useful health and safety training course. AP7 – Emilie to visit the proposed site for a new gate into the school on a Friday morning to check how busy the area is. AP8 – Emilie to remind parents, via the newsletter, that childcare vouchers can be used at The Burrow.	

*Indicates paperwork circulated for this item

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

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