



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 27th September 2022 at 7pm at school

Present

Christabel Ashby – Chair
Carol Carter
Keri Dallimore-Gray
Amanda Darley
Kapil Divecha
Emilie Fidler
Jackie Garlick – Vice-chair
Alastair Hosier
Jo Hunt
James Philpott
Alex Reip
Charlotte Screnock
Brenda Williams

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

In attendance – Bryony Thomas, clerk
Apologies – Rebecca Pyrah (Parent)
Confirmation of quorum – quorum was met

No.	ITEM
1	Welcome and apologies for absence Christabel welcomed everyone to the meeting. Apologies were received and accepted from Rebecca.
2	Elect chair and vice-chair of governors Christabel was re-elected as chair and Jackie as vice-chair.
3	Annual declaration of all interests – governors to confirm declarations on GovernorHub Governors to complete the declaration of interests section on GovernorHub. AP1
4	Notification of any urgent business No additional urgent business was raised.
5	Approval and signing of the minutes from the previous meeting (held 28th June 2022)* The minutes were approved, with no amendments, and signed as a true record of the meeting.
6	Matters arising AP1 – Christabel is still working on a draft request to the council for an additional classroom in Early Years, and for AP2 Alex has been looking into alternative funds for the new Early Years

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	classroom in the likelihood that the council will refuse the school's request. Emilie, Christabel and Alex to meet to finalise document for the council. AP2 AP3 – Christabel has been unable to contact Stephen for his feedback from his health and safety site walk before he finished as a governor. She will continue to try to gain feedback. AP3 AP4 – A list of reasons to visit the school has been emailed to governors. Governors do not need to be limited to these ideas but it has been provided to encourage visits. It is hoped all governors will visit the school over the next two terms and, if possible, now at the start of the academic year. AP5 – The pay and personnel committee has not yet been able to complete a stress audit of the staff using a tailored questionnaire suitable for the school environment and this action will therefore be carried over. AP4 AP6 – The previous Ofsted inspection is to be discussed at item 12. AP7 – Emilie has asked other headteachers what their schools do about indoor shoes and how they avoid bringing mud into the classrooms. There has been limited response, but one school uses trainers outside and school shoes inside. It was agreed that North Kidlington will adopt a similar policy from next year. Parents will be informed of the change after Christmas and the policy will be introduced as a rolling programme so that as pupils grow out of their current shoes, new shoes can be purchased in line with the new policy. There is growing evidence that the wearing of trainers can improve activity levels in children. The trainers will need to be sports trainers rather than fashion trainers. Emilie and Keri will draft new guidance for the new year. AP5 AP8 – Alex has edited the pdf of the exclusions policy to include the school's name and the date the policy was adopted. AP9 – Governors have not yet completed exclusions training and this action will therefore be carried forward. Christabel hopes to attend the Governor Services training session on 1st November. AP6 AP10 – Governors discussed committee membership and roles, and details are given in item 7. AP11 – Christabel's letter to parents, including news of the governor vacancy and the desire to widen the diversity of the FGB, and encouraging parents to ask about the role of governors, was sent at the end of the academic year.
7	Approve committee terms of reference and determine membership* The terms of reference were approved, subject to committee details being updated. Carol and Charlotte will join the curriculum committee, and James the finance and premises committee. Rebecca will be asked her preference of the two. Curriculum committee will meet on the dates shown on the schedule (8th November 2022, 10th January 2023, 28th February 2023, 4th July 2023) at 7pm. The default position will be for all subcommittee meetings to take place on Teams, unless it is deemed more appropriate to meet in person for that particular meeting.
8	Confirm/appoint governors for specific areas of responsibility The literacy governor role will be renamed English governor, and Brenda and Charlotte will take on this role. Jackie will take on the role of attendance governor. James will take on the role of health and safety governor.
9	Adopt NGA code of conduct* The code of conduct was approved. Governors were requested to confirm that they will abide by the code using the declarations section on GovernorHub. AP7
10	Review school performance data*

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	School performance data had been previously circulated to governors. This is the first external performance data since the start of the pandemic. The percentage of pupils in Reception achieving a good level of development (GLD) was 46%, which is low. However, to achieve GLD, pupils have to meet all main goals so even if just one is not met, they are not considered to have made GLD. Pupils had come in with a low level of development following the pandemic and there is a high proportion of pupils with special educational needs and disabilities (SEND). The Reception teachers had stringent standards for the writing goals and, following discussions with Year 1 teachers this term, with hindsight may have undermarked pupils on their writing skills. Ofsted only look at baseline data and SATS results, but the internal data is useful for the school and governors. A lot of schools have reported a dip in communication and language skills. It is hoped to have some cross-school moderation next year. The phonics results are very pleasing. There has been a change in the way phonics are taught, with the class teacher now teaching the subject to the whole class, unless pupils are unable to access the curriculum, ensuring a consistent approach. The Year 2 SATS results are generally good, with some concern over the maths results. Teachers had found pupils were struggling and went back to core skills. Pupils made huge progress but not enough for all pupils to make expected levels. Pupil progress meetings this term for Year 2 will decide whether the same approach to teaching is required. A good level of greater depth was shown in the Year 2 SATS. <i>Q: There is a good score for writing. Is this the result of a change in teaching?</i> <i>A: We need further evidence before coming to any firm conclusions. Writing is very hard to assess, except in Year 6 where exemplification documents make it a little easier.</i> The school was thrilled with the Year 6 SATS results. The cohort had struggled through the school, but pupils had done really well, with very good results compared with the national average.
11	Discuss the updated school improvement plan (SIP) and self-evaluation form (SEF) and the priorities for the coming year* The SIP is a large document, because it incorporates the SEF at the start with the headline data and is also used as a working document. The key part outlines the objectives overview. Achievements are linked with the Ofsted framework. The objectives are planned over 3 or 5 years, and are broken down into phases for ease (which are not necessarily in years). Foundation subjects do not include maths, English and science but are the subjects that have not received much focus in recent years. Teaching of recorder has now started and pupils will receive 4 years of teaching while at school. The senior leadership team (SLT) has looked at how best to assess these subjects. A quick-fire assessment plan has been decided on where any pupils struggling or excelling are helped or challenged accordingly, and subject planning is assessed as to whether it is working effectively. Other objectives include maths in Key Stage 1 (a priority raised in the 2018 Ofsted report) and redesigning the school's vision and values.

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	Development of the library is continuing. New furniture has been purchased and it is hoped to have a volunteer day on 15th October for parents and staff to prepare the walls ready for the new purchases. Redevelopment of the wild garden continues but the scope of this objective has been widened to include the playground. The school field is not safe for sports day and the playground itself needs to be safer and could be used more effectively. Once fundraising for the library is complete, fundraising will start for the garden and playground. Engagement in reading and writing is listed, with a new phonics scheme recently purchased, along with development of the governing board, to ensure effective oversight of the curriculum and staff welfare, and finally increasing parental engagement. An internet safety talk is planned and will be run by the NSPCC. <i>Q: If parents can't make the talk, would you be able to capture it?</i> <i>A: We will look to see what options we can offer, though we would like parents to come into school if they can.</i> Updates on progress with the SIP will be provided to governors through the year.
12	Review previous Ofsted report* A section 8 inspection is short, and would check whether the school is still good. A section 5 inspection is more thorough and the school hopes that it will have the longer inspection as it has been a long time since there has been such an inspection. The last one was in 2014 and a lot has changed since then. The school would like to push for outstanding. The key points for improvement have been outlined in the SIP.
13	Update on new vision and culture, discuss new strapline A word cloud for the new school vision has been developed from ideas from the whole school community, and governors suggested that a large copy is framed and hung in reception. From the word cloud, five possible new school straplines have been developed: • All ambitious, all kind, all learning together • Kind and creative learning • United to inspire learning • Nurturing potential, growing success • Together we learn, we achieve, we celebrate. Governors voted on their favourite, and staff, parents and children will also be able to do so. The school behaviour policy is based on kindness: be kind to yourself, be kind to others, be kind to the environment. All behaviours can be linked to these three statements.
14	Approve committee reports
14.1	Personnel & Pay – 12th July 2022* Approved, subject to correction of the few typos.
15	Ratification of policies
15.1	Approve the pupil premium report* Governors questioned the discrepancy between numbers shown here and in the SIP, but this is because the pupil premium report is for last year. The report was approved.
15.2	Approve the PE and sports premium report* Keri was congratulated on the school achieving the Gold School Games Mark for the year again, and for the wide variety of sport provided. There has been a pleasing increase in the number of girls playing football since the Lionesses' success in the Euros. The report was approved, subject to correction of the year on the final page.

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15.3	Approve the SEND information report 2021-22* The proportion of pupils on the SEND register is high and increasing. This is partly because of the increase seen nationally but also because the school has proved successful in supporting pupils with SEND. The report was approved, subject to correction of the typos highlighted by governors.
15.4	Receive the designated teacher statement* The statement was noted.
15.5	Receive the Looked After Children report There are currently no looked after pupils in school.
15.6	Confirm a whistleblowing policy/procedure is in place The Oxfordshire County Council (OCC) whistleblowing policy has been adopted and has been published on the website.
15.7	Discuss and approve the annual school public sector equality duty statement* The statement was approved and governors are happy for the statement to be included on all policies as they are reviewed. Governors were thanked for all their help and reading of the policies as they have been developed over the last year.
15.8	Review and monitor compliance with new school uniform statutory guidance: https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms The school is mostly compliant, it just needs to improve accessibility to second-hand uniform. The new guidance is mainly for secondary schools, but some does apply to primary schools. Although the uniform is branded, the school emphasises that branding is not required. The Helen and Douglas House charity shop in Kidlington has a row of second-hand uniform available, and the uniform has been kept simple and non-branded items are readily available in the supermarkets. A school uniform policy is required.
16	Safeguarding
16.1	Approve the Child protection and safeguarding policy* There is a confirmation button in the declarations section of GovernorHub for governors to confirm that they have read the policy. AP8 The policy is similar to last year's and governors suggested that any changes are highlighted when future policies are updated. The policy was approved. Governors were happy to declare that they approve all OCC-agreed policies.
16.2	Approve Dealing with allegations against staff and volunteers policy* The policy was approved.
16.3	All governors to confirm they have read Keeping Children Safe in Education Part 1 using GovernorHub Governors discussed whether governors are required to read parts 1 and 2 rather than just part 1. Bryony to check with Governor Services. AP9 Once read, governors need to declare that they have done so on GovernorHub. There are a high level of safeguarding cases ongoing, with services unable to support schools as needed and as outlined in Keeping Children Safe in Education. This considerably increases the pressures on both Emilie and Sarah Mülür, designated safeguarding lead. Oxfordshire Governors' Association is trying to raise the problems faced by schools with local councillors. There is a particular problem with SEND funding in the county.

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17	Health and safety update, including staff welfare There are no obvious problems to report, except for the safety of the playground. Staff welfare is good at present.
18	Governance updates
18.1	Governor visits Governor visits have been discussed above. No visits have been done to date this academic year.
18.2	Governor training completed The training session 'Preparing for Ofsted' run by Governor Services and which governors have been encouraged to attend clashes with the next FGB meeting. Bryony to check with Governor Services whether the session can be recorded. AP10 Other options would be to move the meeting to 8 th November or for two volunteers to attend the training and miss the meeting.
19	Any other business incl statement of behaviour principles* The statement of behaviour principles is required for the behaviour policy and a model statement had been circulated. This was approved. The attendance of governors at parent evenings has been discussed at previous meetings. The next parent evenings will be held on 14 th -17 th November. Christabel will attend each evening. Volunteers to accompany her should email her. Tuesday 15 th November will be particularly busy as on-site meetings are predominately held then.
	Meeting closed at 8.50pm

ACTION POINTS

- AP1 – Governors to complete the declaration of interests section on GovernorHub.
- AP2 – Emilie, Christabel and Alex to meet to finalise the document for the council requesting an additional classroom in Early Years.
- AP3 – Christabel to continue to try to gain feedback from Stephen from his health and safety site walk before he finished as a governor.
- AP4 – Pay and personnel committee to complete a stress audit of the staff using a tailored questionnaire suitable for the school environment.
- AP5 – Emilie and Keri to draft new footwear guidance for the new year.
- AP6 – Governors to complete exclusions training.
- AP7 – Governors to confirm that they will abide by the approved code of conduct using the declarations section on GovernorHub.
- AP8 – Governors to confirm that they have read the child protection and safeguarding policy on GovernorHub.
- AP9 – Bryony to check with Governor Services what parts of Keeping Children Safe in Education governors are required to read. Once read, governors need to declare that they have done so on GovernorHub.
- AP10 – Bryony to check with Governor Services whether the training session on preparing for Ofsted on 15th November can be recorded.

*Indicates paperwork circulated for this item; *italic text highlights governor questions, and the answers given.*

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

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