



NORTH KIDLINGTON SCHOOL

Head Teacher: Ms Emilie Fidler

Chair of Governors: Ms Christabel Ashby

Nurturing potential, growing success

MINUTES

Full Governing Board (FGB) meeting held on Tuesday 24th January 2023 at 7pm at school

Present

Christabel Ashby – Chair
Carol Carter
Keri Dallimore-Gray
Kapil Divecha
Emilie Fidler
Alastair Hosier
Jo Hunt
James Philpott
Rebecca Pyrah
Alex Reip
Charlotte Screnock
Brenda Williams

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

In attendance – Bryony Thomas, clerk
Apologies – all members were present
Confirmation of quorum – quorum was met

No.	ITEM
1	Welcome and apologies for absence Christabel welcomed everyone to the meeting. All members were present. Very sadly, Jackie Garlick has tendered her resignation to the board after many years of tireless service. Her expertise, time and effort on behalf of the school will be much missed, and governors wished to formally acknowledge their gratitude for all her hard work. Christabel will arrange for some flowers to be sent as a token of the board's thanks. AP1
2	Declarations of interest There were no new declarations of interest.
3	Notification of any urgent business The impending teachers' strike was discussed. The school will remain open.
4	Approval and signing of the minutes from the previous meeting (held 15th November 2022)* The minutes were approved, with no amendments, and signed as a true record of the meeting.

Signed
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5	Matters arising from the minutes not arising elsewhere AP1 – Governors whose level 2 safeguarding training is due for renewal have been invited to the staff training session on Tuesday 31st January at 1pm. If it is not possible to attend this session, they will attend a Governor Services training session. AP2 All other governors have completed the training. AP2 – With regard to the additional classroom in Early Years, Christabel is working with Jo to ensure that Christabel has a sufficient grasp of the deficit of space. Alex is approaching firms with a design for the desired new classroom. Christabel and Alex, once finished with their individual tasks, will then work together on a proposal for the council. AP3 AP3 – James as health and safety governor has completed training with Governor Services and will visit the school site on Friday. AP4 – The January meeting of P&P, which was due to draft the stress audit questionnaire for use with all staff, is to be rescheduled. AP5 – The new uniform policy has been circulated for review at this meeting. AP6 – A comprehensive list of staff training details will be included in the head’s termly report to governors. AP7 – Alex has been liaising with companies to see if it is feasible to lend the school’s roof out for solar panels. They consider it too small an area but he will next contact the Botley West Solar Farm to see if they are interested. AP4 AP8 – A revised draft of the behaviour policy, incorporating governor and staff suggestions, has been circulated for approval at this meeting. There were no further matters raised.
6	Headteacher verbal update on current position, including the school's response to bereavement in the community The school community is struggling at present with a relentless ‘wave of sadness’, with parental arrests, substance abuse, a high level of safeguarding cases, particularly of neglect, and the tragic loss of two parents. It is unclear what is the cause of such crises, possibly years of austerity or the pandemic. Another local school is dealing with similar stories, and social services appear very stretched. Governors acknowledged the burden placed on staff, particularly Emilie, and wished to formally recognise that other matters and projects may be delayed because of the significant increase in her workload. Despite the tragedies within the school community, exciting things are still happening, with the development of the library and the ongoing recorder lessons. The term started with a focus on science for its first partial week, which proved very successful.
7	Update on breakfast and after-school clubs The clubs are now full and very busy. They are even starting to generate some money, and governors were thanked for their support during the early stages. As hoped, support for struggling families can be provided by extending the breakfast club to pupils who may not otherwise have breakfast. Nina Manning, the school bursar, will prepare a new set of accounts for governors. Emilie to check School News for the recent advice published on after-school clubs. AP5

	Governors questioned whether the clubs would be included in an Ofsted inspection, which they would. Emilie also confirmed that a member of staff with a food hygiene certificate is always present at the clubs.
8	Update on new vision and culture The school's policy of be kind to yourself, others and the environment is being drip fed to pupils and parent governors confirmed that pupils are aware and understand the new culture. The updated strapline of 'nurturing potential, growing success' is being rolled out across the school and new signs are being printed.
9	Approve committee reports
9.1	Personnel and pay (P&P) – 18 th October 2022* The October meeting had dealt with staff appraisals and approval of pay increments. The minutes were approved.
9.2	Strategy – 7 th November 2022* The meeting had discussed the situation with Magpies, which was thought to be winding down. This is not now the case. Ofsted and academisation were also on the agenda, and Alex was thanked for the work he had put in on academisation. The minutes were approved.
9.3	Curriculum – 8 th November 2022* Governors expressed their gratitude to Zoë Claxton for her presentation. She is doing a very good job moving the curriculum forward. The minutes were approved.
9.4	Approval of SFVS (schools financial value standard) The report has been prepared and circulated to governors on the finance and premises committee. The deadline for their comments is tomorrow. It was agreed that the report would then be circulated to the FGB before approval and sign-off by Christabel. AP6
10	Ratification of policies There is a new capability policy available, according to School News. The website will therefore need to be updated. AP7
10.1	Finalised behaviour policy for discussion and approval* The work with governors on the policy had been much appreciated. Subject to correction of some minor typographical errors, the policy was approved. A front cover will also be added.
10.2	Supporting pupils with medical conditions policy* The policy had been taken from the Key. Governors expressed concern that final responsibility for the care provided is with them, and questioned how they should know about this. Details of first aid courses and epi pen training can be seen in the list detailing staff training, and there is a medical register highlighting the medical conditions within the school. Staff also receive specialist support for adapting lessons and the physical environment to the needs of their pupils, though schools are receiving less help than previously. The policy was approved, though governors recognised the practical difficulties of fulfilling their role and will need to remember this duty on visits to the school.
10.3	Uniform policy* There was some confusion over the policy, which will need rewording in places and the removal of the word plimsolls. The photos need changing to better fit the updated policy and any mention of an extra pair of trainers being required removed. Parents will be informed of the changes to the policy

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	in the school newsletter, which will come into full effect from September. Parents will be told why plimsolls are being phased out and the benefits of trainers. Governors suggested a questions and answers sheet circulated on Parent Mail, which might reduce the number of questions to staff about the changes. The policy will be updated for approval at the next meeting. AP8
11	Health and safety update, including staff welfare Some of the scaffolding is being removed at half-term, but a lot of work is still required, and more scaffolding may be needed for work on other classes. The school field has been dressed with soil and reseeded. The remedial treatment will only last a couple of years but will at least mean the field can be used for sports this year. A thin layer of soil has been added to the area under the play equipment and this area is currently fenced off. The wild garden is being well used for creative play by the children. A nurture gardening group run by a volunteer on Fridays for Year 5 and 6 girls is currently planting bulbs. When the library project is finished, it is hoped that fundraising can focus on the outside space. There has already been a generous donation to the wild garden project from students at St Clare's.
12	Governance updates
12.1	Governor visits James will do a health and safety visit on Friday. Carol has been in to look at music provision and her report is on Governorhub. Alex will write a report on his visit to look at IT. Kapil and Jo will co-ordinate a review of the maths provision. Christabel will add her list of suggested governor visit ideas to the report folder on GovernorHub. AP9
12.2	Governor training Governors needing refresher safeguarding training to try to attend the school training session next Tuesday. Several governors to attend the Governor Services session on preparing for Ofsted on 8th February.
13	Any other business Governors discussed the many roles that Jackie had filled. Appointments to these roles were agreed as follow. Vice-Chair – Alex. Safeguarding governor – Carol to take on as a temporary measure while she explores the role further by attending training and talking to Sarah Müldür, designated safeguarding lead. The formal disciplinary committee will be deceased and will be convened as and when needed. Carol will move to P&P from curriculum. Attendance governor – Charlotte, stepping down from her shared English governor role. Head's appraisal panel member – Alastair. His review governor role will be discussed at P&P. SEN governor – Christabel, with assistance from Rebecca. Whistleblowing governor – Christabel.

	Bryony to update the list of governors and their roles for the website. All governors to consider potential governors from the wider community for the current vacancies, who can take on some of the roles unsuitable for governors who are parents. AP10 Alastair was re-elected as co-opted governor, when his term ends in March.
	Meeting closed at: 8.25pm.
ACTION POINTS AP1 – Christabel to arrange for some flowers to be sent to Jackie as a token of the board’s thanks for her years of service. AP2 – Governors whose level 2 safeguarding training is due for renewal have been invited to the staff training session on Tuesday 31st January at 1pm. If it is not possible to attend this session, they will attend a Governor Services training session. AP3 – Christabel and Alex to continue their work on a proposal for a new Apple classroom. AP4 – Alex to contact the Botley West Solar Farm to see if they are interested in using the school roof for solar panels. AP5 – Emilie to check School News for advice on after-school clubs. AP6 – The SFVS report to be circulated to the FGB before approval and sign-off by Christabel. AP7 – The school website to be updated with the new capability policy. AP8 – The new uniform policy will be updated for approval at the next meeting. AP9 – Christabel to add her list of suggested governor visit ideas to the report folder on GovernorHub. AP10 – Bryony to update the list of governors and their roles for the website. All governors to consider potential governors from the wider community for the current vacancies.	

*Indicates paperwork circulated for this item

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

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