



## 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 18<sup>th</sup> July 2023 at 7pm at school

#### Present

Christabel Ashby – Chair  
Carol Carter  
Kapil Divecha, until 7.50pm  
Emilie Fidler  
Alastair Hosier  
Jo Hunt, via Teams  
James Philpott  
Rebecca Pyrah  
Alex Reip – Vice-chair  
Charlotte Screnock  
Brenda Williams

Co-Opted  
Co-Opted  
Parent  
Head Teacher  
Co-Opted  
Staff  
Parent  
Parent  
Parent  
Co-Opted  
Local Authority (LA)

In attendance – Bryony Thomas, clerk

Apologies – Keri Dallimore-Gray (Co-Opted)

Confirmation of quorum – quorum was met

| No. | ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 1   | <b>Welcome and apologies for absence</b><br>Christabel welcomed everyone to the meeting. Apologies were received and accepted from Keri Dallimore-Gray.                                                                                                                                                                                                                                                                                                                    |
| 2   | <b>Declarations of interest</b><br>There were no new declarations of interest.                                                                                                                                                                                                                                                                                                                                                                                             |
| 3   | <b>Notification of any urgent business</b><br>None was raised.                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4   | <b>Approval and signing of the minutes from the previous meeting (held 25<sup>th</sup> April 2023)*</b><br>The minutes were approved, with no amendments, and signed as a true record of the meeting.                                                                                                                                                                                                                                                                      |
| 5   | <b>Matters arising from the minutes not arising elsewhere</b><br>AP1 – Alex has continued to work on the proposal for a new Apple classroom. One quote of £627,000 has been received, and a second is due. The quote includes all work involved in setting up the classroom as well as the building itself. Installation would take all of the summer holiday, possibly with an additional week. Governors questioned whether the LA has been approached yet, but the idea |

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|   | <p>is to be clear on what is exactly wanted before the county council is contacted. The school will have a survey from the council in September. Alex and Christabel to continue to work on this project. <b>AP1</b></p> <p>AP2 – Alex has pursued the possibility of the Botley West Solar Farm using the school roof for solar panels via Low Carbon Oxfordshire, with an additional company, Unbound Energy, also interested. The companies would use the school site for solar panels, providing the school with low-cost electricity in return. Alex to check that as energy costs fall, the low cost charged to the school would also come down. He will also model possible savings using figures for last year's energy usage. Emilie to send Alex the school's invoices for electricity, and Alex to continue to work on this project. <b>AP2</b></p> <p>AP3 – The decision on school footwear is discussed in item 13.</p> <p>AP4/5 – Alex has advertised for new governors on LinkedIn. Alasdair MacDonald was also contacted regarding the governor vacancy but does not wish to take on the role. There are one or two people who have expressed some interest, and governors were encouraged to continue to reach out, as the need for external co-opted governors is urgent. <b>AP3</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6 | <p><b>Discuss head's written report, including progress on and impact of the school improvement plan (SIP)*</b></p> <p>The head's written report was uploaded onto GovernorHub earlier in the day, and paper copies were tabled. The school has achieved a great deal over the year and Emilie picked out some of the highlights from the report.</p> <ul style="list-style-type: none"> <li>• Both the new library and redevelopment of the wild garden area are near completion. Korky Paul has drawn some artwork to put up just outside the library.</li> <li>• Pupils have gone on lots of trips, a key part of the school's ethos.</li> <li>• The new curriculum is starting to become embedded, and the school is thrilled with the statutory data for this year.</li> <li>• Attendance at 95.05% is lower than the school's target of 97% but considerably higher than the national average of 92.5%. There has been one permanent exclusion. The school tries to be sensitive to holiday requests within term time. Government guidance is followed but sensitively, recognising individual family circumstances, e.g. autistic pupils also need to holiday during quieter periods.</li> <li>• Safeguarding concerns have abated to more usual levels.</li> <li>• Numbers for Reception next year at 36 are low (the maximum number is 45), as they are across Kidlington, but overall numbers are high across the rest of the school, with Years 3-6 currently full. Last year, numbers started at 38 in Reception and the cohort is now full.</li> <li>• There are 8 pupils with education and health care plans (EHCPs) and an additional 57 pupils (18%) with special educational needs and disabilities (SEND), higher than the national average (13%).</li> <li>• Magpies, after a poor Ofsted inspection, is closing in August. It is not yet known what will happen with the space. The school has approached the council to use it for the Burrow, but the LA would prefer a nursery to take the site as there are not enough nursery places in Kidlington. The school was approached to take over the nursery, but no incentives are being offered which makes it unfeasible.</li> </ul> <p>The year has been a difficult one for several reasons, but despite this pupils have thrived and done well. Emilie was thanked for her report, which was very well put together, and governors were encouraged to send any questions they may have via email.</p> |
| 7 | <p><b>Receive update on attainment and progress data*</b></p> <p>The national data, tabled at the meeting, was excellent in all areas. The school was thrilled with the Early Years results, with 72% of pupils achieving a good level of development (GLD). The phonics results were very good following the change in programme. Only 2 pupils will go into Key Stage 2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|          | <p>needing support with their phonics. The Year 2 SATS are internally marked. The results, which were moderated this year, were extremely good. In reading, 42% of pupils achieved greater depth. The Year 6 SATS tests are externally marked and the results were outstanding, with 93% of pupils meeting age-related expectations or above in maths. Keri, who delivers the Year 6 maths curriculum to all groups, was congratulated on the great results.</p> <p>Governors congratulated the school on the wonderful results, along with all the other activities provided, and noted with pride that no Year 6 pupil missed any of the wider curriculum to undertake additional work on English or maths. The reduced marking policy introduced several years ago, to lessen teacher workload, has clearly not had any negative effects, nor has the reduction in display boards or assessment.</p>                                                                                                                                                                          |
| <b>8</b> | <p><b>Receive update on staffing</b></p> <p>The school will be fully staffed next year.</p> <ul style="list-style-type: none"> <li>• Mrs Preston will move from Year 3/4 to Apple class, as she has taught the Reception age group previously.</li> <li>• Miss Britton, who has done a wonderful job in Apples this last term, is leaving to do her PGCE.</li> <li>• Mr Leach will continue at the school for a further year and will therefore be able to complete his second year as an early career teacher (ECT).</li> <li>• Mrs Vaughan will return, along with Miss Bowman from her sabbatical year.</li> </ul> <p>The cluster group structure, with subject leaders working in teams, has proved very successful and will continue. The teaching assistant (TA) timetable has now been finalised.</p>                                                                                                                                                                                                                                                                     |
| 8.1      | <p><b>Review of staff survey response*</b></p> <p>The personnel and pay committee had prepared, sent out and collated the results of the staff survey. The results, along with a detailed analysis, have been circulated. Overall, the results were positive and almost half of the staff had completed the survey. Further delving into the outlier responses found that the few very low scores came from one person. The responses suggesting more training all came from TAs.</p> <p>The few more contentious issues have been dealt with. Communication was quite often raised as an area for improvement and this is being addressed. One problem is that not all staff look at their school emails.</p> <p>The results of the survey will be disseminated to all staff. The survey will be repeated and governors discussed whether it should be done annually or biannually. No decision was made on this. The survey does not take long to complete but does require some thought.</p> <p>Carol was thanked for all her work on preparing and analysing the survey.</p> |
| <b>9</b> | <p><b>Review future priorities</b></p> <ul style="list-style-type: none"> <li>• The staff survey confirmed Emilie's plan for next year's SIP to include a clear thought-out professional development plan for staff. Emilie will read the review published by the Educational Endowment Foundation (EEF) on continuing professional development (CPD) for teachers to help with planning this. The situation for TA training is more challenging. TAs are paid for the hours they work, so they either need to leave their work during the day for any training sessions, requiring</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|           | <p>cover, or would need to be paid for additional hours after school, adding to the cost of training. However, the school is very pleased that staff want training and will try and find a way to make it possible.</p> <ul style="list-style-type: none"> <li>• Improve pupils' presentation skills, which have been dropping.</li> <li>• Religious education (RE) in Key Stage 2, as there is a new curriculum to be taught.</li> <li>• Staff training in visual prompts/cues for pupils with SEN.</li> <li>• Focus on teaching modern foreign languages.</li> <li>• Work on multiplication, as the results were not as good as hoped for in the Year 4 test.</li> <li>• Work on developing the playground will be the next funding project. Kapil, with two other fathers, will be cycling the Ridgeway to raise money for the school, in addition to their football team, and governors wished them well.</li> </ul> <p>Priorities for governors are to continue in their engagement with the school, and governors were thanked for all their work this year, particularly in the increased level of visits to the school. There is likely to be an Ofsted inspection next year and there is good momentum at present in governor engagement. The three co-opted governor vacancies also need to be filled, as previously discussed.</p> <p>Kapil left the meeting at this point.</p> |
| <b>10</b> | <p><b>Receive update on breakfast and after-school clubs</b></p> <p>The clubs are doing extremely well, and parents from the new Reception class have already been in to look. The regular need for an update can come off the FGB agenda and the financial aspect of the clubs will be monitored by the finance and premises committee. Closure of Magpies should not lead to overwhelming numbers attending the Burrow.</p> <p>Governors thanked all staff involved in making the Burrow such a resounding success.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>11</b> | <b>Approve committee reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11.1      | <p>Personnel and pay – 27<sup>th</sup> June 2023*</p> <p>Minutes had been circulated. The committee discussed the staff survey and next year's staffing. The report was approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11.2      | <p>Strategy – 7<sup>th</sup> March 2023*</p> <p>Minutes had been circulated. The March meeting had received updates on staff and pupils. A discussion on academisation was deferred until next year.</p> <p>The report was approved.</p> <p>A confidential meeting had been held, but the final strategy meeting of the year was cancelled, which is considered a positive sign as meetings are for troubleshooting and major issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11.3      | <p>Finance and premises – 12<sup>th</sup> July 2023</p> <p>This final meeting of the year, to review the Period 3 (P3) budget monitoring report, was completed via email and there are no formal minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11.4      | <p>Curriculum – 11<sup>th</sup> July 2023*</p> <p>Minutes had been circulated. Governors were delighted with the statutory data. Progress and attainment data for the rest of the school had been reviewed and is very pleasing. Concerns were raised at some of the data shown as red (below age-related expectations) in Year 4, and this cohort will be a focus in the new year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|           | The report was approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>12</b> | <p><b>Preparation for Ofsted – brief discussion of training course questions*</b></p> <p>Deferred to the next meeting.</p> <p>Governors agreed that these questions will be reviewed over the coming year, perhaps three at a time, to align with the new SIP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>13</b> | <p><b>Ratification of policies – shoe decision for September</b></p> <p>A decision has been announced in the school newsletter – two pairs of trainers will be needed, predominantly black or navy blue. No school shoes or plimsolls will be permitted. There will be a term's grace for pupils to grow out of their current shoes, with only trainers allowed from January. Parents of next year's Reception cohort have already been informed of the new uniform policy.</p> <p>There has been some pushback from parents, with some feeling trainers are not as smart as school shoes. However, it will be explained that although it may appear contradictory, if all pupils wear trainers that are predominantly black, they will look smarter. Trainers will also be more suitable for the wild garden. In addition, although school shoes for boys are fine, those for girls can hinder good foot development.</p> <p>The quick survey to parents about tramlines in hair confirmed that these are not appropriate for school.</p>                                                                                                                                                                                                                                                                    |
| <b>14</b> | <p><b>Safeguarding update</b></p> <p>Safeguarding concerns have fallen to more normal levels, and there is nothing key to report to governors. Carol, as safeguarding governor, did a safeguarding visit in May.</p> <p>Governors questioned what coercive control and parental alienation, cited in the head's report, are. These are where a breakdown in parental relationships can lead to controlling behaviour, with parents sometimes using children to get back at their partners or where one parent constantly disparages or belittles the other parent leading to the children also rejecting them. Both situations are extremely detrimental to the children concerned.</p> <p>Following referrals to the Multi-Agency Safeguarding Hub (MASH), schools are frequently being asked to complete the lengthy strengths and needs forms. It is frequently inappropriate for the school to do so, and Emilie has started to push back on this. Governors fully support this decision.</p> <p>The meeting briefly discussed the child who has been permanently excluded. The school is required to provide education at home for the first 5 days of the exclusion, with responsibility moving to the county council after that. There will be sufficient governors if an appeals panel is needed.</p> |
| <b>15</b> | <p><b>Health and safety update</b></p> <p>There are no new issues to report. James, as health and safety governor, visited the school last week and will upload his report to GovernorHub. The toilets in the Cedar and Chestnut building continue to smell. There will be a site survey carried out by the LA in September.</p> <p>The annual health and safety audit has recently been carried out. The school did very well, with only a couple of partial requirements to follow up on. Mrs Rita Turner was thanked for her work on health</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|           | <p>and safety, along with her amazing work as caretaker, cleaner, fire marshal and the many other jobs she does for the school.</p> <p>Governors questioned how PAT testing is done at school – someone is employed from West Kidlington school to do it.</p> <p>Governors digressed slightly to discuss the agreed pay rise for teachers of 6.5%, meaning an end to strike action. Sadly, only 3% of the award will be funded by the government.</p>                                                                                                                                 |
| <b>16</b> | <b>Governance updates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 16.1      | <p>Approve meeting schedule for next year*</p> <p>The schedule was reviewed. Dates for committee meetings that fall too early in January will be discussed at the committees' first meetings next year. The curriculum committee will also look to move their July meeting so that it can review the SATS results.</p> <p>The first finance and premises meeting, scheduled for 5.45pm on Wednesday 18<sup>th</sup> October will need to move as it clashes with the personnel and pay meeting, which has to meet at this time to review staff performance management. <b>AP4</b></p> |
| 16.2      | <p>Appoint governors for head's appraisal in the autumn</p> <p>The current panel of Brenda, Christabel and Carol will continue next year, with Alastair as the review governor. Carol has booked training for September.</p>                                                                                                                                                                                                                                                                                                                                                          |
| 16.3      | <p>Update on governor vacancies</p> <p>Already discussed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 16.4      | <p>Governor visits</p> <p>Governors were thanked for all their many visits this year to school, which have been much appreciated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 16.5      | <p>Governor training completed</p> <p>Rebecca highlighted that she has undertaken safer recruitment training. The office has a copy of her certificate, and this is now also uploaded onto GovernorHub.</p> <p>Christabel has completed exclusion and suspension training and Brenda attended the governors' conference day in June, where Floella Benjamin gave an inspiring address. The Oxfordshire Governors' Association has relaunched and hopes to organise conference mornings as previously.</p>                                                                             |
| 16.6      | <p>Confirm appropriate filters and monitoring systems are in place</p> <p>The school employs a private company to provide the necessary filters and monitoring systems. Alex, as IT governor, will link up with Mrs Jones.</p>                                                                                                                                                                                                                                                                                                                                                        |
| 16.7      | <p>Confirm GIAS is up to date</p> <p>GIAS is up to date and was checked yesterday.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 16.8      | <p>Confirm website compliance</p> <p>Charlotte has reviewed the website and provided a list of requirements to be completed shortly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 16.9      | <p>Note equality objectives to be developed in the autumn</p> <p>Emilie will study examples from <i>The Key</i> and other primary schools and bring a draft of proposed objectives to the September FGB meeting. <b>AP5</b></p>                                                                                                                                                                                                                                                                                                                                                       |
| <b>17</b> | <b>Any other business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Next summer, wild art trails are bringing oxen to Oxford, and a link was shared with governors: <a href="https://oxtrail2024.co.uk/">https://oxtrail2024.co.uk/</a></p> <p>Governors also raised the point that Begbroke Science Park plan outreach to local schools which can be inspiring for pupils.</p> <p>Governors were again thanked for all their hard work over the year.</p> |
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| <p style="text-align: center;"><b>ACTION POINTS</b></p> <p>AP1 – Alex and Christabel to continue to work on the proposal for a new Apple classroom.</p> <p>AP2 – Alex to continue to work on the possibility of an energy company using the school roof for solar panels and providing the school with low-cost electricity in return. Emilie to provide last year’s electricity usage for Alex to model any possible savings.</p> <p>AP3 – Governors to continue to reach out to their local community for possible new governors to fill the co-opted governor vacancies.</p> <p>AP4 – The first finance and premises meeting, scheduled for 5.45pm on Wednesday 18<sup>th</sup> October, will need to move as it clashes with the personnel and pay meeting, which has to meet at this time to review staff performance management. Other committees will review dates at their first meetings of the year.</p> <p>AP5 – Emilie to study examples of equality objectives from <i>The Key</i> and other primary schools and bring a draft of proposed objectives to the September FGB meeting.</p> |                                                                                                                                                                                                                                                                                                                                                                                           |

\*Indicates paperwork circulated for this item

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

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