



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 15th March 2022 at 7pm at school

Present

Christabel Ashby – Chair
Carol Carter
Keri Dallimore-Gray
Amanda Darley
Emilie Fidler
Jackie Garlick – Vice-chair
Alastair Hosier
Jo Hunt
Rebecca Pyrah
Alex Reip
Brenda Williams

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

In attendance – Bryony Thomas, clerk

Lynsey Jones, invited to attend virtually to present information on GDPR

Apologies – Kapil Divecha (Parent), Stephen Herring (Co-Opted) and James Philpott (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 Kapil, Stephen and James.
2	Declarations of interest There were no new declarations of interest.
3	Notification of any urgent business None raised.
4	GDPR information - Lynsey Jones Lynsey, as data protection officer (DPO) for the school, gave a brief overview of general data protection regulation (GDPR) within the school. The school acts chiefly as a data controller, monitored by the DPO, to protect the sensitive data of pupils, staff and the school community, following the act that came into force in 2018 to give citizens more control over their personal data. The school regularly discusses what data it needs and whether it can be shared. Data is kept for 1 year only. If a child is thought to be unsafe, the school is able to breach GDPR.

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	The DPO works to ensure that data is controlled correctly, and that all companies working with the school that may need to act as a data processor abide by the school's rules. Personal data is defined as any data that can identify a living human being. Sensitive data includes racial and ethnic origin, religious beliefs, genetic data, biometric data, for example. The school works to the rule of three, where the sharing of three items of data is too much, and therefore sticks at two to ensure individuals are less likely to be recognised. Children's data is respected, and all belongings such as workbooks etc. are given to the child at the end of the year. An ongoing audit ensures that items such as assessment records and minutes of meetings are shredded when no longer required. The audit determines why items are needed and how and for how long they should be kept. There is also a risk register to identify any potential breaches which Lynsey maintains. The school email system is encrypted and governors were reminded how important it is to always use their school email address. Minutes of meetings should be shredded when no longer needed, and if they are aware of any data breach they should contact Emilie. There is a useful video on GDPR that Jo will circulate. AP1 A governor queried the traditional practice of keeping some books back for Ofsted inspections. This is no longer standard practice at the school as the book belongs to the child and subject leaders should be able to talk about past work without reference to books.
5	Approval and signing of the minutes from the previous meeting (held 25th January 2022)* 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 – Christabel was to continue to seek advice on the adequacy of space in Early Years with the increase in 1:1 support needed. Alex had very helpfully arranged a free consultation with a lawyer to discuss the situation, and a report had been received today. This will be reviewed, ready for discussion at the next FGB meeting. AP2 AP2 – Invoicing for The Burrow has been discussed with office staff. The first invoice is paper but after that parents receive reminders via email. AP3 – The school has added a note to the website that if anyone is struggling to access information provided within policies, it will work with them to find an alternative format. The note is currently in very small type because the site will not allow formatting, but the school is working to fix this. AP4 – Christabel to send an annotated copy of the model disciplinary policy and procedure for Oxfordshire schools to Brenda for passing to the appropriate member of staff at the council. This action is to be carried forward. AP3 AP5 – Stephen to do a health and safety site walk with the caretaker, as a fresh pair of eyes. This action is to be carried forward. AP4 AP6 – The link to the SEND consultation had been circulated to governors, to assess whether they would like to submit comments. AP7 – The strategy committee to consider how best to achieve wider diversity within the FGB, to better reflect the school community, and will discuss this at their meeting next week. AP5 AP8 – North Oxfordshire School Sport Partnership (NOSSP) and the Friends of North Kidlington School (FONKS) to be approached for help and advice on maximising publicity and funds raised from Christabel's cycling trip, which will now happen next summer. NOSSP and FONKS will therefore be approached at the start of the new academic year.
7	Discuss head's written report, including progress on School Improvement Plan (SIP)*

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	The situation before half-term had been very challenging, with a high number of cases of Covid within the school. Since half-term, the situation has improved markedly, and many staff are appreciating not having to test twice a week. Details of the chair of governors need to be updated on the SIP. AP6 Governors discussed the challenges of supporting pupils with special educational needs (SEN) in Early Years. Pupils with SEN are generally not identified before arrival in Reception, and with the isolation arising from the pandemic, parents can be completely unaware that their child has special needs. Evidence for an Education Health and Care Plan (EHCP) can take a long time to gather, meaning many hours of work for the teacher, and there are four pupils in Reception that require 1:1 support but who do not have EHCPs. Three pupils may be granted EHCPs by September, but the school is still waiting for reports from the educational psychologist and the county's SEN team are overwhelmed. The school's SEN coordinator (SENCo), Sarah Müldür, is exceptional and governors expressed their appreciation of her work.
8	Receive update on breakfast and after-school clubs Numbers are steadily rising in The Burrow, with lots of new starters. On Thursdays, the school may need to employ another member of staff for the first 2 hours of the after-school club. Feedback is very positive, and the staff in The Burrow were commended for their energy, enthusiasm, planning and care, ensuring pupils love their time there. Governors discussed the situation with the Magpies, who have now paid their outstanding invoices with the school, though not the parents. They have reduced the hours that they are operating. The council has issued a new lease, and the strategy committee will continue the discussion of the school's position. AP7 Governors questioned whether after-school clubs are regulated. For the school, all clubs are included within an Ofsted inspection.
9	Discuss budget and staffing priorities for coming year • Staffing takes the majority of the budget, with maternity cover and 1:1 support for children meaning that more staff are likely to be needed next year. • A music teacher has been found, and is currently covering some planning, preparation and assessment (PPA) time. She also speaks French. • Covid catch-up funding is being used to purchase programmes that will help support pupils in their learning. • There will be one retirement at the end of this year. • The cost of electricity is expected to double. Energy use will be affected by Covid – ventilation during the winter wastes a lot of energy. The school also uses gas, which again is expected to increase steeply in price. Governors discussed the possibility of solar panels and whether there are any grants available. The finance and premises committee will look at this issue again to see whether there are investors who would fund the use of the school's roofs for the panels, and Amanda and Alex will also provide information for this issue. AP8
10	Approve committee reports
10.1	Finance and premises – 18th January 2022* • Staffing was discussed. • The school's energy bills will be discussed at the next meeting. • Records of income and expenditure for The Burrow to be kept separately so that its financial viability can be assessed. • The special purposes account and how it is used was discussed. The report was approved.

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	Governors queried whether there was any news on the gate to the Kidlington carpark. David Betts has another meeting scheduled about ownership of the relevant land but it looks as if this issue will not be resolved quickly.
11	Ratification of policies
11.1	Children with health needs who cannot attend school* Subject to the correction of one minor typo, the policy was ratified.
11.2	Supporting pupils with medical conditions* Governors questioned what happens with supply teachers. Generally, there will be a teaching assistant (TA) with the teacher who will know the pupils with medical conditions. Supply teachers are also always briefed before taking on a class. There is a whole-school medical register, and pupils with acute conditions, such as those needing an epipen or with severe asthma, will have a briefing sheet. Subject to the correction of one minor typo, the policy was ratified.
11.3	Teacher Appraisal* It was agreed that the policy will be reviewed every 3 years. A couple of other areas needed updating. Subject to the completion of these, the policy was ratified. Governors questioned what the appraisal process is for TAs. There is no policy, but Sarah Müldür meets with TAs every summer to discuss how the year has gone and to discuss what continuing professional development they would like to do.
11.4	Health & Safety* Subject to correction of the bullet points, the policy was ratified.
11.5	First Aid* Governors discussed the fact that teachers do not have to agree to carry out first aid. The policy was ratified.
12	Safeguarding update There are no urgent issues to highlight. CPOMS (Child Protection Online Management System) has proved a very useful system.
13	Health and safety update, including staff welfare Staff welfare has improved since half-term.
13.1	Storm damage update The first half of the term, dominated by Covid and staff absence, ended with a severe daytime storm. The school remained open. One TA previously worked with trees in a previous role at Blenheim Palace so was able to monitor the school's trees during the day. The loss of trees near the wild garden has meant more light reaches this area and also the outside area of Apple class, an unexpected benefit of the storm.
14	Governance updates
14.1	Governor appointments There is currently one co-opted governor vacancy. Governors agreed that they would be delighted to offer this position to Charlotte Screnock, who would be happy to return to the board. Emilie to inform Charlotte. AP9 Governors would like the FGB to be more representative of the school community and will explore ways to achieve this. It may be possible for more associate governors to be appointed, with less responsibilities, only attending FGB meetings rather than additional committee meetings. This would allow people to see what is involved in being a governor. Governors

	could also have a stand at parents' evenings and other school events to highlight the role of a governor, as well as to ask if there are any issues people would like addressed. It was agreed that short presentations from members of the school community at future FGB meetings would be interesting and instructive.
14.2	Governor visits The last half-term was not suitable for governor visits, but Emilie is very happy for governors to now visit the school.
14.3	Governor training completed Rebecca and Carol have both completed their induction training (parts A and B). Rebecca has also attended training on benchmarking, which was very useful. Governors attending courses were encouraged to upload any training material on GovernorHub to form a 'library' of materials.
15	Any other business It was agreed that Rebecca will take the role of PE governor from Amanda, who is already literacy governor. Governors questioned whether there had been any visits to the library and Emilie will encourage teachers to take their classes. Governors also raised the possibility of a volunteer day, and the school is currently preparing a list of jobs for this.
	Meeting closed at: 8.35pm
ACTION POINTS AP1 – Jo to circulate video on GDPR to all governors. AP2 – Christabel to report to the next FGB meeting after reviewing the information provided following a consultation on the adequacy of space in Early Years. AP3 – Christabel to send an annotated copy of the model disciplinary policy and procedure for Oxfordshire schools to Brenda for passing to the appropriate member of staff at the council. AP4 – Stephen to do a health and safety site walk with the caretaker, as a fresh pair of eyes. AP5 – The strategy committee to consider how best to achieve wider diversity within the FGB, to better reflect the school community. AP6 – Emilie to update details of the chair of governors on the SIP. AP7 – The strategy committee to further discuss the school's position with respect to Magpies. AP8 – Finance and premises, Amanda and Alex to look into the possibility of solar panels. AP9 – Emilie to inform Charlotte that she would be welcome as a co-opted governor.	

*Indicates paperwork circulated for this item;

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

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