



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 26th September 2023 at 7pm at school

Present

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

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

In attendance: Clare Morgan (invited to attend), until 7.40pm

Bryony Thomas, clerk

Apologies: Kapil Divecha (Parent)

Absent: Alastair Hosier (Co-Opted)

Confirmation of quorum: quorum was met

No.	ITEM
1	Welcome and apologies for absence Christabel welcomed everyone to the meeting and introduced Clare Morgan, invited to attend the meeting as a potential new governor. Apologies were received and accepted from Kapil Divecha.
2	Elect chair and vice-chair of governors Christabel was re-elected as chair and Alex 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 Two small items of news were announced. - Janette Wheeler has recently retired after working as a lunchtime supervisor for 30 years and was thanked for her dedicated service to the school. - Kapil and his friends completed the Ridgeway Challenge over the summer and raised almost £1400 for the school. Governors expressed their thanks for this great effort.
5	Approval and signing of the minutes from the previous meeting (held 18th July 2023)* The minutes were approved, with no amendments, and signed as a true record of the meeting.

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6	Matters arising from the minutes not arising elsewhere AP1 – Alex and Christabel continue to work on the proposal for a new Apple classroom. AP2 A second company has been reminded to provide a quote and Alex is reaching out to several foundations for possible donations towards the new classroom. AP2 – Alex is continuing 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. Nina Manning, School Business Manager, has spoken to Unbound Energy and is currently investigating the proposed standing charges. AP3 – Governors continue to reach out to their local community for possible new governors to fill the co-opted governor vacancies and this action point is discussed further in 16.3. AP4 – The first finance and premises meeting, scheduled for 5.45pm on Wednesday 18th October, has been tentatively rescheduled for 1st November. Other committees will review dates at their first meetings of the year. AP5 – A draft of proposed equality objectives will be presented for item 12.
7	Review range of committees in place and approve committee terms of reference* Governors agreed that the Strategy committee, useful during Covid and for any big issues that may suddenly arise, will be responsible for considering the possibility of academisation. The committee's terms of reference will therefore need to be amended, for approval at the next FGB meeting. AP3 Any governors interested in academisation are welcome to attend meetings of the Strategy committee when appropriate. All other committee terms of reference were approved.
8	Confirm committee membership* Membership of the committees will remain the same. Anyone interested in attending a different committee should contact Christabel.
9	Confirm/appoint governors for specific areas of responsibility* All current governor roles were reconfirmed, with Carol part of the head's appraisal panel and Alastair review governor. Alex was appointed to the new role of filtering and monitoring governor, to run alongside his role as IT governor. It was agreed that a governor responsible for governor training is not required.
10	Adopt NGA code of conduct* The NGA code of conduct was approved for adoption. Governors to confirm that they will abide by the approved code of conduct using the declarations section on GovernorHub. AP4
11	Discuss the updated school improvement plan and self-evaluation form and the priorities for coming year* The SIP was reviewed. Some additional comments had been received and the SIP will be updated for the next FGB meeting. The SIP runs over 3 years, and some of the objectives are now almost complete. Key points were highlighted for governors. • The new assessment system for foundation subjects needs to be given time to embed and ensure it is working. • All pupils in Key Stage 2 continue to learn the recorder and their progress has been impressive. Pupils are learning to sight-read, which can be seen in children attending choir, and a lot of pupils now have their own recorder. The music curriculum now needs to be amended and an assessment process developed.

- There is a new Oxfordshire curriculum for religious education (RE). The school has a year to ensure it is compliant with the changes. Lessons based on the previous curriculum were very engaging, particularly those in Key Stage 1, and it is hoped to save as much as possible of these while developing lesson plans based on the new syllabus.
- The school purchased the programme Early Start to assist in its teaching of French. It is not working as well as hoped, and the school is therefore going to undertake some action research and trial Duolingo Schools in one of the three classes for both Years 3/4 and 5/6. After a year, we will look at progress at the end of the year in how much is learnt, and in the confidence and engagement of pupils, to make an informed decision on which programme will be best for the children. The school will also review which modern foreign language should be taught in the future.
- Huge progress has been made in developing the school's vision and values, and these will be allowed to be embedded this year to encourage a greater depth of understanding as to their meaning.
- The old computer room has been developed into a beautiful library. Zoe Claxton has been advertising for assistant librarians amongst the children and will have a group to help her manage the library. The operational details are currently being sorted out and then external groups will be able to start using it.
- The next big project requiring fundraising is the development of the playground, with an area for loose parts play and imaginative play. Emilie to seek a ballpark figure for the money required to develop the area and Alex to contact possible sources of external funding. **AP5**
- Governors need to provide the final part of the triangulation process, looking at the effectiveness of the new curriculum and through visits to look at books and talk to pupils.
- Professional development for staff is in place, but objective 8 outlines the aim for a strategic plan looking at the needs of the school and the interests of staff to develop a formal programme of professional development for both teachers and teaching assistants.
- Writing is a focus across the school, but with particular emphasis on writing in boys, making up 54% of pupils. Teachers are currently reading '*Boys don't try?*' as part of their staff meeting, and are reviewing the evidence and research on how best to teach writing to boys. Years 3 and 4 have particularly struggled with writing and the school is looking at whether this is a change in teaching style or whether pupils need time to adapt to the Key Stage 2 curriculum. Emilie to bring the data to the next FGB meeting showing the difference in writing ability between boys and girls. **AP6** Spelling and handwriting will be areas for focus for Years 2 upwards.

A large number of support staff are approaching retirement. Governors questioned how many but it is not clear exactly when staff will choose to finish. The school's reserves are steadily depleting and the school is concerned that numbers are low in Reception (34 of a possible 45), with census day in early October, which will impact future funding. The same picture is found across Kidlington, and it has led to schools competing for pupils, which is damaging for all. Governors questioned whether the school should consider more marketing and a flyer is currently being developed for social media.

Governors also questioned whether 8 objectives are too many for a SIP, but it is unclear which objectives should be removed and acknowledged that the plan is over 3 years.

	There is a possibility that the school can purchase a minibus, for sale at a very reasonable price. A mechanic is currently assessing its roadworthiness. If purchased, the school will be able to get insurance through the council, and there are 5 staff members licenced already to drive it. Emilie was thanked for all her hard work on the SIP.
12	Review and discuss draft equality objectives The school is required to have equality objectives to ensure compliance with the 2010 Equality Act. A draft plan with two objectives, based on a model from <i>The Key</i>, was tabled. The two objectives proposed were: • ensure the school is not unfairly disadvantaging staff for reasons relating to their age or disability which cannot be objectively justified • increase the diversity of the governing board to be more reflective of the school population as a whole. Governors were asked to review the document and send all comments to Emilie via email. AP7 The objectives can then be adopted and the school compliant.
13	Ratification of policies
13.1	Approve the pupil premium report* Approved.
13.2	Approve the PE and sports premium report* Approved.
13.3	Approve the SEND information report 2022-23* Approved.
13.4	Receive the designated teacher statement for child protection and looked-after children Sarah Müldür is designated teacher for child protection. She is also designated teacher for looked-after and previously looked-after children.
13.5	Receive confirmation that there are no looked-after children There are no looked-after children currently in the school.
13.6	Confirm a whistleblowing policy/procedure is in place A whistleblowing policy and procedure are in place.
13.7	Discuss and approve the annual school public sector equality duty statement* Approved.
13.8	Confirm GIAS is up to date GIAS is up to date.
13.9	Receive update on compliance with school uniform statutory guidance The school is compliant with school uniform statutory guidance.
13.10	Receive update on compliance with attendance statutory guidance The school is compliant with attendance guidance, though this is not statutory yet. Zoë Claxton is a member of the Oxfordshire strategic board for developing a countywide attendance policy. The current attendance rate of 96.93% is very encouraging and reflects pre-Covid levels. It is higher than the national average. The attendance policy is being reviewed and will then be ready for ratification.
13.11	Approve use of a delegation planner* Governors agreed that this would be useful, particularly for new governors. The Strategy committee will review the model planner circulated for approval at the November FGB meeting. AP8 Governors agreed that all Oxfordshire County Council policies are ratified by the school.

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14	Safeguarding
14.1	Approve the Child protection and safeguarding policy* Approved. All governors to confirm they have read the policy using GovernorHub. AP9
14.2	Confirm all governors have completed a DBS check and section 128 check All governors have completed a DBS check and section 128 check. The date of the DBS check and certificate number have been added to GovernorHub profiles. The chair and safeguarding governor are responsible for regularly checking the school's single central record is up to date.
14.3	All governors to confirm they have read Keeping Children Safe in Education (KCSiE) Part 1 using GovernorHub* All governors to confirm they have read KCSiE using GovernorHub. AP9 It was agreed that Part 1 is sufficient, with Sarah Müldür attending the next FGB meeting to give governors their annual update on the changes to KCSiE and their responsibilities. The safeguarding governor will read the entire document.
14.4	Confirm all governors have completed level 2 safeguarding All governors have completed level 2 safeguarding. This training is updated every 3 years and is overseen by the school office.
14.5	Confirm all governors have completed prevent duty course 1 (awareness) All governors have completed prevent duty course 1 (awareness). This training is updated every 3 years and is overseen by the school office. New guidance comes into force at the end of the year (at the earliest) and a briefing note will be circulated to governors. AP10
14.6	Receive update on ensuring compliance with new filtering and monitoring requirements Lynsey Jones has worked on the new filtering and monitoring requirements all summer and teaching staff have been trained to ensure all updated procedures are in place. An example of a change is that Chrome books are no longer allowed during wet playtimes. The school is compliant with the new requirements.
14.7	Confirm all staff safeguarding training is in place All staff safeguarding training is in place.
15	Health and safety update, including staff welfare A surveyor had been out to look at the Cedar/Chestnut classroom block today and was appalled at how badly the building had been installed. She has annotated a plan of the building and will get back to the school next week about the way forward. The school has been surveyed for reinforced autoclaved aerated concrete (RAAC) and there is none in the school, but a further survey is being carried out on Friday. Staff welfare is good. Governors expressed concern about Emilie's welfare following the challenges of last year and she was encouraged to liaise with Christabel as needed.
16	Governance updates
16.1	Governor visits The SIP outlines what governors should be aiming to achieve during school visits, looking at books and talking to pupils. There is a list of topics for targeted visits. Emilie is happy to provide training on how best to talk to children in a school setting and the school council would provide an excellent group of pupils to chat with. With the exception of Reception, all year groups are represented, with both elected representatives and invited members.
16.2	Governor training completed or booked*

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	Carol has completed training on appraisals. Christabel is booked onto a session on governor monitoring. Governors were alerted to the preparation for Ofsted training on 15th November. The school subscribes to the Governor Services training programme so courses are all free at the point of usage.
16.3	Update on governor vacancies Governors would be delighted if Clare would like to join the board and Christabel will contact her. Governors will continue to look for possible members of the community who would like to become governors at the school. AP11
16.4	Discuss collection and publication of governor diversity data Governors will complete their personal profiles on GovernorHub and BT will run a report to send to Emilie. AP12
16.5	Set date for workshop on Ofsted preparation There is a useful health check on GovernorHub that could help with preparation for Ofsted and with governor visits. It was agreed that there will be an informal workshop run by Christabel on preparation for Ofsted on 9th October at 6pm in the community room. Staff members, except Emilie, do not need to attend but it is hoped that all other governors that are free will come. AP13
17	Any other business There was no other business.
	Meeting closed at: 8.50pm
ACTION POINTS AP1 – Governors to complete the declaration of interests section on GovernorHub. AP2 – Alex and Christabel to continue to work on the proposal for a new Apple classroom. AP3 – The Strategy committee’s terms of reference to be amended to include academisation. AP4 – Governors to confirm that they will abide by the approved code of conduct using the declarations section on GovernorHub. AP5 – Emilie to seek a ballpark figure for the money required to develop the playground and Alex to contact possible sources of external funding. AP6 – Emilie to bring data to the next FGB meeting showing the difference in writing ability between boys and girls. AP7 – Governors to review the draft equality objectives document and send all comments to Emilie via email. AP8 – The Strategy committee to review the model delegation planner for approval at the November FGB meeting. AP9 – Governors to confirm that they have read the child protection and safeguarding policy and KCSiE Part 1 on GovernorHub. AP10 – BT to circulate a briefing note to all governors on the new Prevent guidance coming into force at the end of the year. AP11 – Christabel to contact Clare Morgan about becoming a governor. Governors will continue to look for possible members of the community who would like to become governors at the school. AP12 – Governors to complete their personal profiles on GovernorHub and BT will run a report to send to Emilie. AP13 – Governors to attend workshop at school on preparing for Ofsted on 9th October at 6pm.	

*Indicates paperwork circulated for this item;

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

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