



NORTH KIDLINGTON SCHOOL
Oxfordshire County Council
Benmead Road, Kidlington, Oxon. OX5 2DA
Email: office.2357@north-kidlington.oxon.sch.uk



Nurturing Potential, Growing Success

Dr Alex Reip – Chair of Governors

Emilie Fidler – Head Teacher

MINUTES

Full Governing Board (FGB) meeting held on Tuesday 19th November 2024 at 7pm at school

Present

Alex Reip – Chair

Carol Carter

Keri Dallimore-Gray, on Teams

Emilie Fidler

Alastair Hosier

James Philpott

Rebecca Pyrah

Charlotte Screnock

Brenda Williams

Alex Waring

Parent

Co-Opted

Co-Opted

Head Teacher

Co-Opted

Parent

Parent

Co-Opted

Local Authority (LA)

Co-Opted

In attendance: Laura Chappell (potential new governor) Mihaela (potential new governor)

Apologies: None

Confirmation of quorum: quorum was met

No.	ITEM
1	Welcome and apologies for absence Alex welcomed everyone to the meeting. Laura and Mihaela were introduced to the board as potential new governors who had come to observe a governing board meeting. No apologies – all present
2	Declaration of interests None
3	Notification of any urgent business The governing board would like to thank Lynsey Jones for all her work in getting all contractors into school, free of charge, to undertake site improvements over the holidays.
4	Approval and signing of the minutes from the previous meeting (held 24th September 2024)* The minutes were approved, with no amendments, and signed as a true record of the meeting.
5	Matters arising from the minutes not arising elsewhere

Commented [AR1]: Could you also link the matters arising to the action points from the previous minutes? i.e AP1 – Compliance is all up to date

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	AP1 - Compliance is all up to date for most. AW to complete all compliance once elected as a co-opted governor. LT (clerk) to complete safeguarding and prevent training. AP2 - AR has sent emails regarding playground funding – no further updates as yet. AP3 - AR has now received a proposal from the company in relation to the solar panels and heat pumps. He has not yet had time to review this proposal in full but once he has done he will circulate to all members of the board to review. AP4&5 - AR is still chasing the council about the new Apple classroom and school insulation. Both of these require conversations with the same person. Alex has had a brief conversation, but he will continue to pursue this. AP6 - Emilie completed the update to the letterhead and will update the minutes template. AP7 - Emilie feels that Zoe is not able to commit to being chair of the academisation working group as she is already so busy, but AR is happy to stay in this post in the meantime. AP8 – complete. AP9 – complete. AP10 - Cherwell new gate – no news. Not a top priority at the moment. Resources committee did not previously have any terms of reference. These have now been agreed and approved by the resources committee and are available on governor hub if any governors wish to view them.
6	Headteacher's report Emilie provided an overview of what was written in her headteacher's report. She noted that the report is provided in the same format each time she provides it (every other FBG meeting) to enable governors to see clearly any differences or patterns that governors may wish to question. To note: attendance figures very good 96.83% this is above the national average of 94%. Relationship building with families has been key to support this. Safeguarding and behavioural notes- No incidents to report. The board were informed that when there have been any incidents, they have been low level and the school choose to educate over punish in these situations. Another mention and thank you to Lynsey Jones. The school now has much better fencing around the site making it much safer. The Single Central Record (SCR) check has been completed by the Headteacher. SEND – Rise of EHCPs and the challenges that come with that were discussed with Charlotte at her recent visit. This visit report has been shared with Governors via governor hub. Emilie noted that Emotionally Based School Avoidance (EBSA) has significantly reduced this year, easing the pressure a little for senior school staff. Pupil premium – fewer people are eligible for this funding now, this is more likely due to the thresholds being raised rather than the need declining. The school received £72,000 in PP payments last year and what it has been used this for is in the headteacher's report. This amount will drop next year due to

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the year 6s that were entitled to this payment leaving us at the end of the last summer term and payment is one year behind.
Staffing summary – Mrs Bowman’s new baby has safely arrived – congratulations. Gabriella is Mrs Bowman’s maternity cover and has settled well and already feeling like a great addition to the North Kidlington team.
Training the staff have done – governors noted that this was high so positive that lots of training happening within the staff team.

Discussion around the headteacher's report and comments/questions raised by governors

With 2 pupils not in the classroom, what is the long-term plan for these children and the staff working with them?

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Emilie made the governors aware this was a complex situation with no straightforward answer, but the board was reassured that both staff wellbeing along and the children's needs were being prioritised in equal measure.

One family are currently in the process of looking at other schools that may be able to meet their needs however, this is a long and slow process and spaces are limited. Timeline for this could quite realistically be years.

Another option is to follow the route of exclusion, however this is a path the school do not really want to follow unless the behaviour becomes totally unmanageable.

What impact is having one child using the library fulltime having on the other children’s ability to use the library?

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The board were reassured that the library is still a space that can be accessed by all children in the school at appropriate times.

Having a TA in the library at lunchtime has also meant that small groups, of up to 6 children, are now also able to use the library during break times as a quiet space if needed. This was not an option previously as the library wasn’t staffed at lunchtime.

A governor requested an update on James’s visit to run his money wise sessions.

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The children were engaged, asked lots of questions and were well behaved. He informed the board he is planning to go back into the school to run another session in the future focusing on digital money skills such as; using a bank card, and buying things online. James will provide a written visit report of his session/visit to governor hub for all governors to review.

A Governor raised a question on how the OPAL play is going?

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OPAL – outdoor play and learning is continuing to build momentum and going well.

Emilie has a staff feedback session arranged for tomorrow (20th November) so will have a better picture of how staff are feeling at the next meeting. However, Charlotte shared all the feedback she has heard from the leaders of OPAL was positive and staff were already seeing a reduction in minor playground disagreements.

Zoe will be taking some of the lunchtime supervisors to visit St Ebbs school on Thursday (21st November) to see a school further down the line with OPAL to help support them with this transition and provide inspiration and motivation for the programme. Some lunchtime supervisors will complete this visit in the new year.

One complaint has raised by a parent about snowball throwing. This was discussed by the board and it was agreed that snowballs can be thrown at school as long as they are not aimed at the face and checked for stones.

A health and safety query was raised by James with regards to the wall behind Willow class. Emilie has assessed the risk as low but James and Emilie will review this together on his next visit.

	The butterfly garden has been very popular and the children have been very excited to be in this space this term. The aim is for this space to be used as more of a quiet space for the children.
7	Approve committee reports/governor visits Committee reports and governors visits were acknowledged at this meeting. James raised the budget is the only thing of real concern. Nina did a great job of taking the committee through the budget including both the positives and negatives. Pupil numbers are a big concern for next year if they stay as they are. Emilie informed the board that the admissions team are predicting low numbers for the foreseeable future. TA and office staff pay was queried by the governors. Brenda briefly explained to the board how the pay is determined, and this is currently out of the school's control. Alex (Chair) thanked the governors for completing a significant number of visits this term. Carol and Emilie agreed they will set a date to review Spanish teaching at the school, this will hopefully be before Christmas. Charlotte will continue to support the school with cooking sessions next week.
8	Ratification of policies and reports 8.1 Attendance policy approved The school has not yet fined any families though they are prepared to do so should the need arise. Emilie has created a document for families with low attendance which highlights the detrimental impact of low attendance on children. 8.2 Uniform policy approved Governors noted the need to tender where we buy our uniform from. After discussion it was confirmed that this was due 5 years from the writing of the policy so is not due yet. 8.3 Children with health needs who cannot attend school policy approved 8.4 GDPR and data protection policy approved 8.5 Supporting children with medical conditions policy approved. James will arrange to view the medications log in the office. 8.6 Early Career teacher policy Two small errors to be amended by Emilie before approval Confirmation of the acronym ECT and Pay and personnel committee should be changed to resources committee. 8.7 Relationships, sex, and health education (RSHE) policy approved 8.8 Play policy approved 8.9 Final equality objectives approved

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	9. Confirm all required information is published on the school website Emilie will update all approved policies and she is aware that some of the blogs on the website are a little outdated. Emilie to review. Governors' diversity information that is available on the website is not up to date. Emilie to review. 9.1 Review and approve delegation planner - this was completed at the previous full governing board meeting. <u>Other matters arising</u> Safeguarding audit – Sarah, Emilie and Nichola have completed this and Carol and Alex reviewed and approve it. Brenda asked to see the document; Emilie said she would post it on Governor Hub. Prevent risk assessment from DFE will be completed by 1st January. The board were pleased to hear that the office and administration team are slowly building back to full staff after a period of being short-staffed due to illness/injury. Nichola is now back after surgery and Elaine is back on a phased return to work. The governing board would like to thank Nina Manning for all her hard work during this time. The school also received some voluntary support from a parent whilst the office was short-staffed, so the governing board also extended their thanks to this parent.
10	Health and safety update, including staff welfare Staff have had a busy few weeks with parent consultations and open afternoon, but all are coping well. No concerns to report from Emilie.
11	Governor updates 11.1 Governor training completed Alex has completed Heads and Chairs briefing and school improvement and financial planning training. Rebecca has completed OPAL training. 11.2 Update on governor vacancies The board appointed Alex Waring a new co-opted governor and the chair thanked him for his support. The chair shared that we have had 3 enquiries for our parent governor vacancy so far but only one has responded after being provided with more information. Alex (Chair) will try to contact the two parents who have not yet responded to confirm if they are still interested in the role. Once this is confirmed the board will discuss whether an election is needed. We currently have 3 co-opted vacancies with two potential new governors at the meeting this evening. 11.3 Update on collection and publication of governor diversity data Collection up to date – the school website needs to be updated with up-to-date information. Emilie to action.
12	Governance updates 12.1 – School financial values standard (SFVS)

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	The clerk raised this will be due to be returned in February the board were informed the appropriate people are aware of this deadline and it is in process. 12.2 – Parent governor wanted for education and young people's committee The clerk shared this information from the clerk's newsletter. Governors informed where to get more information on this role if they are interested.
13	Academisation update Alex has met with the CEO of River Learning Trust and spent an hour with him. The CEO gave a good first impression and Alex will upload the minutes of his meeting to governor hub for all the governors to review. Our potential new governor works in a school that is part of River Learning Trust and informed the board that she has had a positive experience at her school.
14	Any other business Emilie sadly announced that she has handed in her resignation this has been accepted by the Chair and Vice-Chair of Governors. She will be leaving her position as Headteacher of the school at the end of the Spring Term. The board discussed how and when this information would be shared with both staff and children/parents. It was agreed that Emilie will send an email to staff on Thursday 21st November. She will then inform children via an assembly on Friday 22nd November and parents via email communication that same Friday. The board had a discussion around the tone and detail in these emails. Emilie will send her email to Alex for review before sending. The board had a brief discussion around the next steps the governing board need to take in regard to finding a new headteacher. It was agreed that Alex will send out the headteacher recruitment plan, Oxford County Council headteacher recruitment guidance and toolkit for governors to review and an online meeting will be held to discuss this process in more detail. Meeting scheduled for Tuesday 26th November at 7pm. If governors have any comments or questions before this meeting, they are welcome to direct them to either Alex or Brenda throughout this week. The governing board expressed their sadness at this news but understood Emilie's reasons and thanked her for all her hard work at the school. Emilie was reminded the board are also here to support her and to let them know if they can do anything to help her over the coming months.
	Meeting closed at: 8.25pm
<u>Action points</u> AP1 - AW to complete all compliance on governor hub. AP2 - Lucy (clerk) to complete safeguarding and prevent training. AP3 - AR to circulate solar panel proposal to the board. AP4 - AR to continue to pursue the council about the new Apple classroom and school insulation. AP5 - EF to update the minutes template.	

Commented [AR3]: Similar to above, if we can number these too it will make it easier to run through them next time.

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AP6 – JP to provide a written visit report of his money wise session/visit and upload to governor hub.

AP7 - EF and JP to assess the risk of the low wall behind willow class.

AP8 - CC and EF to agree a date for Carol to visit the school to see Spanish being taught.

AP9 - JP to view list of medications that children are currently receiving whilst at school.

AP10 - EF to update ECT policy with confirmation of the acronym ECT and amend 'pay and personnel committee' to Resources committee.

AP11 - EF to review the information on the website to ensure policies are uploaded and blogs and other information are reviewed and updated.

AP12 - EF to update Governor's diversity information that is available on the website.

AP13 EF to work with her team to complete the safeguarding audit she will then send it to both CC and AR to review.

AP14 - EF will complete the prevent risk assessment from DFE by 1st January.

AP15 – LT to add the safeguarding audit to the next FGB agenda.

AP16 - AR to contact the two parents who have not yet responded to confirm if they are still interested in the parent governor role.

AP17 - AR to upload the minutes of his meeting with the CEO of River Learning Trust to governor hub.

*Indicates paperwork circulated for this item;

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