



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 25th January 2022 at 7pm via Teams

Present

Christabel Ashby – Chair
Carol Carter
Keri Dallimore-Gray
Amanda Darley
Kapil Divecha
Emilie Fidler
Jackie Garlick – Vice-chair
Stephen Herring, from 7.25pm
Alastair Hosier
Jo Hunt
James Philpott
Rebecca Pyrah
Alex Reip
Brenda Williams

Co-Opted
Co-Opted
Co-Opted
Co-Opted
Parent
Head Teacher
Co-Opted
Co-Opted
Co-Opted
Staff
Parent
Parent
Parent
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 and introduced Rebecca and James, new parent governors. All members were present.
2	Declarations of interest There were no new declarations of interest.
3	Notification of any urgent business None was raised.
4	Approval and signing of the minutes from the previous meeting (held 16th November 2021)* The minutes were approved, with no amendments, as a true record of the meeting.
5	Matters arising from the minutes not arising elsewhere

Signed
FGB 25th January 2022

Date.....
Page 1 of 6

	AP1 – Emilie circulated the new model teacher pay policy following the previous meeting. AP2 – Carol has completed the governor annual declarations on GovernorHub, including declarations of interest, that she has read Keeping Children Safe in Education part 1 and that she will abide by the code of conduct. AP3 – Christabel is still seeking advice on the adequacy of space in Early Years with the increase in 1:1 support needed. She believes that the space should be considered work space for teachers but has not been able to confirm or contradict this yet and will continue to try. AP1 AP4 – Alex sent contact details for Harvest at Home to Christabel, which were then forwarded to Jo. AP5 – A statement has been posted on the website explaining that a comprehensive review of policies is ongoing. The next batch of policies are on the agenda for review and approval tonight. AP6 – Stephen has been able to attend a useful health and safety training course, Health and safety: the role of the board, run by Governor Services. AP7 – Emilie had had a very useful meeting with David Betts from the parish council, who suggested adding a gate from the school onto a small service road next to the main Kidlington carpark. He has met with the county council, but currently no-one knows who owns the road. This needs to be established so that permission can be sought to site the gate there. Governors questioned whether the market people should be approached about the large lorry they park on that stretch of road on a Friday, but it was agreed to wait until ownership of the road has been determined. AP8 – A strapline has been added across the logo for The Burrow on the parent newsletter to remind parents that childcare vouchers can be used at The Burrow. No other matters were raised.
6	Headteacher's verbal update on current position* Covid dominates the scene at present. Although national restrictions are scheduled to be lifted, infection rates in primary schools are very high. Nationally, 12.5% of the primary population were absent last week due to Covid, at North Kidlington it was 9%, with cases in all classes except two. Levels of infection generally reflect the level of infection within the unvaccinated local community but in Years 3 and 4, it is sadly believed that the high number of cases may be due in part to their school trip to Science Oxford. The school will need to consider Covid guidelines very carefully for future trips. The impact of Covid on staffing has been very challenging, with a minimum of 5 staff off daily, all of whom need to be covered. Today, 8 staff were off including several teachers. Lunchtime supervisors are also very difficult to cover. The senior leadership team have had to move from weekly to daily planning of staffing arrangements until numbers improve. Some staff will be returning at the end of this week, and some may be phased back to work to help with the extreme tiredness generally felt post-Covid. It is hoped the school will not need to close unless more staff are affected. Governors expressed their great thanks to the staff for their very hard work at present to keep the school open and functioning, recognising the difficulties of keeping the school going under such pressures.
7	Review success of breakfast and after-school clubs and future plans

	Magpies has gone into liquidation, but a new company has been set up that is continuing as normal and still in competition with the school. Money is owed to parents, staff and school. Despite competition, The Burrow has done well, and governors were given a detailed breakdown of costs and income. The clubs are not far from breaking even, particularly the breakfast club. Numbers for the after-school club fluctuate greatly. There is lingering loyalty for Magpies, particularly in families with older children. Together with established friendship groups, this means The Burrow is more popular in the younger end of the school, which augers well for the future but hinders profitability now. It is possible that numbers will increase when parents return to working in the office rather than at home. Certainly, numbers were at their highest in November when there were no restrictions on working in the office. The school is very proud of the quality of care given at the clubs and would like to continue at least until the end of the year. Governors were happy to approve this decision, with all agreeing that it is worth the investment. Governors queried how the school is chasing invoices for payment, as one invoice had been found in a book bag. Email or Parent mail were suggested to be a better system, and Emilie will discuss this with office staff and feed back to governors at the next meeting. AP2 Office hours have just been increased to better cope with administration arising from The Burrow. Stephen joined the meeting at this point An unlooked for benefit of The Burrow is that children can be cared for there if there are any safeguarding issues or urgent parent meetings after school. Two pupil premium children continue to attend the breakfast club.
8	Approve committee reports
8.1	Strategy – 28th November 2021; 11th January 2022; 18th January 2022* The primary focus of the three strategy meetings was Covid and keeping the school open and functioning. The reports were approved.
8.2	Curriculum – 11th January 2022* The committee had been impressed at how much the school has still been able to achieve, and expressed their congratulations to staff. The report was approved.
8.3	Personnel and pay – 18th January 2022* The focus of the meeting was staff absence. There has not been a full complement of staff since the beginning of the school year, which has been very hard on the remainder of the staff who have worked so hard to cover the absences. Governors expressed their gratitude to the staff, as well as their concern for staff wellbeing, particularly Emilie who can get calls at 6am from staff reporting in sick. The report was approved.
8.4	Approval of SFVS (schools financial value standard)* Minutes from the recent Finance and premises meeting will be circulated at the March FGB meeting. The meeting discussed staffing costs, which are higher than predicted, but generally the finances are as budgeted and the carry forward is improving.

Signed
FGB 25th January 2022

Date.....
Page 3 of 6

	There were no comments on the SFVS, which had been circulated earlier in the day, and governors were happy to approve the document ready for submission.
9	Ratification of policies The school is continuing with its ambitious programme to review all policies and ensure that they are all up to date and fit for purpose. Governors expressed concern that when reviewing policies through the lens of equality, there are no alternative means given for accessing the information. It was agreed that the school will add a note to the website that if anyone is struggling to access information provided within the policies, the school will work with them to find an alternative format. AP3
9.1	Model disciplinary policy and procedure for Oxfordshire schools* This is an Oxfordshire County Council (OCC) policy and there is little that can be done about the wording. Governors did not consider it a well-drafted document and discussed whether it was worth giving the council any feedback on the policy. It was agreed that Christabel will send an annotated copy to Brenda, who had already pointed out on a previous policy that union details are out of date, for passing to the appropriate member of staff at the council. AP4 The policy was ratified.
9.2	Staff code of conduct and acceptable use of technology* This is a policy drafted by Emilie, using a model policy from The Key. Carol will send details of a typographical error to Emilie. It was also suggested that on page 4, under heading 6, <i>parental</i> consent should be sought. With these changes, the policy was ratified.
9.3	Professional capability procedure for schools and academies* This is an OCC policy, better drafted than the disciplinary policy, though due for an update. The policy was ratified.
9.4	Early career teacher induction policy* The policy has been adapted from an Oxfordshire Teaching Schools Alliance (OTSA) policy, the organization the school works with when employing a teacher early in their career. Governors found the document well-written and supportive, and recognized the importance of supporting new teachers as the percentage nationally that leave the profession within 5 years of training is very high. A couple of typographical errors found by governors will be sent to Emilie. With these changes, the policy was ratified.
9.5	Relationship and sex education (RSHE) policy* The RSHE policy is based on the model OCC policy, with modifications following the parent consultation. Governors previously discussed the new RSHE guidance at their meeting in March 2020, prior to the consultation. Governors expressed concern that the policy did not list all protected characteristics. It was clarified that disability is included within special educational needs and disabilities (SEND), but race will be added to the policy. With this, plus an additional typographical error to be corrected, the policy was ratified.
10	Safeguarding
10.1	Confirm all staff safeguarding training in place

Signed
FGB 25th January 2022

Date.....
Page 4 of 6

	All safeguarding training has been completed. A good number of staff have completed the higher level training required for designated safeguarding leads. Generalist training is repeated every 3 years.
11	Health and safety update, including staff welfare Stephen, as health and safety governor and following his course, will do a health and safety site walk with the caretaker, as a fresh pair of eyes. AP5 The new matting for the Key Stage 2 playground is almost complete. Once finished, pupils will be able to use the play equipment again. Ice on the outside surfaces has been a problem, with two falls last week. Better checks have since been put in place. Staff are tired and stressed, but managing. Governors recognised this, but also raised concerns about the wellbeing of Emilie, who is under enormous strain at present, having to daily address acute and rapidly changing staff shortages. Governors went on to discuss the political situation, and the lack of recognition within government of the problems schools are currently facing with the very high levels of infection within communities. It was agreed that governors should write to the local MP about their concerns, but that the FGB will not write as a body, or invite the MP to school to witness the problems being faced, as public opinion is very much that schools should just get on with it and a visit may generate bad publicity. The county council are running a SEND consultation at present, though the belief is that there will be no more money available for SEND despite schools being expected to be more inclusive. North Kidlington is proud to be inclusive, but inclusion of pupils requiring high levels of support is expensive and has an impact on the daily life of teachers and support staff. The link to the consultation will be circulated to governors, to assess whether they would like to submit comments. AP6 The deadline is 10th March.
11.1	Update on council response to school repair needs One email response has been received. The door that needs replacing has been measured, but no more has been heard. The school is looking to order the canopy for the lower playground, with planning permission expected shortly. It is hoped that it will be in place by September.
12	Governance updates
12.1	Governor appointments Rebecca and James have joined the FGB as parent governors. Amanda has agreed to continue as a co-opted governor. Shirley Steventon, an observer at the last meeting, does not have the time at present to commit to the role of governor, but is happy to be consulted as necessary with regards to the library. There is therefore one outstanding co-opted governor vacancy, and it was agreed that the strategy committee will consider how best to achieve wider diversity within the FGB, to better reflect the school community. AP7
12.2	Governor contact details Governors were reminded to keep their contact details on GovernorHub up to date, and to ensure that a phone number is given. For the benefit of new governors, the board was also

Signed
FGB 25th January 2022

Date.....
Page 5 of 6

	reminded that staff contact details should only be used for governor business. All other interactions should go through the school in the usual way.
12.3	Governor visits Brenda had gone on the school trip to the fire station, and Carol had had a tour of the school as a new governor. Alastair had been into Maple class to do arts and crafts. Governors were asked to complete visit forms for every visit. Governors were encouraged to visit the school at least once during the year, though not this half-term with the current problems facing the school.
12.4	Governor training completed Stephen had completed the health and safety course previously discussed, Rebecca had attended Part A of her governor induction training and Carol is booked in for Part B. Governors were encouraged to look at the courses being run by Governor Services and attend any that they are interested in. Course information is available on GovernorHub.
13	Any other business It was agreed that Brenda will send a card on behalf of the FGB to a previous chair of governors, who has just lost his wife. Christabel is planning to fund raise for the school through the Friends of North Kidlington School (FONKS) by cycling from Land's End to John O'Groats in June. Governors discussed various ideas to maximise publicity and funds raised. Christabel could have a slot at a Friday assembly, and pupils could be encouraged to collectively cycle or walk the same number of miles covered by Christabel. It may be possible to have static bikes in the playground to assist with this. There could be a progress bar in the playground and on the website. Keri will speak to a previous governor Andrew Moss to try to get the community involved through the North Oxfordshire School Sport Partnership (NOSSP). FONKS will be approached for advice about matched funding. AP8
	Meeting closed at: 8.25pm.
ACTION POINTS AP1 – Christabel to continue to seek advice on the adequacy of space in Early Years with the increase in 1:1 support needed. AP2 – Emilie will discuss how parents are invoiced for The Burrow with office staff and feed back to governors at the next meeting. AP3 – The school to add 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. 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. AP5 – Stephen to do a health and safety site walk with the caretaker, as a fresh pair of eyes. AP6 – The link to the SEND consultation will be 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 AP8 – NOSSP and FONKS to be approached for help and advice on maximising publicity and funds raised from Christabel's cycling trip.	

*Indicates paperwork circulated for this item;

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

Signed
FGB 25th January 2022

Date.....
Page 6 of 6