



# New Hinksey CE Primary School

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Headteacher: Mrs Charlotte Haynes

## Minutes of the Full Governing Body Meeting Held on Friday 28<sup>th</sup> April 2017, at 4.00 pm

### Governors present:

Tracey Haslam (TH) – Co-opted  
 Charlotte Haynes (CHa) – Headteacher  
 Christine Hill (CHi) – Co-opted  
 Miriam Jackson (MJ) - Foundation  
 Harmonie Limb (HL) - Parent  
 Bob Price (BP) – Co-opted: CHAIR  
 Ollie Raikes (OR) - Parent  
 Olivia Selinger (OS) -Parent  
 Jasper Smith (JS) - Parent  
 Louise Sumser (LS) – Staff  
 Catherine Unia (CU) – Co-opted  
 James Webber (JW) - Parent

### In attendance:

Helen Batten (HB) – LA Clerk

Item	Minute	Action point
1.	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Apologies were received and accepted from Harm-Jan Fricke – Local Authority ; Jean Kirkley – Foundation; and Fr James Wilkinson – Foundation.</li> <li>• Quorum was confirmed.</li> <li>• CHi had been delayed and it was agreed that BP would therefore take the chair.</li> <li>• Governors formally welcomed HL to the governing body and introductions were completed.</li> </ul>	
2.	<b>Notification of items for AOB:</b> None.	
3.	<b>Declaration of interests:</b> None declared in respect of this agenda.	
4.	<b>Ratification of minutes of 8<sup>th</sup> March 2017:</b> Minutes which had been circulated were agreed to be an accurate record.	<b>BP</b> to sign minutes for filing in school.

Signature .....

Date.....

5.	<p><b>Matters arising:</b> Unless noted below all actions had been completed and matters arising would be covered by the current agenda:</p> <ul style="list-style-type: none"> <li>• <b>Item 5:</b> Collection of governor photos is ongoing.</li> <li>• <b>Item 5:</b> The confidential section of the 31<sup>st</sup> January FGB minutes have not yet been received.</li> <li>• <b>Item 5:</b> Exploring potential funding is a longer-term action and progress will be followed up regularly.</li> <li>• <b>Item 7:</b> Governors who attended the learning walk confirmed that this has a very useful experience. Notes of the visit, written by JW, have been provided to staff.</li> </ul>	<ul style="list-style-type: none"> <li>a. <b>JS</b> to follow up governor photos as necessary.</li> <li>b. <b>BP</b> to contact previous Clerk for confidential January FGB minutes. to check dates of policy as posted on website</li> <li>c. <b>CH/HF</b> to provide further information on 'wishlist' and potential funding.</li> </ul>
6.	<p><b>2017-18 budget</b></p> <p>TH presented key points of the budget recommendation:</p> <ul style="list-style-type: none"> <li>• Achieving a balanced budget has required some tough decisions; spending in many areas has been reduced and it includes one less teacher. Income will be reduced due to fewer children joining Reception. This situation is common across the Authority and could well change. 2018-19 will see a bigger in-year deficit and reserves will be fully used in 2019-20. However there are many variables which are not yet known, so the forecast is expected to change.</li> <li>• The reduction in teaching has been achieved by not renewing temporary contracts and a request from a teacher to reduce hours. This will necessitate re-organisation of KS2 into 3 classes. There will be more children in each class, but numbers will still be relatively low. The budget also includes all predicted staffing changes that are known at this stage.</li> <li>• Staff maternity, paternity and adoption leave insurance will not be purchased.</li> <li>• We will be leaving the Carillion school meals service and will become responsible for the maintenance of equipment under the new arrangement during the period of this 3-year budget.</li> </ul> <p>Governor questions  <i>What will be the impact of these changes on teaching and learning?</i></p> <p>CH and LS explained that the mixed KS2 classes will have maximum size of 28 and very experienced teachers, so she has no concerns about this change. Pressure will come from the lack of caretaker and lunchtime staff, which will have an impact on other staff workloads. The school has made significant investment in IT equipment quite recently and</p>	

	<p>currently has a good stock of resources. However consumables will eventually be used up so not all of this reduction in spending will be sustainable.</p> <p><i>What will be the impact on staff members?</i> CH and LS explained that lunchtime procedures have been changed and, although necessary for the children, this is taking TA time out of classrooms. Everyone is currently working to full capacity and there is no flex in the system to accommodate unforeseen events. Morale is very good and it is to be hoped that this is not affected by further pressures.</p> <p>Governors then discussed potential ways to help school finances. Hirings could potentially produce additional income although the school's position and site are unsuitable for most users. The PTA provides excellent support and it was agreed to discuss potential initiatives with them. Academisation should not be seen as a means to access more funding, although ongoing investigations may well identify other benefits.</p> <p>Governors were concerned by the financial outlook but agreed that the recommended budget serves the school best in the short term, and approved it on that basis.</p> <p>It was also agreed to continue to look at ways of minimizing the impact of financial pressures on teachers and children, and of accessing additional income.</p>	<p><b>Resources committee</b> to move these discussions forward.</p>
<p><b>7.</b></p>	<p><b>Future meetings:</b> Arrangements were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Performance &amp; Standards:</li> <li>• FGB: Tuesday 4<sup>th</sup> July, 6.30pm</li> <li>• Resources: Thursday 13<sup>th</sup> July, 4.30 pm</li> <li>• Academy working group will meet in time to report to FGB.</li> </ul>	<p><b>HF</b> to set up working party meeting.</p>
<p><b>8.</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Parent communication:</b> <i>Governors asked CH to clarify how new class arrangements will be notified.</i> CH confirmed that she has agreed with HF that a general governor letter will be sent during May, which will mention current financial challenges. In June CH will write specifically to set out school organisation in September, with splits to be made according to age. Confirmation of new class and teacher will be sent out with each child's report. Governors acknowledged that this arrangement will be new to many parents,</li> </ul>	

	<p>who may have concerns, and it will be important to be as open as possible whilst being clear that there is no other viable option. New class arrangements will also need to be presented positively as part of the marketing of the school. It was agreed to schedule a Q&amp;A session with staff and governors towards the end of term.</p> <ul style="list-style-type: none"> <li>• <b>Academy briefing:</b> It was confirmed that St Ebbes' plans have changed and the planned general academics briefing session will therefore not go ahead.</li> </ul>	<p><b>HF/CH</b> to circulate relevant letters and meeting date.  <i>Post meeting note: The parent session will take place at 6pm on 28<sup>th</sup> June.</i></p>
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The meeting closed at 5.10 pm

H Batten  
10.05.17