



New Hinksey CE Primary School

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Headteacher: Mrs Charlotte Haynes

Minutes of a meeting of the Full Governing Body New Hinksey CE Primary School Tuesday 19th September 2017, 6.30pm

The meeting began at 6.35pm. The meeting was quorate.

	<p>Present: Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Tracey Haslam (TH) Co-opted Governor Charlotte Haynes (CH) Headteacher Jean Kirkley (JK) Foundation Governor Harmonie Limb (HL) Parent Governor Olivia Selinger (OS) Parent Governor Jasper Smith (JS) Parent Governor Louise Sumser (LS) Staff Governor Catherine Unia (CU) Co-opted Governor Fr James Wilkinson (JW) Foundation Governor James Webber (JWe) Parent Governor</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Absent with apologies: Christine Hill (CHi) Co-opted Governor Miriam Jackson (MJ) Foundation Governor Bob Price (BP) LA Governor Ollie Raikes (OR) Parent Governor</p>	
1.	<p>Welcome and apologies HJW welcomed all to the meeting. Apologies had been received and were accepted from CHi, MJ, OR and BP.</p>	
2.	<p>Notification of any urgent business JS was ending his term as Parent Governor.</p>	
3.	<p>Declaration of pecuniary/business interests None for the meeting</p>	
4.	<p>Governance business 4a) Election of Chair and Vice Chair. HJF handed the meeting over to the clerk. The clerk had circulated nomination forms in advance of the meeting and received 3 completed forms nominating HJF for the position of Chair. HJF was willing to stand for re-election and left the room while governors voted. Governors agreed to re-elect HJF as Chair of the governing body for the 2017-18 academic year. HJF returned to the meeting.</p>	

Signed Date.....
LB, Clerk 19-09-17, New Hinksey FGB Minutes

The clerk had received 2 completed nomination forms nominating CHi for the position of Vice Chair. CHi was absent from the meeting but HJF confirmed he had spoken to her ahead of the meeting and she was willing to stand for re-election to the position of Vice Chair. Governors voted on the matter and agreed to re-elect CHi as Vice Chair of the governing body for the 2017-18 academic year. The clerk handed the meeting back to HJF.

4b) Register of pecuniary interests (update)

The clerk had circulated pecuniary interest forms ahead of the meeting. Governors handed their completed forms back to the clerk for her to compile into the website register.

4c) Committee membership, terms of reference (TORs) and dates of committee meetings

TORs and the OCC annual schedule of work had been circulated in advance of the meeting. HJF invited governors to review the committee TORs.

Resources Committee TORs: HL felt additional wording could be added to reflect the strategic nature of the financial forward-planning the committee engaged in. Governors discussed the matter including the need for the school to market itself. HJF circulated a draft leaflet for delivery to local houses promoting the school. Should Resource TORs align with School Improvement Plan (SIP) priorities? HJF noted that the work of the Performance & Standards (P&S) Committee aligned more closely with Ofsted priorities than the Resource Committee. Governors **agreed** to add a bullet point to the Resource Committee TORs around the wording, ***“To consider and plan for future finances and numbers on roll at the school.”***

Action 1: Precise wording on additional bullet point for the Resource TORs to be finalised by Resource Committee members at their first meeting of the year.

CH noted an additional bullet point about quoracy under Membership needed to be added to the Resources TORs. Governors **agreed** to insert a line reading, ***“Meetings of the committee are quorate if at least 4 of its members are present”***.

P&S Committee TORs: HL noted these were already more strategic. Governors **agreed** no further amendments were needed.

Committee membership

Governors **agreed** on the following committee membership for the year:

Resources Committee: HL, TH, JWe, OR, BP, CH, HJF

P&S Committee: CHi, LS, JK, MJ, CU, OS

Governors **agreed** that committees would appoint Chairs at their first meetings of the year.

Resources Committee to meet Wednesday 11th October, 4.30pm

Resources Committee

	<p>P&S Committee to meet Wednesday 18th October 4.30pm</p> <p>4d) Other Governor positions: Health and Safety (H&S) Governor – Governors noted BP had undertaken this role in the past. HJF would check with him to see if he were willing to do it again. Action 2: HJF to ask BP to act as H&S governor SEND Governor – JWe was willing to continue in this role. Safeguarding Governor – OS was willing to continue in this role.</p>	HJF
5.	<p>Approval of the minutes of the meeting on 13th July 2017 The minutes were agreed as a true and accurate record of the meeting, were signed by HJF and passed to CH for filing within the school.</p>	
6.	<p>Parent governor vacancy CH had advertised the vacancy in the school newsletter at the start of term with a deadline of October 3rd for interested parties to respond. She had not yet had a response and would continue to advertise the vacancy in the newsletter. HJF would be a point of contact for interest parties. CH encouraged current parent governors to ask around and spread the word.</p>	
7.	<p>Matters arising from the minutes of 13th July 2017 not covered elsewhere on the agenda Action 1: HJF and academisation working group to meet informally with staff – a date had been set for the afternoon of Monday 30th October, staff INSET day. HJF would give a brief presentation. Action 2: Resources Committee members to explore fundraising approaches – HL had done this and would feed back to the committee for their consideration. Action 3: Resources Committee to informally explore what parents want from a nursery / primary school – HL and OS had liaised over this. They planned to talk to parents of children at local nurseries and address their needs in the proposed promotional leaflet. They would work on this over the next 2 weeks in order for HJW to get the leaflet completed by the end of half term. CH noted she had sent out a letter advertising an open afternoon on Monday 25th September the school was holding for prospective parents/carers and children. Action 4: HL to investigate and cost potential breakfast club options – HL had a plan to present to the Resources Committee. Action 5: HJF to draft second letter to parents and share with Parent Governors – HJF had sent out the agreed letter and had no response back. CH said the mixed classes had settled well. LS said she had received positive comments from parents about them since the start of the new term.</p> <p>There were no further matters arising.</p>	
<i>Governor questions and challenge highlighted in italics</i>		
8.	<p>Head Teacher's (HT) report CH had provided paper copies of the Head Teacher's Report, the School Position Statement 2017, 2016-17 Teacher Assessment Attainment and Progress Summary Data and the Pupil Premium Statement 2016-17 for all governors. CH talked through the content of the paperwork highlighting the following points:</p> <p>8a) Head Teacher's Report: CH noted there was a diverse mix of pupil profiles within each year group.</p>	

Governors asked which was the largest class? Doves, with 29 in the class. Some movement of children had meant Kingfisher had 25 children and was smaller than anticipated.

CH noted that 14% of children on roll at the school had SEND, 1 with an EHCP (Education, Health and Care Plan). She clarified in response to a governor question that this was the equivalent of a child with a statement under the previous system. She also noted that where, under the SEND column, it listed 2 to 3 children as falling into that category, the school was in the process of clarifying the status of a couple of children. The column headed PP/D meant Pupil Premium (PP) and Disadvantaged children.

Governors asked how these figures compared to last year? CH noted that SEND figures were slightly lower, reduced by the outgoing Year 6. EAL (English as an Additional Language) figures had grown steadily. EAL children typically entered the school with differing levels of competency in English.

Reception figures were lower than anticipated. 21 had been expected but there were 16 on roll and this was disappointing. *Governors asked why this was?* TH explained some families had moved out of the area, other children had secured places at settings that were higher on their list of preferred schools.

Were the children in Ducklings (Nursery class) attending in a 50/50 split for morning and afternoon sessions? CH noted this was more like 7 children in the morning and 5 in the afternoon. Some stayed all day for wraparound care, taking up the 30 hours funded provision.

Premises: Several severe downpours of rain had resulted in the roof leaking in up to 4 places since the start of term. *Governors asked if the council would make a contribution towards building repairs?* TH said no.

Health and Safety (H&S): A date for the H&S audit had been set for 2nd November 2017. BP would participate as H&S Governor. CH would liaise with him.

Partnership Continued Professional Development (CPD): An INSET would take place on Monday 30th October within the Cherwell Partnership on behaviour. Training in the use of “helicopter stories” would take place for early years staff in the latter part of the morning session. These were used to develop language in young children. The afternoon was available for staff back in their individual schools.

8b) School Position Statement: This was currently unvalidated and partially completed. CH noted the school was in a better position than last year in terms of red flags. The positive change was that 5 of the old red flags were now converted to amber or green. The top section of the Position Statement was new and not yet completed. An updated Position Statement would come during the year.

	<p>HJF noted that members of the P&S Committee would be looking further at the data in the Position Statement and invited them to come back to CH with specific questions at their next committee meeting.</p> <p>CH had met yesterday with Karen Metcalfe, the link advisor from the diocese and gone through the data with her. Likely areas for inclusion in the School Improvement Plan (SIP) 2017-19 were listed in the HT's report and were Effectiveness of Leadership and Management, Teaching and Learning, Effectiveness of EYFS, Personal Development, Behaviour and Welfare and Outcomes for Pupils. The P&S Committee would look at these in more detail.</p> <p>8c) Pupil Premium Statement: This was now on the website and was in the same format as before, but with more data included on the front page. HJF encouraged governors to read the statement and ask questions outside of the meeting over the coming week.</p> <p><i>Governors asked if, in light of the recently announced changes to primary assessments, the government was getting rid of SATs?</i> CH said no, end of KS1 SATs were being replaced in time with something different. Assessments would still take place.</p> <p>CH noted that she had prepared the Annual Safeguarding Report. OS would liaise with her, as Safeguarding Governor, to read and comment on it, ahead of it being presented at the next FGB meeting.</p> <p>HJF noted that new shelving had been installed in the library over the summer. The money for this had been raised by the PTA. He encouraged governors to visit the library. CH noted that she and TH had been able to utilise unwanted office furniture and equipment from a local firm of accountants. They had used this to kit out the old Year 3 classroom, now a Learning Nest, which looked fabulous and was getting lots of use. The guided reading sets were now stored in there. HL noted that the school association had also brought point of view cameras for each class.</p>	
9.	<p>Policy reviews/ratification (if any) None for this meeting. CH and HJF noted that safeguarding and child protection policies would be on the agenda for the next FGB meeting. The clerk agreed to circulate the link to the OCC School News newsletter so governors could sign up and keep abreast of relevant guidance and information. Action 3: Clerk to circulate link to the OCC School News newsletter.</p>	Clerk
10.	<p>Health and Safety This had been covered in CH's report above.</p>	
11.	<p>Committee reports No committees had met since the last FGB meeting. JK had circulated a report ahead of the meeting on a maths learning walk undertaken at the end of the previous school year. CH thanked her for the report.</p>	
12.	<p>Any other urgent business 12a) CH had received a letter from a local resident and ex-parent concerning the noise and pollution from idling trains on the nearby railway sidings, asking if staff or governors of the school would share these concerns with Network Rail.</p>	

	<p>Governors discussed their response and HJF agreed to reply on their behalf.</p> <p>12b) CH advised that governors at St Ebbe's School had formally decided to become an academy and put in an application to join the ODST.</p> <p>12c) JS was finishing his term as a parent governor. CH and governors thanked him for all his hard work over the years. They would miss him and his family.</p>	
13.	<p>Dates of next meetings</p> <p>Full governing body Thursday 30th November, 6.30pm at the school</p> <p>Resources Committee Wednesday 11th October, 4.30pm</p> <p>P&S Committee Wednesday 18th October 4.30pm</p>	

The meeting ended at 7.35pm

Actions from the meeting

Action 1	Precise wording on additional bullet point for the Resource TORs to be finalised by Resource Committee members at their first meeting of the year.	Resources Committee
Action 2	HJF to ask BP to act as H&S governor	HJF
Action 3	Clerk to circulate link to the OCC School News newsletter.	Clerk