



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 Thursday 30th November 2017, 6.30pm

The meeting began at 6.33pm. The meeting was quorate.

	<p>Present: Ellie Armstrong (EA) Parent Governor Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Charlotte Haynes (CH) Headteacher Christine Hill (CHi) Co-opted Governor Jean Kirkley (JK) Foundation Governor Harmonie Limb (HL) Parent Governor Bob Price (BP) Co-opted Governor (left at 7.27pm) Olivia Selinger (OS) Parent Governor</p> <p>Catherine Unia (CU) Co-opted Governor Fr James Wilkinson (FJW) Foundation Governor (arrived at 6.54pm, left at 7.45pm)</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Absent with apologies: Tracey Haslam (TH) Co-opted Governor Miriam Jackson (MJ) Foundation Governor Louise Sumser (LS) Staff Governor James Webber (JW) Parent Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. Introductions were made for the benefit of EA, new parent governor. Apologies had been received and were accepted from TH, MJ, JW and LS. FJW would be slightly late.</p>	
2.	<p>Notification of any urgent business None.</p>	
3.	<p>Declaration of pecuniary/business interests None.</p>	
4.	<p>Approval of the minutes of the meeting on 19th September 2017 Agreed as an accurate record of the meeting, signed by the chair and passed to CH for filing within the school.</p>	
5.	<p>Matters arising not covered elsewhere on the agenda Listed actions were noted as completed. In addition, the following was discussed:</p>	

Signed: Date:

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LB, Clerk, New Hinksey FGB 30-11-17

	<p>Parent governor vacancy: EA was the new parent governor following on from Jasper Smith’s term of office ending. Ollie Raikes had resigned since the last FGB meeting so there was a further vacancy for a parent governor. CH noted the school had been seeking to recruit a new parent governor, but no parents had expressed interest so far. CH had taken the notice out of the school newsletter and would start the process again in the new year.</p> <p>There were no further matters arising.</p>	
<p>Governor questions and challenge in italics.</p>		
<p>6.</p>	<p>Headteacher’s report</p> <p>CH had prepared a verbal report for governors and the following items were discussed:</p> <p>a) Staffing: LS had resigned from the teaching staff after eleven years at the school, and would be leaving at the end of December. Interim arrangements had been made until the end of the academic year. CH noted the need to ensure good teaching in LS’s current class of Years 5 & 6. CH was interviewing applicants on Monday for a 0.4 post on a fixed contract until August. HJF was involved in the recruitment process. Last year’s PPA teacher would cover PPA in Foundation/Year 1 that LS had previously been covering, on a supply basis. Further supply would release the odd day where needed on matters that LS led on, eg. behaviour management. The timing of LS’s resignation meant that CH hadn’t advertised the position as a like-for-like. A deputy head needed to be someone already in post in a school, needing to move. A new deputy would be appointed for September.</p> <p><i>Would the school have a deputy head until then?</i></p> <p>No.</p> <p><i>How many days did LS currently teach?</i></p> <p>Two days. CH hoped to make a good appointment and was interviewing two potential candidates. A total of four had applied for the position.</p> <p>b) Pupil numbers: 165 children were on roll. There was an appeal about to take place for a place in Year 2.</p> <p><i>Why was an appeal taking place for this year group?</i></p> <p>The PAN (published admission number) for the year group was 25. There were currently 26 in that year.</p> <p>c) School Performance: CH noted that ASP (Analyse School Performance) had replaced the old RAISE online system. It was only available to view online, and currently it was not possible to print off a printer-friendly version of the data. CH was waiting for an update of data, as one child’s data was due to be removed (as a recent arrival from overseas). This should happen at the start of December and ASP would then be updated. CH would circulate ASP data after this update. CH noted it was not possible for governors to log in and view the data themselves, as only the school had secure access to the ASP website.</p> <p>Action 1: CH to circulate updated school data from ASP to governors.</p> <p>CH noted that ASP showed one new piece of data that had not been included in RAISE. This compared the disadvantaged children in the school against the national</p>	<p>CH</p>

average for all non-disadvantaged children. CH noted the challenging size of this gap. This data was included in order to raise issues around why economically disadvantaged families should be doing less well.

How was the category of disadvantaged arrived at?

These were children in receipt of free school meals – pupil premium (PP) children. CHi noted the issue of parental engagement had been discussed at a recent meeting of the Oxfordshire Governors' Association (OGA), and that parental interest in education superseded educational and economic background in helping children's attainment in school. Engaging parents would help disadvantaged children in school.

What did the school do to engage with disengaged parents?

It was a question of the school's resources and time. The school had a list of initiatives it used.

d) School support: CH noted that as a good school, New Hinksey was entitled to a two and a half hour system leader meeting. BP had stood in as governor representative in HJF's absence. CH noted this meeting had been somewhat useful and further areas of detail had been added to the SIP as a result. (CH circulated an updated version of the SIP to governors.) BP noted it had been useful to hear the meeting leader's views on current Ofsted practice. CH noted he had sent follow-up information to her that she had returned with comments.

(FJW arrived at 6.54pm)

e) Health and safety (H&S): An external monitoring visit had been done with a positive outcome. H&S at the school had been described as high priority and well-managed. Some advice had been given and a few things were on an action plan, none of which were immediate or serious, for example the kitchen staff needed first aid training. CH had passed this last point on to Carillion.

f) Premises: Scaffolding was up and repairs had been made to the roof and guttering. Some playground equipment needed repairing – a piece of concrete base and soft flooring adjacent to a tree. A boiler and pump had been repaired and heaters were working. The school was waiting for one standalone heater to be replaced. Time clocks for the boilers needed further work as some were not working properly, for example the one in the office had to be turned off at the end of the school day and over weekends.

Could the installers come back and do this work?

CH noted some were many years old and needed professional repairs. The school was awaiting additional repairs to some electrical fixtures and fittings – many light fittings were high up and too old to source replacement bulbs. The school would embark on redecoration work in some classes and corridors over the next 9 months.

g) Racial incidents: CH reported two incidents of a racial nature to governors and gave details of each. They had been dealt with, parents had been informed, apologies had been made and the incidents had been logged. CH noted it was disappointing, as the school had not had incidents of this nature for a long time.

There were no further incidents to report of any other nature.

h) SEN: The school had just completed a successful round of termly reviews with parents. All individual plans of educational targets had been looked at. There were three in place for each child that would now run until the end of March. The reviews had gone well with a good turnout of parents. CH noted the school had reverted to the previously used system of doing the reviews at fixed points in the school year and having a supply teacher cover class teachers when parents came in.

Did all parents attend?

Not all. They were sent paperwork and an explanation.

Did the school look at previous targets for the children involved? Were the targets specific for each pupil?

Yes, they were specific to each child. CH noted that some targets, for example for children on the autism spectrum, would be ongoing in the sense that it was difficult to say they had been totally met. For example, working on social interaction and communication, or managing anxiety. This was a common area for some SEN children in the school.

Did parents who did not attend reviews give a reason, or not engage at all?

A group of parents didn't give a reason. They did not attend parents evenings and typically their children had higher rates of absence.

i) Sports premium funding: This had been increased this year by the DfE. Money had been used for an African Dance day and further spending was planned for entering teams of boys and girls in a football tournament in the spring, on coaching for this beforehand, and on workshops including a skipping workshop.

Had a different sport to football been considered, for example netball?

CH noted a multi-sports club used to be run by a different coach, but more children attended the new football club than the previous multi-sports club.

How would the children be picked for the tournament teams? Some children attended external football training.

This would be down to the football coach, but any child who was interested could attend the training/trials.

Governors discussed the possibility of alternative sports to football being run as a club at the school. CH noted these would be run by Club Energy and dependent on numbers of interested children.

j) Attendance: CH did not have the exact figure in front of her, but knew it to be just under 95.5% since the start of the school year. This was the best the school had ever had and was encouraging and pleasing. Unauthorised attendance figures for the spring/summer of 2017 had just been released, and CH noted that New Hinksey had had the highest in the county. Local media had picked up on this. CH had done her research on the narrative behind this figure and explained it was due to a number of traveler children on roll in the school at the time who accounted for a high percentage of the total figure, plus international families who spent some time during school term visiting family overseas. CH noted that due to the positive nature of her email exchange with the journalist, the Oxford Mail would be attending the school's Christmas Bazaar.

	<p>k) Parking and social media: Governors discussed a recent negative note about parking in relation to the school on social media. CH and governors noted this had not been made on a school-related social media account.</p> <p>CH concluded her report by noting that there were plenty of Christmas events happening at the school including the Christmas Bazaar, the KS1 nativity, Foundation Stage nativity and Christingle Service.</p> <p>HJF thanked CH for her report.</p>	
7.	<p>Head Teacher’s report to governors on the appraisal process for 2016-17 Not covered. See note in annex below.</p>	
8.	<p>Safeguarding to include</p> <p>a) Annual safeguarding report: CH noted this needed to be completed and returned to the LA by a date in December. The same questions came up each year and the report had to come to full governors as part of their safeguarding monitoring. Some questions were of a factual nature, for example around generalist safeguarding for staff, dates of policies, recruitment and identity checks, the safeguarding governor. CH had completed the report and OS, as safeguarding governor, had read it through. OS noted a couple of questions which had not been answered in the report. CH noted this was a simple omission and she would complete them.</p> <p><i>How many referrals had been made to MASH during the last academic year?</i> The school had made 3. Some had gone into the system outside of the school.</p> <p><i>Did the lockdown procedure need to be practiced?</i> Yes, and this was on CH’s to-do list having been picked up on at the H&S visit. Governors discussed the logistics of the school site, and sounding the alarm so it was not mistaken for the fire alarm. The school had a lockdown plan. There were various circumstances that needed to be considered as to what was the most appropriate action in each case.</p> <p><i>CH had noted in the report that as designated safeguarding lead, she had undergone partial training on CSE (child sexual exploitation) and FGM (female genital mutilation). Could she explain this further?</i> CH noted that she had completed training on these areas as part of her specialist safeguarding training. She had not attended additional separate training in these areas.</p> <p><i>These were both issues in the local area. Did CH consider this training to be sufficient?</i> Yes, CH felt well-equipped.</p> <p><i>Where was the action plan contained within the report?</i> CH noted it was contained in one section under “comments”.</p> <p><i>How should governors answer the question, “How will the governing body remedy any weaknesses or deficiencies that are included in the attached Safeguarding Annual Report?”</i> CH advised the response should be that the designated safeguarding governor would keep in regular contact with the headteacher.</p> <p>There were no further questions on the report. OS would sign and return the copy to</p>	

	<p>CH. HJF thanked CH and OS.</p> <p style="text-align: right;">(BP left at 7.27pm)</p> <p>b) Safeguarding and child protection policy review/ratification: CH noted this was the OCC model policy and required no changes other than inserting school information in the appropriate places.</p>	
9.	<p>Health and safety Covered in item 6 above.</p>	
10.	<p>Academisation: consider if this should be further investigated at this stage HJF noted governors had been looking at this as a possibility since the start of the year. A small working group of HJF, BP, CH, OS and CHi had done some research and in July they had written up the results of this in a paper and discussed with governors. The conclusion of this had been that at the present time the disadvantages to academisation outweighed the advantages. HJF had talked to teaching staff to gauge their opinion and this had been similar. HL noted that informal parental anecdotes also fitted with governors' conclusions. HJF proposed taking the subject of academisation off the agenda for the time being. Governors agreed to this.</p>	
11.	<p>Governance business, to include a) Parent governor vacancies: Covered above in item 5.</p> <p>CHi suggested the inclusion of a sentence on the school website worded to encourage parental engagement in home learning. CH noted the suggested wording and would consider.</p> <p>HL noted that governor information on the school website was out of date. HL and HJF agreed to help on updating this information on the website. The clerk noted she had statutory information on governors that she would send to CH to go on the school website. HL would take the lead on updating governor information.</p> <p>Action 2: HL to take lead on updating governor pages on the school website. Action 3: Clerk to send statutory information to CH for inclusion on school website.</p>	<p>HL Clerk</p>
12.	<p>Committee Reports a) Resources Committee 11th October 2017: (circulated in advance to governors) HL noted that the committee had discussed the school setting up a breakfast club. HL and OS had contacted Lake Street about using their facilities to have a New Hinksey breakfast club from 7.30am. Governors discussed the logistics involved including costs, staffing and associated admin and the perceived need for such a club. The proposal was to set up a breakfast club from September 2018.</p> <p style="text-align: right;">(JW left at 7.45pm)</p> <p>HL would continue to explore the issues discussed in further detail and share the results of this with governors. CH noted that admin costs needed to be included as there was no capacity at the school at the moment to handle this.</p> <p>Action 4: HL to further research breakfast club logistics and share with governors.</p> <p>b) Performance & Standards (P&S) Committee 18th October 2017 (circulated in advance to governors) There were no questions or comments on the circulated</p>	<p>HL</p>

	<p>report.</p> <p>The next Resources Committee meeting would be on the 16th January. The next P&S Committee meeting would be the 6th December. CU noted her apologies for this meeting.</p> <p>CH noted that a new staff governor would be needed from the start of the spring term.</p>	
13.	<p>Any other urgent business</p> <p>a) CHi had circulated a report on the OGA meeting she had attended. HJF thanked her for the report and for bringing mince pies to tonight's meeting.</p> <p>b) HJF had prepared a publicity leaflet for the school. Governors agreed to distribute it in the local area ahead of the primary school admission deadline in the new year.</p> <p>c) Weeding of school premises: HL noted that parents would appreciate more advance notice in order to help out with this in future.</p>	
14.	<p>Dates of future meetings</p> <p>Tuesday 30th January 2018, 6.30pm Tuesday 6th March 2018, 6.30pm</p> <p>Date for next learning walk: Wednesday 17th January 2018, 9.45am. Topic to be decided. CU, HJF and HL to attend.</p>	

The meeting ended at 8.05pm

Actions from meeting

Action 1	CH to circulate updated school data from ASP to governors.	CH
Action 2	HL to take lead on updating governor pages on the school website.	HL
Action 3	Clerk to send statutory information to CH for inclusion on school website.	Clerk
Action 4	HL to further research breakfast club logistics and share with governors.	HL

Annex: note to item 7, Head Teacher's Report to governors on the appraisal system

Noted by CH, after the conclusion of the meeting, that this item had not been covered. Agreed with HJF to defer to the next FGB meeting in order to give governors the opportunity to receive the report and ask questions.

Action: Clerk to put deferred item 7 on the next FGB agenda.