



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 30th January, 6.30pm

The meeting began at 6.35pm

Item	Discussion	Action
	<p>Ellie Armstrong (EA) Parent Governor Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Charlotte Haynes (CH) Headteacher Tracey Haslam (TH) Co-opted Governor (left at 7.01pm) Christine Hill (CHi) Co-opted Governor Miriam Jackson (MJ) Foundation Governor Jean Kirkley (JK) Foundation Governor Harmonie Limb (HL) Parent Governor Catherine Unia (CU) Co-opted Governor Fr James Wilkinson (FJW) Foundation Governor (left at 7.29pm)</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Apologies: Helen Nash (HN) Staff governor Bob Price (BP) Co-opted Governor Olivia Selinger (OS) Parent Governor James Webber (JW) Parent Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. Apologies had been received and were accepted from HN, BP, OS and JW. The meeting was quorate.</p>	
2.	<p>Notification of any urgent business None.</p>	
3.	<p>Declaration of pecuniary/business interests None.</p> <p>HJF agreed to take items 10, 11 and 13a next as TH had to leave at 7pm.</p>	
Governor questions and challenge in italics.		
10.	<p>Schools Financial Value Statement (circulated at the meeting) TH had alerted HJF to one mistake in the circulated SFVS which would be altered before being signed off. TH needed to submit it tomorrow. HJF noted the SFVS</p>	

	<p>was a self-assessment form that looked at how the school performed on financial issues and to comment where it felt things had only been partially met. The Resources Committee had been through it and identified a few points around value for money and benchmarking. Governors noted there were few other local similar schools with which to compare New Hinksey. They had looked at individual budget lines to compare with other schools instead and so get a fair reflection. CH noted she had prepared benchmarking for the next Resources meeting with figures per pupil against some other city schools. Other things identified as being met in part included maintaining premises to adequate standards – governors noted the school did not have adequate resources to do the long-term maintenance to the Victorian buildings, but had so far been able to carry out necessary repairs. Also met in part was the consideration of collaboration with others, eg. sharing staff, where this would improve value for money. Governors noted that staff absence insurance was shared and the services of an Educational Psychologist brought in as a group. The accounting system was also met in part: financial services were run by Hampshire County Council and some payments were slow. It was not sufficiently efficient for day to day use. TH asked whether governors were happy to answer yes to question 6 around having an adequate level of financial expertise within the school. The Resources Committee had put yes as they could, if needed, pull in additional support from another school and felt that was sufficient. This arrangement had never been tested, but they presumed someone could come in at short notice. Governors discussed what alternatives there practically were to this. They were aware that if TH was to be absent for a while there would be problems, but were fairly confident they could find support from another school. CH noted she would look to identify someone to delegate responsibility to if she were unavailable.</p> <p>Action 1: CH to look to identify someone to delegate financial responsibility to if she were unable to be in school.</p>	CH
11.	<p>General Data Protection Regulations and appointment of Data Protection Officer</p> <p>The GDPR would be new in May. TH noted this was a tighter system on what data the school held and how securely it was kept. The school needed a DPO who could check that the school was compliant and this couldn't be CH or TH. A governor volunteer was needed. Governors discussed what the role would entail and it was noted more clarity was needed on this. EA would liaise with HJF and TH over the requirements of the GDPR. Governors agreed to defer to the FGB meeting in March before appointing a DPO.</p> <p>Action 2: Appointment of DPO to be deferred to March FGB.</p>	Clerk
13a.	<p>Committee Reports – Resources Committee 16th January 2018</p> <p>These had been circulated yesterday and paper copies were available at the meeting. HJF noted they had discussed updated information on expenditure for the financial year. Income to end of December had been higher than anticipated and expenditure less, so the carry forward should be higher than originally budgeted. However, HJF noted that more money was being spent on building maintenance than had originally been budgeted, so the carry forward would likely be as originally anticipated. Strong cupboards would be required to securely store records after the GDPR came into effect in May. The school was not yet sure of</p>	

	<p>the cost, but it was likely to eat up the savings identified. This would be looked at again. HJF noted that the next budget would need to be signed off by full governors. TH noted that due to the collapse of Carillion the saving in school lunches of £16k identified in the following year's budget would no longer happen.</p>	
4.	<p>Minutes of the meeting on 30th November 2017 Agreed to be a true and accurate record of the meeting, signed by HJF and passed to CH for filing within the school.</p>	
5.	<p>Matters arising from above minutes not covered elsewhere on the agenda All actions noted as completed except for the following: CH noted that she now had different arrangements for technical support of the school website and no longer needed HL to liaise over this. Governors would check to see if their photographs were online and send to the school if they were not. Action 3: All governors to check to see if photos are on the school website and send to CH if missing.</p> <p><i>Had the lockdown procedure been practiced yet?</i> Not yet. The school was still working out the logistics of the process.</p> <p>(TH left 7.01pm)</p>	<p>All governors</p>
6.	<p>Headteacher's Report (circulated at the meeting) CH highlighted the following content of her report:</p> <p>Staffing: The school had advertised and appointed Janet Young to replace Louise Sumser up to the end of the summer term. She had settled well. Recruitment was on the next Resources Committee agenda. Staff illness had caused difficulties since the start of the new term with 27 staff days lost in 19 days of term. This included TAs. Child attendance not been affected in the same way.</p> <p>Pupil numbers: There were currently 160 on roll. There had been a successful admission appeal into Year 2. CH was considering all possible staffing scenarios for the next school year.</p> <p>SEND: There were 25 children on the SEN register, one had an EHCP, the rest were K SEN support. The school had requested an EHCP assessment for a further 3 children. SEN targets were regularly reviewed for all children.</p> <p>PP: There were 20 children classed as disadvantaged. They also had specific targets, if appropriate, to accelerate their learning. Booster sessions and various initiatives were there to support them.</p> <p>Data: The school was in the middle of assessment weeks. CH would present mid-year data at the next FGB.</p> <p>Inspection Data Summary Report: CH had circulated a copy and noted the different format, although it contained the same school data. One child had been taken out of published DfE data but was still included in this data, making a 2%</p>	

discrepancy between what had been published. CH hoped this would change as the IDSR was still unvalidated. CH had highlight in her report areas for the school to focus on. These would form key lines of enquiry during an Ofsted inspection.

How had amalgamating Years 5 and 6 in one class made a difference to how maths was covered?

This had caused no issues. Mixing Years 5 and 6 was not a problem from the point of view of teaching the maths curriculum.

KS2 reading and writing progress was noted as low for middle prior learners.

What did that mean?

Those who had reached expected level at the end of year 2 had not made enough progress by the end of Year 6. CH noted that absence rates across the school were still high, although overall attendance had improved.

Page 2 of the IDSR showed the make up of different groups within the school, eg. SEN, EAL, disadvantaged, and it was useful the way this was presented. The school's strengths were highlighted in CH's report and CH noted it was difficult to find patterns around the strengths and weaknesses in the school.

Did the "prior" in prior attainment mean the end of KS1?

Yes. SPAG was now called EGPS and children had achieved well. Phonics was a strength in the school. HL noted that governors on the recent learning walk had seen strong writing in Years 1 and 2. The development in children's writing since the beginning of the school year was noticeable.

Health and Safety and Premises: CH had accepted a quote from a local company to remove old materials from the damaged bike shed. This was for £3k. She hoped to recoup this cost from the insurers, but outlined to governors the difficulties involved in this process. A fire drill had taken place and gone well. A water hygiene survey would be done during the week. Boilers and heaters had been serviced and some issues arising were being dealt with. A flood on the main playground had been resolved. This was due to an old and narrow drain. There was salt available to grit the playground when slippery in bad weather. A discarded hypodermic needle had been recovered from the perimeter fence and a dead rodent from the playground. Recent windy weather had blown street rubbish into the playground. CH noted a part-time caretaker would alleviate staff workload around premises issues and would be included in staff planning for September.

Safeguarding: There were 2 CIN children in the school. Details were in CH's report on how they were supported. As DSL, CH had recently sought further advice on a particular matter that had been resolved without the need for a MASH referral. 6th February was a Safer Internet Day and class teachers would do some activities around that.

CPD: The Year 6 teacher had received some training which she would feed back to staff. CH had been to a conference on staff and pupil wellbeing and there had been a useful session on pupil wellbeing at last night's staff meeting around

	<p>children's mental health. Staff would revisit that. A cross-partnership staff meeting had been due to take place, but had been postponed. This was a useful way to network and share good practice.</p> <p>CH noted that the way schools were inspected had changed as of January. CH highlighted the changes. Governors noted the reduced capacity of Ofsted and the variable lengths for different schools between inspections.</p> <p>(FJW left 7.29pm.)</p> <p>HJF thanked CH for her report. Governors agreed the next working party for the school playground cleaning would be Saturday 24th February at 2pm.</p>	
7.	<p>Headteacher's Report to Governors on the appraisal system (circulated at the meeting)</p> <p>CH had carried out teacher appraisals. The report had been seen by the Resources Committee. CH noted the number of monitoring activities that had taken place across the year. 88% of teaching had been rated good or better and she had seen good elements to most lessons. CH had given teachers verbal and written feedback for discussion and actions arising out of the observations. This had been incorporated into appraisal targets where appropriate. CH noted the number of objectives that had been met in full or in part. HJF noted this information had also looked at by the P&S Committee.</p> <p><i>88% of teaching was deemed good. Had all teachers demonstrated good teaching?</i></p> <p>Yes. It was hard to put a percentage on observed teaching alone as this percentage was also based on data and children's work in books. Ideally the school wanted to see 100%, but 88% showed consistently good teaching.</p> <p><i>Had the school access to any external observers?</i></p> <p>Not recently, due to financial constraints.</p>	
8.	<p>Safeguarding</p> <p>Covered in the Headteacher's Report. In addition, CH noted she would meet with OS around safeguarding to talk some things through with her. It was good practice for the safeguarding governor to come in and ask questions of the school. CH would arrange this with OS.</p> <p>Action 4: CH to arrange a safeguarding link visit with OS.</p>	CH
9.	<p>Health and Safety</p> <p>Covered in the Head Teacher's Report.</p>	
12.	<p>Governance Business</p> <p>a) Update on parent governor vacancy and staff governor vacancy:</p> <p>The P&S Committee had discussed canvassing potential parents to stand for this vacancy on the governing body. The school had advertised the vacancy and CH noted some interest had been expressed. Governors discussed how to target potential candidates. The clerk noted DfE advice on recruiting on a skills-first basis and governors noted the need to do an up-to-date skills audit of the governing body. The P&S Committee would look further at governor recruitment. CH and</p>	

	<p>HJF would approach parents who had signalled an interest in becoming the new parent governor and follow up. Helen Nash was the new staff governor.</p> <p>b) Governor link visit reports – Governor learning walk 17th January 2018: (circulated at the meeting)</p> <p>HL highlighted the content of the recent learning walk report: governors had seen focused classes and lots of activity going on. The progress between Year 1 and 2 could be seen in the difference in their writing. The progress in Year 1 in writing in one term had also been clear. Governors had seen the Doves class doing maths and the range of ability in the class had been clear and also how this was being taught. In the mixed Year 3/4 class governors had seen able Year 3s working with Year 4s. Children in Kingfishers had been very engaged. HJF encouraged governors to go on learning walks. The date of the next walk would be Tuesday 27th March at 9.15am and the focus would be maths. MJ, CHi, and a 3rd governor would attend. HJF would contact BP and JW to see if they could attend.</p> <p>Action 5: HJF to contact absent governors regarding maths learning walk in March.</p> <p>c) Governor training: none since the last meeting.</p> <p>HJF noted he would circulate the governor skills audit via email for all governors to complete.</p> <p>Action 6: HJF to circulate governor skills audit for governors to complete.</p>	HJF
13b.	<p>Committee Reports: Performance and Standards Committee (circulated at the meeting)</p> <p>The committee had looked at the science priorities in the SIP, long term topic planning, maths, reading, writing, pupil progress and the SEF. The next meeting would be the 28th February.</p>	
14.	<p>Policies for renewal None.</p>	
15.	<p>AOB None.</p>	
16.	<p>Date of next meeting Tuesday 6th March 2018, 6.30pm</p>	

The meeting finished at 8.06pm

Actions from meeting

Action 1	CH to look to identify someone to delegate financial responsibility to if she were unable to be in school.	CH
Action 2	Appointment of DPO to be deferred to March FGB.	Clerk
Action 3	All governors to check to see if photos are on the school website and send to CH if missing.	All governors
Action 4	CH to arrange a safeguarding link visit with OS.	CH
Action 5	HJF to contact absent governors regarding maths learning walk in March.	HJF
Action 6	HJF to circulate governor skills audit for governors to complete.	HJF