



# 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 6<sup>th</sup> March, 6.30pm

The meeting began at 6.34pm. The meeting was quorate.

Item	Discussion	Action
	<p>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            Helen Nash (HN) Staff governor            Olivia Selinger (OS) Parent Governor            Catherine Unia (CU) Co-opted Governor            James Webber (JW) Parent Governor</p> <p><b>In attendance:</b> Leila Brown (LB) Clerk</p> <p><b>Apologies:</b>            Kieran Cox (KC) Parent Governor            Tracey Haslam (TH) Co-opted Governor            Miriam Jackson (MJ) Foundation Governor            Bob Price (BP) Co-opted Governor            Fr James Wilkinson (FJW) Foundation Governor</p>	
1.	<p><b>Welcome and apologies</b>            HJF welcomed all to the meeting. Apologies had been received and were accepted from KC, TH, MJ, BP and FJW. HJF noted that KC was the new parent governor.</p>	
2.	<p><b>Notification of any urgent business</b>            None.</p>	
3.	<p><b>Declaration of pecuniary/business interests</b>            None.</p>	
4.	<p><b>Re-election of HJF as LA Governor</b>            HJF left the room and the clerk took the chair. Governors duly re-elected HJF as the LA governor, and confirmed his continuation as chair of the governing body.</p>	
5.	<p><b>Approval of the minutes of the meeting on Tuesday 30<sup>th</sup> January 2018</b></p>	

Signed ..... (chair) Date .....  
 LB, Clerk. New Hinksey FGB meeting, 06-03-18.

	Agreed to be a true and accurate record of the meeting, signed by HJF and passed to CH for filing within the school.	
6.	<p><b>Matters arising not covered elsewhere on the agenda</b>  Actions from the previous meeting noted as completed except for:  Action 1: CH to look to identify someone to delegate financial responsibility to if she were unable to be in school: CH noted she was still giving thought as to who this could be. Action to be carried forward to the next FGB meeting.  <b>Action 1: Carry forward as an action to the next FGB meeting.</b></p> <p>Action 6: HJF to circulate governor skills audit for governors to complete: this had been done. HJF would collate the results and feed them back to governors.  <b>Action 2: Results of governors’ skills audit to be collated by HJF.</b></p> <p>HL noted a further matter arising regarding a possible breakfast club: she was working on staffing logistics, and looking at insurance. Governors noted this item would be looked at again at the next FGB meeting. CH noted the school would not be able to allow a new breakfast club to run at a deficit when starting up. It would have to be breaking even from the start because of the risk due to current financial constraints. Governors noted that breakfast club was also on the agenda for the next Resources Committee meeting.  <b>Action 3: HL to feed back any further advice to governors of the logistics of a possible breakfast club at next FGB meeting.</b></p> <p>There were no further matters arising.</p>	<p>CH</p> <p>HJF</p> <p>HL</p>
<i>Governor questions and challenge highlighted in italics</i>		
7.	<p><b>Headteacher’s report</b>  CH noted the following verbal updates since her last written report was presented to governors at the FGB meeting on 30<sup>th</sup> January.</p> <p><b>Finances:</b> budget figures had come into the school ten days ago, and were not looking so positive, as the school would be getting less money than thought. CH noted the budget currently projected a deficit in the second year. CH was working with TH to look to see how this could be resolved.</p> <p><b>Data:</b> CH noted the projected results for Year 6 SATs were currently 62% combined at expected standard or better, which was a huge improvement on last year's combined figure of 39%.</p> <p><b>Behaviour:</b> The school was experiencing some challenging behaviour from one particular year group. Extra support was going into place but it was currently challenging for staff.</p> <p><b>Pupil numbers:</b> The school had gained one more child who had come into Year 3.</p> <p><i>Had pupil assessments taken place at the end of last half-term?</i>  Yes, and CH noted that was where the Year 6 combined figure of 62% had come from. All pupils had been assessed and this data had been looked at by the</p>	

	<p>Performance and Standards Committee. Governors would look at school data again at the next FGB meeting. CH had looked at assessment data for all the year groups in the school, and just completed pupil progress meetings with class teachers for all children.</p> <p><i>Was the challenging behaviour by some in Year 4 likely to remain this way moving through the school?</i></p> <p>CH noted this was difficult to predict as children changed and that it wasn't unusual to get clusters of challenging behaviour in this way. The school needed to put in extra support. CH noted the future possibility of rearranging classes, but this was by no means definite. The school was buying into an emotional literacy intervention with a specialist teacher for this term for a particular child and a small group of children.</p> <p>CHi noted she had attended the recent Oxfordshire Governors' Association meeting where academies and academisation had been discussed. Governors discussed the possibility of making an application to the Education Endowment Foundation to be spent on evidence-based interventions, but CH and EA advised that currently Oxfordshire did not have enough areas of deprivation to be in with a chance of receiving money from this source. CH noted that the school did receive notifications of possible avenues of funding for certain interventions, but these could be very specific. It was not always down to individual schools to put in bids, but partnerships of schools or LAs.</p> <p>There were no further questions for CH. HJF thanked CH for her report.</p>	
8.	<p><b>Safeguarding</b></p> <p>CH noted there was nothing of significance to report to governors. CH and OS, as safeguarding link governor, would be meeting on 16<sup>th</sup> March. There were two CIN children at the school. CH noted that LCSS continued to work well for accessing no-names advice. HL noted that there would be good safeguarding arrangements in place on the night of the school disco.</p>	
9.	<p><b>Health and Safety</b></p> <p>CH noted that all fire appliances had been subject to a quarterly or half-yearly check. Some fire extinguishers needed to be replaced. Indoor PE equipment had been checked and minor repairs done and was all fit for purpose.</p> <p><i>What was the purpose of the scaffolding in the school?</i></p> <p>This was to enable repairs to be done to the roof of the flat.</p> <p><i>Was it the school's responsibility to pay for these repairs or the church?</i></p> <p>The school was paying for these repairs as it had been receiving rent from the flat for some years. All church properties were routinely surveyed once in a while, and lots of maintenance issues had been flagged up for the flat this time. The school was paying for the roof and some repairs to the sash windows. A quote for installing central heating had been given at between £6 to £7k, but CH noted that the school would not be paying for that much, and had asked for further estimates for an electric boiler and for electric slimline radiators.</p>	
10.	<p><b>Update on GPDS and appointment of a Data Protection Officer (DPO)</b></p>	

	<p>Governors noted that the school still needed to appoint a DPO. CH noted that an information session organised by the LA on the new GDPR would be taking place on April 17th. The clerk had forwarded diocesan training on the same issue. It was possible that the LA was considering offering a DPO service to schools, but this was not definite. CH noted that ICT consultants would give information about GDPR at a staff meeting, and the school had started doing some things, eg. school emails for all staff, purchasing memory sticks that would be encrypted and password-protected, and there would also be an in-school briefing on the new regulations. TH and CH were sorting through paperwork and looking at new lockable storage for files. CH noted her concerns at how the new GDPR would mean some information for emergency purposes specific to certain children could no longer be kept on public display within certain areas of the school. Governors agreed to keep GDPR on the agenda for the next FGB.</p> <p><b>Action 4: GDPR and appointment of DPO to go on agenda for next FGB meeting.</b></p>	Clerk
11.	<p><b>Governance business</b></p> <p><b>a) Update on parent governor vacancy:</b> see item 1 above. There were no further vacancies on the governing body. CH noted that the recent skills audit would highlight any gaps in knowledge/skills to address when future vacancies arose.</p> <p><b>b) Governor link visit reports:</b> a maths learning walk would take place in March.</p> <p><b>c) Governor training:</b> GDPR training was due to take place in March and April for appropriate staff/governors to attend. CHi had attended the recent OGA meeting and would circulate the electronic handout to all governors. Governors discussed academies, federations and partnerships. CH noted that she would be attending the heads and chairs briefing on Thursday at which would be discussed how the LA intended to ensure ongoing support for the 140 maintained primaries in the county that had no current plans to academise.</p>	
12.	<p><b>Committee reports</b></p> <p><b>a) Resources Committee:</b> not yet met this term. Due to meet next week.</p> <p><b>b) Performance &amp; Standards Committee:</b> met last Wednesday. Draft minutes had just been circulated to committee members. CH noted that the committee had looked at the SIP and noted that in the category of leadership and management, it was actioned that governors needed to feed back the results of the working party around academisation to parents. HJF would draft an insert as part of a governors' newsletter to explain the decisions reached by governors around this issue. He would circulate his draft to governors.</p> <p><b>Action 5: HJF to draft a governors' newsletter to parents to include feedback on academisation and circulate to all governors.</b></p>	HJF
13.	<p><b>Policies for renewal (if any)</b></p> <p>None for this meeting. CH noted she had a new policy-tracker schedule that she would be using for the purpose of ascertaining which policies and documents were due to be reviewed, and when.</p>	
14.	<p><b>Any other business</b></p> <p>None.</p>	
15.	<p><b>Dates of next meeting</b></p>	

	Monday 30 <sup>th</sup> April, 6.30pm (clerk to request clerking cover)	
	Tuesday 10 <sup>th</sup> July, 6.30pm	

The meeting finished at 7.38pm

**Actions from meeting**

Action 1	CH to look to identify someone to delegate financial responsibility to if she were unable to be in school (action carried forward from meeting of 30/01).	CH
Action 2	Results of governors' skills audit to be collated by HJF.	HJF
Action 3	HL to feed back any further advice to governors around the logistics of a possible breakfast club at next FGB meeting.	HL
Action 4	GDPR and appointment of DPO to go on agenda for next FGB meeting.	Clerk
Action 5	HJF to draft a governors' newsletter to parents to include feedback on academisation and circulate to all governors.	HJF
Action 6	Clerk to request clerking cover for meeting on 30 <sup>th</sup> April at 6.30pm.	Clerk