



# New Hinksey CE Primary School

Vicarage Road Oxford OX1 4RQ

Tel: 01865 242169 Fax: 01865 242169

Email: [office.3213@new-hinksey.oxon.sch.uk](mailto:office.3213@new-hinksey.oxon.sch.uk)

Website: [www.new-hinksey.oxon.sch.uk](http://www.new-hinksey.oxon.sch.uk)

Headteacher: Mrs Charlotte Haynes

## Minutes of the meeting of the Full Governing Body held at the school on Wednesday 12<sup>th</sup> October 2016 at 6.30p.m

<b>Present:</b>	Harm Jan Fricke ( <b>HJF</b> )	LA Governor
	Olivia Selinger ( <b>OS</b> )	Parent Governor
	James Webber ( <b>JW</b> )	Parent Governor
	Charlotte Haynes ( <b>CH</b> )	Headteacher
	Catherine Unia ( <b>CU</b> )	Co-opted Governor
	Christine Hill ( <b>CHi</b> )	Co-opted Governor
	Ollie Raikes ( <b>OR</b> )	Parent Governor
	Jasper Smith ( <b>JS</b> )	Parent Governor
	Miriam Jackson ( <b>MJ</b> )	Foundation Governor
	Rachel Mundy ( <b>RM</b> )	Parent Governor
	Louise Sumser ( <b>LS</b> )	Staff Governor

**In Attendance:** Kellie Nicholson (Clerk)

The meeting was quorate and opened by the Chair at 6.30pm.

Agenda item no	Item	Action
1	<p><b>Welcome and apologies</b> In the absence of BP, CH welcomed everyone to the meeting. <b>Apologies</b> were received and accepted from Bob Price, Fr James Wilkinson, Jean Kirkley and Tracey Haslam.</p>	
2	<p><b>Election of Chair</b> It was agreed that the order of business be altered. The governing body was aware that Bob Price, after many years of service as Chair, had emailed to advise that he had chosen not to stand. In his email he also proposed Harm Jan Fricke for the role. There were no other nominations and KN confirmed that she had not received any other expressions of interest.</p> <p>HJF confirmed that he was willing to act as Chair. <u>After due consideration (and with HJF absent) the full governing body duly elected HJF to be Chair of the Full Governing Body.</u> HJF thanked the governing body for their support and confirmed that he would liaise with BP regarding handover tasks.</p>	
4	<p><b>Declarations of Pecuniary/Business Interests</b> Being the start of the new school year, KN asked all the governors present to complete and sign fresh declaration forms. This was duly</p>	

*Parents are welcome in our school*

Signature

Date

	<p>organised by those present; KN will compile full register for records.  <b>Actions: CH to pass forms to governors not present; KN to retain forms ready to compile summary information.</b></p> <p>Declarations for present meeting – none recorded.</p>	<b>CH and KN</b>
5	<p><b>Notification of any other urgent business</b>  The following matters were discussed:</p> <ul style="list-style-type: none"> <li>• Governor photos – all agreed that these should be arranged for both the website and for posting somewhere in school.  <b>Action: Email photos to JS by 30 October.</b></li> <li>• Governor welcome/introductory letter – all also agreed this would be a good idea, for distribution later in the Autumn Term.  <b>Action: governors to send paragraph providing summary information about themselves to CHi, by 30 October.</b></li> </ul>	<b>All</b>  <b>All</b>
6	<p><b>Approval of the minutes of the meeting held on 6 July 2016</b>  Agreed as a correct record. The minutes were agreed, signed/dated by the chair and passed to CH for safekeeping.</p>	
7	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• Academies – agreed this should an agenda for next meeting for BP to provide update.</li> <li>• Staff and governor training – CH reported that the school is seeking every opportunity for staff training, at little or no cost. In-house there is to be some IT training; working with the partnership with regard to literacy, finance, TA training...  <b>Action: governors to also seek opportunities, e.g. via County, OGA, etc.</b></li> <li>• Governor visits – it was agreed that new date should be scheduled to undertake a “learning walk”, which would cover humanities and foundation subjects. Date agreed as Thursday 24<sup>th</sup> November, 1.15pm. DJF, Chi and RM will attend.</li> <li>• New pupil reports – CH confirmed that there were no concerns or comments of note received in response to the new style. She had provided accompanying information with the reports.</li> <li>• Resource allocation/teaching and learning – CH was pleased to advise that the school has received an offer of the provision of three University student volunteers to assist with EAL provision, language games etc. The governors were delighted to receive this news and looked forward to hearing updates.</li> <li>• Budget update – CH confirmed that this was approved by County.</li> </ul>	<b>Agenda</b>  <b>All</b>
8	<p><b>Outgoing Chair’s Report</b>  Item removed in lieu of BP’s absence.</p>	

9	<p><b>Election of Vice Chair and other Key Officers</b></p> <ol style="list-style-type: none"> <li>i. Vice Chair, Full Governing Body JF proposed Christine Hill. After due consideration by the full governing body CHi was duly elected to the post.</li> <li>ii. Chair, Resources Committee CH advised that BP is willing to continue in this post and proposed him. The full governing body duly elected BP.</li> <li>iii. Chair, Performance and Standards Committee It was agreed that the committee could undertake election process during first meeting of the year.</li> <li>iv. It was agreed that the committee membership should remain the same as previous year. <b>Action: pass committee information to KN, for information.</b></li> <li>v. Members of the <u>Head Teachers' Performance (Appraisal) Committee</u> – agreed as JS, BP and HJF.</li> <li>vi. Members of: <u>Staff Discipline and Grievance Committee</u>, <u>Dismissal Appeals Committee</u>, <u>Pupil Discipline Committee</u>, <u>Complaints Committee</u> – it was agreed that these should be formed as required, using most appropriate governors available.</li> <li>vii. <u>Health and Safety governor</u> – agreed BP.</li> <li>viii. <u>SEN governor</u> – agreed JW.</li> <li>ix. <u>Safeguarding governor</u> – agreed OS (trained); CU can also provide support as required (trained).</li> <li>x. <u>Whistleblowing governor</u> – agreed this should be the Chair of the Full Governing Body, namely HJF.</li> </ol>	<p><b>P&amp;S cttee</b></p> <p><b>Cttee chairs</b></p>
10	<p><b>Approve Terms of Reference for Full Governing Body and Committees</b></p> <p>All noted that the Terms of Reference for the Full Governing Body had been reviewed in-depth during the previous year. All also agreed that the structure and the operation of the Full Governing Body were working well. <u>The full governing body ratified the Terms of Reference of the Full Governing Body.</u></p> <p>The full governing body also agreed that each committee review its Terms of Reference, ready for ratification in the next FGB meeting.</p>	<p><b>Committees/agenda</b></p>
11a	<p><b>Head teacher's report</b></p> <p>Tabled. Key points raised/discussed:</p> <ul style="list-style-type: none"> <li>• CH was pleased to report that the school had had a positive start to the year, particularly so considering that there had been a re-jig on staffing arrangements. The governors were pleased to hear this.</li> <li>• CH expressed thanks to BP for his many years of sterling effort as Chair of the Governing Body.</li> <li>• Census day has just occurred. This year's intake was smaller than hoped. The smaller roll will have a funding and resource impact; to be discussed.</li> <li>• The school is presently seeking a lunchtime supervisor.</li> <li>• A Health and Safety Audit is due to take place on 2 November. BP will be assisting beforehand.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b><u>The Full Governing Body duly ratified the Pay Progression of relevant teachers, as described in report.</u></b></li> <li>• <b><u>CH tabled the Pupil Premium report,</u></b> which detailed expenditure and associated impact(s). <b><u>Pending minor tweaks, the Full Governing Body approved the Pupil Premium report.</u></b> Action: JS to place new report on school website, removing old report (to ensure there is no confusion).</li> <li>• CH also tabled the <b><u>Sports Premium Report,</u></b> which also detailed expenditure and associated impact. <b><u>The Full Governing Body approved the School's Premium Report.</u></b> Action: JS to place new report on school website (ditto, removing old report).</li> <li>• The governors discussed the school's swimming lesson programme. CH advised that the school provides as many as practically possible, given resources and outside location. <b>Action: CH to write appropriate summary of the school's ethos on swimming, stressing that the lessons it provides aims to be part of the children's overall swimming experience and encouraging families to share responsibility in helping their children to learn.</b></li> <li>• <b><u>KS2 SATs results – Action: it was agreed that the Performance and Standards Committee should look at the data and school's position statement, together with other relevant information. From this, headline information should be provided at the next Full Governing Body Meeting.</u></b></li> <li>• CH was pleased to report that there has been <b><u>no Racist, Homophobic and other Inequality incidents.</u></b></li> </ul>	<p>CH/JS</p> <p>CH/JS</p> <p>P&amp;S/agenda</p>
11b	<b>Head teacher's report – confidential item.</b>	
12	<p><b>Policy Reviews/Ratification</b> The full governing body agreed that all obligatory policy reviews be undertaken during forthcoming committee meetings, ready for ratification at the next full governing body meeting. Of note:</p> <ul style="list-style-type: none"> <li>• <b>E-safety</b> – as well as review, governors should also be asked to consider e-safety code of conduct and associated information, signing as appropriate.</li> <li>• <b>Safeguarding</b> – P&amp;S committee to review as priority.</li> </ul> <p><b>Action: KN to circulate draft Safeguarding and E-Safety policies (done)</b></p>	<b>Cttees/FGB</b>
13	<p><b>Committee Reports</b> P&amp;S – minutes have been circulated; Resources – already discussed (more to follow).</p>	
14	<p><b>Dates of next meetings</b> P&amp;S committee – 8 November, 4.30pm Full Governing Body – 30 November, 31 January, 7.30pm.</p>	