



# New Hinksey CE Primary School

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Headteacher: Mrs Charlotte Haynes

## Minutes of the meeting of the Full Governing Body held at the school on Tuesday 31 January 2017 at 6.30p.m

<b>Present:</b>	Harm Jan Fricke ( <b>HJF</b> )	LA Governor
	Olivia Selinger ( <b>OS</b> )	Parent Governor
	Jean Kirkley ( <b>JK</b> )	Foundation Governor
	Charlotte Haynes ( <b>CH</b> )	Headteacher
	Christine Hill ( <b>CHi</b> )	Co-opted Governor
	Ollie Raikes ( <b>OR</b> )	Parent Governor
	Jasper Smith ( <b>JS</b> )	Parent Governor
	Bob Price ( <b>BP</b> )	LA Governor
	Louise Sumser ( <b>LS</b> )	Staff Governor
	Fr. James Wilkinson ( <b>JW</b> )	Foundation Governor

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

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

Agenda item no	Item	Action
1	<b>Welcome and apologies</b> HJF welcomed everyone to the meeting. <b>Apologies</b> were received and accepted from Catherine Unia, James Webber and Tracey Haslam.	
2	<b>Notification of any urgent business not on agenda</b> No matters raised.	
3	<b>Declarations of Pecuniary/Business Interests</b> KN passed Autumn 2016 forms to CH/the school for safekeeping and to compile summary data. JK, present for this meeting, also completed a declaration.  Declarations for present meeting – Christine Hill, grandchild at school; Louise Sumser, child at school.	
4	<b>Approval of the minutes of the meeting held on 30 November 2016</b> Correction noted: Jean Kirkley had sent her apologies to HJF but they had not been passed on. The minutes were duly annotated and signed by HJF ready for safekeeping by the school.	
5	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• Governor photos – JS reported that all received have now been placed on the website. Missing: BP, OS, JW. <b>Action: three governors to send photos to JS.</b></li> <li>• Introductory letter from governors – HJF/CH confirmed that this was actioned.</li> <li>• Learning walk – took place.</li> </ul>	<b>BP, OS, JW: JS</b>

*Parents are welcome in our school*

Signature

Date

	<ul style="list-style-type: none"> <li>It was noted that the recently reviewed <u>Behaviour Policy</u> had the wrong review date at the bottom. <b>ACTION: CH/JS to correct and ensure correct version is up on the website.</b></li> <li><u>Safeguarding</u> CH confirmed that the school submitted its report as required.</li> </ul>	CH/JS
6	<p><b>Ratification of Resources Committee Terms of Reference (ToR)</b> BP confirmed that the committee had reviewed its ToR and had agreed that no changes were required; they were circulated in advance of the meeting. <b><u>The full governing body duly ratified the Resources Committee Terms of Reference.</u></b></p>	
7	<p><b>School finances, including report from Resources Committee meeting of 20<sup>th</sup> January</b></p> <ul style="list-style-type: none"> <li>BP drew the governors' attention to the recent letter concerning the Government's proposed funding formula for schools, effective from 2019. It is not clear at this stage whether the school is likely to be in a better or worse position; information received so far is unclear and seemingly conflicting. BP also reminded the governors that although the school does have some reserves, the local authority sets limitations on the amount. Not only this, bearing in mind school roll, the present and 2017/2018 budget, future funding structure, etc. the financial position for the school is set to worsen. This has been discussed previously. Thus, with regard to future school organization, classes, staffing etc., BP and CH advised that the matter is still being given careful thought. At present the committee feels that it would not be appropriate to provide further information, e.g. organizing a meeting for the parents, until later in the year. CH is liaising with other schools, all of which are taking a similar stance.</li> <li><b>ACTION: KN to print and drop off to school the confidential minutes from Autumn meeting, for safekeeping.</b></li> <li>CH and BP requested that the full governing body agree to the "write off" of two, small, longstanding debts. CH explained the details of each, both clearly irreconcilable. <b><u>The full governing body duly agreed that the two debts, totalling £114.60, be written off.</u></b></li> </ul>	KN
8	<p><b>Financial procedures for full governing body's attention</b></p> <p>a) <u>Internal Financial Procedures</u> – this had been circulated by Tracey Haslam in advance of the meeting. CH advised that the document was from a Local Authority template and any alterations were merely to fit this particular school. <b><u>The full governing body duly ratified the school's Internal Financial Procedures</u></b></p> <p>b) <u>School's Financial Value Standard</u> – circulated by BP. The full governing body discussed point 23, concerning Hampshire's service provision, and agreed that the question should be answered "partially". It was also agreed that the school should request in Section E that the Local Authority give consideration to its relationship/services provision from Hampshire and request improved provision for schools. BP duly noted this on the document. <b><u>The full governing body duly ratified the School's Financial Value Standard.</u></b> BP and HJF signed, dated the document as required, ready for submission.</p>	

9	<p><b>Policies to be Ratified</b> The following policies were distributed and ratified by the full governing body:</p> <ul style="list-style-type: none"> <li>• Staff Appraisal Policy (based on Local Authority/National standards)</li> <li>• Teachers' Pay Policy (as above)</li> </ul>	
10	<p><b>Chair's Report</b> HJF provided verbal report:</p> <ul style="list-style-type: none"> <li>• HJF was sorry to advise that Rachel Mundy, former parent governor, has resigned from post. <b>ACTION: CH/school to invite nominations for new parent governor in forthcoming newsletters. Should more than one nomination be received the school will follow due process by holding formal election.</b></li> <li>• Strategic thinking for future/academisation? – HJF and CH advised that they had been investigating further and in this respect HJF tabled a brief document summarising findings/considerations to date. CH advised that the Diocese offer a neutral presentation on Academies – the governors agreed that this might be helpful. CH also advised that she had a brief discussion with the CEO of the River Learning Trust, but the outcome from this was not particularly positive. BP also updated the governing body regarding progress made by the City Council regarding its explorations. After a brief discussion it was agreed that a working party should be formed to undertake more explorative efforts, which should include the Diocese presentation. <b>ACTION: Working Party, comprising HJF, OS, BP and CHi</b></li> <li>• Fundraising – HJF asked the governors whether more effort should be made to explore possible income streams for key projects, learning resources, etc. All agreed, noting however that such effort is time consuming, that funding applications are complex and that perhaps input from other(s) might be useful. <b>ACTION: OS to approach suitable parent(s) within school, Mr Ben Armstrong (parent of a Foundation Stage pupil)</b></li> </ul>	<p>CH/School</p> <p>HJF, OS, BP and CHi</p> <p>OS</p>
11	<p><b>Health and Safety Report</b> CH was pleased to report that the school has no major H&amp;S issues of concern; effort continues to maintain high standards of compliance. A risk assessment for hand bell (playground bell) had just been completed.</p>	
12	<p><b>Headteacher's Report</b> Circulated during the meeting. <b>ACTION: OS to pass copy to Ollie Raikes; JK to pass copy to Catherine Unia</b></p> <p>Matters discussed/arising:</p> <ul style="list-style-type: none"> <li>• Latest admission numbers do not look promising; demographic of area is changing, fewer children, etc. CH has distributed publicity locally to try to attract interest in the school.</li> <li>• CH was pleased to report that <u>there has been no recent racist, sexist, homophobic or other equality related incidents in the school.</u></li> <li>• CH confirmed that the next full governing body meeting will feature pupil progress information.</li> <li>• RAISEonline recent update features 2 strengths in the school – weaknesses have been included in the School Development Plan for attention.</li> </ul>	

	<ul style="list-style-type: none"> <li>The school website is to be updated – CH referred governors to another school's website which uses the same template as planned. The website will be designed using WordPress.</li> </ul> <p>The governors thanked CH for her report; there were no further questions.</p>	
13	<p><b>Performance and Standards Committee Report</b>          JS had circulated the minutes in advance of the meeting. There were no questions.</p>	
14	<p><b>Dates of next meeting</b>          Full Governing Body – Wednesday 8 March, 6.30pm.  <b>ACTION: HJF/CH to provide future meeting dates.</b></p>	<b>CH/HJF</b>