



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 10th July, 6.30pm

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

| Item | Discussion | Action |
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| | <p>Ellie Armstrong (EA) Parent Governor Kieran Cox (KC) Parent Governor Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Christine Hill (CHi) Co-opted Governor Charlotte Haynes (CH) Headteacher Miriam Jackson (MJ) Foundation Governor Jean Kirkley (JK) Foundation Governor (arrived at 6.38pm) Harmonie Limb (HL) Parent Governor Helen Nash (HN) Staff governor (left at 7.10pm) Bob Price (BP) Co-opted Governor Olivia Selinger (OS) Parent Governor James Webber (JW) Parent Governor</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Apologies: Tracey Haslam (TH) Co-opted Governor Catherine Unia (CU) Co-opted Governor Fr James Wilkinson (FJW) Foundation Governor</p> | |
| 1. | <p>Welcome and Apologies HJF welcomed all to the meeting. Apologies had been received and were accepted from CU, TH and FJW. HN noted she would have to leave the meeting around 7pm.</p> | |
| 2. | <p>Notification of any urgent business The clerk notified governors she had one item of business: Governor Hub.</p> | |
| 3. | <p>Declaration of pecuniary/business interests None declared.</p> | |
| 4. | <p>Approval of the minutes of the meeting on Monday 30th April 2018 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 not covered elsewhere on the agenda All actions were noted as completed or on the agenda for this meeting.</p> | |

Signed (chair) Date

LB, Clerk. New Hinksey FGB 10-07-2018

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| | <p>Matters arising: BP asked for an update on the provision of a Data Protection Officer for the school. CH noted this would be taken under item 10a.</p> <p>There were no further matters arising.</p> | |
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Governor questions and challenge highlighted in italics

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| <p>6.</p> | <p>Head Teacher’s report</p> <p>CH gave a verbal report to governors and noted that despite some challenging behaviour and slightly larger classes school staff felt it had been a good school year in terms of topics taught, pupil engagement, activities and pupil outcomes.</p> <p>Staffing: Janet Young was leaving at the end of term. She had been a temporary appointment after Louise Sumser had left. There were no other staff changes other than there was some change around in the classes teachers were covering next year with a new job share in place, and there was a new full-time teacher for the Year 1 class.</p> <p>(JK arrived 6.38pm.)</p> <p>Financial constraints had meant limits had had to be put on some additional staff recruitment with no caretaker or deputy head teacher currently in the school.</p> <p>Pupil numbers: CH gave an update on likely numbers of children in each year group for September and how this would feed into the mixed year classes and noted the current projection of between 157 and 162 for numbers on roll next year, a similar figure to the number in school this year.</p> <p>Premises: CH noted the number of small maintenance issues that frequently arose were problematic and gave a brief update of some of the issues that had been recently addressed. In addition the wooden playhouse house in the back playground had been repaired and the wood needed sealing. <i>Had these maintenance needs pushed the school over the maintenance budget?</i> CH noted that they were small jobs so the budget should be alright. But it was the frequency of jobs that was the issue. The school tended to wait until a number had accumulated and then get someone in to resolve them over a couple of days. CH confirmed that not all the maintenance jobs that arose were ones that a caretaker in post would have undertaken.</p> <p>Attendance: From 1st September 17 to 10th May 18 the overall school attendance figure was 95.1%. Taking out nursery attendance (children in the nursery were not at compulsory school age) pushed this figure up to 95.4%. Governors were pleased to note this was an improvement for the school on previous years’ attendance.</p> <p>Safeguarding: CH noted the school had seen much improvement in the service from the Locality and Community Support Service (LCSS), with the school’s named person making regular visits. There were currently no children subject to child</p> | |
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protection measures in the school at the moment. There was currently one child in need (CIN) on roll. Some recent safeguarding assessments had taken place that the school had contributed to, but CH noted that these had not resulted in the need for child protection measures. There were vulnerable families in the school and CH noted this was a concern given the reduced resources in the wider community to support such families.

Health and Safety: Staff had discussed and worked out a lockdown plan, but CH noted there were still difficulties around sounding a lockdown alarm across the site. A solution to this was still being actively sought.

Inset day: There had been an inset day last Friday during which staff had looked at the assessment of foundation subjects. A percentage of children were reaching expected level in every subject in every year group and these could be tracked as they progressed through the school to monitor their progress and identify any areas of weakness.

Assessment results: SATs results had arrived in the school this morning. CH circulated a handout of the school's results for Phonics, KS1 SATs and KS2 SATs. There were 16 children in this year's Year 6 cohort and CH highlighted their SATs data on the handout. CH noted that although the data for expected standard in reading, writing and maths was below national figures, the maths figure of 75% was greatly increased from last year's school figure of 61% and this was due to the focus on maths in the SIP this year, and the school's combined figure for 2018 was up to 69%, above the national combined figure of 64%.

How did you move from national individual figures in the 70 percents for individual subjects, to a figure of 64% for the combined score?

CH explained how children had to get expected standard in all three subjects to get the combined figure. CH noted the school's greater depth figure for reading of 56% - this was very strong and had been above the national figure both for this year and last.

Progress scores: CH noted these would be published in autumn. CH had worked out some figures but these were draft only at this stage. A new methodology had been introduced this year to ensure small cohorts were not adversely skewed by one or two children. New Hinksey did have two children like this and CH noted they did impact on figures. CH noted the school was well above floor targets, but did have one coasting element in each of the past two years and quite possibly in the maths progress score for 2018..

KS1: CH no national data was available yet, but the school's reading figure was higher than last year's national at 80%. Maths had also improved on last year's figure, again due to the SIP focus. The greater depth figures were likely to be broadly inline with national results, with some PP, SEN and EAL children in the SATs cohort. CH noted that the school was very pleased with these figures.

Phonics: The figure of 96% was an excellent result and CH noted her

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| | <p>congratulations to HN. Only one child had missed passing the test. Three Year 2 children had retaken and passed the test.</p> <p>Foundation Stage: The school was pleased with the foundation stage’s figure of 75% reaching the Good Level of Development (GLD). CH noted that there was a high percentage of EAL children in this very small cohort, and also that throughout the cohort there were more children gaining an “exceeding” in individual learning areas that in previous years.</p> <p>HJF noted the positive figures reported by CH, and governors noted their congratulations to pupils and teachers alike.</p> <p>Pupil questionnaire: CH noted that she had intended to carry out a pupil questionnaire before the end of the academic year, but after discussion decided that it would be done in the autumn term instead. Governors noted this was an item on the P&S committee for next week’s meeting.</p> <p>There were no further questions to CH on her report. HJF thanked CH for her report.</p> | |
| 7. | <p>Safeguarding</p> <p>CH noted staff generalist safeguarding training needed to be refreshed every three years, but she did it every two years and it would next be done at an inset day in September. CH was a lead trainer for this safeguarding training. CH noted it was not practical to have governors at these sessions. KC advised he had found some generalist online training from OCSB and it was suggested that all governors complete level 1 as a minimum requirement and also note the need to refresh this every three years. It was also noted that some governors already had higher levels of safeguarding training through other professional roles and from other training providers, for example, the diocese. CH noted the need to retain a certificate to prove completion of safeguarding training from any relevant provider. CH noted she was willing to share her PowerPoint presentation of the training she delivered to staff.</p> <p>Action 1: All governors who don't have recent or appropriate safeguarding training, to do the online module with OSCB at http://training.oscb.org.uk/ before the next FGB meeting.</p> | All governors |
| 8. | <p>Health and Safety</p> <p>CH noted the usual Health and Safety audit would take place in the autumn, but she had nothing further to note at present to what was included in her report at item 6.</p> | |
| 9. | <p>Governance business</p> <p>a) Governor link visit reports: HJF noted thanks to MJ for preparing and circulating the report on the governor literacy walk. MJ noted the walk had showed a good range of children’s work, and visual displays that showed the importance of English to the children, and looking at children’s work books it had been possible to see the range of teaching across the school. MJ also noted the very good behaviour and children fully engaged with their learning that governors had observed during the visit. MJ noted that governors had been able to see the</p> | |

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| | <p>progress children were making in their work books, and that when spoken to children had been able to articulate their understanding and enjoyment of their work.</p> <p>A further learning walk would be organised at the start of the next academic year with CH.</p> <p>b) Governor training: EA had circulated details of a Governors for Schools meeting she had attended. They were a charity that helped to recruit governors and training modules could be found on their website that governors could complete free of charge, gaining a certificate upon completion.</p> <p>Action 2: All governors to have a look at the Governors for Schools site: https://www.governorsforschools.org.uk/e-learning/.</p> <p>CHi had attended an OGA meeting, and circulated the presentation slides of this meeting to all governors. The theme had been around spiritual, moral and cultural development in schools and how Ofsted inspected and assessed this.</p> <p>(HN left at 7.10pm.)</p> <p>CHi noted initiatives such as the international evening and school assembly all met this criteria. CH noted that staff had recently brainstormed a list of things the school did to support children’s emotional wellbeing and had come up with a good list. CHi noted it was worth keeping this as evidence for Ofsted. CHi also shared a paper copy of the NGA’s <i>Guide For Being Strategic For Governing Bodies</i> with HJF.</p> <p>c) Governor skills audit: HJF had circulated an email ahead of the meeting with a summary of the completed skills audits. HJF noted that overall there were no major issues, and a spread of skills across the governing body. However, a number of governors had raised the feeling of being insufficiently sure of how the monies in the school budget came about and it was possibly worth having a briefing session on this. Strategic planning and policies and also arisen as areas of uncertainties. CHi noted there was online training to cover these areas as a starting point. Governors noted that the P&S committee also looked at these areas but would benefit from further discussion. CH noted school priorities were contained in the SEF and the SIP. Governors agreed to hold a briefing on areas of uncertainty.</p> <p>Action 3: Briefing on strategic direction, school improvement and finance to be arranged in the autumn term with the date to be set in September.</p> | <p>All governors</p> <p>All governors</p> |
| 10. | <p>Committee Reports</p> <p>Resources Committee: The committee had met last week. HL highlighted the following from the draft minutes: budget monitoring had taken place with the main thing to note being that expenditure was currently higher than income, with a reduced carry forward than budgeted for. Governors noted that TH had advised in an email prior to the evening’s meeting, that the financial system projected similar spending from one month to the next, and thus the high cost of supply</p> | |

cover in one period had inflated the figures for supply spending as supply cover across the year was unlikely to be anything like what the school had spent in that one period.

Would the costs of the collapse of Carillion still impact over future years?

CH noted that outstanding payments to Carillion had been taken out in this quarter. HL noted that the committee had looked at premises spending headlines, and discussed fundraising. An interested group of parents and governors were meeting to look at fundraising in further detail including applications to trusts and possibly Oxford colleges. CH would provide them with a list of identified areas and projects for fundraising. Governors noted it was better for the school association to apply for these funds rather than the school, and that the school association currently committed to giving £2k each year to the school.

The committee had also talked about the strategic style of school management and had noted the recommendation from the diocesan advisor to be clearer around the strategy behind the recent changes to the arrangements of classes and staffing and the need to ensure that high quality provision for children in the school was a strategic focus for governors and school leaders. Governors therefore noted the following:

- that both the Resources and Performance & Standards committees regularly reviewed the strategic direction of the school as well as the financial position.
- that governors had supported the following actions to ensure not only the financial sustainability of the school but also the maintenance of quality provision:
 - i. Sept 2017 – move to mixed age classes in Key Stage 2 meaning a reduction in 1fte teaching post
 - ii. Jan 2018 – July 2018 Interim arrangements following resignation of teaching deputy head (use of supply for PPA cover, part time temporary appointment to job share position)
 - iii. Sept 2018 – Non-replacement of Leadership Scale deputy head post, instead a move around of teachers in school and the appointment of a mainscale permanent post for a KS1 class
 - iv. To continue without Teaching Learning Responsibilities (TLR) posts
 - v. UPS teachers, as part of their statutory duty to take on responsibilities and contribute to the progress of the school beyond their own classroom, to take on some 'leadership' areas as follows:
 1. HP– KS2 assessment and KS2 writing moderation
 2. LC– maths subject leader
 3. RT– behaviour support, advice for colleagues, liaison with parents
 4. HN– English subject leader
 5. MP– KS1 overview and support for colleagues new to KS1 classes
 6. EH – Foundation Stage overview

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| | <p>7. Headteacher and School Business Manager to continue to share additional pastoral, safeguarding and site management needs of the school.</p> <p>GDPR: A discussion around the appointment of a DPO had taken place at some length by the Resources Committee. CH was following this up to see if the diocese could be of any assistance.</p> <p>HJF thanked HL. There were no further questions.</p> <p>Performance & Standards Committee: (draft minutes circulated in advance) The committee had last met in May. OS took governors briefly through the headlines in the circulated minutes. The committee was waiting for pupil questionnaire to take place as discussed above in item 6 and had also discussed Internet safety, road safety and school attendance. The committee was due to meet next week in school. There were no further questions to OS.</p> | |
| 11. | <p>Policies for renewal None for this meeting.</p> | |
| 12. | <p>Any other urgent business Governor Hub: The clerk explained that school governors would have access to Governor Hub from September as it was now included as part of the clerking package from the LA. Governors were in agreement that the clerk would set up access for all governors to this electronic hub, with a view to using it for the purpose of distributing and archiving meeting paperwork.</p> | |
| 13. | <p>Dates of future meetings Full governing body meetings: Tuesday 2nd October 2018 Tuesday 27th November 2018 Tuesday 29th January 2019 Tuesday 30th April 2019 for budget approval Wednesday 10th July 2019</p> <p>All meetings 6.30pm at the school.</p> <p>HJF noted that he would circulate these dates to all governors after the meeting. CH noted there were currently five meetings scheduled for the next academic year, with none currently scheduled in the half term between February and Easter.</p> <p>Resources Committee: Thursday 11th October 2018, 10am Wednesday 16th January 2019, 4pm Wednesday 13th March 2019, 4pm Budget approval Tuesday 21st April 2019 at 4pm</p> | |

The meeting finished at 6.44pm.

Actions from meeting

Signed (chair) Date
LB, Clerk. New Hinksey FGB 10-07-2018

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| Action 1 | All governors who don't have recent or appropriate safeguarding training, to do the online module with OSCB at http://training.oscb.org.uk/ before the next FGB meeting. | All governors |
| Action 2 | All governors to have a look at the Governors for Schools site: https://www.governorsforschools.org.uk/e-learning/ . | All governors |
| Action 3 | Briefing on strategic direction, school improvement and finance to be arranged in the autumn term with the date to be set in September. | All governors |