



New Hinksey CE Primary School

Vicarage Road Oxford OX1 4RQ

Tel: 01865 242169 Fax: 01865 242169

Email: office.3213@new-hinksey.oxon.sch.uk

Website: www.new-hinksey.oxon.sch.uk

Headteacher: Mrs Charlotte Haynes

Minutes of a meeting of the Full Governing Body New Hinksey CE Primary School Tuesday 2nd October 2018, 6.30pm

The meeting began at 6.36pm.

Item	Discussion	Action
	<p>Ellie Armstrong (EA) Parent Governor Kieran Cox (KC) Parent Governor (arrived at 6.39pm) Charlotte Haynes (CH) Headteacher Christine Hill (CHi) Co-opted Governor Jean Kirkley (JK) Foundation Governor Harmonie Limb (HL) Parent Governor (left at 7.48pm) Helen Nash (HN) Staff governor Catherine Unia (CU) Co-opted Governor James Webber (JW) Parent Governor (arrived at 6.52pm)</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Apologies: Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Tracey Haslam (TH) Co-opted Governor Miriam Jackson (MJ) Foundation Governor Bob Price (BP) Co-opted Governor Olivia Selinger (OS) Parent Governor</p>	
1.	<p>Welcome and apologies CHi, as outgoing vice chair of the governing body, welcomed all to the meeting. Apologies had been received and were accepted from HJF, TH, MJ, BP and OS. KC and JW had sent notice that they would be late. It was noted that Father James Wilkinson was no longer a foundation governor and that the vacancy would be held as ex officio for the next incumbent of the parish.</p>	
2.	<p>Notification of any urgent business None.</p>	
3.	<p>Declaration of pecuniary/business interests None for this meeting.</p>	
4.	<p>Governance business: (KC arrived at 6.39pm)</p> <p>a) Election of chair and vice chair</p>	

Signed (chair) Date
LB, Clerk. New Hinksey FGB 02-10-2018

	<p>The clerk had received nominations for one candidate, HJF, to be re-elected as chair of the governing body. Although not at the meeting, HJF had sent notice that he was happy to stand again. Governors voted on the matter and HJF was duly elected as chair of the governing body for the forthcoming academic year.</p> <p>The clerk had received nominations for one candidate as vice chair, but they had subsequently withdrawn their interest in the role. EA was nominated for the role at the meeting and left the room whilst governors discussed the nomination and voted on the matter. EA was duly elected as vice chair of the governing body for the forthcoming academic year.</p> <p>It was agreed that CHi would continue to chair tonight’s meeting.</p> <p>b) Register of pecuniary interests (update) Some pecuniary interest forms were still outstanding due to governor absence. The clerk would follow up outside of the meeting and compile the annual register.</p> <p>c) Committee membership, Terms of Reference (TORs) and meeting dates Committee TORs had been circulated ahead of the meeting. Governors agreed that the individual committees would confirm their TORs at the first meetings of the year. Committee membership for the forthcoming academic year was confirmed as follows: Resources Committee: CH, TH, BP, HL, HJF, KC, JW. Performance & Standards Committee: OS, CH, HN, CU, CHi, JK, MJ, EA, HJF.</p> <p>d) Governor link positions Safeguarding: The clerk would contact OS to see if she was happy to continue in this role. Health & Safety: The clerk would contact BP to see if he was happy to continue in this role. Special Educational Needs (SEN): JW confirmed he was happy to continue in this role.</p> <p>Action 1: Clerk to email OS and BP to see if they are still willing to be Safeguarding and Health & Safety governors.</p>	Clerk
5.	<p>Approval of the minutes of the meeting on 10th July 2018 HL noted one correction to the minutes: the date of the Resources Committee budget approval meeting was Wednesday 24th April Resources and not the 21st April.</p> <p>(JW arrived at 6.52pm.)</p> <p>The clerk noted she had received an amendment to item 10 from TH via email that afternoon. Governors agreed that the clerk would check the wording of this correction with TH and that formal approval of the above minutes would therefore be deferred to the next meeting.</p> <p>Action 2: Clerk to check wording of correction to item 10 of the minutes with TH. Minutes of the meeting of 10th July to be agreed at FGB meeting on 27th</p>	Clerk

	November.	
Governor questions and challenge highlighted in italics		
6.	<p>Matters arising not covered elsewhere on the agenda <i>Had the school found a solution to a complete lockdown of the site yet?</i> CH noted various people had been consulted, and although the school had not yet come to permanent solution, various scenarios were being considered including the possibility of a bell or claxon sited where it could be heard across the site. Governors noted the difficulties of a complete lockdown connected to the layout of the site.</p> <p>CH noted that the school had not yet formally appointed a Data Protection Officer. Other local schools were in a similar position with HTs or administrators acting in this role despite this not being an ideal scenario.</p> <p>Pupil questionnaires had all been done, CH had them in her office. KC and JW agreed they would collate the tick box data from the questionnaires. CH would collate the additional comments from pupils.</p> <p>Action 3: JC & KW to collate the pupil questionnaires. CH to collate the additional comments.</p> <p>Actions from previous meeting: A1: Governors who need to update safeguarding training to complete online OSCB safeguarding module – not all governors had completed yet due to some confusion around how to log in and register for the training. KC would liaise with HL to give clearer instructions. Action 4: KC to share log in instructions for OSCB Safeguarding Module with HL.</p> <p>CH noted she was also willing to share her generalist safeguarding training PowerPoint with governors if the OSCB site training proved inaccessible.</p> <p>A2: All governors to look at Governors for Schools website – It was noted by CHi that it was easy to log on and complete training on the website and encouraged all governors to look at the website and complete free training.</p> <p>A3: Briefing on strategic direction, school improvement and finance to be arranged in the autumn term with the date to be set in September – This had not yet been arranged. It was noted that the link in A2 had useful for training around being strategic.</p>	<p>JC/KW/CH</p> <p>KC</p>
7.	<p>Head Teacher’s report (Paper copies of school data available at the meeting, further paperwork circulated in advance on GovernorHub.)</p> <p>CH noted the smooth start to the new academic year and highlighted staff changes to classes that were working well. There had been no changes to teaching assistants (TAs). They were currently 153 children on roll, plus 5 part time children in the nursery.</p>	

<p>School position statement: CH noted the positive trend in attendance. CH noted that some previous red flags were now green and amber, details of which were highlighted in her report. Provisional data for the last academic year put overall pupil attendance at over 95%.</p> <p><i>What were the two red flags currently noted in the table?</i></p> <p>CH would have to check. She would confirm and print off the final position statement once all the flags were confirmed by the local authority (LA). CH noted that the school was still in the Good/Outstanding category, and would qualify for a two hour school visit from a LA System Leader.</p> <p>CH noted the school headline performance data circulated in the paperwork pack. Data for KS2 SATs, KS1 SATs, Year 1 Phonics and the EYFS were included, some of which had now been posted on the school website. CH had summarised key points in the HT's report and included them in the Self Evaluation Form (SEF). Governors noted the highlighted improvements. CH noted there were still some areas to be worked on that appeared in the SEF, which had been circulated ahead of the meeting. Action plans would emerge from each of these points. CH had included the six targeted areas for improvement as a separate summary in the paperwork pack.</p> <p><i>How often was the parent questionnaire done?</i></p> <p>CH noted the questionnaire would be in the same format and with the same questions as the Ofsted parent view questionnaire. It was not completed on an annual basis, but parental views were periodically sought. Governors discussed canvassing parents electronically for ease of collation.</p> <p>Action 5: HL to liaise with CH in order to conduct the parent survey electronically.</p> <p>CH noted the SATs information on one side of her handout, with full school data including the performance of all year groups and individual groups of children on the other side. CH noted the wide difference in percentages in some individual groups, but that very small numbers of children falling within these groups skewed the statistics. It was still a useful indication for the school to have this information. CH noted there were no general patterns emerging from the data. It was interesting to see the distribution of different groups of children across the year groups.</p> <p>The Early Years progress summary was included. CH noted the steps of progress across the year from start of the EYFS. Children were expected to make three steps of progress and the year group had done very well.</p> <p><i>Governors noted that boys in the EYFS had made better progress than girls.</i></p> <p>CH noted that this was the case, but some of the boys had had a very low baseline point at entry.</p> <p>Pupil Premium: CH noted two documents had been circulated electronically ahead of the meeting. The school had to report on the effectiveness of the PP strategy for the previous year and had to put the strategy for the following year</p>	<p>HL/CH</p>
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on the school website.

Governors noted the large amount of PP money coming into the school.

CH agreed, but noted that in fact PP funding was down this year by £5 to 6k due to fewer children attracting the funding. This was probably down to the intake changing.

Governors noted that it was possible to see from school data how this money did make a difference to PP children's outcomes. It was important funding, and the performance of PP children had improved as a result of targeted initiatives.

CH noted it was moving in the right direction, despite there being less PP money in the budget.

Attainment of Pupil Premium children: CH noted that of four PP children in the outgoing Year 6, two had not met the expected standard and explained the reasons why to governors. CH noted that the school could present case-by-case evidence for why individual children had not reached expected standards to Ofsted, if needed.

Sports Premium Report: Circulated electronically ahead of the meeting. Governors had no questions to CH on the report.

SEN Report: Circulated in the paperwork pack. CH noted this had been sent to JW as the SEN governor for him to read and comment on. CH noted the report needed to be published on the school website covering the previous academic year's work and progress and attainment of children with SEND. CH noted that last year's Year 2 & 6 had had moderately high levels of children with SEN. 33% of SEN pupils had achieved greater depth. Governors were pleased to note this achievement.

Phonics: good teaching and attainment meant that SEN children had made good progress in this area too. CH noted the hours of TA support that went towards supporting children with SEN in the school. Governors noted the increasing pressure on external support available for children with SEN. CH noted the school had succeeded in securing four out of four EHCPs applied for, which was good.

Could CH talk governors through the circulated handout on "Ofsted and the Curriculum"?

CH had included this as it was interesting for governors to see the sort of conversation Ofsted might want to have with governors or the school regarding the curriculum. It was a focus for a potential Ofsted inspection. CH talked governors briefly through the school's aim in putting together the curriculum. It hoped to make children well-rounded and able to achieve in all areas, both academic and extra-curricular. A staff meeting had taken place to discuss this. CH noted the summary in the handout was useful information for governors. CH noted a topic-based curriculum had been in place in the school for many years. Governors could look for evidence of this during their learning walks in school. Governors discussed the need to ensure they felt Ofsted-ready.

	(HL left at 7.48pm.)	
8.	<p>Self-Evaluation Document (SEF)</p> <p>Circulated ahead of the meeting. CH noted this was an updated version retaining the same format as the previous year's version. It was divided into seven sections, and looked at the school's strengths and progress made since the last Ofsted inspection. Each of the Ofsted-inspected areas were addressed in turn with strengths, key issues, progress and action needed identified, and where the evidence for each of these could be found within the school. Areas of focus for the year were highlighted in red, and would each have an action plan. Some areas of continuing improvements were from the previous year. CH noted the six points of targeted areas for improvement which were summarised on a separate sheet, and that raising the attainment and progress of the middle prior attainment group was an area for improvement.</p> <p><i>Did Ofsted's focus on the more able and less able children mean that middle achievers did not get as much focus?</i></p> <p>CH noted that the curriculum was aimed at stretching all children. HN noted that these targeted children tended to be at the lower end of middle achievement.</p> <p>There were no further questions to CH. CHi thanked CH for her reports.</p>	
9.	<p>Safeguarding</p> <p>CH noted that generalist training had been completed by all staff, and the annual safeguarding report needed to be sent to the LA by the end of December. CH and the safeguarding link governor would present it at the next FGB meeting.</p> <p>The Safeguarding Policy had been circulated electronically. An updated version was sent to the school each year from the Local Authority and needed to be reviewed. CH had personalised it for the school by adding in relevant contact names.</p>	
10.	<p>Policy reviews</p> <p>Safeguarding Policy: discussed above in item 9 and agreed by governors, as circulated.</p>	
11.	<p>Health and Safety</p> <p>CH noted the date for the annual H&S audit with the LA was in mid-November. BP would do a walk round with CH prior to that.</p>	
12.	<p>Committee Reports</p> <p>a) Resources Committee (to meet on 11th Oct 2018) The committee had not yet met, but CH noted that the three year budget would need to be changed. The forthcoming teachers' pay award had been announced after the school budget had been submitted. A 1% pay award had been built into this budget, but the pay award had been far more than this, between 2.5% and 3.5%. CH noted this would have a big effect on the school's budget. Additional money coming from the government would not cover this rise. TH was due to meet shortly with someone from the LA and a revised budget would need to be formulated in the light of new pay awards, energy cost increases and current pupil numbers. CH noted her great concern regarding the budget and the sustainability of the school. An announced pay award for support staff would have a further adverse impact on the budget.</p>	

	b) Performance and Standards Committee Committee to meet on Thursday 18 th October, 4.30pm.	
13.	Any other urgent business Governors thanked CHi for chairing the meeting and for her time as vice chair of the governing body.	
14.	Dates of future meetings Full governing body meetings: Tuesday 27 th November 2018 Tuesday 29 th January 2019 Tuesday 30 th April 2019 for budget approval Wednesday 10 th July 2019 All meetings 6.30pm at the school. Resources Committee: Thursday 11 th October 2018, 10am Wednesday 16 th January 2019, 4pm Wednesday 13 th March 2019, 4pm Budget approval Wednesday 24 th April 2019 at 4pm	

The meeting finished at 8.07pm.

Actions from meeting

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Action 2	Clerk to check wording of correction to item 10 of the minutes with TH. Minutes of the meeting of 10 th July to be agreed at FGB meeting on 27 th November.	Clerk
Action 3	JC & KW to collate the pupil questionnaires. CH to collate the additional comments.	JC/KW/CH
Action 4	KC to share log in instructions for OSCB Safeguarding Module with HL.	KC
Action 5	HL to liaise with CH in order to conduct the parent survey electronically.	HL/CH