



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 27th November 2018, 6.30pm

The meeting began at 6.35pm.

Item	Discussion	Action
	<p>Ellie Armstrong (EA) Parent Governor Kieran Cox (KC) 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 (arrived at 6.44pm) Harmonie Limb (HL) Parent Governor Helen Nash (HN) Staff governor Olivia Selinger (OS) Parent Governor (arrived at 6.44pm) Catherine Unia (CU) Co-opted Governor (left at 7.34pm)</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Apologies: Miriam Jackson (MJ) Foundation Governor Bob Price (BP) Co-opted Governor James Webber (JW) Parent Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. Apologies had been received and were accepted from MJ, BP and JW. The meeting was quorate.</p>	
2.	<p>Notification of any urgent business a) Yard Sweep: HJF noted this would be covered in item 13. b) CH had additional item which HJF agreed to cover at this point in the meeting: the school had received a letter from the Rt Hon Nick Gibb, Minister of State for School Standards congratulating the school on the high standard the school had achieved in the summer's national phonics screening check, placing the school's results in the top 7% of primary schools in the country. CH circulated a copy of the letter to governors. Governors noted their congratulations to staff.</p>	
3.	<p>Declaration of pecuniary/business interests None for this meeting.</p>	
4.	<p>Approval of the minutes of the meeting on 10th July 2018 and 2nd October 2018 (circulated in advance)</p>	

Signed (chair) Date
LB, Clerk. New Hinksey FGB 27-11-2018

	Both sets of minutes were agreed to be true and accurate records of the meetings, signed by HJF and passed to CH for filing within the school.	
5.	<p>Matters arising not covered elsewhere on the agenda</p> <p>A1 Clerk to email OS and BP to see if they were still willing to be Safeguarding and Health & Safety link governors: BP had agreed to act as the H&S governor for a further year. OS had decided to handover the role of Safeguarding governor and was liaising with KC this term to carry this out. Governors agreed to this arrangement and KC was confirmed as the new Safeguarding link governor.</p> <p>A2 Clerk to check wording of correction to item 10 of the minutes of the meeting of 10th July 2018 with TH. Minutes of the meeting of 10th July to be agreed at FGB meeting on 27th November: noted as completed in item 4 above.</p> <p>A3 JC & KW to collate the pupil questionnaires. CH to collate the additional comments: CH noted this had been done and would be covered as part of her HT's report at tonight's meetings.</p> <p>A4 KC to share log in instructions for OSCB Safeguarding Module with HL: this had been done and would be covered under item 7.</p> <p>A5 HL to liaise with CH in order to conduct the parent survey electronically: this had not yet been done and would be carried forward as a new action from this meeting. Governors agreed to use the Ofsted questions for the parent questionnaire, plus an open-ended question for parents to raise any other issues. HL and CH would aim to circulate the questionnaire before Christmas.</p> <p>Action 1: HL to liaise with CH in order to conduct the parent survey electronically.</p> <p>(OS & JK arrived at 6.44pm.)</p>	HL/CH
<i>Governor questions and challenge highlighted in italics</i>		
6.	<p>Head Teacher's report CH gave governors a verbal update.</p> <p>Staffing: There had been no changes to staff since the last FGB meeting, but there had been staff absence due to sickness and this impacted on the school budget as the school had to pay for supply cover. CH noted relevant paperwork had been sent to the school's staff absence insurance company in the hope of claiming back some of this additional spend but not all would be reimbursed.</p> <p>Pupil numbers on roll: There had been some small movement of children in and out of school so numbers on roll remained static overall.</p> <p>Health and Safety (H&S): CH noted that a successful H&S audit had taken place. It had been a lot of work getting ready for it and CH noted her thanks to HJF for assisting in the preparations. The audit covered 165 questions for which the school was required to provide paperwork as evidence. CH noted the comment from the auditors in their letter to say they were pleased with the school and that risk assessments were up to date. CH noted there were some actions points, and all these would be implemented: driving for work checks needed to be done, although CH noted very few staff actually drove for the purposes of work. Governors noted these checks needed doing even if staff were not driving</p>	

children. A tree in the foundation stage area needed a tree inspection. Reporting verbal abuse to staff and children needed to be logged into an online system. Otherwise the auditors had been very pleased.

Attendance: CH had added the Attendance Policy to the school website today. CH noted there were a small number of poor attendees. One child had been absent for a few weeks. CH had been following this up and outlined details to governors. Overall, the percentage of whole-school attendance had not changed since the last meeting.

Premises: Electricians had been to the school and quoted for repairing the various lighting issues. Boiler servicing and maintenance would take place next week and guttering repairs were also being seen to. CH noted these had been discussed in more detail by the Resources Committee.

School Performance: CH had worked with Karen Metcalfe (KM) from the diocese around refining the Self Evaluation Form (SEF) and had also discussed a few school performance issues. CH noted this had been very helpful as KM was an Ofsted inspector.

Ofsted: CH noted that Ofsted were due to inspect the school anytime from now over the next 18 months. Governors noted that as part of being prepared for an Ofsted inspection they should be familiar with the SEF (previously circulated) and with the strengths of the school and the five areas of focus for school improvement.

Pupil Questionnaire: KC had helped CH collate the results and CH circulated a paper copy summarising the results to governors. CH noted that teaching staff had seen the results. CH talked governors through the format of the questionnaire and noted that she hadn't yet finished collating the open-ended question about what the children would or would not change about the school. Governors noted that bullying was only mentioned as an issue a couple of times by respondents which CH was heartened by.

Governors noted that 5% of respondents had answered yes to the question that they never felt safe in school. CH noted that the questionnaires were mostly named so teachers could identify children if issues had been raised. Governors discussed the ways in which the school reinforced the message about how it kept children safe. Governors discussed reasons why children might not feel safe at school, such as the behavior of other children, or sometimes for other less obvious reasons. CH would follow this up further. Governors noted the generally very positive answers in the questionnaires, and KC noted some lovely comments from individual children.

Could any of the data captured within the questionnaires be used to inform other areas of work in the school, for example, diversity issues? What else could CH use from the questionnaire?

CH would look again at the questionnaires with a view to seeing what further

	<p>information could be useful.</p> <p>There were no further questions on the Head Teacher’s report.</p>	
7.	<p>Safeguarding to include Annual Safeguarding Report & Anti Bullying Appendix</p> <p>CH circulated paper copies of the report to governors. CH noted the report needed to be completed and submitted to the local authority annually, reporting on the previous academic year. CH talked governors through the format of the report and the school’s answers within each section. CH noted the report allowed the school to record where things were up-to-date or needed renewal or reviewing, safer recruitment practices, safeguarding training and governors’ DBS checks. CH noted the link worker from the Locality & Community Support Service (LCSS) had proved a very positive support and that this system was working really well to support CH and the safeguarding work done in the school. CH noted how safeguarding and keeping safe was embedded into the curriculum. Governors discussed after-school provision from external clubs and how to ensure that safeguarding was paramount and consistent. CH noted that at the end of the report there was a section for the Safeguarding link governor to complete on behalf of the governing body. This was partially completed at present. Governors agreed that KC and OS would give their input and complete with CH. The report would then need to be signed by HJF once completed.</p> <p>There were no further questions about the report.</p> <p>OSCB online safeguarding training: KC had shared the link to this training with HL. HL had logged in and completed an e-course today which she reported to have found very useful and helpful. HL would send the link to the clerk for circulation so that all governors who needed to could try and complete the training before the next meeting.</p> <p>Action 2: HL to send OSCB training link to the clerk for circulation via the noticeboard on GovernorHub.</p> <p>Action 3: Governors who need to refresh generalist safeguarding training to do so using the OSCB link.</p>	<p>HL/Clerk</p> <p>Governors</p>
8.	<p>Appraisal Report to Governors (circulated at meeting)</p> <p>CH noted that the most recent cycle of teacher appraisals had been completed by 31st October. The circulated report contained headline data which CH needed to report back to governors. CH explained how eligible teachers moved between pay scales. CH noted that observed teaching that was good or better was reported as 86%. CH highlighted the various actions around assessing teaching performance.</p> <p><i>Would it be useful to the school for a “mock Ofsted” visit from an external assessor prior to the expected Ofsted inspection?</i></p> <p>CH noted that the school received two hours of system lead support from the local authority. Plus there were experienced staff within the school who undertook learning walks. CH noted that it was probably not necessary at this point for a mock Ofsted, but that it might possibly be helpful if an external visitor did a book scrutiny. CH noted that focuses for Ofsted could differ from inspection to inspection, and from school to school.</p>	

	<p>(CU left at 7.34pm.)</p> <p>Governors discussed possible focuses for Ofsted during an inspection and noted that the new inspection framework would not be coming into effect until September 2019.</p>	
9.	<p>Health and Safety</p> <p>Nothing further to report. Covered in the HT's report above.</p>	
10.	<p>Policy reviews (circulated in advance)</p> <p>a) Allegations of abuse made against staff and volunteers working with children</p> <p>b) Social Media Policy:</p> <p>CH noted that these were local authority policies that the governing body needed to formally adopt. CH had made no amendments to the wording of the policies. CH noted that the use of social media was covered in the school's Code of Conduct. Governors discussed the class WhatsApp groups used by the PTA. Governors agreed to adopt the policies as circulated.</p>	
11.	<p>Governance business</p> <p>a) Update on ex officio foundation governor vacancy and co-opted governor vacancy: JK had spoken to the chair of the Parish Church Council regarding the ex officio vacancy. JK would pass HJF's email address to the chair in order for him to get an update around possible timescales for the position to be filled. Governors noted there was one co-opted governor vacancy on the governing body as Tracey Haslam had resigned since the last FGB meeting. HJF had looked at the completed governor skills audits and talked to CH. He noted it would be useful to co-opt someone with understanding and experience of working with school data onto the governing body. Governors were to consider possible candidates with these skills and let HJF or CH know by the next meeting.</p> <p>b) Postponed budget briefing: HJF had circulated the PowerPoint presentation for this postponed briefing. Governors noted how useful and detailed the presentation was and it was agreed not to rearrange the meeting for the time being.</p> <p>c) Governors and Ofsted-readiness: HJF had circulated documents relating to this outside of the meeting and highlighted the most important things governors should focus on. If any governor had any areas they wished to know more about, they were to let CH and HJF know.</p> <p>d) Completion of annual declaration of business interests forms: the clerk reminded all governors that if they had not yet completed a form, to please do so before leaving the meeting.</p>	
12.	<p>Committee Reports</p> <p>a) Resources Committee (met on 11th Oct 2018)</p> <p>Minutes had been circulated in advance. HL as chair of the committee noted the key points contained in the minutes: the committee had completed budget monitoring. It had also discussed the PTA who were trying to bring additional funds into the school. Committee members had met with the PTA to see what they could do. HJF would discuss this further with CH in forthcoming days. Governors noted that it was easier to raise funds around a particular project. Date of next Resources Committee meeting: 16th January at 4pm.</p>	

	<p>b) Performance and Standards Committee (met 18th Oct 2018) OS noted the key points of the meeting: the committee had discussed school data in detail. OS noted that the FGB had also looked in detail at school data prior to the committee meeting. Minutes of the committee meeting were available to view on GovernorHub. Date of next P&S meeting: Thursday 6th December 2018.</p>	
13.	<p>Any other urgent business a) Yard Sweep: OS had offered to organise a Yard Sweep and would advertise for helpers via the School Association. CH would liaise with OS to set a date for the Yard Sweep. Governors noted that the fallen leaves and weeds needed tidying. b) HL reminded governors that the school's Christmas Bazaar was next week. c) Governor learning walk: The date of the next walk was set as Wednesday 23rd January at 9.20am for a 9.30-10.30am walk. HJF, KC, and CHi would attend. The focus would be the cross-curricular use of the topic for the term.</p>	
14.	<p>Dates of future meetings Full governing body meetings: Tuesday 29th January 2019 Tuesday 30th April 2019 for budget approval Wednesday 10th July 2019 All meetings 6.30pm at the school. Resources Committee: Wednesday 16th January 2019, 4pm Wednesday 13th March 2019, 4pm Budget approval Wednesday 24th April 2019 at 4pm</p>	

The meeting finished at 8.03pm.

Actions from meeting

Action 1	HL to liaise with CH in order to conduct the parent survey electronically.	HL/CH
Action 2	HL to send OSCB training link to the clerk for circulation via the noticeboard on GovernorHub.	HL/Clerk
Action 3	Governors who need to refresh generalist safeguarding training to do so using the OSCB link.	Governors