



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 29th January 2019, 6.30pm

The meeting began at 6.32pm.

Item	Discussion	Action
	<p>Ellie Armstrong (EA) Parent Governor (arrived at 6.33pm) Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Charlotte Haynes (CH) Headteacher Christine Hill (CHi) Co-opted Governor Jean Kirkley (JK) Foundation Governor Harmonie Limb (HL) Parent Governor Helen Nash (HN) Staff governor Bob Price (BP) Co-opted Governor Catherine Unia (CU) Co-opted Governor James Webber (JW) Parent Governor (arrived at 6.35pm)</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>Apologies: Kieran Cox (KC) Parent Governor Olivia Selinger (OS) Parent Governor</p> <p>Absent: Miriam Jackson (MJ) Foundation Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. Apologies had been received and were accepted from KC and OS. The meeting was quorate.</p>	
2.	<p>Notification of any urgent business CH noted that the Schools Financial Values Standard (SFVS) would be taken under the Resources Committee in item 11.</p>	
3.	<p>Declaration of pecuniary/business interests None for this meeting.</p>	
4.	<p>Approval of the minutes of the meeting on 27th November 2018 (circulated in advance) The minutes were agreed to be a true and accurate record of the meeting, signed by HJF and passed to CH for filing within the school.</p>	

Signed (chair) Date
LB, Clerk. New Hinksey FGB 29-01-2019

	(EA arrived at 6.33pm.)	
5.	<p>Matters arising not covered elsewhere on the agenda</p> <p>a) Item 6: follow up to pupil questionnaire where respondents had said they did not feel safe in school: CH noted that she had looked again at the questionnaires where children had returned the answer that they only felt safe some of the time or never felt safe in school. She noted that around five of these were identifiable by name and CH had asked these children the reasons why they had answered in this way. No particular pattern had emerged, eg. the respondents all being from a particular class or key stage.</p> <p>(JW arrived at 6.35pm.)</p> <p>CH outlined the reasons each child had given for answering the question in this way and governors were pleased to note that none of these reasons were causes for safeguarding concerns inside or outside of the school.</p> <p>b) Item 13: Yard sweep: OS had been going to organise a yard sweep, but CH noted this had not happened yet and would not happen for the time being, due to the adverse weather. Cats entering and fouling the school grounds was currently an ongoing problem. HL offered to try and source a product to deter cats from entering and fouling the school grounds.</p> <p>Action 1: HL to try to source a cat-deterrent product to stop cats from entering and fouling the school grounds.</p> <p>There were no further matters arising.</p>	HL
<i>Governors' questions and challenge highlighted in italics</i>		
6.	<p>Head Teacher's report</p> <p>CH circulated a paper copy of her report at the meeting and highlighted the following content:</p> <p>Attendance: CH was pleased to note that the previous term's whole-school attendance had been 96.96%.</p> <p>Reception intake for Sept 2019: the school would not know for certain until April, but CH noted that the demographic forecasts were showing low city-wide figures for school entry in September 2019, and advised governors it was likely that the Reception class would not be full. CH noted her concerns that pupil numbers could be 15-20 in that year. The school could only wait and see as there was nothing that could be done about this.</p> <p><i>What was the position like across the county for the Reception intake in September 2019?</i></p> <p>CH was not sure, but noted that some areas, eg. Didcot, had lots of new housing which would put more pressure on school spaces locally. Governors noted that the picture was variable across parts of the city and county.</p> <p>Premises and Health and Safety: lots of small repairs had taken place in the school recently and electricians had repaired and replaced lights. PAT testing had</p>	

taken place, and the heating/gas/boiler engineer had also been in the school. The library heater was now finally working. The heater in the Nest had been decommissioned as it was now too old to be repairable. Playground and indoor PE equipment had been checked and some repairs made. HL noted that the PTA might be able to help finance the replacement heating to the Nest.

Monitoring of Learning: CH had completed lesson observations, a governors' learning walk had taken place (to be reported on under item 10) and pupil book scrutiny had taken place in writing. CH had been covering some PPA time in the foundation stage and was using this as an opportunity to hear children reading. CH noted that feedback had been given to teachers and CH had rated all teaching as good in the school.

School drop off/pick up: CH noted her thanks to parking patrol governors who, for safety reasons, had been monitoring cars at school pick up and drop off times. It was noted that this had made a difference to the behaviour of drivers during these times, and CH would monitor what happened going forward to ensure that bad or dangerous habits did not creep back in again.

Oral Health: Charlotte Iddon (CI) from Community Dental Services had been into the school and held a good session with teachers. CH noted that the school was tightening up on healthy eating, with only fruit or vegetables allowed for the children's morning snack and that lunchbox content would also be monitored. Water was freely available to children and the school wanted to discourage sugary drinks in lunchboxes. CI had left a pack of resources for class teachers to use.

Ofsted framework for inspections from September 2019: The consultation period for the proposed changes was underway. CH had summarised the proposed headline changes in her report. Ofsted would return to two day inspection from September with the lead inspector arriving in school for a half day ahead of this. CH noted that the school was in the window to be inspected before September 2019. Under the proposed new framework, Ofsted proposed putting less of an emphasis on schools' in-house data.

What would the emphasis for inspections be under the proposed new framework?

CH noted that inspectors would continue to look at pupils' work books and at curriculum planning with the intent, implementation and impact of curriculum as a focus. CH noted that the school had maintained a broad curriculum.

Would the emphasis be more on teaching and learning rather than exam results?

Yes, that seemed to be the case.

Were these changes better for the school?

CH noted that the school had last been inspected under the previous and not the current framework. Inspectors would also be looking at PSE and behaviour in a way that they had perhaps not done previously under the proposed new framework.

CH highlighted a link in her report that governors could follow to see the

	<p>proposed changes in the consultation.</p> <p>School Improvement Plan (SIP): this had been shared with teaching staff and CH noted she felt progress was being made with actions in place. After discussion with governors CH had made an action plan specifically for writing (attached to the HT report) and highlighted to governors the headlines from the plan. <i>Could CH explain the reference in the SIP to a literary consultant?</i> The school had had access last year to a freelance literary consultant via the local authority buying and had had the equivalent of two days of her time last year. She had done some team teaching. The school did not have her this year. <i>What was a “middle prior attainer”?</i> This referred to children in Year 6 who, when in Year 2, had been middle attainers. CH noted that the testing system had changed over time when the old levels of assessment had been removed. This terminology was now only relevant for the current Year 6. The school used its own internal tracking to see which children were making progress and attaining well.</p> <p>CH noted that on the back of the SIP that she had printed a draft of the parent questionnaire she would like to send to parents of children in the school. Some of the questions she had lifted from Parent View, adding an additional four questions of her own at the end. Governors discussed whether to circulate the questionnaire electronically. CH noted she had received a high response when the last questionnaire was sent out via paper copies. CH agreed to trial sending the questionnaire in both ways to see which method got the best response.</p> <p>Action 2: HL to prepare the electronic survey. CH to send the questionnaire as Word document to HL for this purpose. HL to provide electronic survey link for CH to circulate to parents.</p> <p>There were no further questions on the Head Teacher’s report.</p>	HL/CH
7.	<p>Safeguarding CH noted that when she had written her report, there were no children currently in need or under a child protection plan in the school, but as of today one child was moving from an assessment and was likely to be moved onto a child protection plan. CH noted the quick response from social workers in this child’s case.</p> <p>CH had nothing further to report under this item.</p>	
8.	<p>Health and Safety Covered in item 6.</p>	
9.	<p>Policy reviews (if any) CH noted that the Inclusion and Equality Policy needed to be reviewed. BP offered to read the current policy with a view to suggesting amendments should any content need updating.</p> <p>Action 3: BP to read the Inclusion and Equality Policy and suggest amendments should they seem necessary.</p> <p>CH noted too that the Sex, Relationships and Education Policy also needed to be reviewed. CU offered to read the current policy with a view to suggesting</p>	BP

	<p>amendments should any content need updating.</p> <p>Action 4: CU to read the Sex, Relationships and Education Policy and suggest amendments should they seem necessary.</p>	CU
10.	<p>Governance business</p> <p>a) Update on ex officio foundation governor vacancy and co-opted governor vacancy: JK noted she was on the sub-committee for Fr James’s replacement, and the committee had met last week with the archdeacon. The position would shortly be advertised, with the hope of it being filled by September. Governors noted they had discussed the co-opted vacancy at the last meeting, and would particularly welcome someone who had experience of interpreting pupil and school data. HJF had approached the diocesan education service but they had been unable to suggest an appropriate candidate. EA suggested using Governors for Schools, a site for matching potential governors to schools. HJF would follow this up.</p> <p>Action 5: HJF to follow up advertising for an appropriately qualified candidate to fill the co-opted vacancy on Governors for Schools website.</p> <p>Governors’ terms of offices: OS’s term of office as a parent governor was coming to an end at the beginning of March. CH would advertise the parent vacancy. OS had indicated that she was willing to stand again. The clerk highlighted other governors’ terms of office coming to an end during the academic year.</p> <p>CH asked those governors who had children in the school, that if they were not coming to governing body meetings, would they get a sense of the breadth of subjects and topics that their children were studying? Governors agreed that they would and that children came home regularly highlighting individual things they had been learning about at school and talked with enthusiasm about them at home. Governors noted the broad range of topics studied and how they fed into different areas of the syllabus.</p> <p>b) Governor Link Visit of the 23rd January 2019 (paper copy of the visit report circulated at the meeting): BP noted this had been a very positive visit and governors had been impressed with what they had seen. BP noted the calm atmosphere in the school, and that governors had seen learning in progress, students enjoying themselves and effective teaching. Teaching materials were engaging the children. CH noted the skill of teachers who made learning engaging for children and who are adept at linking learning to the topic.</p> <p>c) Governor training: An action point from the previous meeting had been for any governors who needed to refresh generalist safeguarding training to do so using the online OSCB elearning safeguarding module. HL, HJF, BP, CHi, CU and JW had all completed this module since November. JK would do it before the next meeting.</p> <p>Action 6: Carried forward from the previous meeting: governors who need to refresh safeguarding generalist training to do so using the OSCB link.</p>	<p>HJF</p> <p>Governors</p>
11.	<p>Committee Reports</p> <p>a) Resources Committee (met on 16th Jan 2019)</p>	

HL noted that the committee had gone through budget monitoring and looked at the school income for this year. A higher in-year spend of £14k was noted at this point, with details included in the committee's circulated minutes as to the reasons for this. For example, there was less SEN and PP funding than anticipated. Income was lower and expenditure higher and governors noted that the projected carry forward into the next school year would be less by £10k, so the budget for 2019-2020 would be more challenging to put together and make balance. The committee had discussed what approaches could be taken in order to get the budget approved and who the school could seek advice from to ensure the budget was sustainable. It was noted that a drop in student numbers in next year's Reception class would make this problem worse. BP advised following this up with David Clarke, Deputy Director for Education and Learning at OCC. The school needed to be honest. CH noted that if a school submitted a deficit budget, it needed at the same time to submit a recovery plan. Governors noted a national picture of rising costs and falling funding. CH noted that pay scales for support staff were going up. The school had costed this as additional £6k for the next year, plus there were increased costs for pensions, and the number of weeks staff were paid. All these changes would amount to an estimated additional £15k impact on expenditure in the next financial year. Governors discussed local action being taken to put pressure on the government. HJF would draft a page of concerns to be put to David Clarke.

HJF

Action 7: HJF to draft budget concerns to be put to David Clarke.

Schools Financial Values Standard (SFVS) (paper copy available at meeting): CH noted that this document needed to be completed each year and submitted to OCC. It had been seen and completed by the Resources Committee. Tracey Haslam, the School Business Manager, had seen the completed document. It needed to be approved by the full governing before being submitted. HJF talked governors through the format of the report and how the committee had set about answering the questions noting that they had used last year's report as the basis of the content. Governors **agreed** to approve the SFVS and for it to be submitted.

HL noted that a small group of governors and PTA members met informally to see how they could raise funds for the school, with some good actions arising out of their most recent meeting.

HL noted that budget monitoring would next take place on the 13th March.

b) Performance and Standards Committee (met 6th Dec 2018)

CHi highlighted the following key points from the minutes of the meeting, noting that some issues had already been covered in the SIP (item 6 above). The combined reading, writing and maths score had increased with published data showing this to be 73%. The committee had discussed middle attainers and how their progress had been in the bottom 20%, noting that this was a small cohort of children and that outliers could skew the statistics. CHi noted that CH had covered much of what the committee had discussed in her HT report. TA support

	and interventions had been matched to the needs of PP children and the committee had discussed this. The next meeting of the P&S committee would be Thursday 7 th March 4.30-5.30pm.	
12.	Any other urgent business Governors agreed to move the date of the FGB meeting in July to Thursday 11th July at 6.30pm.	
13.	Dates of future meetings Full governing body meetings: Tuesday 30 th April 2019 for budget approval Thursday 11 th July 2019 All meetings 6.30pm at the school. Resources Committee: Wednesday 13 th March 2019, 4pm Budget approval Wednesday 24 th April 2019 at 4pm	

The meeting finished at 7.45pm.

Actions from meeting

Action 1	HL to try to source a cat-deterrent product to stop cats from entering and fouling the school grounds.	HL
Action 2	HL to prepare the electronic survey. CH to send the questionnaire as Word document to HL for this purpose. HL to provide electronic survey link for CH to circulate to parents.	HL/CH
Action 3	BP to read the Inclusion and Equality Policy and suggest amendments should they seem necessary.	BP
Action 4	CU to read the Sex, Relationships and Education Policy and suggest amendments should they seem necessary.	CU
Action 5	HJF to follow up advertising for an appropriately qualified candidate to fill the co-opted vacancy on Governors for Schools website.	HJF
Action 6	Carried forward from the previous meeting: governors who need to refresh safeguarding generalist training to do so using the OSCB link.	Governors
Action 7	HJF to draft budget concerns before taking them to David Clarke.	HJF