



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 30th April 2019, 6.30pm

The meeting began at 6.33pm

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 Harmonie Limb (HL) Parent Governor Helen Nash (HN) Staff governor Bob Price (BP) Co-opted Governor Catherine Unia (CU) Co-opted Governor</p> <p>In attendance: Leila Brown (LB) Local Authority Clerk</p> <p>Apologies: Miriam Jackson (MJ) Foundation Governor Olivia Selinger (OS) Parent Governor</p> <p>Absent: James Webber (JW) Parent Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. MJ and OS had sent apologies. The meeting was quorate.</p>	
2.	<p>Notification of any urgent business None.</p>	
3.	<p>Declaration of pecuniary/business interests None for this meeting.</p>	
4.	<p>Approval of the minutes of the meeting on 29th January 2019 (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>	
5.	<p>Matters arising not covered elsewhere on the agenda</p>	

Signed (chair) Date
LB, Clerk. New Hinksey FGB 30-04-2019

	<p>A1: HL to try to source a cat-deterrent product: Ongoing. It was noted by CH that there was now an additional problem with dog fouling in the vicinity of the school premises. Governors discussed if anything could be done to deter this. BP suggested contacting the council’s dog warden service and would follow this up. Action 1: BP to contact the dog warden service regarding the dog fouling in the school’s vicinity.</p> <p>A2: Electronic Survey to be sent to parents: This had been done, but CH noted that Ofsted had visited the school immediately afterwards and the Ofsted parent survey had superseded it.</p> <p>A3: BP to read the Inclusion and Equality Policy and suggest amendments as required: This had been done, and BP noted amendments had been made. BP had sent the amended policy to CH and it was now on the school website.</p> <p>A4: CU to read the Sex, Relationships and Education Policy and suggest amendments if necessary: CU noted this had been completed.</p> <p>A5: HJF to advertise co-opted vacancy on Governors for Schools website: HJF noted he had done this but hadn’t heard anything back from them yet.</p> <p>A6: Any governor who had not yet completed the online Prevent training to do so: It was noted that all at the meeting had completed the training.</p> <p>A7: HJF to draft budget concerns before taking them to David Clarke (DC): HJF noted he had drafted his concerns, but they had not yet been sent to DC who was on sick leave.</p> <p>There were no further matters arising.</p>	BP
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Governors’ questions and challenge highlighted in italics

6.	<p>Budget approval</p> <p>Minutes of the Resources Committee Budget Setting Meeting had been circulated ahead of the meeting. CH circulated a paper handout of the budget and summary of the Budget Setting Meeting.</p> <p>BP, who had acted as chair of the Resources Committee, noted the total income line which showed a reduction in income over the three years of the budget. This was due to projected numbers of children on roll at the school falling. BP noted the decline in the income level over the three years of the budget was not matched by the expenditure level with no obvious places to make cuts. Levels of expenditure stayed roughly level across the three years. The gap between income and expenditure was growing to the extent that there was a significant deficit by the third year of the projected budget. BP noted the school wanted to submit the budget as it was and to be honest. CH noted that the finance team at the local authority had been in touch with the School Business Manager (SBM) and CH, and noted that if the school did submit an unbalanced budget it could expect to have a conversation about a plan to remedy the deficit going forward. Governors were in agreement about their concerns that if current staffing levels were cut in order to save money this would affect the quality of education at the school. BP noted that the government had recently committed to giving additional money to schools to fund the forthcoming increase in teachers’ pensions. The school could draw down on its reserves for the first two years of the projected budget, but</p>	
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	<p>these would be exhausted by year three. CH noted that the budget was cautious in terms of pupil numbers on roll. BP noted that pupil numbers on roll, a change in funding from government and changes in the way funding for the pension scheme happened could all have a positive or negative impact on the school budget.</p> <p>HJF thanked BP and the Resources Committee, and Tracey Haslam, the SBM, for the work they had done on setting the school budget. HJF proposed that the budget be submitted as circulated. Governors unanimously agreed to approve the circulated budget for submission to the local authority.</p> <p>HL noted that the school needed to advertise the existence of the Morning Club for parents who needed to drop their children off before school. HJF proposed a leaflet drop before the next round of school entry admissions. Action point: It was agreed that HJF would take this forward.</p> <p>Action 2: HJF to draft revised school leaflet for Morning Club.</p>	HJF
7.	<p>Ofsted Inspection</p> <p>CH noted that governors had seen a copy of the Ofsted report and circulated a number of paper copies at the meeting. The report was now published on the Ofsted website. CH noted that the staff and governors had been pleased with the outcome of the inspection. Staff felt it reflected the school fairly. CH noted the amazing support from parents, governors and the local community during the inspection process. The report was a validation of the school’s self-appraisals. The inspection had been a straightforward day. The school’s website had been scrutinised by the inspector. The School Improvement Plan and Self-Evaluation Form had been looked at in advance alongside CH’s assessment and tracking data. CH noted the positives that had been highlighted in the report, and was especially pleased to note that writing was highlighted as a particular strength. CH noted that the school was already thinking about how to strengthen highlighted areas of maths over the next year. HJF thanked CH and school staff on behalf of all governors for all their hard work. Governors noted that the next inspection would be due in four years.</p> <p><i>Had CH received any feedback from parents about the Ofsted report?</i></p> <p>CH noted between 10 and 15 parents had made positive comments about the report to her.</p>	
8.	<p>Head Teacher’s report</p> <p>CH gave governors a verbal update. Governors had not met since the Year 6 allocations came out for secondary school places. CH noted that there had been some upsets as there was currently a shortage of Year 7 secondary school places within the city with some children missing out on all their listed school preferences and a number of children in Year 6 at the school had been allocated a school they hadn’t applied to. CH noted that a number of pupils were appealing and the Swan School’s funding had now been confirmed so additional places within the city would hopefully become available.</p>	

	<p>Parent questionnaire: As noted above, this had been circulated to parents but the Ofsted parent survey had superseded it. Governors agreed it would still be worth following up any comments left by parents to this questionnaire. CH had totalled up the responses to the Ofsted questionnaire and noted the high percentage of “agrees” to the majority of questions. CH talked governors through the breakdown of percentage responses to individual questions. 66 parents had responded to the Ofsted questionnaire. EA would look again at the school’s parent questionnaire to see if there were any comments from parents that governors could usefully look at.</p> <p>Action 3: EA to look at comments left by parents to the school’s electronic parent survey.</p> <p>There were no further questions to CH on her report.</p>	EA
9.	<p>Safeguarding</p> <p>CH noted there had been two recent assessments on children in the school. One had resulted in no further action and one was ongoing. CH briefly noted details of these cases to governors.</p> <p>KC was looking to do safer recruitment training and it was noted by CH that dates just been released for forthcoming safer recruitment training on Schools News today. KC would follow this up.</p> <p>Action 4: KC to follow up safer recruitment training dates.</p>	KC
10.	<p>Health and Safety</p> <p>Governors noted the issue with dog fouling as raised above. There were no further health and safety matters to discuss.</p>	
11.	<p>Policy reviews</p> <p>The Policy for Charging and Remissions was due for review. It had been seen by the Resources Committee as noted in their recent meeting minutes. CH noted the policy was the standard local authority version that had been amended by the school as required. HJF signed the policy as agreed by the Resources Committee and CH would post the policy on the school website.</p>	
12.	<p>Governance business</p> <p>a) Update on ex officio foundation governor vacancy and co-opted governor vacancy and results of parent governor election:</p> <p>Parent governor election: CH had advertised the vacancy to parents but no candidates had come forward except for OS who was willing to stand for parent governor again. She had therefore begun a new term of office as parent governor.</p> <p>Action 5: Clerk to update governor records with details of OS’s renewal of term of office.</p> <p>Ex officio vacancy: There was no update on a permanent appointment to the vacancy at St John the Evangelist Church yet. CH noted that a SIAMs inspection was due in the autumn. Mindful of the ethos of the school, CH was inviting appropriate visitors to take school assembly.</p> <p>Co-opted vacancy: discussed above.</p> <p>b) Governors’ terms of office ending during the academic year:</p>	Clerk

	<p>The clerk noted that there would be a foundation vacancy as of 18th May when MJ's term of office ended. HJF would talk to MJ about whether she wished to continue for a further term. If not, some thought needed be given to who could fill this role. The clerk noted there would be three co-opted vacancies at the end of August when BP, CHi and CU's terms of office ended. BP and CHi confirmed they were willing to continue for a further term of office. JW's term of office as a parent governor would finish on 9th July. CH would ensure that sufficient notice went out to parents after half term to notify parents of the future vacancy for when this term of office ended.</p> <p>Action 6: HJF to contact MJ, JW and those co-opted governors whose term is finishing in the near future to enquire about, or confirm, their willingness to continue.</p> <p>c) Governor training: None since the last meeting.</p>	HJF
13.	<p>Committee Reports</p> <p>a) Resources Committee Meeting of 13th March 2019 and Budget Approval Meeting 24th April 2019: Discussed above in item 6.</p> <p>b) Performance & Standards Committee 7th March 2019: CU had taken minutes of the meeting and these had been posted on GovernorHub. CU noted that the committee had discussed school data, and mid-year attainment and progress data. Year 6 mid-year assessment had been looked at, and leadership and management had been discussed. The committee had also looked at and discussed the SIP.</p>	
14.	<p>Any Other Business None.</p>	
15.	<p>Dates of future meetings Thursday 11th July 2019 6.30pm at the school</p> <p>Performance & Standards Committee: May 9th 4.30pm Resources Committee: July 2nd 3.30pm School Fete: 6th July 12-2.30pm</p> <p>First meeting of 2019/20 academic year: Tuesday 1st October 6.30pm</p>	

The meeting finished at 7.34pm

Actions from meeting

Action 1	BP to contact the dog warden service regarding the dog fouling in the school's vicinity.	BP
Action 2	HJF to draft revised school leaflet for Morning Club.	HJF
Action 3	EA to look at comments left by parents to the school's electronic parent survey.	EA
Action 4	KC to follow up safer recruitment training dates.	KC
Action 5	Clerk to update governor records with details of OS's renewal of term of office.	Clerk

Signed (chair) Date

Action 6	HJF to contact MJ, JW and those co-opted governors whose term is finishing in the near future to enquire about, or confirm, their willingness to continue	HJF
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