



# 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 Thursday 11<sup>th</sup> July 2019, 6.30pm at the school

The meeting began at 6.33pm

Item	Discussion	Action
	<p><b>Present:</b> 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 Olivia Selinger (OS) Parent Governor Bob Price (BP) Co-opted Governor Catherine Unia (CU) Co-opted Governor</p> <p><b>In attendance:</b> Leila Brown, Local Authority Clerk James Webber (JW) previously Parent Governor, term of office finished on 9<sup>th</sup> July</p> <p><b>Apologies:</b> Ellie Armstrong (EA) Parent Governor</p>	
1.	<p><b>Welcome and apologies</b> HJF welcomed all to the meeting. EA had sent apologies that were accepted. The meeting was quorate. Miriam Jackson (MJ), previously a foundation governor, had been invited to attend the meeting as she was in the process of seeking a new term of office but had been unable to come and had sent her apologies.</p>	
2.	<p><b>Notification of any urgent business</b> None.</p>	
3.	<p><b>Declaration of pecuniary/business interests</b> None for this meeting.</p>	
4.	<p><b>Approval of the minutes of the meeting on 30<sup>th</sup> April</b> (circulated in advance) Minutes of the meeting were agreed to be a true and accurate record of the meeting, signed by HJF and passed to CH for filing in the school.</p>	
5.	<p><b>Matters arising not covered elsewhere on the agenda</b> <b>A1:</b> BP to contact the dog warden service regarding the dog fouling in the school's</p>	

	<p>vicinity: BP had done this and a sign had been put up outside the school to say anti-dog fouling was in enforcement, but upon the sign's removal there had been one further incident.</p> <p><b>A2:</b> HJF to draft revised school leaflet for Morning Club: HJF clarified he would be drafting a leaflet about the school which would include information about Morning Club in the next couple of weeks.</p> <p><b>A3:</b> EA to look at comments left by parents to the school's electronic parent survey: EA was not present at the meeting. Therefore the action would be carried forward to the next meeting.</p> <p><b>Action 1: EA to look at comments left by parents to the school's electronic parent survey.</b></p> <p><b>A4:</b> KC to follow up safer recruitment training dates: KC would do the training at some point in the future through OSCB.</p> <p><b>A5:</b> Clerk to update governor records with details of OS's renewal of term of office: Done.</p> <p><b>A6:</b> HJF to contact governors whose terms of office are due to finish to see if they are willing to seek a further term of office: this was on the agenda later in the meeting.</p> <p>There were no further matters arising.</p>	EA
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*Governors' questions and challenge highlighted in italics*

6.	<p><b>Update on 2019 Initial Performance Data</b> CH circulated a handout containing this data and highlighted the following:</p> <p><b>KS2 headlines:</b> the table on the handout showed a breakdown of children who had reached the expected standard or above in reading, writing and maths. Results for each these were above 80%. CH noted that with these results the school should remain comfortably above the national average and the school was very pleased with them. The combined figure for children achieving expected standard in all three subjects was 82% which was fantastic. Greater depth data was also pleasing. Although the reading figure had dropped, it should still be above the national average. In maths both the attainment figure of 86% and greater depth figure of 50% were very pleasing especially as maths had been an area for improvement highlighted by Ofsted in the recent inspection. Estimated progress figures had been included by CH in a table on the bottom of first page of the handout and CH noted the maths progress score looked particularly good.</p> <p><i>Was this the progress made by children since Year 2?</i> Yes. CH highlighted how the progress was calculated and noted it was quite a complicated process. Governors noted their congratulations to CH and staff on these results. CH noted that children were also really pleased with their results. They had tried hard and were pleased with their progress.</p> <p><i>What score did the children see?</i> They saw their scaled score and also a printed handout that showed them if they had reached the expected standard or not. They were told their results individually by the class teacher and the printout would go out with school</p>	
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	<p>reports to parents with a note from CH explaining what it meant.</p> <p><b>KS1 headlines:</b> CH noted that the cohort was small, so although there was a small difference in the percentage reaching the expected standard in reading from last year, this was not of concern. CH noted the excellent score of 96% of children reaching expected standard in maths. CH advised that there had been a drop in the number of KS1 children achieving greater depth in writing – the criteria for the purposes of moderation had changed for this year, so it had been more of a challenge to achieve it this year.</p> <p><i>What did this change mean?</i> Children needed to demonstrate their understanding and use of language through their high-level reading, for example, through their use of metaphors, similes etc.</p> <p>CH noted the school should be above national standard for children achieving the combined expected standard in all three subjects for KS1.</p> <p><b>Phonics:</b> there had been a small phonics cohort of 15 children and of these 3 children had not passed the phonics screening test. CH noted brief details about these children to governors. CH noted that lots of children had achieved a high pass. Governors noted that the cumulative Phonics pass rate at Year 2 was 100%.</p> <p><b>EYFS:</b> There were 24 children in the cohort. The percentage of children in the school achieving the Good Level of Development (GLD) had been improving year on year and was 83% this year. HJF noted further congratulations on all the results achieved by children across the school.</p>	
7.	<p><b>Head Teacher’s report</b> CH gave governors a verbal update:</p> <p><b>Progress and attainment:</b> the data on these across the whole school would be presented to governors in the autumn with CH’s commentary. At this stage, CH could report there were no major dips or shocks.</p> <p><b>Staffing and recruitment:</b> the Year 1 teacher was leaving and was being replaced by a newly-recruited teacher with previous primary experience. The Reception teacher had taken early retirement and was being replaced by an experienced Reception and EYFS teacher from one of the partnership schools who also had lots of SEN experience. The school had originally advertised for a teacher on the main pay scale rather than the upper pay scale, but after two rounds of attempting to recruit, the position had been readvertised offering the upper scale. One staff member who had been working as a lunchtime supervisor, and cover and support TA, was moving on. As a result, the school was looking to recruit a further lunchtime supervisor. A further staff member was also moving on after many years and various roles in the school including lunchtime supervisor, After-School Club and TA. Replacements to fill the resulting vacancies had been found internally. CH noted there would be 3 members of staff in After-</p>	

School Club every night from September and up to 32 children could attend. CH also explained how Morning Club would be staffed in the new school year.

**Morning Club:** at the moment approximately 30 sessions were booked across the week. Each session will cost £3 which was for 45 minutes of supervision. The club did not provide breakfast. This meant the club will raise £90 per week in income at present estimates. CH noted the cost of the club was comparable with charges in other local morning clubs.

**Pupil numbers:** CH noted that at this time of year there were possibilities of children leaving the school and children arriving. At this stage the net effect seemed roughly equal, but not necessarily in the same parts of the school. Nursery would have 8 or 9 children in September, and the current figure for the Reception was 21 which was more than previously thought. Class organisation for next year had been circulated to parents. CH had met with individual parents who had questions about this and had sent further information to Year 3 parents. CH noted she had also received some positive feedback from parents too and was pleased by this.

**SEND:** CH noted that more paperwork was required by the LA for SEN children. 3 annual reviews for children with EHCPs had been done this month, with 1 more to take place next week. The school had also reviewed and looked at IEP targets for children on SEN School Support and CH noted that it seemed as though these objectives were on target to be met. One child had been allocated a place in September at a special school. It had taken a lot of work to achieve this outcome.

**Safeguarding:** a small number of families were receiving input from the school. CH and Tracey Haslam were both safeguarding leads and shared this workload. CH felt they had a good working relationship with external agencies.

**Year 6 transition:** current Year 6 children had been visiting their allocated secondary schools.

**Premises and Health & Safety (H&S):** a date had been fixed in the school holidays for the main playground to be retarmacked, and this also involved dealing with obtruding tree roots without destabilizing the trees.

*Would the foundation playground also be redone?*

CH clarified that this would not happen. She had sought quotes for the work needed to this area but hadn't had a response from the company.

*Did it need redoing? Was it a H&S issue?*

CH clarified that there was no dust coming off the playground surface, more a black deposit which washed easily off hands and clothes. This playground could not be tarmacked as it was a safety surface. There were the usual day to day issues with minor maintenance in the school but otherwise no major issues.

Direct Services from Oxford City Council were bought in by the school to provide

	<p>some maintenance support and the school made good use of this.</p> <p><i>What about the wall by the After-School Club?</i> The work to repair this was in-hand, and currently half done and would be completed soon.</p> <p>Overall, CH noted that it had been a very good term with teaching topics inspiring the children, plenty of parental input and special activities such as art proving to be engaging. Continuing with a creative curriculum seemed to have been successful. Overall it had been a good term and successful year, hard work for all, but this had paid off.</p> <p><i>Could CH explain the options for special schools for children who needed alternate provision?</i> It depended on the provision provided by individual special schools. CH explained that Northern House and Mabel Pritchard were there for primary provision. Some special schools made provision for children with more complex physical needs. Woodeaton Manor School was secondary, but also had a KS2 unit. Different special schools were able to offer different provision. Iffley Academy had been expanding with resources going into it. This was also a secondary school. Northfield was also secondary but had suffered from a lack of resources. The John Watson School was a primary and secondary school. Other mainstream schools in the area had support bases for various needs. CH noted there had been some funding issues for Northern House with its academy sponsor withdrawing.</p> <p>There were no further questions on CH's report.</p>	
8.	<p><b>Safeguarding</b> Covered above in item 7.</p>	
9.	<p><b>Update on submitted school budget 2019-22</b> To be covered under committee reports in item 13.</p>	
10.	<p><b>Health and Safety</b> Covered above in item 7.</p>	
11.	<p><b>Policies for review (if any)</b> None for this meeting.</p> <p>CH noted that the SEND Policy was due to be reviewed. This could be delegated to CH and she would work on it over the summer. CH anticipated it would only need minor changes.</p> <p>Complaints Policy: a new model policy had been made available by the LA and the Performance and Standards Committee would look at it next week.</p> <p>The Collective Worship Policy and RE Policy would be worked on by CH and put on the school website so they would be in place before the next SIAMs inspection.</p>	
12.	<p><b>Governance business to include:</b> <b>a) Re-election of co-opted governors</b></p>	

	<p>HJF noted BP and CHi were both willing to continue for a further term of office when their current terms of office finished at the end of August, but CU would not be seeking a further term of office. HJF noted his thanks to CU for all her hard work over the last 6 years and gave her a small gift as a token of the governing body's appreciation.</p> <p>BP and CHi left the room while governors voted on the matter of their re-election as co-opted governors to the governing body and were duly <b>re-elected</b>.</p> <p><b>Action 2: Clerk to send BP and CHi Governor Services form to complete and update terms of office.</b></p> <p>HJF noted that there would therefore be 2 co-opted vacancies from September. HJF noted it was worth waiting for the right person with the right skills in order to fill these vacancies. Ideally the school would like someone with experience in interpreting school data. CH noted that she had a possible lead and would follow that up. The vacancies would be kept on the agenda for the next FGB meeting.</p> <p><b>b) Update on ex officio foundation governor vacancy and co-opted governor vacancy and update on parent governor vacancy</b></p> <p>HJF noted that MJ would like to continue as a foundation governor and was currently processing the necessary paperwork to submit to the diocese in order for them to confirm the appointment. JK was looking to step down as foundation governor but was willing to stay on until the new vicar was in place as an ex officio foundation governor. He would be in situ in September and would hopefully be able to join the FGB for the first meeting of the new school year. The Church Council was meeting next week and would have the replacement of JK in mind. HJF noted that 1<sup>st</sup> October would be JK's last meeting.</p> <p>JW's term of office as a parent governor had just finished on 9<sup>th</sup> July. JW noted he was happy to be considered for a further term of office.</p> <p><b>Action 3: CH to send notice of the parent governor vacancy to parents in September.</b></p> <p><b>c) Governor link visits or learning walks</b> None to report.</p> <p><b>d) Governor training (any attended or completed online)</b> CH attended SIAMs training at Diocesan House and had briefed staff as a result. CH explained the school inspection cycle for SIAMs. New Hinksey had last been inspected in 2014 so was due its next inspection next year.</p>	<p>Clerk</p> <p>CH</p>
<p>13.</p>	<p><b>Committee Reports</b></p> <p><b>a) Resources Committee 2<sup>nd</sup> July 2019</b> (circulated in advance) The committee had met two days ago. It had looked at monitoring expenditure within the current financial year and also at the submitted 3-year budget rejected by the LA.</p> <p>BP noted that budget monitoring was broadly in-line with expectations with no</p>	

	<p>significant deviations. The 3-year deficit budget had been rejected by the LA, as anticipated. The LA had spoken to the school and said they could not accept it but were not able to offer advice on how to balance it. The school did not feel it was able to adjust the budget at present. BP advised the school would monitor pupil demographics going forward. In addition, the wider political picture was uncertain and the knock-on effect on school funding was unknown. BP felt the school should wait and see how these things played out before looking to amend the budget. A Comprehensive Spending Review was also scheduled to happen at some point. The position should be clearer by the end of 2019. BP recommended that the school stand by its 3-year budget forecast for the present time and noted it was more than happy to talk about this to the LA. HJF would be following this up. Governors were in agreement to this course of action.</p> <p><b>b) Performance &amp; Standards Committee 9<sup>th</sup> May 2019</b></p> <p>OS noted her apologies for not circulating the minutes of this meeting. They had now been uploaded to GovernorHub. The committee had reviewed pupils' personal development and behaviour. Ofsed had commented positively on this aspect of the school in the recent inspection. The committee had also looked at whole-school attendance. The school was trying to keep this figure at 96% or above and OS outlined actions the school was taking to do this. OS noted that the current attendance figure was around 96.4%. The date for the next meeting of the P&amp;S Committee was Tuesday 16<sup>th</sup> July at 5-6pm.</p>	
14.	<p><b>Any other urgent business</b></p> <p>None.</p> <p>HJF thanked governors for their work over the year and wished everyone a good summer break.</p>	
15.	<p><b>Dates of future meetings</b></p> <p>Tuesday 1<sup>st</sup> October 2019, 6.30pm at the school</p>	

The meeting finished at 7.44pm

#### Actions from meeting

Action 1	EA to look at comments left by parents to the school's electronic parent survey.	EA
Action 2	Clerk to send BP and CHi Governor Services form to complete and update terms of office.	Clerk
Action 3	CH to send notice of the parent governor vacancy to parents in September.	CH