



# 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 Friday 6<sup>th</sup> December 2019, 6pm at the school

The meeting began at 6.05pm

Item	Discussion	Action
	<p><b>Present:</b>            Samrah Ahmed (SA) Parent Governor            Father Ruben Angelici (RA) Foundation Governor, Ex Officio            Kieran Cox (KC) Parent Governor            Harm-Jan Fricke (HJF) LA Governor, Chair of Governors            Charlotte Haynes (CH) Headteacher            Fiona Hawkins (FH) Co-opted Governor            Christine Hill (CHi) Co-opted Governor            Harmonie Limb (HL) Parent Governor, Vice Chair of Governors            Helen Nash (HN) Staff Governor            Bob Price (BP) Co-opted Governor            Olivia Selinger (OS) Parent Governor</p> <p><b>In attendance:</b>            Nicole Brooks, Local Authority Clerk</p> <p><b>Apologies:</b>            Ellie Armstrong (EA) Parent Governor</p>	
1.	<p><b>Welcome and apologies</b>            HJF welcomed all to the meeting, in particular the three new governors RA, SA and FH. Apologies were received and accepted from Ellie Armstrong (EA) Parent Governor.            The meeting was quorate.</p>	
2.	<p><b>Notification of any urgent business</b>            HJF tabled a governing body summary. The clerk has requested updated governor information to provide to governor services. All governors reviewed their information and amended where necessary.</p> <p>Safeguarding report – the online reporting system is not yet available. CH will update during the safeguarding agenda item</p>	
3.	<p><b>Declaration of pecuniary/business interests</b>            None were declared for the meeting.</p>	

4.	<p><b>Approval of the minutes of the meeting on 1<sup>st</sup> October 2019</b> (circulated in advance)</p> <p>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></p> <p>CH reported on action 5, page 3 of the previous minutes was for off-site trips. CH advised that she has booked Hill End in May 2020 for the entire school. The PTA is funding most of the cost.</p> <p><i>Q: Does CH want any governor involvement for this outing?</i></p> <p>A: Yes, that would be very welcome. Speak to CH if you wish to be involved.</p>	

Governors' questions and challenge highlighted in italics

6.	<p><b>Head Teacher's report</b></p> <p>CH delivered a verbal report. Number on role had been static but 8-9 pupils are leaving in the new year (they are moving out of the area). There are however a couple of new pupils starting in January.</p> <p>CH has conducted numerous show rounds for potential reception class pupils in September 2020. There is a lower number of school starters expected in 2020 as there has been lower birth rate numbers across the county.</p> <p>There are no staffing changes, but there has been some long-term absence. The school is hoping to claim the costs of supply cover through the staff absence insurance policy.</p> <p>It has been an engaging term with the school topic and the children have been on lots of school trips to support their learning.</p> <p>SEND reviews with staff and parents. High turnout of 70% for daytime review appointments and nearly all other parents have made contact to meet in the evening or exchange paperwork.</p> <p>There was a 95% turnout for parents evening. This was very positive.</p> <p><i>Q: Were there any common themes of any issues raised during the meetings?</i></p> <p>A: Nothing major. Just a couple of niggles that were easy to address.</p> <p>CH has been encouraging parents to support their children with being ready for learning, such as getting homework done, bags ready for school.</p> <p><i>Q: What are the barriers to this?</i></p> <p>A: Confidence in parenting, lack of time to get things ready and bedtime routine are some factors.</p> <p>The governors discussed if the school could run some sessions to help parents or signpost them to useful organisations. The school has done this before but it would need to be targeted to help those in most need. Family Links and Webster Stratton provide good sessions for families.</p> <p>Mental Health Support teams came into school to talk about what they can offer through a pilot scheme. A support worker was assigned to the school and CH</p>	
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	<p>believed this would be really positive. Since then the scheme has widened across the county, their support worker has been re-assigned with no replacement and the support has been very patchy. This is not being delivered as the school had envisaged.</p> <p>Behaviour is generally very good. There are some challenges and some pupils are improving.</p> <p>There has been 1 x fixed term exclusion and CH explained the behaviour and reason.</p> <p><i>Q: Does the exclusion impact on the behaviour?</i></p> <p>A: So far it has had a positive effect but too soon to say for the long term. CH does not take the decision to exclude lightly, but in some cases a strong message must be sent out.</p> <p>Some of the issues around language and attitude behaviours are likely due to social media, online games, high screen time use, lack of sleep and self-regulation to be calm.</p> <p>Questions were invited. No further questions.</p>	
7.	<p><b>SIAMs update</b></p> <p>The letter and report from the recent SIAMS inspection has been received. The governors are holding an additional meeting to go through the findings of the report, digest the information and discuss ideas and possible actions.</p> <p>The GB needs to look at the background to this inspection, what the report means and the thinking behind it.</p> <p>The meeting will be held on <b>Monday 3<sup>rd</sup> February 2020</b> from 6pm-7.30pm.</p> <p>CH tabled a letter from the diocese and some feedback from parents</p> <p><i>Q: The families that attend this school come from different faiths and no faith. How does the school accommodate this within their culture?</i></p> <p>The governors exchanged some viewpoints around the school being Church of England and that families know this when they send their children here. There are however pupils of different faiths who should also feel welcome and accommodated. HJF stopped the conversation at that point as this discussion is for the 3<sup>rd</sup> February.</p> <p>The SIAMs schedule has changed considerably and this is possibly why the school did not do so well in this inspection. The letter from the Diocese did detail plenty of positives through a more subtle understanding of the framework.</p> <p style="text-align: center;"><b>Action: Please let HJF know of any agenda items prior to the meeting.</b></p>	ALL
8.	<p><b>Safeguarding</b></p> <p>CH advised that there are some children in need and on a child protection plan.</p> <p>CH attended a DSL forum and has also completed the Safeguarding Lead training.</p>	

	<p>The safeguarding report online submission deadline has been delayed until the end of February 2020. The online system is not available until 13<sup>th</sup> December and governors will be given access in order to complete their part.</p> <p><i>Q: What are the changes to the report now it is online?</i>  A: CH replied that the questions are still the same but the new system has a built in function to help generate an action plan for any issues that are reported.</p> <p><i>Q: OCSB has stated that there are growing number of safeguarding concerns in Oxfordshire. Does CH know more about this?</i>  A: CH is aware of the issues with 'county lines' where children are being used to move drugs. New Hinksey PS is a small school with a good track record on safeguarding. They are very aware of their families and any issues they may have.</p>	
9.	<p><b>Appraisal report to Governors</b></p> <p>The appraisal report for period September 2018 to July 2019 was tabled to governors. Appraisals were carried out by 31<sup>st</sup> October. The year was reviewed, and new targets were set.</p> <p>CH read through the report and explained how the data linked with the observations and monitoring.</p> <p>The overall score showed that 94% of teaching was deemed good or better. Of the 22 objectives set, 19 were met and 3 partially met.</p> <p><i>Q: Who carries out the HT appraisal?</i>  A: For this year BP, HJF, and an external adviser.</p> <p>No further questions were asked.</p>	
10.	<p><b>Schools Financial Value Standard (SFVS)</b></p> <p>The SVFS spreadsheet was tabled. The Resources committee spent time on this report. HJF explained that the purpose of this is for the school to assess if they have good financial management. Are they spending accurately and appropriately and meeting the required standards?</p> <p>The committee believes that the school does meet these standards.</p> <p>If the GB approves this report, then it will be submitted to the Local Authority.</p> <p>Questions were invited:  <i>Q: Number 9 on setting a well informed and balanced budget. Clarification required about being unable to identify the feasibility of developing a balanced budget for the years thereafter?</i>  A: HJF explained that the school has to set a three year balanced budget each year. This year and next year is balanced but future years are unsure. The budget was submitted with an unbalanced 3<sup>rd</sup> year. OCC returned it stating it must balance. HJF responded by stating they would not change anything as this would be detrimental to the school and the quality of teaching. To date OCC have not responded.</p>	

	<p><i>Q: Point 6 concerning a realistic sustainable and flexible financial strategy – the comments suggest that ‘no’ may be a better answer.</i></p> <p>A: HJF stated that it is difficult to state realistic assumptions on a budget with so many unknowns at this point.</p> <p>CH also stated that she is not prepared to set fantasy budgets.</p> <p>There was a short discussion over what ‘yes’ means for this point. The answer given is ‘yes’, and governors concluded that it is realistic given the information they currently have.</p> <p><b>The GB approved the SFVS report for submission.</b></p>	
11.	<p><b>Health and Safety (H&amp;S)</b></p> <p>The H&amp;S report was tabled. CH stated that 168 statements of evidence were used to support this audit.</p> <p><i>Q: What are the items highlighted in red?</i></p> <p>A: CH explained these areas:</p> <ul style="list-style-type: none"> <li>• Work related stress assessments are new this year and had not been completed. These assessments are used to create action plans for reducing workloads and stress.</li> <li>• Employees must submit reports of any verbal or physical abuse. These have been written out but they should be submitted online. This will be done in the future.</li> </ul> <p><i>Q: An action plan for the HT to reduce workload and stress – who is doing this?</i></p> <p>A: CH advised the GB that it is the governors’ responsibility to make sure it is done. CH has not worked on this yet as it will only add to her workload and stress levels.</p> <p style="text-align: right;"><b>Action: HJF and CH will discuss this further.</b></p> <ul style="list-style-type: none"> <li>• Fire doors inspection needs to be carried out.</li> <li>• Asbestos awareness training needs to be updated.</li> <li>• Tree inspection is being organised.</li> </ul>	HJF / CH
12.	<p><b>Policy reviews / ratification</b></p> <p>No policies presented</p>	
13.	<p><b>Governance business</b></p> <p>(a) Election of co-opted governor. The governors agreed on the appointment of Fiona Hawkins with immediate effect.</p> <p>Fr RA advised that the original forms completed for Foundation Governors appear to have been lost. He is working on this and will arrange for new forms to be sent through for approval.</p> <p>There is now 1 x co-opted governor vacancy. HJF proposed carrying out a skills audit of the GB and then recruiting to fill this vacancy. There was a short discussion over what skills audit to use.</p> <p>The clerk suggested the National Governance Association skills audit.</p> <p style="text-align: right;"><b>Action: HJF to ask OCC what template they suggest.</b></p> <p>(b) To agree delegated powers of committees and HT</p>	HJF

	<p>HJF has found a delegated powers document this afternoon but it is dated 2016. He will circulate for governors to read through. There is a list on Gov.uk of policies schools must have and there are a number of policies that can be delegated to committees to review and approve.</p> <p style="text-align: center;"><b>Action: Circulate the delegated powers document</b> <b>Action: Put this on the agenda for the next FGB meeting</b></p> <p><u>Governor training, link visits or learning walks</u> HJF explained the purpose of learning walks and the GB agreed to set some dates for this to happen. Learning walk to be held on Thursday 16<sup>th</sup> January 2020 from 11am to 12pm. Topic theme next term is 'amazing authors'. <b>Governors to attend: BP, CHi and SA</b></p> <p>Thursday 12<sup>th</sup> March 2020 governors will come to school and attend an assembly (led by RA) and then hold a focus group with pupils to discuss assemblies and collective worship <b>Governors to attend: HJF, BP, CHi, FH, HL plus a Foundation Governor</b></p> <p><u>Governor training</u> CHi attended a 'vision, culture and strategy' briefing. The resource was circulated via the hub. CHi read through two vision statements that were looked at on the course and explained how they differed given the context and location of each school.</p> <p>BP has attended safeguarding training.</p> <p>HJF stated that all new governors should book on to the induction course. <b>Action: Circulate induction course information (HJF)</b></p>	<p>HJF Clerk</p> <p>HJF</p>
<p>14.</p>	<p><b>Committee Reports</b></p> <p><b>a) Resources Committee</b> The last resources meeting was spent completing the SFVS document. The meeting before this was spent on budget monitoring. There was minimal budget information at that stage so the next resources meeting in January will provide a clearer picture. BP stated that there had been more repairs and maintenance expenditure than expected during this term. The next committee meeting is on <u>13<sup>th</sup> January 2020</u></p> <p><b>b) Performance and Standards Committee</b> OS reported that the P&amp;S committee had met and most of the meeting was spent on planning for the year. Writing and Maths is on the agenda for the January meeting. CH advised that she had drafted an RE and Collective worship policy. She will now wait until after the SIAMs meeting and will take feedback from then to inform changes to the draft before presenting to the committee for review. The next meeting will be <u>27<sup>th</sup> January 2020</u>.</p>	

	<p>OS left the meeting at 7.20pm – the meeting was still quorate</p> <p>CH suggested that new governors should be allocated to a committee. SA will join the Resources committee FH will join Performance and Standards committee</p>	
15.	<p><b>AOB</b></p> <p>HJF shared some leaflets that have been produced for marketing the school. They are being distributed to all local households. HJF advised that the PTA paid for their production and extended his thanks for funding this.</p> <p>Parentpay – HL stated there were some problems with the school swimming payments. There seems to be a glitch in the system. There was a short discussion around this issue. No child is prevented from swimming and if a parent has paid twice they are refunded.</p> <p>Lunches – governors discussed refunds being issued to parents if their child is off sick. It was acknowledged that the parent should untick the lunch selection on the online system but this doesn't always happen. The school does try to cancel the lunch for a child if they are not in and the parent hasn't unticked the box.</p>	
16.	<p><b>Dates of future meetings</b></p> <p>Thursday 13<sup>th</sup> February 2020 from 6pm – 7.30pm Wednesday 29<sup>th</sup> April 2020 start 6.30pm (budget as main agenda item)</p> <p><b>Action: Remaining meeting dates to be decided at the next FGB.</b></p>	ALL

The meeting finished at 19.35

#### Actions from meeting

Action 1	Let HJF know of any agenda items for SIAMs meeting on 3 <sup>rd</sup> Feb 2020	ALL
Action 2	Discussion for HT stress and workload action plan	HJF & CH
Action 3	HJF to ask OCC what template they suggest for skills audit	HJF
Action 4	Circulate the delegated powers document C/f the agenda item to the next FGB	HJF Clerk
Action 5	Circulate governor induction course info	HJF
Action 6	Remaining FGB meeting dates to be set at the next meeting	ALL