



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 1st October 2019, 6.30pm at the school

The meeting began at 6.31pm

Item	Discussion	Action
	<p>Present: Ellie Armstrong (EA) 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, Vice Chair of Governors Helen Nash (HN) Staff Governor Olivia Selinger (OS) Parent Governor</p> <p>In attendance: Leila Brown, Local Authority Clerk</p> <p>Apologies: Samrah Ahmed (SA) Parent Governor Father Ruben Angelici (RA) Foundation Governor, Ex Officio Kieran Cox (KC) Parent Governor Bob Price (BP) Co-opted Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. SA, RA, KC and BP had sent apologies that were accepted. The meeting was quorate. HJF notified governors of the results of the recent parent governor election. SA had been elected and had sent her apologies for today's meeting.</p>	
2.	<p>Notification of any urgent business HJF noted he would give a brief update on the recent SIAMs inspection later in the meeting under item 14.</p>	
3.	<p>Declaration of pecuniary/business interests None were declared for the meeting.</p>	
4.	<p>Governance Business a) Election of Chair and Vice Chair The clerk had received nominations for one candidate for the position of Chair and this was HJF. He was willing to serve a further term of office as Chair. HJF left</p>	

<p>the room while governors voted on the matter and was duly re-elected as Chair of the FGB for the forthcoming academic year.</p> <p>The clerk had received nominations for two candidates for the position of Vice Chair: EA and HL. EA preferred not to stand again in this capacity, but HL was willing to stand. HL left the room while governors voted on the matter and was duly elected as Vice Chair of the FGB for the forthcoming academic year.</p> <p>b) Update on co-opted governor vacancies, foundation governor vacancy and outcome of parent governor election</p> <p>CH had identified a potential candidate for one of the vacancies who was willing to serve and had the right skillset for the school’s governing body. Governors agreed to formally co-opt her at the next FGB meeting.</p> <p>Action 1: Co-option of new governor to go on the agenda for the next FGB meeting.</p> <p>HJF noted there was a further vacancy for another co-opted governor. He gave brief details of further possible candidates for the role. Governors decided to give further consideration as to who might best fit the vacancy and review the vacancy at the next FGB meeting.</p> <p>Miriam Jackson (MJ) had completed her paperwork to rejoin the governing body as a foundation governor. A further prospective foundation governor had also completed the necessary paperwork. Neither had yet received official notification that it had been processed.</p> <p>Action 2: Clerk to contact ODBE again to check the progress of foundation governors’ paperwork.</p> <p>RA had officially been appointed as the new incumbent of the parish and was now an ex officio foundation governor.</p> <p>The parent governor vacancy had been filled by SA. HJF noted governors’ thanks to James Webber for all the work he had previously done in this capacity.</p> <p>c) Register of pecuniary interests (update)</p> <p>Forms had been circulated in advance and some had already been returned. The clerk reminded all governors they needed to complete a form and return to her in order for her to compile the annual register of governors’ pecuniary interests.</p> <p>Action 3: Clerk to follow up any outstanding pecuniary interest forms.</p> <p>d) Committee Membership; agree Terms of Reference (TORs) and delegated powers of Committees and Headteacher; confirm committee meeting dates</p> <p>HJF noted that TORs had been updated and circulated for the two committees ahead of the meeting. Governors agreed to the TORs of the Resources Committee as circulated. Governors agreed to the TORs of the Performance and Standards (P&S) Committee as circulated. HJF noted that governors could delegate some of their decision-making powers to individual committees and to CH as the head</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>teacher. These had been agreed in a previous year. HJF did not have a copy with him for governors to review at the meeting, therefore it was agreed to hold over formally reviewing and agreeing the delegated powers to the next FGB meeting.</p> <p>Action 4: Clerk to put review of delegated powers on the agenda for the following meeting.</p> <p>Each committee needed a minimum of 6 members. Membership was agreed for the forthcoming academic year.</p> <p>Resources: HL, CH, HJF, BP, KC, CHi. Date of next meeting 9th October at 4pm.</p> <p>P&S: CH, HJF, RA, OS, HN, EA. Date of next meeting Monday 11th November 5pm.</p> <p>New governors would be allocated to committees once they were formally in post and induction processes were completed.</p> <p>e) Governor link positions Safeguarding: KC SEND: EA and OS H&S: BP if he was still willing to serve in this capacity.</p>	Clerk
5.	<p>Approval of the minutes of the meeting on 11th July 2019 (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>	
Governors' questions and challenge highlighted in italics		
6.	<p>Matters arising not covered elsewhere on the agenda</p> <p>A1: EA to look at comments left by parents to the school's electronic parent survey: EA had done this and had given a copy of the comments to CH. The survey had been done a week before Ofsted had inspected the school. EA talked governors through the range of comments made and noted they were generally very positive. Breakfast Club, behaviour further up the school, trips off-site, and the Foundation outdoor space had been highlighted by parents. Governors discussed if there was anything they could do to address any of these. CH would follow up the comments regarding the trips off-site. Governors discussed whether or how the outdoor space could be refreshed or enhanced and whether the cost of this would be in the PTA's budget. CH would follow this up with the PTA.</p> <p><i>Was there anything around behaviour further up the school that CH could update governors with?</i></p> <p>CH noted that some of children whose behaviour had been referred to in the survey had now moved to secondary school. A very small number of children presented some challenging behaviour. CH noted that behaviour was much better this term. HN noted that behaviour was frequently discussed by all staff. Governors noted that the school had expected standards of behaviour clearly laid out in the Behaviour Policy. Parents could be reminded of this and also how they could contact school staff if they had any concerns.</p> <p>Action 5: CH and HN to look with staff at off-site trip offerings; PTA to look at potential outdoor space improvements with CH; CH and staff to review behaviour issues and remind parents on steps to take if they have concerns regarding behaviour.</p>	CH/HN

	<p>HL noted she had looked at cat deterrent products for the playground but had not identified any suitable for the school.</p>	
<p>7.</p>	<p>Head Teacher’s report to include Pupil Premium (PP) Report 2018-19, Pupil Premium Strategy 2019-20, Sports Premium Funding 2018-19 CH circulated a paper copy of her report to governors.</p> <p>CH highlighted the make-up of classes in numbers and the gender split in each class, numbers on roll at the school, the number of PP children in the school and the number of children currently on the SEND register. She had also included the breakdown of faith/no faith statistics for children on roll as this was something she had looked at recently before the SIAMs inspection.</p> <p><i>How was the faith information collected?</i> On the enrolment form when children joined the school. CH did not think the figure of 30% of those who identified as Christian was unusual for a Church of England faith school in a city.</p> <p><i>Who had changed the SIAMs inspection framework?</i> CH noted this was a decision taken within the Church of England, usually by an education committee.</p> <p><i>On what basis had they made the changes to the framework?</i> HJF noted that reasons had been given within paperwork circulated to schools. HJF advised governors to wait until the written report from SIAMs arrived in school before discussing in any wider context.</p> <p>Staff updates were noted in CH’s report including TA support. CH noted to governors that the school had managed to maintain the same hours of TA support this year as last.</p> <p>Morning club: numbers of children attending were currently on the low side and CH hoped these would pick up.</p> <p>CH noted it had been a good start to the term with children engaged and happy in their learning and staff an experienced and collaborative team. RA had already led three assemblies and was coming in to hear children read regularly.</p> <p>Performance data: CH noted this had been looked at by the FGB in July and by the P&S committee. CH had further information to present to governors in her report. The data for Phonics, KS1 and KS2 test results was now on the school website and CH had circulated a copy of this information to governors. Data highlighted in bold was significantly above the national average. Phonics results were just under the national average this year which the school had been expecting due to specifics around the cohort.</p> <p>CH had analysed progress across different groups in reading, writing and maths and this was also in her report. CH noted how pleased she was with progress made in all areas.</p>	

	<p><i>Was this progress data based on the assessments last year?</i> It was based on progress across the academic year for all children in the school based on teachers' assessments.</p> <p>Attainment data at the bottom of the page of CH's report showed those achieving expected or better than expected attainment for non-core curriculum subjects.</p> <p>School Position Statement from the local authority: CH had circulated this to governors in her report. She noted that 23 flags were completed. Of these 20 were green, with 3 amber and no red. This was an improvement on last year, and CH was particularly pleased that attendance and exclusion flags were all green.</p> <p>PP report 2018-19: this report had been updated and was on the school website. The PP report contained a summary of numbers on roll in receipt of the PP, the amount received by the school and it looked at the progress of these children in reading, writing and maths. Statistics showed that effective provision was in place leading to pleasing rates of progress. CH talked governors through the Year 6 statistics from last year's cohort. The report went on to show a breakdown of how the premium had been spent.</p> <p>PP strategy for the current year had also been published on the website. CH noted that it was the same in content to last year in its aims and in how the school planned to support these children.</p> <p>SEND report for 2018-19: this was also on the school website and contained a summary of the number of children in the school receiving each level of SEN support. It also highlighted their needs and how these were being supported. Progress of these children was also detailed across the different key stages in the school. CH noted that the cumulative attainment of passing the phonics test at Year 2 had been 100%. Generally the SEND group of pupils was making good progress. The school tracked these children over the year putting targeted interventions into place after pupil progress meetings where they were needed.</p> <p><i>The report showed that 18% of the total pupil population in the school had SEND. How did this fit with national averages?</i> EA noted the figures were 12% across the country and 17% in the county. Figures of children with identified needs had dropped with the introduction of the new SEND Code of Practice. EA noted the criteria had changed.</p> <p>Sports Premium Report 2018-19 Also on the school website, CH briefly highlighted a summary of how the premium had been spent. CH noted that children enjoyed their PE and sports and loved having the external sports coaches in the school. A lot of children seemed to be involved in extra-curricular sports outside of school too.</p>	
8.	<p>Self-Evaluation Form (SEF) (circulated in advance) This had been circulated electronically. CH noted that it used the same format</p>	

	<p>previously seen by Ofsted, with some updates from last year including progress since the Ofsted inspection in March 2019. Evaluations in some areas were still being worked on. CH noted the areas for Ofsted judgements which now included Early Years as a separate category. CH highlighted that the SEF rated the school as Good in all areas, with evidence for each of these judgements included in the document.</p> <p><i>Was the SEF an annual report or a working document?</i> It was a working document and CH noted that it would get updated through the year.</p>	
<p>9.</p>	<p>Update on School Improvement Plan (SIP) (circulated in advance) CH noted there were six areas identified for the school to improve in. One was in writing for children in Years 2 and 6 to achieve greater depth. Improvements in areas of maths that had been identified by Ofsted were also included. Behaviour and attitudes to learning were also an area for improvement with specifics highlighted by CH.</p> <p><i>Did any of the children exhibiting challenging behaviour have additional needs?</i> CH noted that some of the children might have additional needs.</p> <p>Personal development was now also an Ofsted area for inspection and CH had included in the SIP the statutory content the school had to be teaching from 2020. CH was pleased to note that the school was already covering a lot of this material in the curriculum.</p> <p>RE and collective worship was also included on the SIP. CH noted that RE lessons covered teaching on major world faiths, but that 50% of the teaching had to be on Christianity.</p> <p>HJF noted the SEF and the SIP would be looked at further by the P&S committee.</p>	
<p>10.</p>	<p>Safeguarding CH noted she was a trained designated safeguarding lead (DSL) and Tracey Haslam was also a DSL. There was currently 1 child on a full child protection plan in the school, 2 on children in need (CIN) plans and 1 child with a current assessment in progress. The Annual Safeguarding Report had to be submitted by Christmas. CH noted it could be submitted electronically this time. Governors had to see it before it was submitted to the local authority.</p>	
<p>11.</p>	<p>Policy reviews a) To note that Safeguarding and Child Protection Policy has been updated: governors noted this had been updated and the new version would go on the school website. b) Updated Complaints Procedure for Parents and Guardians: governors noted this had been updated and the new version would go on the school website.</p>	
<p>12.</p>	<p>Health and Safety (H&S) CH noted the annual H&S audit would be taking place 22nd November. CH was hoping that BP and a couple more governors could do their governors' H&S</p>	

	<p>monitoring visit prior to this.</p> <p>CH had received quotes for some areas of redecoration within the school, which seemed acceptable budget-wise. The challenge now would be finding the time in which to schedule classroom redecoration. Two areas of leaking roof needed repairs. CH noted that some ongoing repairs had taken place in the school, with high light bulbs replaced and repairs to skirting board and windows.</p> <p><i>What about the leaning wall outside the after school club?</i></p> <p>CH noted it had been looked at and deemed not to be presenting a danger.</p>	
13.	<p>Committee Reports</p> <p>a) Resources Committee Not yet met.</p> <p>b) Performance and Standards Committee 16th July and 25th September 2019 Not yet met.</p>	
14.	<p>AOB</p> <p>A SIAMs inspection had taken place in the school earlier in the term. The last SIAMs had been 5 years ago and HJF and CH gave brief details of the recent inspection. The report would be circulated to governors when it was published.</p> <p>JK was stepping down as a foundation governor after 22 years of service. HJF expressed his great thanks to JF on behalf of governors past and present and the governing body gave her a small token of their appreciation.</p>	
15.	<p>Dates of future meetings</p> <p>Tuesday 26th November 6.30pm</p>	

The meeting finished at 20.16pm

Actions from meeting

Action 1	Co-option of new governor to go on the agenda for the next FGB meeting.	Clerk
Action 2	Clerk to contact ODBE again to check the progress of foundation governors' paperwork.	Clerk
Action 3	Clerk to follow up any outstanding pecuniary interest forms.	Clerk
Action 4	Clerk to put review of delegated powers on the agenda for the following meeting.	Clerk
Action 5	CH and HN to look with staff at off-site trip offerings; PTA to look at potential outdoor space improvements with CH; CH and staff to review behaviour issues and remind parents on steps to take if they have concerns regarding behaviour.	CH/HN