



# New Hinksey CE Primary School

Vicarage Road Oxford OX1 4RQ

Tel: 01865 242169 Fax: 01865 242169

Email: [office.3213@new-hinksey.oxon.sch.uk](mailto:office.3213@new-hinksey.oxon.sch.uk)

Website: [www.new-hinksey.oxon.sch.uk](http://www.new-hinksey.oxon.sch.uk)

Headteacher: Mrs Charlotte Haynes

## Minutes of a meeting of the Full Governing Body New Hinksey CE Primary School Thursday 13<sup>th</sup> February, 6pm at the school

The meeting began at 6.02pm

Item	Discussion	Action
	<p><b>Present:</b> Samrah Ahmed (SA) Parent Governor (arrived 6.08pm) Father Ruben Angelici (RA) Foundation Governor, Ex Officio (arrived at 6.30pm) Ellie Armstrong (EA) 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 Helen Nash (HN) Staff Governor Bob Price (BP) Co-opted Governor</p> <p><b>In attendance:</b> Leila Brown, Local Authority Clerk</p> <p><b>Apologies:</b> Kieran Cox (KC) Parent Governor Harmonie Limb (HL) Parent Governor, Vice Chair of Governors Olivia Selinger (OS) Parent Governor</p>	
1.	<p><b>Welcome and apologies</b> HJF welcomed all to the meeting. Apologies had been received and were accepted from OS, HL and KC. The meeting was quorate.</p>	
2.	<p><b>Notification of any urgent business</b> None for the meeting.</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 6<sup>th</sup> December 2019</b> (circulated in advance) Two small typos on page two were noted. The date of the minutes of the previous meeting had already been corrected by the clerk to 1<sup>st</sup> October 2019, and the initials CH were manually annotated to “the school” in paragraph 2 of item 6 before HJF signed them. The clerk would ensure this annotation was made on the final electronic version of the minutes before they were posted on the school’s</p>	

	website. With these two corrections, the 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.	
<b>Governors' questions and challenge highlighted in italics</b>		
5.	<p><b>Matters arising not covered elsewhere on the agenda</b></p> <p>The post-SIAMs facilitation meeting had been postponed from Monday 3<sup>rd</sup> February and would now take place on Monday 2<sup>nd</sup> March 6-7.30pm.</p> <p>The action under item 11 for HJF and CH to consider how to reduce teacher workload and stress would be held over until the next agenda.</p> <p><b>Action 1: HJF and CH to discuss further how to reduce teacher workload and stress.</b> (action from previous meeting)</p> <p>The action under item 13 relating to a template skills audit for the governing body to use was ongoing. The clerk would send the latest version of the NGA skills audit to HJF for him to circulate to governors.</p> <p><b>Action 2: Clerk to send template of the NGA skills audit with HJF.</b></p> <p>(SA arrived at 6.08pm)</p> <p>CH had followed up on the discussion at the previous meeting about the loss of the named worker from the Mental Health and Support team (MHST) and was waiting for the MHST to get back to her. CH had put in a referral for an expressions group before Christmas and was waiting for that to be followed up. CH noted her disappointment around this service, given the amount of funds put into it and the limited impact it had had.</p> <p>Action arising from item 13b) on the delegated powers to committees, and policies: CH and HJF had located the necessary documents and this was now a work in progress.</p> <p>HJF noted he was still looking for a suitable online induction course for governors. The clerk had a link to a course that she would share with HJF.</p> <p><b>Action 3: Clerk to share online governor induction course link with HJF.</b></p> <p><i>A glitch with the online swimming payments on ParentPay had been raised at a previous meeting. Had this now been resolved?</i></p> <p>CH noted that this had been resolved to her knowledge.</p> <p>There were no further matters arising.</p>	<p>HJF/CH</p> <p>Clerk</p> <p>Clerk</p>
6.	<p><b>Head Teacher's report circulated as a handout at the meeting</b></p> <p><b>Pupil numbers:</b> CH noted that in the Cherwell Partnership, Reception and Nursery numbers were forecast to be low in September 2020. Projected numbers on roll for the next academic year were on CH's report, and currently the school's best estimate. There would be 3 new children coming into the school after February half term.</p>	

*Did CH anticipate change in the projected numbers?*

These were based on information the school had in the last couple of weeks. It was difficult year on year to predict if there would be much variation either way in these numbers.

**Staffing:** There had been no staffing changes since the last FGB meeting. A staff member had been on sick leave and the school was waiting to see if the staff absence insurer would pay out but this now seemed to be unlikely. The next Resources meeting would review whether it was worth continuing with paying these insurance premiums which ran into thousands of pounds each year.

*What if a member of staff was on long term sick leave for several months? Could a more competitive insurer be found?*

CH noted these issues would be examined in more detail at the next Resources meeting.

**H&S and Premises:** CH noted a list of ongoing maintenance jobs and repairs. A water hygiene company had rectified a number of issues identified in the last water survey in 2018 and detailed in CH's report. CH hoped that this work would result in a more positive survey next time. CH noted the school was low risk for Legionella. Gas Safe engineers had been in from Oxford Direct Services to service the school's boilers and heaters. Nothing was unsafe but there were some work items to sort. Chubb and Trinity had visited so all fire-fighting equipment had been serviced and replaced or upgraded where necessary and emergency lights had been fixed. An electrician would be visiting in the half term holiday to do some further work. Cloakroom units, hooks and the hot water dispenser in the staff room had also been fixed.

Weeding, cutting back and lopping some trees and bushes which were overhanging the school's railings would hopefully be taking place in the near future. Further pruning and tidying was scheduled. The wall next to the after-school club door was receiving attention during half-term.

A member of the corporate landlord's team at OCC had been into the school and conducted a thorough visit of the site with a structural engineer and mechanical engineer. They proposed making capital funds available for an in-depth survey of the school buildings and acknowledged the challenges of maintaining buildings of that age. The school was still waiting to hear further about this.

*When would the low acoustic ceiling be installed for a hearing-impaired child?*

This would take place in the summer. CH was confident that this work would be done in a timely fashion.

CH noted there was damp and mould in the school. The mould was frequently cleaned.

*Whose responsibility was it to maintain the school?*

CH noted money was delegated to the school and it was school leaders' responsibility to spend it appropriately. New Hinksey could make a strong case for additional funds as the site was particularly challenging.

*If the building was found to be unviable in terms of cost, whose responsibility would it be to fund a rebuild?*

CH noted it would be either the local authority or the Regional Schools Commissioner depending on circumstances.

(RA arrived at 6.30pm)

**Curriculum:** CH noted there was much interesting and exciting learning taking place in the school with the Amazing Authors topic a success, and there had been trips off-site, as detailed in her report. The Said Business School had provided a chef-led taste and sensory session. This was part of a national initiative. HN confirmed her class had been enjoying this very much. The PTA had provided funding for chefs hats and aprons for the children. It had engaged some children who were not necessarily easy to engage in other parts of the curriculum.

**Behaviour:** The school was working closely with 3 families to support some ongoing challenging behaviour, detailed in CH's report. CH emphasised that this referred to a small number of children who presented persistent challenging behaviour. The majority of children behaved appropriately at all times.

**SEN:** CH noted the school had a good track record of getting EHCPs in place for children but she was frustrated and disappointed where they came back with actions to support children's needs that were not possible to meet in a mainstream school. CH noted there were a lack of special school places in the area. One child in the school would go before a panel in March and CH hoped if a space was available, appropriate provision might be found in a special school. Specialist support at the sustained level required was not available at New Hinksey. Governors discussed how partnership or local schools could bring pressure to improve provision, and how stretched specialist provision was within the area.

*Were there short-term measures that could be put in place in the school for now to support children?*

CH noted that there were. HJF was happy to write a letter to the local MP to highlight the issue. The school was putting additional TA support in place for the neediest children. The clerk noted that Lucy Butler the outgoing Director for Children's services was currently undertaking a strategic review. HJF would follow this up to see if part of this covered SEN provision.

**Inspection Data Summary Report (IDSR):** CH noted this had been updated 2 weeks ago. The information related to data from last year's SATs results. Areas of the report that had no comment meant no flags of concern had been raised. What was pleasing to note was that the KS1 and KS2 attainment for children achieving greater depth in maths was significantly above the national average putting the school in the highest 20% of schools nationally. CH noted that the absence and exclusions data referred to the 2017-18 academic year. CH noted prior attainment data for each year group was taken from the end of the EYFS.

	<p><i>Was this report generated by Ofsted?</i>  Yes. CH noted that information on page 4 placed the school in the local context which was useful and interesting.</p> <p><i>What did the reference to the school's grant funding being less than the national average mean?</i>  Governors agreed that it was difficult to know the context of this comment. They also disputed where the report stated that the school had a positive in-year balance.</p> <p><b>System Leader visit:</b> CH noted that as an Ofsted-rated Good school the school was entitled to a visit from a System Lead. Katherine Ryan (KR), head teacher at the Matthew Arnold School, had visited for half a day, reviewed various information and followed the standard pro forma for the visit. She had returned for an evening visit to give feedback to CH, and HJF had joined them for the final hour of this meeting. KR had noted lots of positives about the school. The main purpose of her visit was to see if the school was at low, medium or high risk of dropping out of Good at the next Ofsted inspection. She had rated the school at low risk at present. HJF noted her main conclusion was that CH's workload was high and she had noted her concern about the state of the school buildings.</p> <p><i>How often did she visit the school?</i>  The school was visited for an initial 3.5 hours then a further 2 hours of debriefing once every academic year.</p> <p>There were no further questions on CH's report.</p>	
7.	<p><b>Safeguarding to include presentation of the Annual Safeguarding Report and agree prior to submission</b></p> <p>CH displayed the online Annual Safeguarding Report on the white board. She had been working through completing this over a few weeks and noted that it generated an action plan from the information inputted. Some actions were highlighted as S for statutory and some were BP for best practice. The new format gave bullet points under each section as guidance for the school to consider when completing the report. The school could answer yes or no to each question and add supplementary information. HJF and KC had log-in information in order to view the completed report online. CH displayed the action plan the report had generated. Each section of the completed report linked to a headline action where appropriate, and CH had included information in the action plan on who would lead on each action, and a timescale for completion. CH talked governors through the action plan with outstanding actions including supervision and support for safeguarding leads in the school, ensuring a mid-year recorded auditing of safeguarding records, and reviewing and updating the Code of Conduct for school staff.</p> <p>EA noted that some smaller schools had moved to having more than 2 DSLs, some now having 3 or 4.</p> <p>CH noted that KC would look through the final version of the report before submission. Governors agreed that they were happy for the report to be</p>	

	submitted once KC had viewed it.	
8.	<b>Health and Safety</b> Covered in item 6.	
9.	<b>Policy reviews/ratification (standing item)</b> None for immediate review.	
10.	<p><b>Governance business:</b></p> <p><b>a) Update on co-opted vacancy and 2 foundation governors</b> HJF noted that further consideration would be given to recruiting a new co-opted governor after the NGA skills audit had been completed. RA had been liaising with the Diocesan Education Service. There had been an issue with completed paperwork for appointing the new foundation governors being mislaid but he was pleased to report that new paperwork had now been completed by both him and the two prospective foundation governors and he was confident they would soon be appointed.</p> <p><b>b) To agree delegated powers of Committees and Head Teacher</b> (action from previous meeting): ongoing with HJF and CH.</p> <p><b>c) Governor training, link visits or learning walks</b> BP had circulated the report of the learning walk that he and CHi had undertaken on 16<sup>th</sup> January 2020. The focus for the visit had been on English and literacy. The term's topic of Amazing Authors was working well in engaging children. BP and CHi had seen good evidence of differentiated tasks and extension work, targeted TA support and in-depth learning. Children's work books had been looked at and marking observed. CHi noted that children had been working quietly and industriously.</p> <p><b>Date of future learning walks:</b> 12<sup>th</sup> March 2020, Collective Worship visit. RA would be taking assembly and meeting afterwards with some children. Governors to attend included FH, HJF, BP, HL and CHi.</p> <p>CH noted topics for the summer term would be the 75<sup>th</sup> anniversary of the end of the 2<sup>nd</sup> World War and looking forward to the next Olympic games. A Science Learning Walk was scheduled for Thursday 18<sup>th</sup> June at 1.15pm. SA, CHi and either HJF or another governor would take part in the visit.</p> <p><i>Did the children do science-based topics when they visited the Ashmolean Museum?</i></p> <p>HN noted that this was the case. There was good space downstairs for visiting schools. Children sometimes had opportunities to visit other local schools to take part in science-based activities or participate in activities provided by one of the local universities for older children.</p>	
11.	<p><b>Committee Reports</b></p> <p><b>a) Resources Committee 13<sup>th</sup> January 2020</b> (circulated in advance) HJF noted two key headlines from this meeting: Firstly, more details were needed on the costs and income of the Morning Club. Governors noted they knew it might take a while for numbers to build but they still needed to keep an eye on the finances. EA noted the after-school club had been very successful and it might be worth recruiting an additional staff member in order to expand capacity. The committee would consider this at its next</p>	

	<p>meeting. Secondly, the cost of cleaning materials in this financial year seemed high compared with the previous financial year. The committee was seeking clarification on this. Overall the forecast for this year's budget was a carry-forward into the next financial year of £75k, although HJF cautioned this figure might be closer to £60k when the budget was next reviewed at the end of April and the new 3-year budget would be brought to the FGB for their approval.</p> <p><b>b) Performance &amp; Standards (P&amp;S) 27<sup>th</sup> January 2020</b> (circulated in advance) HJF noted he had chaired this meeting and EA had taken the minutes. EA noted the committee had discussed mental health issues in schools after HN had attended a meeting on this topic. The committee had looked at writing targets and actions on the SIP and SEF, and curriculum coverage as it related to the new Ofsted inspection framework.</p> <p>There were no further questions on either set of minutes.</p>	
12.	<b>Any other business</b> None.	
13.	<b>Dates of future meetings</b> Thursday 30 <sup>th</sup> April 2020 6.30pm (to agree the budget)	

The meeting finished at 7.20pm

#### Actions from meeting

Action 1	HJF and CH to discuss further how to reduce teacher workload and stress (action from previous meeting)	HJF/CH
Action 2	Clerk to send template of the NGA skills audit with HJF.	Clerk
Action 3	Clerk to share online governor training course link with HJF.	Clerk