



New Hinksey CE Primary School

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Headteacher: Mrs Charlotte Haynes

Minutes of a meeting of the Full Governing Body of New Hinksey CE Primary School Thursday 30th April, 6.30pm in a virtual capacity

The meeting began at 6.34pm

Item	Discussion	Action
	<p>Present: Samrah Ahmed (SA) Parent Governor Father Ruben Angelici (RA) Foundation Governor, Ex Officio Ellie Armstrong (EA) Parent Governor Kieran Cox (KC) Parent Governor Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Charlotte Haynes (CH) Headteacher Fiona Hawkins (FH) 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>In attendance: Leila Brown, Local Authority Clerk</p> <p>Apologies: Christine Hill (CHi) Co-opted Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. The meeting was quorate. Apologies had been received from CHi who might join the meeting later.</p>	
2.	<p>Notification of any urgent business None for the meeting.</p>	
3.	<p>Declaration of pecuniary/business interests None were declared for the meeting.</p>	
4.	<p>Approval of the minutes of the meeting on 13th February 2020 (circulated in advance) The minutes of the meeting were agreed to be a true and accurate record of the meeting, and would be electronically signed by HJF after the meeting and emailed to the clerk for storing on GovernorHub, and to CH for filing within the school.</p>	
Governors' questions and challenge highlighted in italics		
5.	<p>Matters arising not covered elsewhere on the agenda A1: HJF and CH to discuss further how to reduce teacher workload and stress</p>	

	<p>(action from previous meeting): HJF noted this would have to be postponed for the present time.</p> <p>A2: Clerk to send template of the NGA skills audit to HJF: HJF noted this had not been shared. The clerk confirmed it would be shared after tonight’s meeting.</p> <p>Action 1: Clerk to circulate NGA skills audit for governors to complete.</p> <p>A3: Clerk to share online governor training course link with HJF: Completed.</p> <p>There were no further matters arising.</p>	Clerk
6.	<p>Budget approval to include meeting of Resources Committee immediately before this meeting</p> <p>HJF noted the Resources Committee had met via video link and had a productive meeting at 4pm this afternoon. HL highlighted the following content of the meeting. The proposed budget was shared onscreen with governors and had been uploaded to GovernorHub prior to the meeting.</p> <p>Tracey Haslam (TH) the school business manager had shared projected budget figures for the next 3 years with the committee. The committee had felt that the initial draft budget had too high a deficit in the third year and had worked to see what could be done to reduce it to a more acceptable figure. They had made assumptions based on projected pupil numbers coming into the school across the year. CH noted that the current relatively large Year 6 was leaving and this drop in numbers would affect the budget as other remaining classes were smaller. The proposed budget was working on the assumption that pupil movement into the school would bring in further funding.</p> <p>CH talked governors through projected staff changes in the budget: the school was making the assumption that from September 2021 one part time upper pay scale teaching post would be replaced by a teacher on the lower main scale. In addition staffing costs had been slightly reduced by a decrease of 5 hours a week in support staff costs from September 2021. CH was hoping to attract additional funding to support a small number of SEN children. For one year only in 2020/2021 the school was looking to increase the contribution the School Association were able to make. They had been going to make a contribution towards a pupil residential this term but that was no longer taking place.</p> <p>HL noted this would mean that by the end of the proposed second year of the budget, there would be a very small carry forward of approximately £300. There was currently a projected deficit of approximately £60k in the third year of the budget but this was a greatly reduced deficit to the draft budget presented initially by TH.</p> <p>BP noticed that TH and CH had already pared back spending on resources in the school to the absolute minimum. Governors hoped that the projected pupil numbers and funding would mean that the proposed budget would be acceptable to the local authority and could be agreed by the governing body in order for the</p>	

	<p>school to submit it.</p> <p><i>Would the School Association be happy to make the additional contribution built into the budget?</i></p> <p>CH noted that it was disappointing that the Association would not be able to spend the amount it had proposed on the residential trip, but in the past it had expressed a willingness to contribute in the way CH was suggesting. Lower pupil numbers in the school were the real driver to the budget deficit. CH noted there had been 17 first choices for the September 2020 Reception intake. CH was pleased with this but noted it was a difficult picture across the city with low numbers coming into the Reception year.</p> <p>There were no further questions.</p> <p>Governors agreed for the budget to be submitted to the local authority as circulated and discussed above.</p> <p>HJF asked CH to pass on thanks to TH for her work between the committee meeting and this evening’s meeting in working on the budget to make the figures acceptable.</p>	
<p>7.</p>	<p>Head Teacher’s update to include any urgent Safeguarding and Health & Safety issues</p> <p>CH gave the following verbal update:</p> <p>The school was open daily from 8.30am until 3pm for key workers’ children and had anything from 4 to 18 children on any given day. There was a good system in place with more learning activities being set up for the children now that the school had had time to adjust. Printed packs of learning had initially been supplied to children for them to do at home when the school closed. Learning activities and links to resources were now being put on the school website for families to access from home. Fr Ruben had been giving recorded assemblies each week which were also accessible on the website.</p> <p>There was a rota in place so that all staff members including TAs who were able to come into school were doing so at least one day a week. TH and CH were in school most days, although as they had worked through the Easter holidays they were trying to each have a day out of school each week. CH noted the additional admin and bureaucracy that the school closure had generated.</p> <p>The free school meal voucher system was in place and TH had been sending vouchers out to entitled families in 3 week blocks via the online system.</p> <p>There were no safeguarding issues at this point so CH had not had to make any referrals to external agencies.</p> <p>CH had completed risk assessments for all children with EHCPs and had shared these with the local authority.</p>	

Some H&S and maintenance issues had been addressed, such as flushing out standing water systems so bacteria could not accumulate, and a fire drill would likely take place next week in school.

CH reminded governors that no school data needed to be submitted to the government this year, although the school would make its own assessment of children's progress at the end of the year.

Would these assessments of Year 6 be shared with the secondary schools?

Yes, the school always shared teacher assessments based on whether students had met expected standards or not, and these would be shared as usual.

How much work was being shared with the children and how much learning was taking place at home?

CH noted it was likely to be a variable picture with some children doing very little and others doing a lot. CH was more focused on children's wellbeing at home at the moment and accepted that it was not a replacement for full time school. Parents playing games and doing activities with children was important. The school was not unduly worrying about whether parents were focusing on this rather than doing lots of school work. The school did not want parents to be stressed and worried about children's learning at this period.

Would catch-up teaching be needed when schools reopened?

CH noted that schools had to accept that the impact of school closures would have a knock-on effect on standards in school at the start of the new school year and the gap was likely to have widened for disadvantaged children.

OS noted she had had feedback from parents on the home learning provided by the school. Some parents had indicated they wouldn't mind more structure to the learning. Some parents were struggling, especially those with much younger children who had not been long in Reception. Governors discussed whether it might be possible for teachers to send a short video message to children to keep in touch. CH noted that the school had moved from being very prescriptive in maths and English and were instead directing parents to BBC Bitesize Daily which was a fantastic resource that took pressure off non-teaching parents. CH acknowledged that it was difficult as families were sharing technology between family members. Governors discussed the lack of social interaction between children and the school community. Governors also discussed the fact that some Year 6 children were feeling sad at the possibility of not being back at school before moving on to Year 7 at secondary school.

CH would talk to staff next week about the possibility of short video clips from teachers that could be shared with children and families. HN noted she thought this was a good idea, and that emails to families might also be a welcome approach. Children would welcome feedback on the work they had completed. It was sometimes hard to motivate children in their home learning, especially the

	<p>Year 6 children whose SATs had been cancelled. An encouraging email from a teacher could be useful in this instance. CH noted staff would discuss all these possibilities across next week.</p> <p><i>Did the school have concerns about children’s access to screens? Would all children have access to the technology?</i> CH noted this was something staff had worked through in the first couple of weeks of school closure. The problem was likely to be around families and children sharing technology rather than lack of access to technology.</p> <p><i>Was lack of access to technology and screen time part of the widening gap issue?</i> CH noted she did not think it was lack of access to technology that was the problem in this case.</p> <p><i>Would the school check with parents to ensure that this was not the case and that it didn’t need to lend technology for the duration of school closure? Was there a need for teachers to have more contact with certain families while school was closed in order to try and keep children motivated to learn?</i> HN noted there may be some safeguarding issues if this involved video calling individual children. CH noted that the school had engaged in additional phone contact with certain families, but this had been more around the children’s welfare rather than giving additional support in specific learning. Governors agreed that nurturing and welfare should be the priority at this time.</p> <p><i>How was updated learning content on the school website communicated to parents?</i> CH noted parents had been directed to the school website at the point of school closure in a letter sent home. HL had also circulated information on the WhatsApp group and to those on the Parent Association email list.</p> <p><i>Could CH give more detail on whether feedback from class teachers on children’s completed work could be facilitated?</i> CH had been giving some thought to this and would discuss this further with staff. Governors discussed the technology that would enable children to share work with teachers. CH would check with IT support staff as to how this could work.</p> <p>Governors acknowledged the level of challenge presented to the school at this present time. It had been a steep learning curve for all involved and it was an ongoing process to make small adjustments to processes without putting additional pressure on staff. HJF noted his thanks and gratitude to CH and all her staff for all their excellent work.</p>	
8.	<p>Governance business to include update on co-opted governor vacancy and 2 foundation governor appointments</p> <p>Two ODBE applications for appointing foundation governors were in progress. RA had previously spoken to the diocesan office in February, but was disappointed to note that it was now closed and the staff furloughed so he was not hopeful of the appointments being made for some time.</p>	

	HJF noted that for the time being the co-opted vacancy would remain unfilled until a skills audit had been completed by the governing body.	
9.	AOB None.	
10.	Dates of future meetings Resources Committee 14 th July P&S Committee 13 th July FGB Tuesday 7 th July 2020 at 5pm	

The meeting finished at 7.24pm

Actions from meeting

Action 1	Clerk to circulate NGA skills audit for governors to complete.	Clerk
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