



# New Hinksey CE Primary School

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Headteacher: Mrs Charlotte Haynes

Chair of governing body: Harm-Jan Fricke

## Minutes of a meeting of the Full Governing Body of New Hinksey CE Primary School Wednesday 7<sup>th</sup> October 2020, 5pm in a virtual capacity

The meeting began at 5.05pm

Item	Discussion	Action
	<p><b>Present:</b> Samrah Ahmed (SA) Parent Governor Father Ruben Angelici (RA) Foundation Governor, Ex Officio (left the meeting at 5.43pm) 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 Helen Nash (HN) Staff Governor Bob Price (BP) Co-opted Governor Denise Tucker (DT) Foundation Governor</p> <p><b>In attendance:</b> Leila Brown, Local Authority Clerk</p> <p><b>Apologies:</b> Kieran Cox (KC) Parent Governor</p> <p><b>Absent:</b> Miriam Jackson (MJ) Foundation Governor Olivia Selinger (OS) Parent Governor</p>	
1.	<p><b>Welcome and apologies</b> HJF welcomed all to the meeting. The meeting was quorate. Apologies had been received and were accepted from KC.</p>	
2.	<p><b>Notification of any urgent business</b> KC had sent notice of an item of AOB relating to the School Streets initiative discussed at the previous FGB meeting which would be taken under item 11.</p>	
3.	<p><b>Declaration of pecuniary/business interests</b> None were declared for the meeting.</p>	
4.	<p><b>Governance Business</b></p>	

Signed (chair) Date 8<sup>th</sup> December 2020  
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<p><b>a) Election of chair and vice chair for academic year 2020-21</b>  The clerk had received one nomination ahead of the meeting for HJF to be a candidate for the position of chair to the governing body for the forthcoming academic year. HJF was willing to stand again in this capacity. HJF left the meeting whilst governors voted and was duly <b>re-elected</b> as chair. Governors thanked HJF for being willing to serve in this capacity again.</p> <p>The clerk had received no nominations for the position of vice chair ahead of the meeting. Governors discussed the matter and it was agreed that FH would take on the role for the forthcoming academic year. HJF thanked FH for being willing to serve in this capacity.</p> <p><b>b) Register of pecuniary interests for academic year 2020-21</b>  The clerk referred governors to the facility on GovernorHub where they could electronically declare their business interests for this academic year. The clerk would use this information to update the annual register and send to CH for inclusion on the school website.</p> <p><b>c) Committee membership and Terms of Reference (TORs) and delegated powers</b>  HJF had circulated TORs for both of the committees. Governors agreed to the TORs as circulated for both the Resources and Performance &amp; Standards (P&amp;S) committees. HJF would locate the governing body’s standing orders and share with the clerk who would update them and bring them to the governing body at the next FGB meeting.</p> <p><b>Action 1: HJF to share the governing body’s standing orders with clerk. Clerk to update and bring to next FGB meeting.</b></p> <p><b>Committee Membership</b> for the forthcoming year would be as follows:  <b>Resources:</b> SA, CHi, HJF, KC, BP, CH, FH  <b>P&amp;S:</b> CH, HN, DT, RA, FH, HJF &amp; OS (HJF to check with OS)  HJF confirmed that the quorum for both committees was 4 members.</p> <p>Date of next Resources meeting: This had been set at the last meeting for 4pm on Wednesday 14th October but a number of governors now could not make that. A possible new date of Monday 19th October was found, at 4pm via Teams which Charlotte would set up. [However since the meeting CH has remembered that the date was set to fit in with the deadline for submitting the budget monitoring and so further messages are taking place governors between to secure a date.]</p> <p>Date of next Performance &amp; Standards meeting: 4pm Tuesday 10<sup>th</sup> November 2020. HJF would arrange the agenda and a schedule of work for the committee for the year and host the meeting via zoom.</p>	<p>HJF/Clerk</p>
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	<p><b>d) Governor link positions</b>  KC: Safeguarding  BP: Health and Safety (H&amp;S)  SEND: would be deferred until the next FGB meeting when it would be discussed further and new governors would hopefully be present.</p> <p><b>e) Positions available on governing body: 1 co-opted and 1 parent vacancy</b>  CH noted that HL's term of office was finishing today so there were 2 parent vacancies. CH had signalled the two parent governor vacancies to the school community and had had some expressions of interest. HJF would follow up with those who had already expressed interest and CH would let all parents and carers know about the vacancies via the school newsletter.</p> <p><b>f) NGA skills audit – a reminder for governors to complete</b>  <b>Action 2: All governors to complete before the next meeting and clerk to re-circulate the skills audit.</b></p>	Clerk/all governors
5.	<p><b>Approval of the minutes of the meeting on 7<sup>th</sup> July 2020</b> (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>	
6.	<p><b>Matters arising not covered elsewhere on the agenda</b>  There were no further matters arising.</p>	
Governors' questions and challenge highlighted in italics		
7.	<p><b>Head Teacher's Report (circulated in advance via GovernorHub)</b>  CH highlighted the following:  School census day had been last Thursday. The number on roll at the school on this day generated the next allocation of funding from the DfE and CH noted that there had been two last-minute additions to the school roll on Wednesday.</p> <p>CH noted that the demographics this year meant that unusually some classes had an uneven balance of boys and girls.</p> <p>Attendance was at least 90% each day. It was better now than at the start of term and probably more consistently 92%-93%. There had been a wave of coughs and colds as children came back to school and this had seen some initial absences, but there were now only 2 or 3 children off each day. Staffing remained stable with no leavers or new starters. In general CH noted that children and staff were proving to be resilient. Organisation of the new processes had gone well. HN noted that the clear and orderly return to school seemed to have worked well in settling the children. They had responded positively to the new processes.</p> <p><i>Where children or staff needed access to Covid-19 tests had they been able to access them in a timely fashion?</i>  CH noted that a few people had had to travel further afield in the week when</p>	



there had been a national shortage of tests available, but most tests results had been returned within 48 hours. The longest wait had been for a member of staff who had waited 5 days. More recently tests results were being returned a lot quicker. CH noted there were clear guidelines to follow when a child had symptoms of suspected Covid-19 and the school required them to be absent from the school and seek a test. CH noted that primary school children across the county were proving statistically to be in a low-risk group for catching the virus, but the school still needed to follow the process.

*Were parents understanding of needing to follow this process?*

CH noted that in general parents were being understanding. She noted that all members of a household including siblings in other school years had to isolate whilst waiting for one individual's test result. There had been no positive tests within the staff and pupil body to date.

CH had begun staff appraisals this week and would do more next week. She noted it was difficult as the usual end-of-year data that informed the appraisal process was not available for last year. She had been setting staff targets for the coming year. CH noted that her own appraisal needed to be completed by 31<sup>st</sup> December by a three-person panel. CH and HJF would follow this up outside of the meeting.

**Action 3: CH and HJF to liaise to arrange CH's appraisal.**

CH/HJF

Covid-19 processes had been communicated to the school community within newsletters, and the risk assessment was available online on the school website. Year group "bubbles" were working within the school and CH was confident the school could track and trace if necessary. After-school club had been arranged into 2 bubbles, one for the FSU and KS1, and KS2 children in another. This involved a small number of children.

CH noted that it was a legal obligation from 22<sup>nd</sup> October for schools to put distance learning in place with immediate effect if children had to be off school for 14 days or a year group bubble needed to be sent home. The school would be using Google Classroom in order for teachers to set activities and post links to work and interact with children. Teachers had been showing older children how to access this platform and parents of younger children had been sent this information.

(RA left the meeting at 5.43pm)

*Did all families have access to technology at home?*

CH noted the school had been trying to ascertain this. It was unlikely that whole-school closure would have to take place as had happened previously during lockdown, but the school was working towards ensuring that physical copies of work would be available to those who had limited access to technology at home.



<p>Google Classroom could be accessed on a smartphone, but CH noted this wasn't an ideal device for children to complete work on. Children who had social-worker involvement had been given Chrome Books via the Virtual School. The DfE had said that if more than 15 children were absent from a school for Covid-related reasons, a form could be completed to generate further access to technology. However, CH thought this would only give the school a further three devices.</p> <p><i>Were any of the school devices suitable for lending to parents?</i> The Chrome Books could possibly fit this criteria, but CH would have to think further about who would get priority for these. CH also needed to ensure how they would be returned in usable condition.</p> <p><i>Had CH received any parental feedback on access to technology after lockdown school closure?</i> CH noted she had had some feedback. Access to a printer at home was more of an issue than access to a smart phone, tablet or computing device. CH noted that there was pressure on devices where parents were also working from home during the day.</p> <p><i>Could any local businesses help the school in this way, or any charity?</i> HN noted that at £100 each for second hand Chrome Books perhaps the school should invest in further devices. CH noted that devices needed to be user-friendly and set up with the appropriate software and parental controls. Chrome Books were simpler in this respect.</p> <p><i>Could the School Association help to fund additional Chrome Books? Was there any money available through the Church House Trust fund?</i> CH was unsure if this money would qualify for purchasing these devices. HJF would follow this up. The Resources Committee would discuss this further.</p> <p><i>Would the school's IT consultant be able to offer further assistance in setting up devices?</i> CH noted this was possible in theory but was dependent on resources and his capacity. HN would contact him via email.</p> <p><b>Action 4: HJF to contact the School Association regarding funding for additional devices. HJF to contact RA about the Church House Trust. HN to contact the school's IT consultant.</b></p> <p>CH noted that Ofsted would not be resuming full inspections until 2021, but were currently undertaking one day visits into schools. The LA had recently challenged the need for them to physically access school premises at this point in time. SIAMs inspections were also currently suspended and behind schedule. CH would be meeting with Karen Metcalfe, the diocesan advisor, later in October.</p>	<p>HJF/HN</p>
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*Would Ofsted inspection schedules get pushed back?*

CH noted this might be the case as there must now be a backlog of postponed inspections of at least 6 months.

CH noted that the statutory reports on SEND, Pupil Premium (PP) and Sports Premium would normally get written over the summer and come to the governing body in the autumn. She had consulted with other school leaders and noted that most head teachers were currently leaving reports from the previous year on the school website. The PP strategy for this year would be very similar to the one from last year although the need to work in bubbles and at a safe distance meant some things were being done differently. External visitors providing additional support such as education psychologists were also limited at the present time.

**Self-Evaluation Form (SEF) and School Improvement Plan (SIP):** The SIP had been updated by CH and circulated ahead of the meeting, but CH noted that otherwise it continued as previously drafted. CH noted that her priorities were very much focused on running a safe school at the moment.

*A previous action point on the SIP had been to pick up on pupil progress meetings in February 2020. Could CH advise on how these were now working?*

CH noted that staff were currently assessing children in the school. The results of these assessments would inform new action plans for pupils for the year. The information was out of date from the previous year's meetings.

The school had used a range of information to produce in-school data on pupil attainment for each cohort which would be used as a baseline for the year. The LA had assigned the school a school improvement partner which CH noted would likely consist of a few virtual meetings between them. CH noted that developing and embedding an online learning platform was a priority for the school.

The new Relationships, Sex and Health Education (RSHE) framework had been delayed. This should have been statutory from September 2020 and the school needed to have a policy to reflect the new framework. CH noted it was important for all governors to have seen this and she had circulated it ahead of the meeting. Governors needed to formally ratify it. CH noted it had been seen and discussed by school staff as to how the policy fed into the curriculum. Governors **agreed** to ratify the policy. HJF noted the Resources Committee would look in more detail at it. CH would put it on the school website so parents could easily access it.

**Premises:** Three classrooms had been redecorated over the summer. HN's classroom had had an acoustic ceiling fitted and the lighting had been altered accordingly. The LA had paid for this. HN noted it made a big difference working in this improved environment and the children loved it. CH noted she had



	<p>updated and tidied some areas of the school website. Governors watched a brief presentation on the website for prospective reception parents as the school was unable to accommodate physical visits at the moment. HJF noted that the school website looked lovely.</p> <p>CH noted that very sadly a former pupil in her early twenties had passed away recently. There were staff in the school who remembered her.</p> <p>CH noted that the school would like to have done their usual harvest festival celebration and food collection. As an alternative she had given parents an opportunity to donate non-perishables to the local foodbank and had had a good response to this.</p> <p>CH noted that the school newsletter was available on the website each week and this was an excellent way for governors to keep in touch with what was happening in the school.</p> <p>There were no further questions on CH's report.</p>	
8.	<p><b>Safeguarding to include September 2020 changes to Keeping Children Safe in Education (KCSIE) and ratification of Safeguarding Policy</b> (circulated in advance) KCSIE had been updated in September 2020 and governors needed to be familiar with the changes.</p> <p>CH noted that the LA had supplied a new model safeguarding policy. The school had inputted its own contact information but otherwise there were no amendments to be made. Governors <b>agreed</b> to ratify the updated policy as circulated. CH would put the updated policy on the school website.</p> <p><b>Action 5: All governors to familiarise themselves with the updates to Keeping Children Safe in Education. Clerk to circulate the link via GovernorHub.</b></p>	Clerk/all governors
9.	<p><b>Health and Safety</b></p> <p>CH noted the school had given consideration on how to adapt the fire drill process to be Covid-secure. Teachers had walked each year group bubble through the drill and evacuation procedure without the alarm sounding to get them used to the process.</p> <p><i>Had CH received any feedback from the LA on the drainage and gutter problems after previous visits earlier in the year from engineers?</i></p> <p>CH noted that surveyors and structural engineers had visited the school but she had heard nothing further since then. The last round of remedial work to the roof seemed to have been broadly successful in stopping leaks but there was a leak in one classroom after heavy rain. HN noted that the school was keeping windows open at present for better ventilation in line with advice. CH noted that as the school moved into the winter the local authority was seeking further clarification on this, but it looked likely that this would be modified to opening the windows to</p>	



	<p>refresh the air at specific times of the day rather than having them open all day in inclement weather.</p> <p>BP noted that at a Zoom briefing last week for governors with a PHE officer in attendance it had been made clear that keeping windows open in inclement weather should not be causing an issue for schools.</p> <p>CH noted that for the time being she did not want the structural engineers making return visits to the school as she needed to limit people accessing the school site. She would wait until the spring and follow up at that point.</p>	
10.	<p><b>Committee Reports</b></p> <p>No committees had met since the last FGB meeting of 7<sup>th</sup> July.</p> <p>CH noted that budget monitoring for period 5 had taken place remotely and the school had paid the LA's team to undertake this. The school would do the same for period 6 and report back on this at the next Resources meeting.</p>	
11.	<p><b>Any other urgent business</b></p> <p>KC had sent an item of AOB regarding further development of the local School Streets initiative via the clerk and HJF. The clerk would share full details of this item to the GovernorHub noticeboard so that any interested governor could follow up on how to access the meeting.</p> <p>HJF noted his grateful thanks to HL for all the work that she had done as a governor and as a member of the School Association over the years. This was her last meeting as a school governor as she was resigning from the governing body today.</p>	
12.	<p><b>Dates of future meetings</b></p> <p>Tuesday 8<sup>th</sup> December 2020 at 5pm</p>	

The meeting finished at 6.25pm

#### Actions from meeting

Action 1	HJF to share the governing body's standing orders with clerk. Clerk to update and bring to next FGB meeting.	HJF/Clerk
Action 2	All governors to complete the skills audit before the next meeting and clerk to re-circulate the skills audit.	Clerk/all governors
Action 3	CH and HJF to liaise to arrange CH's appraisal.	CH/HJF
Action 4	HJF to contact the School Association regarding funding for additional Chrome Book devices. HJF to contact RA about the Church House Trust in relation to this. HN to contact the school's IT consultant for support on setting up these devices.	HJF/HN
Action 5	All governors to familiarise themselves with the updates to Keeping Children Safe in Education. Clerk to circulate the link via GovernorHub.	Clerk/all governors



Signed (chair) Date 8<sup>th</sup> December 2020  
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