



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 Thursday 29th April 2021, 6pm held in a virtual capacity

The meeting began at 6.05pm

Item	Discussion	Action
	<p>Present: Samrah Ahmed (SA) Parent Governor Father Ruben Angelici (RA) Foundation Governor, Ex Officio Richard Bailey (RB) Parent Governor Bob Price (BP) Co-opted Governor (left the meeting at 7.25pm) Crispin Chatterton (CC) Parent Governor Kieran Cox (KC) Parent Governor Harm-Jan Fricke (HJF) LA Governor, Chair of Governors Fiona Hawkins (FH) Co-opted Governor Charlotte Haynes (CH) Headteacher Christine Hill (CHi) Co-opted Governor Helen Nash (HN) Staff Governor (left the meeting at 7.27pm.) Denise Tucker (DT) Foundation Governor</p> <p>In attendance: Leila Brown, Local Authority Clerk</p> <p>Absent: Miriam Jackson (MJ) Foundation Governor</p>	
1.	<p>Welcome and apologies HJF welcomed all to the meeting. The meeting was quorate. No apologies had been received. HJF noted that Olivia Selinger (OS) had resigned as parent governor since the last full governing body meeting. HJF noted with governors' thanks and gratitude OS's contributions and hard work over the years as a governor and a member of the Performance & Standards Committee.</p>	
2.	<p>Notification of any urgent business HJF had three items to take under Governing Body Business item 11: contact from the chair of the governing body at St Ebbe's School; the school allotment; After School Club. KC had one item to take under AOB item 13: School Streets initiative.</p>	
3.	<p>Declaration of pecuniary/business interests</p>	

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	None were declared for the meeting.	
4.	<p>Approval of the minutes of the meeting on 3rd March 2021 (circulated in advance)</p> <p>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> <p style="text-align: center;"><i>Governors' questions and challenge highlighted in italics.</i></p>	
5.	<p>Matters arising not covered elsewhere on the agenda</p> <p>Action from previous meeting:</p> <p>A1: HJF to email all governors and ask them to share a short paragraph about themselves: HJF noted he had done this and had a response from around half of governors. Any governors who had not yet completed this were asked to do so.</p> <p>Action 1: All governors who have not yet done so to share a short paragraph about themselves with HJF.</p> <p>There were no further matters arising.</p>	Governors
6.	<p>School Budget Approval for three-year budget 2021-2024</p> <p>HJF noted that he had circulated relevant papers from the Resources Committee meeting which had met prior to tonight's full governing body meeting in order to scrutinise the proposed budget. BP summarised the committee meeting:</p> <p>It had been a useful meeting that had enabled governors to get an update from the school business manager Tracey Haslam (TH) on the end of year position for the previous budget. The school had made savings due to Covid-related school closure on utility bills and school meals, with no additional staffing costs incurred and reduced use of resources, plus furlough money had been received for staff where applicable. This meant the school had a better carry forward of £120.9k than previously budgeted for. This would help the budget for the next three years which had an in-year deficit for each year but would remain balanced overall.</p> <p>There were healthy numbers of pupils on roll coming into Reception in September 2021 with 19 currently allocated a place and another potential three. There could be a maximum of 25 children in that year group. Every child attracted funding so the fuller each year group as children moved through the school the more positive the implications for the budget.</p> <p>The stronger position due to the carry forward meant that provision had been made in the budget in 2021-22 for for an extra teaching assistant day plus 5 extra TA hours per week, and in 2022-2023 for the replacement of an upper pay scale teacher, who is anticipated to retire, with a less expensive, yet still experienced main scale teacher. There was a projected surplus between £10k and £18k in reserves at the end of the three years.</p> <p>Learning Resources: BP noted that access to quality learning resources was crucial for the school. A further £3K had been added to the amount allocated in</p>	

the budget in 2021-22 in order for the school to access these for identified curriculum needs.

Maintenance: £9k had been allocated for maintenance purposes in the next academic year. There was in addition a devolved capital reserve of £19k which could be accessed if needed.

Governors noted that the long-term question regarding the fabric of the school remained an issue that would not be resolved quickly. Oxfordshire County Council (OCC) had agreed to put protective measures in place for the art room wall which was bulging and would cover the cost of this. CH noted it was hoped this work would take place in the summer of 2022.

BP summarised that there was an in-year deficit of £46k for 2021-22, £40k for 2022-23, and £36k for 2023-24, leaving a positive carry forward of between £10 and £18k. BP noted that the overall position in year three in particular was uncertain and that the school would have to make adjustments as needed. BP recommended the budget for governors' approval.

HJF thanked BP for this summary. He noted that full details of the budget had not been circulated due to a technical hitch with the school scanner but would be circulated as soon as possible to all governors.

Could CH further outline the concerns around the fabric of the school?

CH noted that the art room wall did not pose a safety issue. BP noted the school was primarily a Victorian building with ongoing maintenance carried out as needed, but there were fundamental issues about some areas of the building. Patch-up work had been carried out on the floors due to some issues with rising damp. Some patching work had taken place to the roof and pipe work, but the building really needed a major revamp and modernisation. OCC had surveyed the buildings on a couple of occasions and agreed with this assessment, but did not have the capital resources to put into the work at the present time. BP noted that some areas of the school were not access-friendly for those with mobility issues. But without a significant funding commitment from OCC nothing more could be done.

CH noted that some fixtures such as the doors were original or very old and ideally each would be updated with more modern materials, but at a cost of £800 to £900 each this was not affordable.

Whose responsibility was it to pay for this?

This was delegated to the school. Some funding was allocated for this purpose but not enough. CH noted that the devolved capital was not supposed to be used for day-to-day repairs and maintenance, but the £19k was not enough for the level of investment needed.

Signed



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	<p><i>Were there any safety concerns regarding the building which would put the school higher up the priority list for full modernisation?</i></p> <p>CH noted that a condition survey was done every 4-5 years by OCC and there was some available funding for emergency needs, but the school did not come that high on the list. There was no urgent safety issue that would keep the children off the site. The Department for Education (DfE) was doing a condition survey of all school buildings in the next year or so. This may or may not result in additional funds being made available.</p> <p>KC noted that the Resources Committee had on more than one occasion discussed the possible modernisation of the school and what a future modern school would look like. This was a wider question for future discussion and further thought. BP noted that the school met the national minimum standard for the size of its classrooms, but CH noted that other areas of the school did not meet the national minimum standards. The local authority should address the fact that the school ought to be able to meet the minimum modern standards as prescribed nationally.</p> <p><i>What went into the decision-making progress in a condition survey of the school?</i></p> <p>CH noted this was done by external surveyors and the school had no input into it.</p> <p>There were no further questions on the budget. Governors approved the budget as presented for submission to the local authority. HJF would circulate full budget-related paperwork as soon as the scanner was fixed in school.</p>	
7.	<p>Head Teacher’s Report (verbal update)</p> <p>CH gave the following verbal update:</p> <p>Secondary school allocation: Year 6 children had been allocated secondary school places and a high proportion had got their first choice. Secondary schools were in the process of organising the transition process. It was tricky to manage this with Covid-19 restrictions in place. Some secondary school teachers were visiting after school to meet children. This could be done spaced out in the hall after 3pm.</p> <p>Allocation of Reception places September 2021: CH noted she was pleased with the projected numbers on roll for September with 19 children allocated first preference places at the school. There were three further late applications that should hopefully get a place in the next round, plus another potential family who had approached the school. CH noted they had been referred to the local authority which was the admission authority for the school. There was the potential that the Reception class might be full. This was positive news.</p> <p>Covid-19: All relevant guidance was still being followed with restrictions and appropriate measures in place and CH noted there had been no cases of in-school</p>	

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	<p>transmission of Covid-19 to date. The latest guidance from the DfE and the local authority was that schools may come out of restrictive operational procedures more slowly than other settings nationally. There was a mix of expectations from parents around this. CH noted that the school might have to keep children in 'bubbles' in September and was forward-planning for this. Gradually the school was doing more with activities such as children visiting the allotment, and external visitors coming in for an activity with one class. This took a lot of time and liaising to ensure that risk assessments and all appropriate measures were in place, but the resumption of these activities signalled an improvement and helped enrich the school. Swimming lessons had started again. The school used Oxford Brookes Harcourt Hill swimming facilities.</p> <p>Health and Safety (H&S): The annual H&S monitoring inspection had taken place in a virtual capacity on Tuesday 27th April with full paperwork shared remotely during the inspection. CH was pleased to note that the school had scored 94 out of 100 which was very reassuring. There was an action plan for CH to take forward highlighting some minor issues related to staff training and some maintenance schedules that had fallen slightly behind due to Covid-19.</p> <p>HJF invited governors to ask further questions to CH.</p> <p><i>Could CH breakdown the distribution between the different secondary schools that Year 6 children were moving to?</i></p> <p>8 schools were taking 17 children, with 4 going to one school and with 2 or 3 to some others and 3 schools just receiving one child each from New Hinksey. 15 children had got their first choice, one had got their second choice and one a local authority allocation.</p> <p>HJF thanked the governors who had given their time to working on the school allotment so that the children could start to use it. He had had an offer from Catherine Unia to maintain the plot going forward on the school's behalf. In addition the whole allotment site was useful as an outdoor classroom, as there was a large area at the back with benches, a fire pit and a seating area. BP noted that further work over the summer would be useful on the remaining area of the allotment. HJF asked for interest for a working party to help. A number of governors expressed interest. HJF would follow this up outside of the meeting and also with the School Association.</p> <p>Action 2: HJF to organise working party for further work on the school allotment.</p>	HJF
8.	<p>Safeguarding CH noted there was nothing new or of concern to report at this meeting.</p>	
9.	<p>Health and Safety Covered above in CH's report item 7.</p>	
10.	<p>Policies for review (standing item) Some policies had been reviewed and agreed by the committees who had</p>	

	responsibility for this. They would be circulated to governors by HJF. Action 3: HJF to circulate to governors delegated policies ratified by committees.	HJF
11.	<p>Governance business:</p> <p>a) Governing body vacancies: OS's resignation as a parent governor meant there was a vacancy for a new parent governor. Filling the current co-opted vacancy would be considered after the local authority elections in May, as agreed at the last full governing body meeting. HJF reminded governors to submit a short paragraph to him on their background and interests. CH would start the process for electing the new parent governor in the next week or so. Action 4: CH to start the process for the election of a new parent governor.</p> <p>b) Governor training or link reports including reminder to governors to complete safeguarding training if necessary: DT had attended a safeguarding training course on 19th April run by the LADO and had been issued with a certificate as proof of this training. DT noted the quality of the training and that it was well worth doing.</p> <p>c) Approach from St Ebbe's: HJF had been contacted by the chair of St Ebbe's governing body and asked to consider being part of a network of local governors to consider common issues around finance and other areas of shared interest. KC noted this was an interesting suggestion with the possibility of wider community involvement. CH noted a partnership between local schools existed with shared staff training, head teacher meetings, Early Years meetings, and networking between finance officers and business managers. Governors would need to know the purpose and agenda of a network group for local governors. There was possible scope for looking at the demographics of the area and how that would affect school numbers over time but governors noted the difficulties of predicting this with certainty. Plans for the building of new homes on the Oxpens site in the city and on land to the south of the city would potentially bring more families into the area in the medium and longer term. The DfE made funding decisions using a national formula not the county council. Governors agreed that while it was worth having a conversation with other schools' governors they needed to be realistic over what individual schools and governors had control over. There would need to be a carefully-defined agenda in order to ensure a focused conversation.</p> <p>CH noted that the local authority had a dedicated employee who worked on projecting local demographics and they were open about sharing this information with schools. CH noted that with the movement of families in and out of the city and children accessing the school from out of catchment it was not easy to predict future demand for school spaces.</p> <p>d) After School Club (ASC): HJF noted the context that the ASC was currently operating in with Covid-19 restrictions in place and the need to ensure that</p>	CH

	<p>children and staff were kept safe by the use of ‘bubbles’. The ASC had restarted and was operating on the basis of separate age bubbles from Monday to Thursday. HJF noted that some parents seemed unaware of the practicalities the school needed to consider in the current running of the club. Governors discussed home/school communication regarding the running of the ASC. SA had been contacted by some parents who had voiced some concerns and asked for these to be passed on to CH. CH noted that a restatement of decisions taken and why they had been made had been done in writing and in detail and sent by email last week to each family currently using the club. Pick-up times for children using the ASC had been amended due to the need to prevent staff from crossing bubbles and leaving children unattended. CH would explain this more fully to parents who used the club and would also put something in the next school newsletter. CH confirmed that direct email communication with families using ASC had taken place and some parental feedback had been received.</p> <p><i>Was the most up-to-date information about the way the ASC was currently operating on the school website?</i> CH would put this on the website.</p> <p>Action 5: CH to update information about the running of the ASC on the school website.</p>	CH
12.	<p>Committee Reports</p> <p>a) Minutes of the Resources Committee 2021: The committee had met immediately prior to tonight’s meeting and draft notes of the meeting had just been shared via email with governors. Date of next meeting: Tuesday 13th July at 4pm.</p> <p>b) Minutes of the Performance & Standards Committee of 2021 (circulated in advance): Draft minutes of this meeting from last week had been circulated by HJF this morning. There was nothing of urgency to raise from this meeting. Date of next meeting: Wednesday 14th July 5.15pm</p>	
13.	<p>Any other urgent business</p> <p>School Streets: KC gave a brief update on this initiative. It was a national programme being trialled locally. It was a safety and environmental initiative that aimed for the cessation of cars around school gates at pick-up and drop-off times. KC had been attending meetings with local parents for the South Oxford group. County-wide the programme was in its trial phase. KC noted Windmill Primary had been leading the way in Headington and had reported positive results. St Christopher’s in Cowley and East Oxford School were in the last phase, and New Hinksey and St Ebbe’s had been invited to participate in the next phase of the trial. Sustrans, the bicycle network, were assisting with managing the trial. KC noted the question of whether there was enough capacity to participate in the trial process. It needed to be led by parents. CH noted that in the past some members of staff and governors had stood on the street wearing high-visibility jackets to manage traffic in the school vicinity. KC noted the implementation of School Streets meant that OCC would be responsible for enforcing the restriction</p>	

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	<p>of traffic at certain times of the day with appropriate permanent signage. There had been some communication issues between the school and parents, and between the school and third parties involved in the trial. Governors noted they had previously discussed School Streets and been in favour of participating, but not if this involved staff time as the school did not have this capacity. CH noted that traffic levels were currently very quiet around the school at pick-up and drop-off times. Governors discussed the logistics of the scheme and its impact on local residents. It was a positive idea with practical implications.</p> <p>(BP left the meeting at 7.25pm)</p> <p>In principle governors favoured the idea but it was possibly more than currently needed. The school was at the end of a no-through road and the majority of children travelled to the school on foot or bicycle.</p> <p>(HN left the meeting at 7.27pm.)</p> <p>HJF confirmed that if there was a possibility of the scheme running without the need for school staff involvement, then the school might be interested. Finding a balance between the risks posed by traffic and appropriate measures to calm traffic would be welcome. KC would follow this up.</p> <p>Action 6: KC to follow up the logistics of the local trial of the School Streets initiative.</p> <p>HJF thanked governors for their contributions to tonight's meeting.</p>	KC
14.	<p>Dates of future meetings Wednesday 7th July 6pm</p>	

The meeting finished at 7.36pm

Actions from meeting

Action 1	All governors who have not yet done so to share a short paragraph about themselves with HJF.	Governors
Action 2	HJF to organise working party for further work on the school allotment.	HJF
Action 3	HJF to circulate to governors delegated policies ratified by committees.	HJF
Action 4	CH to start the process for the election of a new parent governor.	CH
Action 5	CH to update information about the running of the ASC on the school website.	CH
Action 6	KC to follow up the logistics of the local trial of the School Streets initiative.	KC

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