

New Hinksey CE Primary School

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Headteacher: Mrs Charlotte Haynes

Chair of governing body: Harm-Jan Fricke

Minutes of a virtual meeting of the Full Governing Body of New Hinksey CE Primary School Tuesday 5th October 2021, 6pm

The meeting was quorate

Item	Discussion	Action
	<p>Present: Samrah Ahmed (SA) Parent Richard Bailey (RB) Parent Brad Baines (BB) Co-opted Crispin Chatterton (CC) Parent Harm-Jan Fricke (HJF) Local Authority/Chair Fiona Hawkins (FH) Co-opted Charlotte Haynes (CH) Headteacher Christine Hill (CHi) Co-opted Helen Nash (HN) Staff Denise Tucker (DT) Foundation</p> <p>In attendance: Kathy Smith Local Authority Clerk</p> <p>Apologies received and accepted: Kieran Cox (KC) Parent Absent: Miriam Jackson (MJ) Foundation</p>	
1.	<p>Welcome and apologies HJF welcomed everyone to the meeting introducing new Co-opted Governor, Brad Baines. Governors noted vacancies as 1 Parent, 2 Co-opted and 1 Ex officio given that Father Ruben Angelici (RA) Foundation/Ex Officio is moving out of the area.</p>	
2.	<p>Notification of any urgent business Governors agreed to discuss the following items within items 4c/4d:</p> <ul style="list-style-type: none"> Formation of a working party for SIAMS 	

Signed

(chair) 7th December 2021

Page 1 of 8

	<ul style="list-style-type: none"> • Formation of a working party for strategy/succession/sustainability long term • Code of Conduct 	
3.	<p>Declaration of pecuniary/business interests There were no declarations declared in any item on the agenda.</p>	
4.	<p>Governance business:</p> <p>a) Election of Chair and Vice Chair (nomination forms circulated in advance of the meeting) KS had not received any nominations for the position of Chair and thus took nominations for Chair at the meeting. Governors accepted a nomination from HJF and re-elected him as Chair of Governors.</p> <p>KS had not received any nominations for the position of Vice Chair and thus took nominations at the meeting. Governors accepted a nomination from FH and re-elected her as Vice Chair of Governors.</p> <p>b) Register of pecuniary interests (declarations for the year 2021-2022) KS will email the register of pecuniary interest to all governors for completion and signature, alternatively, governors could complete the declaration on Governor Hub.</p> <p>c) Committee Membership. To agree Terms of Reference of Committees and delegated powers of Committees and Headteacher, to agree Committee Membership and confirm committee meeting dates Governors agreed the following Committee Membership and date of first meeting:</p> <p>Performance and Standards – CC, KC, FH, HN, DT, HJF and CH – date of first meeting 9th November 2021 at 5.15pm</p> <p>Resources – SA, BB, RB, HJF, CH and FH – date of first meeting 13th October 2021 4.30pm via zoom</p> <p>Governors agreed that Committee Chairs would be elected at the first committee meeting.</p> <p>The following documents had been previously circulated via Governor Hub:</p> <ul style="list-style-type: none"> • Performance & Standards Committee Terms of Reference 2021-2022 • Resources Committee Terms of Reference 2021-2022 <p>Governors approved the committee Terms of Reference, subject to updating the date within the footer of Performance and Standards Committee Terms of Reference.</p>	KS



Signed

(chair) 7th December 2021

Page 2 of 8

	<p>CHi announced her resignation effective following this meeting. Governors thanked her for her contribution to the work of the governing body and the school.</p> <p>Action 1: FH to contact MJ to invite her to attend Resources Committee. Action 2: HJF will contact KC to confirm his agreement to attending Performance and Standards Committee.</p> <p>SIAMS Working Party Governors discussed the formation of a SIAMS Working Party in preparation for the next inspection, which is unlikely to be this academic year. CH advised that the last inspection had been held in 2019, recommendations had been made and not carried through given the pandemic that followed. Governors agreed that they should now address those recommendations.</p> <p>Governors agreed the membership of the SIAMS Working Party as: SA, HJF,CH, FH, DT and to report back to the governing body. CH will ask staff if they wish to join and contribute.</p> <p>Action 3: CH to ask if any staff member would like to attend the SIAMS working party <i>Governors asked what the time commitment was likely to be</i> HJF stated that the group would meet 2/3 times per year and attend SIAMS briefings. Governors noted that a SIAMS day has been organised for staff and governors on 2nd February 2022, with Karen Metcalfe (Diocesan Adviser) also attending. CH confirmed that it would be good if as many governors as possible were able to attend.</p> <p>Strategy/Succession/Sustainability Working Party Governors recognised the variance in strands this working party would explore and agreed to refer to it as the Strategy Working Party. Membership was agreed as: RB, CC, HJF, CH, FH. Tracey Haslam (School Business Manager) would also be invited to take part in some or all of the group’s meetings.</p> <p>Governors discussed the possibility that the working party’s purpose and remit might better fit under the Resources Committee. HJF suggested holding a separate first meeting and to discuss the future of the working party at that meeting.</p> <p>Action 4: HJF and CH to set dates of first meeting for both working parties and to circulate those dates to governors.</p> <p>d) Confirm Governor Link positions (H and S, Safeguarding, (SEND)</p>	<p>FH HJF</p> <p>CH</p> <p>CH/HJF</p>
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Signed

(chair) 7th December 2021

Page 3 of 8

	<p>Governors noted additional link governor roles for Whistleblowing and Swimming and agreed the following link governor roles: Health and Safety – vacant Safeguarding/SEND – FH Whistleblowing – HJF Swimming - vacant</p> <p>Governors discussed the remit and role of the Health and Safety link governor role and agreed to link that with the swimming governor to be agreed at a later date.</p> <p>Code of Conduct HJF will research the National Governors Association (NGA) and Diocesan code of conduct and present for approval and adoption at the next full governors’ meeting. Action 5: HJF to bring a code of conduct to the next full governors meeting.</p> <p>e) Positions available on governing body Governors had completed a skills audit identifying HR, recruitment, financial management and governor development as gaps to fill.</p> <p>Governors discussed the following vacancies: 1 Parent – has been advertised twice, as yet there had been no response. <i>Governors asked parent governors whether they found the role as parent governors onerous</i> RB and CC both confirmed that it had not taken up too much of their time.</p> <p>2 Co-opted – taking into account CHI’s resignation. HJF will approach St Luke’s to ask if anyone there would consider a position as a Co-opted Governor. Action 6: HJF to submit a paragraph on the expectations and skills required to fill both the parent and co-opted vacancies for the school newsletter.</p> <p>1 Ex-officio – RA had resigned from the post of parish priest in July. Governors noted that it would be for the diocese to fill that position. Governors thanked RA for his commitment and contribution to the school and would send a card of thanks to him. Action 7: HJF to organise a card for RA</p>	<p>HJF</p> <p>HJF</p> <p>HJF</p>
5.	<p>Approval of the minutes of the meeting on 7th July 2021 (circulated in advance and available on Governor Hub) The minutes of the meeting held on 7th July 2021 were agreed as a true and accurate record of the meeting and would be signed electronically by HJF, who will then email them to KS for posting to Governor Hub/CH for filing in the governor file.</p>	<p>HJF</p>



Signed

(chair) 7th December 2021

Page 4 of 8

in the Key Stage 1 classes which have been impacted by Covid and lockdown, more than other ages. Catch up/recovery funding of approx. £7K is being utilised in supporting additional TA hours to give support to children where required and providing more specialist assessment from an Educational Psychologist.

The After School Club (ASC) is full most days but has vacancies on Fridays. The ASC mini bubbles have been removed and the club is back to mixed group of children.

The school had secured 8 days of Educational Psychologist support this year, that would assist in assessing learning needs.

School Improvement Plan (SIP)

'New Hinksey School Improvement Plan September 2021 – August 2023' had been previously circulated via Governor Hub. CH advised that Ofsted Inspections are now taking place and reports are that those inspections are intense, not data driven but are curriculum driven with a focus on Intent, Implementation and Impact.

CH confirmed that the 5 key areas within the SDP are aligned to Ofsted strands and include:

- Quality of Teaching, Learning and Assessment – Maths
- Quality of Teaching, Learning and Assessment – Writing
- Personal Development, Behaviour and Welfare – Embedding RSE
- Effectiveness of Leadership and Management – Progress of disadvantaged and vulnerable groups.
- Provision and Impact of Collective Worship and Religious Education as a Church School (This is a SIAMS objective)

Staff are exploring methods of presenting curriculum planning to demonstrate and show the progression of skills and building of children's knowledge. CH continues to combine the SENCO role with being HT which is not sustainable long term and is thus beginning to explore future options.

The PTA is running a cake sale to boost funds and the school is organising a sponsored run after half term.

Governors asked CH for a ball park figure around the funding gap

CH advised that an additional £25K could fund more resources and that realistically the equivalent of two full time salaries is the shortfall for other roles such as a separate SENCO, admin, caretaker etc.

Governors asked if catch up funding is being spent effectively

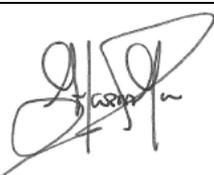


Signed

(chair) 7th December 2021

Page 6 of 8

	<p>CH outlined the areas – more TA support, literacy interventions, EP assessment and keeping staff to pupil ratios low for this year in the you ger classes who have been most impacted by pandemic closures and remote learning. CH advised that the emphasis is being placed on knowledge retention and a focus on their social and communication skills.</p> <p>CH had attended a recent Ofsted briefing and with staff is revisiting the curriculum topic cycle, confirming that there are a number of case studies available to help evidence effectiveness and impact of the curriculum. Staff have tracked back the current Year 5 to when they were Year 1 History topics to outline the progression of skills and knowledge during their time at this school.</p> <p>Governors thanked CH for her verbal report and asked her to pass on their thanks and appreciation to staff who have kept the school running under difficult circumstances in recent months.</p>	
8.	<p>Safeguarding ‘2021/22 Child Protection and Safeguarding Policy’ had been previously circulated to all governors. CH confirmed that this is a Local Authority model policy which staff worked with at Inset day after it was personalised for this school’s context.</p> <p>HJF referred governors to Annex A – Safeguarding information for school and college staff’ advising that it is a condensed version of Part 1 of Keeping Children Safe In Education 2021(KCSIE) and governors should decide whether staff not directly involved with children should read Annex A or the whole of Part 1 of KCSIE. Governors noted that there are no staff not directly dealing with children and agreed that all staff should read Part 1 of KCSIE.</p>	
9.	<p>Health and Safety CH confirmed that the Health and Safety audit would take place on 5th April 2022. Governors agreed to add wellbeing to this agenda item. Action 8: HJF will ensure that Health, Safety and wellbeing is placed on the next governing body agenda.</p>	HJF
10.	<p>Committee Reports</p> <ul style="list-style-type: none"> a. Resources Committee b. Performance and Standards Committee <p>Draft minutes of meetings held last term had been previously circulated. Governors confirmed that they had no questions to raise.</p>	
11.	<p>Any other urgent business Action: 9 HJF will update governor pages on the school website</p>	HJF
12.	<p>Dates of future meetings</p>	



Signed

(chair) 7th December 2021

Page 7 of 8

<p>Resources Committee - 13th October 2021 Performance and Standards Committee - 9th November 2021</p> <p>Next full governing body meeting 7th December 2021 at 6.30pm (in person unless the current Covid situation changes)</p> <p>The meeting finished at 7.30pm</p>	
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Actions arising from meeting held on 5th October 2021

Action 1	Contact Miriam to invite her attendance at Resources Committee	FH
Action 2	Contact KC to confirm his agreement to attending Performance and Standards Committee	HJF
Action 3	Ask if any staff member would like to join the SIAMS working party	CH
Action 4	Set first meeting date for both SIAMS and Strategy Working Party	CH/HJF
Action 5	Bring a code of conduct to the next governing body meeting for adoption	HJF
Action 6	Submit a paragraph explaining the expectations and skills set required for both parent and cop-opted governors	HJF
Action 7	Organise a thank you card for RA	HJF
Action 8	Include Wellbeing to the Health and Safety agenda item	HJF
Action 9	Update the governors page on the school website	HJF

Signed



(chair) 7th December 2021

Page 8 of 8