

New Hinksey CE Primary School

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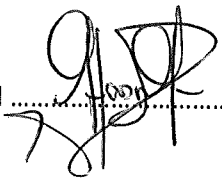
Headteacher: Mrs Charlotte Haynes

Chair of governing body: Harm-Jan Fricke

Minutes of a meeting of the Full Governing Body of New Hinksey CE Primary School Thursday 27 April 2023

The meeting started at 6.35 pm.


Item	Discussion	Action																											
	<p>Present:</p> <table border="0"> <tr> <td>Brad Baines</td> <td>Co-opted</td> <td>BB arrived 7.05</td> </tr> <tr> <td>Crispin Chatterton</td> <td>Parent</td> <td>CC</td> </tr> <tr> <td>Harm-Jan Fricke</td> <td>Co-opted (Chair)</td> <td>HJF</td> </tr> <tr> <td>Charlotte Haynes</td> <td>Head Teacher</td> <td>CH</td> </tr> <tr> <td>Fiona Hawkins</td> <td>Co-opted</td> <td>FH</td> </tr> <tr> <td>Miriam Jackson</td> <td>Foundation</td> <td>MJ</td> </tr> <tr> <td>Hazel Potier</td> <td>Staff</td> <td>HP</td> </tr> <tr> <td>John Slight</td> <td>Parent</td> <td>JS</td> </tr> <tr> <td>Dee Tucker</td> <td>Foundation</td> <td>DT</td> </tr> </table> <p>Apologies: Kieran Cox offered apologies which were accepted Thomas Fink-Jensen offered apologies which were accepted Joseph Freyertag offered apologies which were accepted</p> <p>Absent : Richard Bailey and Samrah Ahmed</p>	Brad Baines	Co-opted	BB arrived 7.05	Crispin Chatterton	Parent	CC	Harm-Jan Fricke	Co-opted (Chair)	HJF	Charlotte Haynes	Head Teacher	CH	Fiona Hawkins	Co-opted	FH	Miriam Jackson	Foundation	MJ	Hazel Potier	Staff	HP	John Slight	Parent	JS	Dee Tucker	Foundation	DT	
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1	<p>Welcome and apologies The chair welcomed governors. The meeting was quorate.</p>																												
2	<p>Notification of any urgent business None</p>																												
3	<p>Declaration of pecuniary/business interests None. The clerk will show HP how to confirm declarations on GovernorHub at the end of the meeting.</p>																												
4.	<p>Approval of the minutes of the meeting 28 March 2023 The minutes of the meeting were agreed.</p>																												

Signed  (chair) Date 12/7/23

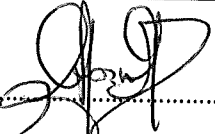
<p>4.1</p> <p>4.1.1</p> <p>4.1.2</p> <p>4.1.3</p>	<p>Matters arising not covered elsewhere on the agenda</p> <p>Policies</p> <p>Process of policy review will be determined by P&S committee on 15 May</p> <p>RE Policy had been shared on GovernorHub. The headteacher reminded governors that the school uses the generic Diocesan policy. Governors enquired whether parents ask the headteacher about the content of the RE curriculum. Some parents do ask. The school uses the Oxfordshire Agreed Syllabus. Parents can be shown curriculum plans. Most parents accept this. Some parents worry that RE involves 'worship' which it does not. RE is a curriculum subject separate from assemblies and collective worship. Currently one family withdraws children from RE lessons by parental request. Do parents have the right to withdraw their child? Yes. Teachers also have the right to withdraw and not teach RE. Some parents express concerns about the Easter story which is difficult in places. Sometimes children get the wrong idea and describe what they have learned incorrectly. Governors agreed the policy.</p> <p>Inclusion & Equality Statement had been shared on GovernorHub. Staff had discussed the policy at their meeting on 25 April. There had been discussion about the statement, 'consider the needs of girls and boys. Staff wondered whether to add, 'and gender non-binary'. After some discussion, governors agreed that this could be covered by changing the statement to, 'consider the needs of different genders'. Governors asked whether staff were happy with the Inclusion & Equality Statement. Yes. Governors agreed the statement with the single change.</p>	
<p>5.</p>	<p>Governance</p> <p>Governors agreed that the skills audit should be discussed in the July meeting.</p>	
<p>6.</p> <p>6.1</p>	<p>Committee reports</p> <p>Resources Committee had met earlier in the day on 27 April 2023 to finalise recommendations on the 2023-24 budget.</p> <p>The Resources Committee took into account the discussions and decisions made on 28 March. However, the school had received clear advice that proposed staff reductions should not be included in the budget and that teaching staff should be shown as 7.6 full time equivalent for the next three years from September 2023. This includes a SENDCo for one day a week. The effect of this staffing and reduced income from fewer pupils is that at the end of 2023-24 the in-year deficit would be £16.1k and the balance brought forward will have reduced from £51.6k to £35.5k. At the end of 2024-25, the in-year deficit is forecast to be £115.6k which will have used up all the school's reserves and created a deficit of £80.1k. The budget position is forecast to be even worse by the end of 2025-26 with a deficit of £230.1k. The Finance Team will not accept this budget because all schools are required to present a balanced budget by the end of year 3 i.e.2025-26. The LA will want to know how governors plan to bring the budget into balance and this is where the strategy of staff reductions will be described. Unless teachers accept posts elsewhere, the staffing reductions cannot take place before 1 January 2024. Governors asked whether other schools in Oxfordshire are in a similar position. Yes, the HR department say they have been inundated by school requests for advice on reducing staff.</p>	

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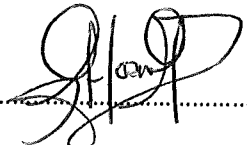
	<p>Governors asked whether it is a requirement to balance the budget within three years. Yes, and the school has to be realistic about the number of pupils who are likely to arrive and therefore the reduced income available for the school to spend.</p> <p>The chair set out the timetable for the restructuring process. The business case for staff reduction must be completed by 12 June before it goes to staff and their unions for consultation. The document must be approved by H.R. and then be formally agreed by the full governing body. An extra meeting of the full governing body will be held on Wednesday 7 June at 4.00am. The meeting will be in school, but some governors may need to join via video link.</p> <p>6.2 Agreeing the 2023-24 budget Governors asked for confirmation that a headteacher and separate SENDCo (1 day a week) is in the budget. Yes, the budget assumes that the headteacher will be paid at the bottom of the range L10 plus 1 day per week SENDCo paid at Upper Pay Scale 2 (UPS2). If the new headteacher takes on the role of SENDCo they could be paid on L12 which would be no more expensive.</p> <p>Governors agreed unanimously to submit the budget as recommended, knowing that it will be changed once the staffing restructure has taken effect.</p>	
<p>7.</p>	<p>Headteacher's report</p> <p>There was nothing to report on staffing other than the matters recorded above.</p> <p>Pupil attendance data had been shared on GovernorHub. Governors noted: The DfE Hub shows attendance at 91.5% but it does not include Year 6. With Year 6 added in attendance is 93%. Unauthorised absence at 2.3% is lower than the previous year when it was 3.14%.</p> <p>Governors asked whether the DfE data is the official figure. Yes, but if there is an error, they must accept school's better data.</p> <p>Governors asked whether the target is 95%. Yes, and 90% is deemed 'persistent absence' whatever the reason.</p> <p>Governors asked whether the attendance data is cumulative. Yes, in the autumn term a week off for illness can look like persistent absence.</p> <p>Governors asked whether the improvement in attendance is related to improved weather. Yes.</p> <p>Governors noted that Year 3 attendance is high at 96.3% with no persistent absence, compared with Year 4 at 91.96% and 5 persistent absence. Why is this? It depends on the number of families with links abroad. Parents tend to add days at the end of the school holidays. These are counted as unauthorised absence. Younger pupils' absence tends to be illness. They pick up infection and get tired easily.</p> <p>The headteacher provided analysis of Persistent Absentees. Governors noted:</p> <ul style="list-style-type: none"> • 18 persistent absentees are 'single' children at this school • 6 persistently absent children come from 3 families (2 in each family) • So, there are 21 persistently absent families although majority are single child families. 	

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	<ul style="list-style-type: none"> • 7 persistent absentees mainly due to extended holidays for overseas trips • 5 persistent absentees because of genuine illness/bad luck/repeated bouts of illness • 11 persistent absentees are caused by a mixture of poor attitude to attendance, illness, some unauthorised days off. <p>Governors asked how the school compares with other schools. Should it be a concern? These figures are in line with other City schools. Because of the school's small size the problems of a few families amplify unauthorized figures. The school can show what leaders are doing to improve attendance but it can't control a situation where a grandfather in Pakistan is seriously ill, for example.</p> <p>School Self-Evaluation will be considered in depth by the Curriculum Committee.</p> <p>The White Paper which proposed a legal requirement that schools be open 32.5 hours per week has been withdrawn but governors have agreed that extending the school day by ten minutes from September is a sensible move. The timing of start and finish will be left to the discretion of the headteacher.</p> <p>The headteacher provided a list of ways in which governors could help the school. This included:</p> <ul style="list-style-type: none"> • Someone with a large car to take rubbish to the tip • Sweeping leaves and weeding • Painting a large display board and affixing 'Life in all its Fullness' as a mission statement • Tightening screws on furniture • Replacing fence panels. <p>Governors noted that the Parents' Association could also be involved but without their children.</p> <p>Five governors volunteered their help with particular tasks. The chair will circulate the list to all governors and finalise arrangements for working parties.</p>	<p>Chair circulate arrangements for governor help</p>
<p>8.</p> <p>8.1</p>	<p>Safeguarding</p> <p>There have been no incidents to report in school. Staff remain vigilant and mindful of their responsibilities.</p> <p>The school participates in Operation Encompass. If police are called to a domestic incident and a pupil is present they will notify the school so they can look out for any need of support for the pupil. The headteacher had received one call.</p>	
<p>9.</p> <p>9.1</p>	<p>Health & Safety and Well-being</p> <p>The only health and safety issue to report was a problem with drainage under the school and playground. The problem had been resolved but pipework is old and decrepit and will need to be replaced – at substantial cost – at some time in the future.</p>	
<p>10.</p>	<p>Any other urgent business</p> <p>None</p> <p>Agenda items for the next meeting will include:</p> <ul style="list-style-type: none"> • Skills audit – discussion on any gaps and/or need for training • Policies review 	<p>Clerk agenda</p>

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<p>11.</p>	<p>Dates of next meeting: Full Governing Body meetings were confirmed as</p> <p>Wednesday 7 June 2023, 4.00 – to agree consultation document on staff restructure and Wednesday 24 May at 7.30 to ratify the headteacher appointment – see below and Wednesday 12 July 2023, 6.30 – routine governance matters</p>	
<p>12.</p>	<p>Headteacher recruitment</p> <p>The chair confirmed that the post had been advertised on four different websites. Closing date 15 May</p> <p>Governors asked how many other headship advertisements were on the websites. Four or five.</p> <p>The ‘Tea and Meet’ event at school on Tuesday 23 May at 4.00pm will be an opportunity for candidates to meet staff and those governors who are not on the selection panel. The chair reminded governors that the LA had advised that governors on the selection panel should not attend. It will be informal and not part of the assessment but the chair would like to receive general comments about the candidates after the interviews and before the panel members start their deliberations. Hazel Potier will collect staff thoughts and Crispin Chatterton will collect governor thoughts. The chair will provide a format for this. The chair will write an invitation to staff.</p> <p>The clerk reminded governors that the decision about which candidate to recommend rests entirely with the selection panel, advised by LA and Diocese. Governors on the selection panel are the only people who will have seen all the evidence. Staff and governors must be reminded that they are not choosing their preferred candidate but passing on observations from the ‘Tea and Meet’ event.</p> <p>The full governing body meeting to receive the selection panel’s recommendation on Wednesday 24 May is likely to be at 6.30. It will be held via video link.</p> <p>The meeting closed at 19.53</p> <p>Martin Pounce 2 May 2023</p>	<p>HJF write invitation</p>

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