



New Hinksey CE Primary School

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Headteacher: Mrs Tamsin Smyth

Chair of governing body: Cllr Brad Baines

Minutes of a meeting of the Full Governing Body of New Hinksey CE Primary School Wednesday 13 March 2024, 6.30pm

Item	Discussion	Action																																										
	<p>Present:</p> <table border="0"> <tr> <td>Samrah Ahmed</td> <td>Parent</td> <td>SA</td> </tr> <tr> <td>Brad Baines</td> <td>Co-opted</td> <td>BB</td> </tr> <tr> <td>Kieran Cox</td> <td>Parent</td> <td>KC</td> </tr> <tr> <td>Harm-Jan Fricke</td> <td>Co-opted</td> <td>HJF</td> </tr> <tr> <td>Fiona Hawkins</td> <td>Co-opted</td> <td>FH – by video link</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>Tamsin Smyth</td> <td>Head Teacher</td> <td>TS</td> </tr> <tr> <td>Dee Tucker</td> <td>Foundation</td> <td>DT</td> </tr> </table> <p>Apologies:</p> <table border="0"> <tr> <td>Crispin Chatterton</td> <td>Parent</td> <td>CC</td> </tr> <tr> <td>Joseph Feyertag</td> <td>LA</td> <td>JF</td> </tr> <tr> <td>Father Thomas Fink-Jensen</td> <td>Ex-officio</td> <td>TFJ</td> </tr> <tr> <td>Miriam Jackson</td> <td>Foundation</td> <td>MJ</td> </tr> </table> <p>Absent:</p> <table border="0"> <tr> <td>Richard Bailey</td> <td>Parent</td> <td>RB</td> </tr> </table>	Samrah Ahmed	Parent	SA	Brad Baines	Co-opted	BB	Kieran Cox	Parent	KC	Harm-Jan Fricke	Co-opted	HJF	Fiona Hawkins	Co-opted	FH – by video link	Hazel Potier	Staff	HP	John Slight	Parent	JS	Tamsin Smyth	Head Teacher	TS	Dee Tucker	Foundation	DT	Crispin Chatterton	Parent	CC	Joseph Feyertag	LA	JF	Father Thomas Fink-Jensen	Ex-officio	TFJ	Miriam Jackson	Foundation	MJ	Richard Bailey	Parent	RB	
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1.	<p>Welcome and apologies All governors were welcomed. Apologies from Crispin Chatterton, Joseph Feyertag, Father Thomas and Miriam Jackson were accepted.</p> <p>The meeting was quorate.</p>																																											
2.	<p>Notification of other urgent business None.</p>																																											
3.	<p>Declaration of pecuniary/business interests - None The clerk will be able to produce a summary of governor declarations once he has spoken to one governor.</p>																																											

		Clerk to produce summary
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p> <p>4.2.5</p>	<p>Minutes</p> <p>Approval of the minutes of the meeting 6 February 2024 The minutes of the meeting were agreed. They were signed by the chair and passed to the headteacher so that they will be available for inspection.</p> <p>Matters arising not covered elsewhere on the agenda</p> <p>Summary of governor declarations will be completed when one governor’s declaration has been confirmed.</p> <p>Clerk confirmed he has read KCSiE</p> <p>Clerk has updated GovernorHub including updating the policies folder and setting review dates.</p> <p>Clerk Zoom call demonstration of GovernorHub was attended by two governors BB and DT.</p> <p>School travel plan is being updated with an audit of how children and staff travel to school. The working group will discuss initiatives to encourage more sustainable travel.</p> <p>Governors asked whether there is going to be a problem for staff if they cannot drive and park near the school. It may become a problem if it discourages staff recruitment. It is already a problem for the SENCO who is not able to cover a class except on Friday when traffic is reduced. There may come a time when staff have to park in the Park&Ride car park. Father Thomas has asked neighbours whether they are prepared to donate their parking spaces to staff when they are not using it.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Governance matters</p> <p>The chair has been told by RB that he wishes to stand down as parent governor but has not had this information in writing. He will email RB to say that unless RB responds within a given time, he will take the silence as agreement that he is resigning. This will enable the headteacher to seek nominations to fill the vacancy.</p> <p>CC had visited the SENCo and CC will provide a report at the next meeting.</p> <p>JS had done a health & safety walk with the headteacher. There were two issues requiring urgent attention and they were resolved on the same day. There had subsequently been a H & S external audit. Governors asked what issues had been identified in that audit. Water management including testing temperatures, descaling water tanks. People did not know where Thermostatic Mixing Valves were in the school (they prevent scalding while allowing the water to be heated sufficiently to kill Legionella. The auditors noted that none of the issues identified in the previous audit had been actioned. The headteacher has now got another to-do list relating to premises. The report was not yet available and will be discussed at the next meeting.</p> <p>The headteacher recommended that Thames Water Services be paid to make the school compliant. They offer to do monthly checks that would be carried out by a caretaker. Governors agreed.</p> <p>Governors wondered whether liaising with the Community Centre might be another way to ensure compliance. This option will be explored.</p> <p>Governors asked whether there were issues with sewerage. Yes the broken inspection cover in the playground needs to be checked and a spare cover purchased so it can be replaced immediately when necessary.</p>	<p>CC report Clerk agenda</p> <p>H & S report on agenda</p>

<p>JF will make a follow-up visit once the H & S report is published.</p> <p>5.4 Other governor monitoring visits</p> <p>5.4.1 FH and CC have been conducting book reviews to establish a baseline under the original marking policy so they can see any improvement arising from the new marking policy. They will complete their report after their next visit.</p> <p>5.4.2 The school's focus after Easter will be maths, Kate McGill, a consultant from Essex will lead a staff meeting on Tuesday 26 March at 3.30pm. FH and/or HJF will attend. There will be more maths training in the summer term. The headteacher will circulate the dates so that one or more governors can attend.</p> <p>5.5 Proposal to commission an External Review of Governance Details of what this will involve had been shared on GovernorHub. It will identify areas where governance can be improved and will make recommendations of actions and timescales. The cost will be £1k and the figure can be afforded in the budget. Governors considered possible delay but were urged to commission the review now as an indication of the governing board's determination to improve. Governors noted that the external review would consider 'the effectiveness of governing body work in support of the strategic plan but New Hinksey only has a one-year plan in the SDP. It would be good to develop a 3-5-year strategic plan and this might require an additional meeting.</p> <p>5.6 Governors were asked to look for training courses that they could take to improve effectiveness. The next meeting will ask governors what they have attended or booked on. Governors noted that the next finance course clashes with an important meeting of Resources Committee on 29 April.</p>	<p>JF make H & S visit</p> <p>Governors identify training Clerk agenda</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p>	<p>Committee reports</p> <p>Performance & Standards Committee will meet on 18 March 2024</p> <p>Resources Committee will meet on 29 April 2024</p> <p>Internal Audit by OCC - 4-7th March involved three LA team and they interviewed the headteacher, School Business Manager and the chair. The process has not yet been completed. If the audit had been carried out in September, the school would have been given a red flag but the auditors noted some improvements so it is likely to be amber with a lot of work required on systems and processes.</p> <p>The chair noted that governors need to use GovernorHub consistently to provide clear evidence. Some minutes have 'draft' in the title. Since they will have been approved, they should be renamed with draft removed.</p> <p>Governors need to demonstrate that they are being diligent in monitoring and asking challenging questions.</p> <p>Small changes will be required to the standard agenda and clarification about the role of link governors at the next meeting.</p>	<p>Clerk agenda</p>

	<p>Roof quotes working party had obtained quotes which had been circulated to all governors so that a quick decision could be made. The quote from Oxford Direct Services was approved by governors to be paid from the current year's budget.</p> <p>Governors noted that OCC have said they will tell the school the items that the County will pay for.</p>	
<p>7.</p>	<p>Headteacher's report</p> <p>The headteacher had shared her report and data on GovernorHub.</p> <p>Governors noted that data on Reading, Writing and Maths for years 1 to 6 showed the percentage of children who are on track to achieve expected levels (green) and the percentage working at greater depth (blue). The percentage of those who are near expected are coloured yellow and any who are not near are coloured red.</p> <p>Governors discussed the data on school attendance. Overall attendance is 93.39.</p> <p>An anonymized list of 24 children with attendance below 90% was included. 10 children had attendance below 85% and 3 children were under 80%. A child who had attendance of 43% was no longer on the list because he has left the school and is now home-schooled.</p> <p>Governors asked whether these absences were lots of occasional days or in blocks. They are mainly term time holidays but in some cases minor illness where they could be in school.</p> <p>Governors asked whether there had been a change since Covid. Children may have a weakened immunity so there is more illness. Parents may be more cautious about sending their child into school with a minor illness. Also, attitude to taking a long week-end and not sending children into school on Fridays is a factor.</p> <p>Governors noted that with 109 pupils, each child nearly counts as 1% so 24 persistent absent children counts as a high percentage.</p> <p>Governors asked about the link between attendance and lower attainment. Yes, there is a strong correlation. Governors asked whether children who are struggling are reluctant to come to school. Yes, that can be a factor but for others it is a mental health issue. Most children are very happy in school because teachers are sympathetic and kind. The headteacher and staff work with parents where, for example, persuading a child to come into school for a half day can be a good start. Governors asked whether the school has case study information. Yes, we can demonstrate actions to improve attendance. Governors noted that some parents don't realise poor attendance is a problem. The headteacher's reminders in the school newsletter aims to address this. Governors asked whether parents cooperate when attendance issues are raised with them. Some parents don't like being told and some parents are under pressure and are unable to respond positively. The headteacher has been shouted at by parents. The headteacher is concerned that the letters she is expected to send to parents may result in burnt bridges and make it more difficult to work with parents. Governors asked whether it might help if the letter were to come from the governors. The headteacher thinks that the problem had developed slowly when insufficient attention had been paid to attendance and that her strategy should start by educating parents about the importance of consistent attendance rather than imposing fines at this stage. New Hinksey is behind other schools in promoting attendance. Some schools fine for lateness. Governors recognize that having a lead governor focusing on attendance would be helpful.</p>	<p>Clerk agenda</p>

	<p>There had been no health & safety issues to report.</p> <p>The headteacher raised a problem of staffing the after-school club, which from September needs to be extended from 5.30 to 6.00pm. One staff member is leaving and the other may also leave. She recommended governors to consider contracting an external company which would offer a greater range of activities with a snack meal. It would mean that the headteacher will not be required to stay to lock up. Governors checked on the effect on staff. They would be TUPEd across so it would make no difference. Governors suspect that the costs to parents would increase and wondered how costs compared with other schools. This will be checked.</p> <p>It was agreed that a decision on wraparound care will be taken as part of the budget setting process.</p> <p>There had been no exclusions.</p>	<p>Research comparative costs of wraparound care</p> <p>Decision at next meeting clerk agenda</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Safeguarding</p> <p>The headteacher reported one issue where a mother and child had been obliged to move to emergency accommodation in a hotel. The child is still coming to school and staff provide a nightly toy pack. Transport appears to be a problem, but governors noted that there is a suitable bus route between home and school. Governors asked about the safety of staff and were reassured.</p> <p>The chair will check that all governors have completed Safeguarding and Prevent training.</p> <p>The chair will make a safeguarding monitoring visit on 27 March.</p>	<p>Chair check training</p>
<p>9.</p> <p>9.1 And 9.2</p> <p>9.3</p>	<p>School Improvement</p> <p>The headteacher had shared the Maths consultant, Kate McGill report on GovernorHub. The report identifies ways in which maths may be improved including a probable change of maths scheme and the purchase of more hands-on practical resources. Reading will be on the back burner while maths is the priority. Governors noted that the Ofsted report had said improvement was needed with children building on their learning. Has this not happened? The current scheme does not match up with assessment. The oldest children are not secure in basic maths and this is reflected in the Year 6 data. The current scheme (Abacus) has too much content, jumps around and focuses children on task completion rather than ensuring understanding. Children are required to move on and there is insufficient time for reflection and consolidation. Methods developed successfully in Singapore focus on mastery where 80% of the class are secure in their understanding before the class moves on. It requires children to talk about their method to reach an answer. They think about their learning and are able to apply the learning with more complicated problems. Governors asked whether it would require new resources. Yes, the likely scheme is White Rose which is the only scheme that arranges for mixed age classes. It will start in September and practical resources will need to be purchased.</p> <p>Governors noted that the SEF shared on GovernorHub provides a useful description of the school and identifies follow-up tasks for both committees. Many issues are being worked on.</p>	

<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.4.1</p> <p>10.4.2</p> <p>10.4.3</p> <p>10.5</p> <p>10.6</p> <p>10.7</p>	<p>Policies</p> <p>Behaviour Principles had been drafted and shared on GovernorHub. With the alteration of one word – trustworthy rather than trusty – the principles were adopted by the governing body. Governors agreed that the Behaviour Policy is consistent with the governors’ behaviour principles.</p> <p>The On-Line Safety Policy based on a model prepared by the County was considered suitable provided that a statement of New Hinksey values is added. HJF will liaise with the headteacher over suitable wording. The policy will be presented for approval at the next meeting. Governors noted that the headteacher includes excerpts from the policy in the school newsletter and this is very useful to maintain parents’ awareness and gives them tools to do it. The headteacher has arranged for an external group to provide age-appropriate workshops about on-line safety for all classes. The cost has been covered by the School Association.</p> <p>Approval of the Health & Safety policy was deferred to the next meeting.</p> <p>Policies overdue for review</p> <p>The complaints policy was reviewed and approved with the only change being to make it clear how parents can contact the chair of governors.</p> <p>The GDPR policy was approved. Governors noted the need to appoint a GDPR governor at the next meeting.</p> <p>Governors noted the SEND Information Report which had been shared on GovernorHub.</p> <p>Governors noted that HR policies are prepared by the County Council in consultation with relevant unions and should not be changed. Governors agreed to adopt the following statutory HR policies:</p> <ul style="list-style-type: none"> • Capability of Staff • Early Careers Teachers • Staff Discipline • Grievance Procedures <p>The Teachers’ Pay Policy has an additional section to cover all staff.</p> <p>It was agreed that John Slight will work with the School Business Manager to update the Accessibility Plan.</p> <p>A policy on Children with Health Needs is also required. The chair will work with the headteacher to produce a policy which fits New Hinksey values and circumstances.</p>	<p></p> <p>On-line safety policy at next meeting – clerk agenda</p> <p>Clerk agenda</p> <p></p> <p>Clerk agenda</p> <p></p> <p>JS and SBM Accessibility</p> <p>BB and TS Children with Health Needs</p>

<p>11. 11.1 11.2 11.3</p>	<p>Dates of meetings To next meeting of the Full Governing Body was scheduled for Wednesday 7 May 2024 but governors noted that they must approve a budget before a deadline set by OCC Finance Team. The clerk was asked to check the deadline date. The deadline is Friday 3 May and the Full Governing Body meeting date has therefore been brought forward to Tuesday 30 April at 6.30pm The other full governing body meeting of the summer term is Tuesday 16 July 2024. Performance & Standards Committee: 18 March 2024 at 5.00pm Resources Committee: Monday 29 April 2024 at 4.30pm</p>	
<p>13.</p>	<p>Any other business None</p>	

The meeting closed at 8.17pm

Martin Pounce
20 March 2024

Signedchair

Date.....