



## 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 Tuesday 17 October 2023, 6.30pm

Item	Discussion	Action																																										
	<p><b>Present:</b></p> <table border="0"> <tr> <td>Samrah Ahmed</td> <td>Parent</td> <td>SA</td> </tr> <tr> <td>Richard Bailey</td> <td>Parent</td> <td>RB</td> </tr> <tr> <td>Brad Baines</td> <td>LA</td> <td>BB</td> </tr> <tr> <td>Crispin Chatterton</td> <td>Parent</td> <td>CC</td> </tr> <tr> <td>Kieran Cox</td> <td>Parent</td> <td>KC</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>Harm-Jan Fricke</td> <td>Co-opted</td> <td>HJF</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>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><b>Apologies:</b> None</p>	Samrah Ahmed	Parent	SA	Richard Bailey	Parent	RB	Brad Baines	LA	BB	Crispin Chatterton	Parent	CC	Kieran Cox	Parent	KC	Joseph Feyertag	LA	JF	Father Thomas Fink-Jensen	Ex-officio	TFJ	Harm-Jan Fricke	Co-opted	HJF	Fiona Hawkins	Co-opted	FH	Miriam Jackson	Foundation	MJ	Hazel Potier	Staff	HP	John Slight	Parent	JS	Tamsin Smyth	Head Teacher	TS	Dee Tucker	Foundation	DT	
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1.	<p><b>Welcome and apologies</b> All governors were welcomed, especially new headteacher Tamsin Smyth. Governors introduced themselves briefly. There were no apologies.</p> <p>The meeting was quorate.</p>																																											
2.	<p><b>Notification of other urgent business</b> None.</p>																																											
3.	<p><b>Declaration of pecuniary/business interests - None</b> The clerk reminded governors that they need to confirm their declaration every autumn. Some governors had difficulty doing this because the process has changed slightly. Governors now need to unconfirm their previous statement and then click 'confirm' to update it.</p>																																											

<p>4.</p>	<p><b>Election of chair and vice-chair</b></p> <p>Brad Baines was a single nomination for chair. After he left the room, governors unanimously approved his election as chair.</p> <p>Fiona Hawkins was the single nomination for vice-chair. After she left the room, governors unanimously approved her election as vice-chair.</p> <p>Harm-Jan Fricke continued to chair the meeting with the agreement of Brad Baines.</p>	
<p>5.</p> <p>4.1</p> <p>4.1.1</p> <p>4.1.2</p>	<p><b>Minutes</b></p> <p><b>Approval of the minutes of the meeting 12 July 2023</b> The minutes of the meeting were agreed.</p> <p><b>Matters arising not covered elsewhere on the agenda</b></p> <p>The chair had circulated a list of jobs around the school that governors could undertake. There had been no offers from governors. The headteacher asked for volunteers to take clippings and put in their green bins. Samrah Ahmed and Miriam Jackson will help.</p> <p>The invitation to staff and governors to meet the candidates for tea before the interviews had been sent out and it was well attended.</p>	<p>Clippings into green bins</p>
<p>6.</p>	<p><b>Standing Orders were approved.</b> These were based on the model provided by Governor Services and had been shared on GovernorHub.</p>	
<p>7.</p>	<p><b>Code of Conduct for Governors was approved.</b> These had been agreed in February 2022 and were re-confirmed.</p>	
<p>8.</p> <p>8.1</p>	<p><b>Committee reports</b></p> <p><b>Resources Committee</b></p> <p>The committee had met only the day before on 16 October, so the minutes were not available, but an oral report was presented. Governors noted that:</p> <ul style="list-style-type: none"> <li>• The budget now looks healthier as the school now runs four classes instead of six.</li> <li>• There had been useful discussions with the new headteacher about staffing structure. These discussions will continue outside the committee meeting with headteacher and Brad Baines, and recommendations will be brought to the FGB when ready.</li> <li>• The committee hope that proposals for a revised budget will be brought to the next FGB meeting on 6 December.</li> <li>• Committee terms of reference were reviewed and no changes are recommended.</li> </ul> <p><b>Performance &amp; Standards Committee 12 October 2023</b></p> <p>Minutes of the meeting had been shared on GovernorHub. Governors noted:</p> <ul style="list-style-type: none"> <li>• Recommendation that terms of reference remain unchanged.</li> <li>• Discussion of the School Improvement Plan which had been shared with committee members and would now be added to the FGB meeting folder on GovernorHub.</li> <li>• Plans to instill a love of reading in all pupils</li> <li>• Discussion of safeguarding</li> </ul>	<p>FH add SIP to GovernorHub</p>

8.2	<ul style="list-style-type: none"> <li>• Suggestion from staff that the behaviour policy could be made clearer.</li> <li>• Discussion of what makes New Hinksey unique and how that message can be communicated most effectively.</li> <li>• Complaints policy (delegated to the committee) was approved.</li> </ul>	
9.	<p><b>Committee terms of reference</b></p> <p>At the recommendation of both committees, terms of reference remain unchanged.</p> <p>Membership of the committees remains unchanged except that Hazel Potier will join the Resources Committee as well as Performance &amp; Standards. Harm-Jan Fricke who attended both committees as chair, will decide which committee he will attend and inform governors and the chair.</p> <p>The next meeting of Resources committee will be on Monday 27 November starting at 4.30</p> <p>The next meeting of Performance &amp; Standards committee will be on Thursday 11 January 2024 starting at 5.00.</p>	HJF decide which committee
10.	<p><b>Headteacher’s report</b></p> <p>The headteacher thanked Charlotte Haynes for preparing reports before she left.</p> <p>10.1 There are no health &amp; safety issues. The wobbly bridge in the playground has been fixed.</p> <p>10.2 The Pupil Premium report was shared on GovernorHub.  <b>Governors asked whether PP funding would continue spending on an Educational Psychologist.</b> Yes, the school has a stand-in Educational Psychologist so this support will continue.  <b>Governors asked how class teachers know which children are classified as Pupil Premium.</b> The information is available to teachers on Integris MIS system, but the headteacher will make it clearer.</p> <p>10.3 The SEND report was shared on GovernorHub.  <b>Governors asked how children were assessed and identified to require SEN support.</b> Teaching staff identify children whose learning is falling behind and refer to the headteacher as SENDCo, who make the final decision about interventions and any requirement for outside support. <b>How regularly are conversations held?</b> If they are on the school’s SEN register – perhaps because information has been sent by the child’s previous nursery, or they have been identified by the class teacher – there will be regular conversations between class teacher and head/SENDCo. The headteacher will provide a flowchart and share with governors.</p> <p>10.4 The Sports Premium report was shared on GovernorHub. There were no questions.</p> <p>Governors noted that detailed questioning and challenge takes place in the committees.</p> <p>10.5 <b>Governors asked how the change from six to four classes was affecting teaching and learning.</b> All teachers are doing something which they have not done before, but they</p>	<p>TS make it easier for class teachers to identify PP pupils.</p> <p>TS share SEND flowchart.</p>

	<p>appear to be taking it in their stride. It does involve extra work and is challenging, but teacher are rising to the challenge.</p> <p><b>Governors noted the uneven numbers in different years and asked what effect this would have on class numbers in future years.</b> There will need to be unusual class groupings for the next few year, but teachers will not be confronted with a new key stage group. There will be variations in class sizes.</p>	
<p><b>11.</b></p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p><b>Safeguarding</b></p> <p>Harm-Jan Fricke reported that he had consulted the LADO about an incident and had been advised that no action was necessary. The headteacher confirmed that the school keeps a record of all incidents and there was nothing to report.</p> <p>The revised Safeguarding policy had been shared on GovernorHub. Governors accepted the policy but wish it to be made clear that ‘staff’ include volunteers – including governors. Volunteers need to have a satisfactory DBS check. Governors noted that where a complaint has a safeguarding element, the safeguarding policy takes over from the complaints policy. Governors discussed whether a parent helping on a school trip always needs a DBS check. The school will make a risk assessment regarding circumstances if it is a single trip, but more than very occasional volunteering requires a DBS. All volunteers need to be briefed from the start about the school’s safeguarding procedures including simple action to take if a child discloses a safeguarding issue. The leaflet given to visitors sets this out. Governors wanted to know whether the way an issue relating to a staff member or volunteer is handled will be dealt with consistently. In either case the LADO will be consulted.</p> <p>Filtering and Monitoring governor. This role is part of Safeguarding and will be undertaken by the Safeguarding governor. Brad Baines, as chair will be both Safeguarding and Filtering &amp; Monitoring governor.</p> <p>All governors confirmed that they have read Parts 1 and 2 of Keeping Children Safe in Education.</p> <p>Governors noted that they must all complete Governor Safeguarding training: by end of the autumn term. Aall Governors need to have done both Level 1 (‘Introduction to Safeguarding’- online) and Level 2 (‘Awareness of Child Abuse and Neglect’ – webinar or face to face) (see OSCB website: <a href="https://www.oscb.org.uk/learning-zone/training/oscb-courses/">https://www.oscb.org.uk/learning-zone/training/oscb-courses/</a>) Governors are asked to ensure that this training is recorded on GovernorHub. Governors noted that KCSiE requires a designated teacher. That will be the teacher responsible for Looked After Children.</p>	<p>Clerk update roles</p>
<p><b>12.</b></p> <p>12.1</p>	<p><b>Governance matters</b></p> <p>The headteacher will ask for nominations of parent governors. SA is willing to continue but the regulations state that every parent should have a chance to nominate themselves. If there are more than one nominations, an election will be required.</p>	<p>TS call for parent nominations</p>

<p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p>	<p>Fiona Hawkins is coming to the end of her four-year term as a co-opted governor, and stated her willingness to continue. Governors were very pleased to co-opt her for another four-year term. Governors noted that there is one other co-opted governor vacancy left unfilled.</p> <p><b>Governor monitoring visits</b> Governors decided that they will monitor reading across the school by arranging a visit of three governors to go around the school with the headteacher. The headteacher will circulate a date for this visit to all governors in the expectation that three governors will be able to make the visit. Governors asked that prior to the visit they are sent a summary of what the school is trying to do in this subject area so that they can look for evidence that it is happening and having an impact. The headteacher will arrange this.</p> <p>Subjects of subsequent visits may be behaviour and attitudes and Spiritual development.</p> <p>Governors appointed Joe Feyertag as Health &amp; Safety governor.</p> <p>Governors appointed Crispin Chatterton as SEND governor.</p> <p>Governors decided that it is important to have a governor responsible for coordinating the work of promoting the school to prospective parents. John Slight was appointed to that role.</p>	<p>TS circulate visit date</p> <p>TS circulate summary of reading strategies</p>
<p><b>13.</b></p>	<p><b>Policies and website compliance</b></p> <p>The school policy on Relationships and Sex Education had been shared on GovernorHub. Governors noted that on page 5 the name of the teacher responsible for PSHE needs to be changed. The wording can simply say, ‘the subject leader for PSHE’. With that minor amendment governors agreed to adopt the policy so that it can be uploaded to the school website.</p> <p>The headteacher will organize an information evening this year about the school policy for people from the local community and governors. The school follows the Twinkle policy.</p> <p>The headteacher and staff will review the timing of introducing topics to pupils.</p> <p><b>Governors asked whether it would be helpful if the content is published on the school website.</b> Yes, and the school sends a letter to parents just before the topic is taught. All content will be available in a year’s time.</p> <p><b>Governors asked how many parents ask about the content of RSE.</b> Only a handful but they are right to ask if they have any concerns. Parents can’t take their children out of Relationships Education but can withdraw them from sex education. They can be unsure where the dividing line is.</p>	

<p><b>11.</b></p>	<p><b>Date of next meeting</b></p> <p>Governors confirmed the next meeting on  <b>Wednesday 6 December 2023 at 6.30</b></p> <p>Other meeting dates are:          Tuesday 6 February 2024          Wednesday 13 March 2024          Tuesday 7 May 2024          Tuesday 16 July 2024</p>	
<p><b>12.</b></p>	<p><b>Any other business</b></p> <p>The school is working on a community arts project to raise money for Sobel House. Children will paint fiberglass oxen which will form an Oxtrail. Governors were asked whether they have any contacts with businesses which might help with funds. Governors remembered that the PTA had been very successful in securing contributions from the local hotel and garden centre. They wondered whether those organizations could be approached again.</p> <p>In closing the meeting, Harm-Jan Fricke observed that it was very good to have all governors present. He reminded governors that most employers allow governors to take time off work if they need to visit school.</p> <p>Governors thanked Harm-Jan for his chairing of the governing body and HJF thanked all governors for their efforts.</p> <p>Governors wished all staff a happy half-term holiday.</p>	

The meeting closed at 7.53pm

Martin Pounce  
 24 October 2023

Signed .....

Date.....