



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 Tuesday 6 December 2023, 6.30pm

Item	Discussion	Action																																										
	<p>Present:</p> <table border="0"> <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>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 – by video link</td> </tr> <tr> <td>Miriam Jackson</td> <td>Foundation</td> <td>MJ</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>Samrah Ahmed</td> <td>Parent</td> <td>SA</td> </tr> <tr> <td>Joseph Feyertag</td> <td>LA</td> <td>JF</td> </tr> <tr> <td>Hazel Potier</td> <td>Staff</td> <td>HP</td> </tr> </table> <p>Absent:</p> <table border="0"> <tr> <td>Richard Bailey</td> <td>Parent</td> <td>RB</td> </tr> </table>	Brad Baines	LA	BB	Crispin Chatterton	Parent	CC	Kieran Cox	Parent	KC	Father Thomas Fink-Jensen	Ex-officio	TFJ	Harm-Jan Fricke	Co-opted	HJF	Fiona Hawkins	Co-opted	FH – by video link	Miriam Jackson	Foundation	MJ	John Slight	Parent	JS	Tamsin Smyth	Head Teacher	TS	Dee Tucker	Foundation	DT	Samrah Ahmed	Parent	SA	Joseph Feyertag	LA	JF	Hazel Potier	Staff	HP	Richard Bailey	Parent	RB	
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1.	<p>Welcome and apologies All governors were welcomed. Apologies from Samrah Ahmed, Joseph Feyertag and Hazel Potier were accepted.</p> <p>The meeting was quorate.</p>																																											
2.	<p>Notification of other urgent business Two issues arising from the Resources Committee meeting will be taken at item 6.2.</p>																																											
3.	<p>Declaration of pecuniary/business interests - None The clerk will be able to produce a summary sheet of declarations to go on the school website as soon as all governors have re-confirmed their declarations on GovernorHub. The clerk will send reminders to governors as necessary.</p>	Clerk reminder to re-confirm																																										

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes</p> <p>Approval of the minutes of the meeting 17 October 2023 The minutes of the meeting were agreed.</p> <p>Matters arising not covered elsewhere on the agenda Harm-Jan Fricke will remain a member of the resource is committee and wishes to be removed from performance and standards committee.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Governance matters</p> <p>The head teacher reported but she had only received one nomination for the vacant post of parent governor. Samrah Ahmed was therefore re-elected as parent governor.</p> <p>There remains one vacant co-opted post. Governors agreed to leave that vacancy until they have identified a gap and skills or experience which can then be filled.</p> <p>The clerk has made changes to GovernorHub to reflect decisions about governor roels in the last meeting.</p> <p>Governor visits: Miriam Jackson and Dee Tucker regularly read with children and that includes checks on fluency. No further visits have been arranged.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Committee reports</p> <p>Performance & Standards Committee will meet again on 11 January 2024</p> <p>Resources Committee 27 November 2023 The minutes had been shared on GovernorHub.</p> <p>Governors were reminded that the budget originally set for 2023-24 had to be based on the current staffing at the time. Since the new staffing structure has been implemented, the resources Committee was able to formulate a significantly revised budget.</p> <p>Governors noted that the reduction in teaching staff allowed for the re introduction of posts in School administration, Caretaking and school leadership. These roles had being covered by the school business manager and the head teacher which was unsustainable. A new staffing structure was proposed as set out on page two of the minutes. The posts will be filled in the following ways:</p> <ul style="list-style-type: none"> • An Assistant head teacher post (L1-L4) will be advertised to existing staff. It will include half a day release for leadership tasks with classroom commitments or the rest of the week. • The post of SENCO for one day per week with teaching for another day would be advertised externally. • An Emotional Learning Support Assistant for half a day per week with 0.5 general TA role would be appointed from amongst the existing teacher assistant. • An office administrator will be appointed for 20 hours per week • A caretaker for five hours per week will be sought either from Oxford City Council Direct Services or shared with the community centre and St John’s Church. <p>The FGB approved the new staffing structure.</p>	

	<p>Governors noted that:</p> <ul style="list-style-type: none"> Income for 2023-24 is expected to be £9.9k higher than first anticipated because of higher delegated funds from the LA. Total income £859.1k Total expenditure if all proposed posts are filled will be £802.8k The anticipated carry forward will fall from £149.2k in 2023-24, to £132.5k in 2024-25 and £83.6k in 2025-26. <p>Governors recognized that these estimates are based on pupil numbers remaining stable. They believe that the changed staffing structure will make the school more attractive. If numbers rise the income will increase.</p> <p>Governors agreed that this revised budget could be submitted to County and recruitment to the posts outlined above can proceed as fast as possible.</p> <p>The committee also recommend that a Pay Committee is required with staff at a variety of pay levels and likely to qualify for incremental pay increases. Governors agreed that the Pay Committee should be established with membership of Kieran Cox, Joe Feyertag and Fiona Hawkins. As headteacher, Tamsin Smyth will attend the committee to advise on pay increases for other staff and will leave when the committee considers headteacher pay.</p> <p>The Pay Committee will make its decisions in line with the agreed Pay Policy based on the NEU and OCC models. Governors noted:</p> <ul style="list-style-type: none"> Staff will be paid at least the Oxford Living Wage. In the rare case where there is no national pay award, pay will increase by at least the consumer price index; <p>Governors questioned where the Pay Committee will report. It will report in broad terms to the Full Governing Body, but it must avoid giving details in case a member of staff appeals. In that case, the appeal must be heard by governors who do not have prior information. The Pay Committee will inform the Resources Committee of any budget implications arising from their decisions.</p> <p>The next Resources Committee meeting will be on Thursday 18 January,</p>	
<p>7.</p> <p>7.1</p> <p>7.1.1</p>	<p>Headteacher’s report</p> <p>The headteacher had sent her report to the clerk to be shared on GovernorHub. The clerk apologized that he had not seen the email. He will upload the report immediately after the meeting.</p> <p>Governors noted that:</p> <ul style="list-style-type: none"> Attendance figures are not accurate as some absences had been miscoded. Governors asked how this had happened. One member of staff misunderstood the instructions. The corrected attendance is 94%. There is some unauthorized absence where parents take holiday in term time. Governors wondered whether it would be appropriate to issue fines. The experience of many other schools is that fines are not very effective. <p>Behaviour policy had not been finalized. The headteacher does not perceive behaviour to be a major concern although there is some low-level disruption and rules across the school are inconsistent. The headteacher had discussed the elements of a behaviour policy with</p>	

	<p>staff and had agreed that the policy should be informed by therapeutic thinking rather than focusing on punishment. The three guiding values will be:</p> <ul style="list-style-type: none"> ○ Be respectful ○ Be ready ○ Be responsible <p>Staff are encouraged to use these three words consistently and often, to recognize and praise children who exhibit these values, and to offer rewards such as house points and collecting marbles which are turned into treats.</p> <p>When things go wrong staff will think about protective consequences aimed at preventing the pupil getting into trouble again – by, for instance, changing arrangements for playtime. Governors recognized that their behaviour principles need to be reviewed and updated to ensure that the headteacher’s new behaviour policy is consistent with governors’ principles. Harm-Jan will draft behaviour principles so that they can be discussed at the next Performance and Standards Committee meeting so that recommendations can be made to adopt both principles and policy at the next FGB.</p>	<p>HJF draft principles P&S agenda FGB agenda</p>
<p>7.1.2</p>	<p>Governors noted that much clutter had been cleared and rubbish had filled a skip. The headteacher plans to organize books and work on the Nest area.</p> <p>A number of building maintenance issues had been overlooked in the past and needed urgent rectification, including:</p> <ul style="list-style-type: none"> ○ Replacing lead flashing to stop leaks and damp, work has been booked in; ○ Greenery had damaged the brick chimney – this has been fixed <p>Governors agreed to appoint John Slight as a premises governor to ensure that issues are identified and resolved.</p> <p>Governors asked the clerk to ensure that the agenda contains a line ‘the state of the school’. This will be included under Resources Committee report because detailed discussion should take place in that committee.</p> <p>The headteacher had obtained a quote for decorating the school and had a list of other items that need to be addressed. Governors agreed that Oxford City Direct Services should be asked to prepare a premises audit so that a full picture of future work would become clear.</p>	<p>Clerk agenda</p>
<p>7.1.3</p>	<p>A successful international evening had been held – many events arranged by NHPS</p>	
<p>7.1.4</p>	<p>A new data system is in place. Historical data is being uploaded by FH</p>	
<p>7.1.5</p>	<p>Staffing update</p> <p>The SENDCo will start work in January. Her other day in school will be teaching music and drama.</p> <p>The internal advert for the Assistant Head post is still open and closes on 13 December. Governors will be involved in the interview process. The successful candidate will start in January.</p> <p>The advert for Admin Assistant will be published very soon.</p>	
<p>7.2</p>	<p>Matters arising from October meeting</p> <p>SEND Flowchart will be shared on GovernorHub when the SENDCo takes up her post.</p>	
<p>7.2.1</p>		
<p>7.2.2</p>	<p>The headteacher confirmed that teachers have clearer information about which pupils are Pupil Premium</p>	

<p>7.2.3</p> <p>7.3</p>	<p>Reading strategy is being worked on by the headteacher using the six-week action plans that are required to demonstrate school improvement.</p> <p>The visit by the School Improvement Adviser identified a number of issues that nearly resulted in the school becoming a strategy school. A broken door into the street could be opened by a child was a safeguarding issue. There were weaknesses in teaching and learning.</p> <p>Governors asked whether there are lessons for the governing body. Yes, governors need to have closer eyes on the school and to be more questioning to ensure it doesn't happen again. Governors are asked to complete a visit monitoring form – on GovernorHub – to demonstrate that they are actively looking.</p> <p>Governors asked whether the visit from the OCC SIP had been useful. In some ways yes, because it confirmed some of the things I felt when I arrived. But it was not helpful in that the SIP misunderstood what makes New Hinksey different and the good results achieved. The visit was driven by the fact that Ofsted inspection is imminent.</p>	
<p>8.</p>	<p>Safeguarding</p> <p>There had been no incidents to report.</p> <p>Staff have already started to use CPOMS to record incidents and potential concerns. Staff are due to receive training on 7 December.</p> <p>Teachers who have a concern about an incident concerning themselves or a colleague can record it on StaffSafe. For example, if children are seen playing with a staff member's phone. The headteacher will be notified of these concerns unless it relates to her, in which case the chair of governors will be informed. Governors noted they do not have access to CPOMS or StaffSafe because they must remain on the strategic level.</p> <p>ESAT carried out an audit which identified some breaches in the single central record and personnel files. The audit report was sent to the chair of governors. The audit identified necessary action, some of which have already been completed. There will be monitoring checks and another visit in January to check that all issues have been resolved. Governors asked why the issues had not been identified earlier. A previous visit by the SIP had not raised concerns. The reason is not known.</p> <p>Governors asked who on the staff is the lead on filtering and monitoring e-safety. This is a role for the headteacher, but implementation has been delegated to the ICT Company.</p> <p>All Designated Safeguarding Lead update training has been completed.</p> <p>Governors have a final opportunity to complete Level 2 Safeguarding training on 15 January. Governors should enter any safeguarding training completed on their individual training record on GovernorHub. This will enable the headteacher, chair or clerk to print off a list of training which will demonstrate that governors have all been trained.</p> <p>Governors asked the clerk to send reminders to any governor whose record of safeguarding training is missing.</p>	<p>Clerk remind governors re safeguarding training.</p>

12.	Dates of meetings	
12.1	To next meeting of the Full Governing Body is Tuesday 6 February 2024, 6.30pm and Wednesday 13 March 2024 Tuesday 7 May 2024 Tuesday 16 July 2024	
12.2	Performance & Standards Committee: 11 January 2024 at 5.00pm	
12.3	Resources Committee: Thursday 18 January 2024 at 4.30pm	

The meeting closed at 7.30pm

Martin Pounce
24 October 2023

Signedchair

Date.....