



New Hinksey CE Primary School

Vicarage Road Oxford OX1 4RQ

Tel: 01865 242169 Fax: 01865 242169

Email: office.3213@new-hinksey.oxon.sch.uk

Website: www.new-hinksey.oxon.sch.uk

Headteacher: Mrs Charlotte Haynes

Minutes of the meeting of the Full Governing Body held at the school on Wednesday 30th November 2016 at 6.30p.m

Present:	Harm Jan Fricke (HJF)	LA Governor
	Olivia Selinger (OS)	Parent Governor
	James Webber (JW)	Parent Governor
	Charlotte Haynes (CH)	Headteacher
	Catherine Unia (CU)	Co-opted Governor
	Christine Hill (CHi)	Co-opted Governor
	Ollie Raikes (OR)	Parent Governor
	Jasper Smith (JS)	Parent Governor
	Bob Price (BP)	LA Governor
	Louise Sumser (LS)	Staff Governor

In Attendance: Kellie Nicholson (Clerk)

The meeting was quorate and opened by the Chair at 6.30pm.

Agenda item no	Item	Action
1	Welcome and apologies HJF welcomed everyone to the meeting. Apologies were received and accepted from Fr James Wilkinson and Tracey Haslam, Jean Kirkley Absent without apologies: Rachel Mundy.	
2	Notification of any urgent business not on agenda No matters raised.	
3	Declarations of Pecuniary/Business Interests CH passed two completed Declaration forms to KN for safekeeping and to compile summary data – BP and TH. JK yet to complete one – no one has had any contact with her for a while... ACTION: KN to contact JK Declarations for present meeting – none recorded.	KN
4	Approval of the minutes of the meeting held on 12 October 2016 Agreed as a correct record. Clerk's note: Action HJF to sign, date minutes and pass to school office for safekeeping.	HJF
5	Matters arising HJF expressed thanks to BP for his years' service as Chair to the governors; he presented BP with gift. BP thanked the governors for their support and confirmed his continued intention to serve. Other matters arising: <ul style="list-style-type: none"> • Governor photos – JS has in hand. • Introductory letter from governors – CHi just has two governor paragraphs to assemble. Action: HJF to compile letter ready to distribute before Christmas break. • Academies update – HJF advised that he, CH and BP are presently 	JS HJF/CH

Parents are welcome in our school

Signature

Date

7	<p>Ratification of Full Governing Body Standing Order; Committees Terms of Reference KN circulated the Full Governing Body Standing Order in advance of the meeting; it contained only one small change of the Clerk's name. <u>The full governing body duly ratified the full governing body standing order</u></p> <p>The Performance and Standards Committee Terms of Reference was also distributed – this also has been subject to minor changes. <u>The full governing body duly ratified the Performance and Standards Committee Terms of Reference</u></p> <p>BP reported that the Resources Committee needs to review its Terms of Reference. ACTION: Resources Committee</p>	Resources/Agenda
8	<p>Chair's Report HJF had nothing further to report in addition to matters already raised. Working with BP with regard to handover of duties.</p>	
9	<p>Policies to be Ratified The following policies were distributed and ratified by the full governing body:</p> <ul style="list-style-type: none"> • Code of Conduct for Staff – CH reminded the governors that the school uses the Local Authority's policy. Accepted. • <u>Behaviour</u> – no changes made; readopted. ACTION: place on website. • <u>Anti-bullying</u> – no changes made; readopted. ACTION: place on website. • <u>Safer Recruitment Policy</u> – new policy; approved. • <u>Child Protection</u> – LA policy; CH advised updates within. Approved. 	JS/Website
10a	<p>Head teacher's report CH provided verbal report. Key points raised/discussed:</p> <ul style="list-style-type: none"> • <u>Health and Safety</u> – audit took place in early November. The results have been passed to HJF and BP. The audit raised no significant matters of concern and associated actions have already been actioned. • Staffing – school has recruited a new part time teacher (NQT) on fixed term contract, for Year 4. Parents will be advised in this week's newsletter. • Teaching Assistant absenteeism has been high – not due to work/stress related matters. The impact of this has been challenging to all staff. • School continues in its attempt to recruit lunchtime supervisor(s); some interest has now been expressed but will only offer to suitable candidate(s). • <u>School Improvement (1)</u> – present priorities are to secure good progress throughout the school, with particular focus being paid to those "disadvantaged"; writing; improve attendance and punctuality; development of middle leadership. • <u>School Improvement (2)</u> – CH has met with local School Improvement Lead, during which a learning walk took place. The time was useful. • CH regretted to inform the governors that there had been one <u>Racist incident</u> in recent weeks. She, the teacher and one other staff member addressed the matter; parent and child have been spoken to. CH believes the matter to be an isolated incident. • There have been no <u>Homophobic and other Inequality incidents.</u> 	

10b	<p>Head teacher's report – safeguarding CH had distributed school's safeguarding report in advance of the meeting. She explained the background and procedures relating to the issue.</p> <p>It was noted that <u>all governors presently hold current DBS checks/paperwork.</u></p> <p>CH advised that <u>all school staff have received generalised safeguarding training, on 5 September 2016.</u></p> <p><u>The full governing body/OS carefully reviewed the governors' section of the safeguarding report.</u></p> <p><u>The full governing body duly ratified the school's safeguarding report.</u> This will be submitted by CH, as required. ACTION: CH</p>	CH
11	<p>Committee Reports</p> <ul style="list-style-type: none"> • Performance and Standards – JS. As previously mentioned, committee has reviewed its Terms of Reference and will be considering data/outcomes in its next meeting. • Headteacher Appraisal – date has been set for this. • Resources Committee – BP. Nothing additional to report. 	
12	<p>Governor Visits Learning Walk date set for Wednesday 11th January, 9.30am; to cover reading. BP, OS and possibly JW will attend.</p>	
14	<p>Dates of next meeting Full Governing Body – Wednesday 31 January 2017, 7.30pm.</p>	