

## Houghton Primary School Full Governing Body Meeting held on 17 January 2017 at 6.30pm

**Governors Present:**

Alan Williams (AW)	Chair
Lauren Brown (LB)	
Gary Doyle (GD)	
Vickie Graham (VG)	
Jean Hayes (JH)	
Marina Hilton (MH)	
Carol Munro (CM)	
Amanda Read (AR)	
Georgina Young (GY)	Head teacher
Frances Smith (FS)	

**Also Present:**

Caroline Lewis (CL)	Clerk
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	Agenda Item	Action
1.	<b>Apologies for absence:</b> There were no apologies.	
2.	<b>Declarations of pecuniary interest:</b> There were no declarations of pecuniary interest.	
3.	<b>Signing of Minutes of last FGB:</b> Minutes of the FGB meeting held on 29 November 2016 were agreed and signed by the Chair.	
4.	<p><b>Matters arising:</b> The FGB Action schedule was circulated to Governors in advance of the meeting.</p> <ul style="list-style-type: none"> <li>a. <i>Action Item 19: See Agenda Item 5b.</i></li> <li>b. <i>Action Item 27: The Head informed Governors she was awaiting a response from a school which had recently been inspected. See also Agenda Item 9.</i></li> <li>c. <i>Action Item 32: Completed.</i></li> <li>d. <i>Action Item 34. See Agenda Item 5.</i></li> <li>e. <i>Action Item 36: See Agenda Item 5b.</i></li> <li>f. <i>Action Item 37: See Agenda Item 6c.</i></li> <li>g. <i>Action Item 38: See Agenda Item 6d.</i></li> <li>h. <i>Action Item 40: The Head informed Governors that this would take place during the spring term. Ongoing.</i></li> <li>i. <i>Action Item 41. Ongoing action with no end-date. Closed.</i></li> <li>j. <i>Action Item 42: Several Governors attended. The Head informed Governors that there would be an additional training session for those staff and Governors unable to attend on 4 January. Completed.</i></li> <li>k. <i>Action Item 43: To be discussed at TABS Committee. Closed.</i></li> <li>l. <i>Action Item 44: Completed.</i></li> <li>m. <i>Action Item 45: Completed.</i></li> <li>n. <i>Action Item 46: See Agenda Item 8a.</i></li> </ul>	Head

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	<p><b>o. Action Item 47: Ongoing.</b></p> <p><b>p. Action Item 48: Action being taken. Closed.</b></p> <p><b>q. Action Item 49: See Agenda Item 10b.</b></p> <p><b>r. Action Item 50: Forwarded to FPPS Committee to action. Closed.</b></p>	<p><b>Chair, MH</b></p>
<p><b>5.</b></p>	<p><b>Governing Body Business:</b></p> <p><b>a. Governor vacancies:</b></p> <p><b>i. Parent Governors:</b>  There were 2 vacancies to fill:  a) The Chair informed Governors that Gail Stapleford’s documentation was now completed.  <b>Gail Stapleford’s tenure as Parent Governor would run for 4 years from January 2017.</b>  b) MH informed Governors that after consideration, she decided to accept the proposal that she should become a Parent Governor. This followed an unsuccessful campaign to recruit a second Parent Governor from elsewhere. MH’s decision would release a Co-opted Governor role, for which there was a prospective replacement.  Proposed by: Chair  Seconded by: CM.  Governors unanimously voted for MH to become a Parent Governor.  <b>MH’s tenure as Parent Governor would be 4 years from January 2017.</b></p> <p><b>ii. Co-opted Governors:</b></p> <p>a) The Chair agreed to contact the prospective Co-opted Governor to arrange for him to visit to School.  <b>Action: Chair to contact prospective co-opted Governor to arrange a visit to the School to meet the Head.</b></p> <p>b) JH reluctantly tendered her resignation. She had served on the Governing Body since 2012 and was now resigning due to her personal circumstances. Governors voiced their appreciation of her commitment during her term of office and thanked her for her valued assistance. She offered to continue to assist on an ad hoc basis.  <b>Action: Governors to seek a replacement Co-opted Governor to replace JH.</b></p> <p><b>b. Audit of Governor Effectiveness – follow up actions:</b></p> <p>i. The Chair and MH had previously agreed to analyse the responses to the Audit of Governor Effectiveness provided by Governors.</p> <p>ii. They were awaiting some responses. Governors were urged to forward their responses to the Chair and MH  <b>Action: Chair to contact those Governors whose responses to the Audit of Governor Effectiveness he had not yet received.</b></p> <p><b>c. Governor Skills Audit:</b></p> <p>i. The Chair and MH had previously agreed to analyse the individual Governors’ skills audit in order to identify areas for improvement and training.</p> <p>ii. They were awaiting some responses. There had also been changes to the Governing Body, which altered the skills available to the Governing Body as a whole.  <b>Action: Chair to contact those Governors whose responses to the Governor Skills Audit were required.</b></p>	<p><b>Chair</b></p> <p><b>All</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p>

	<p><b>d. Governors' strategic plan:</b></p> <ul style="list-style-type: none"> <li>i. Governors discussed the reasons for a strategic plan and how to proceed.</li> <li>ii. <i>A Governor asked why an additional plan was needed for Governors.</i> MH responded that the overall plan for the School did not currently cover responsibilities for the Governing Body.</li> <li>iii. The Head commented that analysis of the Audit of Governing Body Effectiveness and Governor Skills Audit would help to identify the areas to be covered in the Governors' strategic plan.</li> <li>iv. Governors agreed that the sub-committee consisting of the Chair, MH, GD, LB and Head should meet to discuss the details.</li> </ul> <p><b>Action: Chair and MH to produce agenda and date for meeting of sub-group to discuss Governors' Strategic Plan.</b></p>	<p><b>Chair, MH</b></p>
<p><b>6.</b></p>	<p><b>Committee Reports:</b></p> <ul style="list-style-type: none"> <li>a. <b>TABS – 17 November 2016:</b> Draft Minutes had been circulated to Governors. No queries were raised.</li> <li>b. <b>FPPS – 13 December 2016:</b> Draft Minutes had been circulated to Governors. No queries were raised.</li> <li>c. <b>Pay Review Committee – 21 October 2016:</b> <ul style="list-style-type: none"> <li>i. The staff pay review had been completed and results communicated to the School Business Manager for implementation.</li> <li>ii. The Headteacher's pay review was yet to be concluded.</li> </ul> <p><b>Action: LB to formally inform the Head of the decisions made by the Pay Review Committee about the Headteacher's pay for 2016-17.</b></p> </li> <li>d. <b>Governors' visit – 17 November 2016:</b> MH informed Governors that distribution of the consolidated report had been delayed due to unforeseen events, which she explained. <b>Action: MH to forward the consolidated report from the Governors' visit on 17 November 2016.</b></li> <li>e. <b>Governors' visit to St Peter's School – 16 January 2017:</b> <ul style="list-style-type: none"> <li>i. The Chair and VG had visited St Peter's School on 16 January 2017, following which the Chair had circulated to Governors a draft letter of thanks. Governors discussed the draft and suggested amendments.</li> <li>ii. Governors remained concerned that small primary schools did not receive the same attention from St Peter's as large primaries.</li> <li>iii. The Head commented that despite the evidence that Houghton children tended to do well when they moved to St Peter's, the current Houghton parents had generally negative perceptions about St Peter's. She felt these perceptions were threatening Houghton's position as some parents were actively looking to move elsewhere as a result.</li> <li>iv. As Houghton was an official feeder school to St Peter's, Governors agreed that it was important to improve communications between the two schools and discussed several options.</li> <li>v. <b>Governors agreed that in the first instance the Head and Chair of Governors from St Peter's should be invited to Houghton for a reciprocal visit.</b></li> <li>vi. <b>Governors also agree to consider asking for St Peter's to make a presentation to Houghton parents in the autumn term.</b></li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>1. <b>Chair to re-draft the letter of thanks to St Peter's school, inviting the</b></li> </ul> </li> </ul>	<p><b>LB</b></p> <p><b>MH</b></p> <p><b>Chair</b></p>

	<p><b>Head and Chair of Governors on a reciprocal visit to Houghton.</b></p> <p><b>2. Governors to consider asking St Peter’s for a presentation to parents of Houghton children in the autumn 2017 term.</b></p>	All
7.	<p><b>Headteacher’s Report:</b></p> <p>a. The Headteacher’s report was circulated to Governors in advance of the meeting. The report was discussed.</p> <p>b. <i>A Governor queried the percentage of boys/girls in each year group and the effect this had.</i> Governors agreed to look at the effects when they were conducting Governors’ visits.</p> <p>c. VG asked for sight of previous Headteacher reports.</p> <p><b>Action: Head to forward previous copies of Headteacher reports to VG for information.</b></p>	Head
8.	<p><b>Governor Training:</b></p> <p>a. AR asked Governors to complete the on-line Prevent training and send their certificates to her.</p> <p>b. The Head informed Governors that child protection training would take place in May 2017.</p> <p>c. The Clerk had forwarded details of the Governors’ Conference in March.</p> <p>d. VG informed Governors that she was attending the New Governor induction training on 27 February 2017. CM would also attend New Governor induction.</p> <p>e. The Clerk had circulated the new Governor Handbook and competency framework issued by the LA.</p>	
9.	<p><b>Ofsted:</b></p> <p>a. As agreed at the previous FGB, the Head had arranged a formal training session for Governors on 31 January 2017 at a cost of £300.</p> <p>b. In order to gain the most value from the training, Governors would forward questions to the Head to put to the trainer in advance of the session.</p> <p>c. Governors were reminded that prior to the training session they should investigate the current Ofsted handbook and the Ofsted toolkit which had been circulated to them.</p> <p>d. VG asked for a copy of the documents, which had been sent out before she became a Governor.</p> <p><b>Actions:</b></p> <p><b>1. MH to send VG the Ofsted toolkit.</b></p> <p><b>2. Governors to look at Ofsted toolkit prior to the training on 31 January.</b></p> <p><b>3. Governors to forward Ofsted questions for the trainer to the Head by 23 January 2017.</b></p>	<p>MH</p> <p>All</p> <p>All</p>
10.	<p><b>Policies:</b></p> <p>a. <b>Policy Review schedule:</b> The schedule was circulated to Governors in advance of the meeting.</p> <p>b. <b>Policies due for discussion by FGB in spring term:</b></p> <p><b>i. Accessibility Plan – progress report:</b> Due to unforeseen circumstances, the meeting between AR, LB and the Head to discuss the Accessibility Plan had been delayed.</p> <p><b>ii. Pupil Premium policy:</b> The current Pupil Premium policy was dated 2014. The Head agreed to review it with the Deputy and bring it to Governors for discussion on 21 March 2017.</p> <p><b>Action: Head to circulate reviewed Pupil Premium policy to Governors</b></p>	Head

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	<p style="text-align: center;"><b>for discussion at FGB on 21 March 2017.</b></p> <p><b>iii. Complaints procedure:</b></p> <p><b>iv.</b> The model Complaints procedure had been circulated to Governors.</p> <p><b>v.</b> The Head apologised for the delay in circulating the personalised Houghton procedure.</p> <p><b>vi.</b> Governors agreed to raise queries and confirm their agreement to the final version by email.</p> <p><b>Action: Head to circulate the personalised Complaints Procedure for Governors to confirm by email.</b></p> <p><b>c. Confirmation of Governors to monitor:</b></p> <p><b>i. Register of pupil admission to School:</b></p> <p><b>a)</b> There was a statutory requirement for Governors to monitor the register of pupil admission to School.</p> <p><b>b)</b> Given that the LA was responsible admissions, Governors were unsure what needed monitoring. GD agreed to investigate.</p> <p><b>Action: GD to investigate monitoring of pupil admission to School.</b></p> <p><b>ii. Premises management documents:</b> GD informed Governors that FPPS Committee had agreed that CM should become the link Governor for premises management, including Health &amp; Safety.</p> <p><b>Action: CM to arrange to meet SJ to discuss premises management documents and Health &amp; Safety issues.</b></p>	<p><b>Head All</b></p> <p><b>GD</b></p> <p><b>CM</b></p>
<p><b>11.</b></p>	<p><b>Any other business:</b></p> <p><b>a. Parking:</b> CM informed Governors that there was a contact within Huntingdon District Council (HDC) responsible for illegal and inconsiderate parking issues. She would email the contact details to the Head.</p> <p><b>Action: CM to forward details of the HDC contact for parking issues to the Head.</b></p> <p><b>b. Update on Staff Sickness:</b></p> <p><b>i.</b> The Head gave Governors an update on the teacher who was on sickness leave and thanked AR and the TAs for covering her class.</p> <p><b>ii.</b> She informed Governors that parents of children in that class were being kept updated.</p> <p><b>iii.</b> The Chair would send the teacher a card from the Governing Body.</p> <p><b>Action: Chair to send a card to the teacher on sickness leave.</b></p> <p><b>c. Wellbeing Survey:</b></p> <p><b>i.</b> The Chair informed Governors that VG had agreed to carry out a Wellbeing survey with the staff.</p> <p><b>ii.</b> VG informed Governors that she and the Head would discuss the detail.</p> <p><b>Action: VG to discuss the proposed Wellbeing Survey with the Head.</b></p> <p><b>d. Children’s mental health issues:</b></p> <p><b>i.</b> LB informed Governors of a charity that could provide therapeutic support for specific children with mental health needs. She gave details of the services they could provide. There was a cost involved.</p> <p><b>ii.</b> This led to a discussion about the issues being faced by schools as LA services reduced leaving schools without the resources for dealing with</p>	<p><b>CM</b></p> <p><b>Chair</b></p> <p><b>VG</b></p>

	<p>children's mental health issues, which seemed to be manifesting more frequently and at a younger age.</p> <p><b>Action: LB to forward details of the children's mental health Charity to the Head for reference.</b></p> <p>There was no other business.</p>	<p><b>LB</b></p>
<p><b>12.</b></p>	<p><b>Date of next FGB meeting: Tuesday 21 March at 6.30pm</b></p>	

The meeting ended at 8.20pm

Signed by Chair: .....

Date: .....