

**Houghton Primary School
Full Governing Body Meeting held on
Tuesday 21 March 2017 at 6.30pm**

Governors Present:

Marina Hilton (MH)	Chair
Gary Doyle (GD)	
Vickie Graham (VG)	
Carol Munro (CM)	
Amanda Read (AR)	
Gail Stapleford (GS)	
Alan Williams (AW)	
Georgina Young (GY)	Head teacher
Frances Smith (FS)	

Also Present:

Caroline Lewis (CL)	Clerk
---------------------	-------

	Agenda Item	Action
1.	Apologies for absence: Apologies were accepted from: Lauren Brown (LB)	
2.	Declarations of pecuniary interest: There were no declarations of pecuniary interest.	
3.	Signing of Minutes of last FGB: a. Minutes of the FGB meeting held on 7 February 2017 were agreed and signed by the Chair. b. There were 2 amendments to the Minutes of FGB held on 17 January 2017. Action: Clerk to circulate amended Minutes of FGB on 17 January for agreement prior to signing at the next FGB.	Clerk
4.	Matters arising from the Minutes: a. <i>Action Item 27: Wyton and Brampton both willing to talk to Governors. Brampton's inspection was the most recent. Head to forward contact details to Chair to follow up.</i> b. <i>Action Item 34: See Agenda Item 12.</i> c. <i>Action Item 40: Ongoing.</i> d. <i>Action Item 44: Details collated. Responsibility for training transferred to AW. Completed.</i> e. <i>Action Item 46: AW reminded Governors to complete online Prevent training and forward certificates to him.</i> f. <i>Action Item 47: Being subsumed into Agenda Item 6 (advocacy). Closed</i> g. <i>Action Item 48: Completed.</i> h. <i>Action Item 49: See Agenda Item 13. Ongoing</i> i. <i>Action Item 50: Passed to FPPS for action. Closed.</i> j. <i>Action Item 52: See Agenda Item 5.</i> k. <i>Action Item 53: Completed.</i> l. <i>Action Item 54: Completed.</i> m. <i>Action Item 55: Completed.</i> n. <i>Action Item 56: Completed.</i>	Head, Chair Head All LB, AR

Signed by Chair:

Date:

	<p>o. Action Item 58: To be requested for summer term. Head informed Governors that dates for transition visits were being altered.</p> <p>p. Action Item 63: See Agenda Item 13. Completed.</p> <p>q. Action Item 64: See Agenda Item 13. Completed.</p> <p>r. Action Item 65: GD informed Governors that whilst Pupil Admissions was a statutory policy, it did not apply to Houghton as the LA controlled admissions. Closed.</p> <p>s. Action Item 70: Completed.</p> <p>t. Action Item 71: See Agenda Item 5. Completed.</p> <p>u. Action Item 73: See Agenda Item 6. Completed.</p> <p>v. Action Item 74: See Agenda Item 5. Completed.</p> <p>w. Action Item 76: See Agenda Item 5. Closed.</p> <p>x. Action Item 77: See Agenda Item 5. Ongoing.</p> <p>y. Action Item 78: See Agenda Item 5. Completed.</p> <p>z. Action Item 79: The LA Adviser had agreed to a follow up meeting. Head to confirm date in the summer term. Ongoing.</p>	<p>LB</p> <p>Head</p>
<p>5.</p>	<p>Strategic Governance: The Chair informed Governors that following the discussions at FGB on 7 February, the Chair, GD, VG and LB had held a strategic development meeting focusing on organisation, vision and action planning for governance of the school.</p> <p>a. Governor organisation chart:</p> <ul style="list-style-type: none"> i. A draft organisation chart had been circulated to Governors for comment and Governors had agreed to take on allocated advocacy roles. ii. The Head asked that the Governor advocate for Pupil Premium should not be FS as she led this area within her role as Deputy Head. Governors agreed that monitoring for this area should be led by another Governor. iii. GS agreed to take on the monitoring role for Pupil Premium. FS would remain as the lead on Pupil Premium within the School. <p>Action: Chair to alter organisation chart to reflect change of Governor monitoring responsibility for Pupil Premium.</p> <p>b. Vision:</p> <ul style="list-style-type: none"> i. A draft copy of the Governors' Vision had been circulated to Governors for comment. ii. The Head queried whether the draft Vision was designed to fit with the overall School Vision. VG responded that the sub-group had deliberately not compared the 2 documents. The draft now being discussed was specific to governance and therefore being considered independently from the Vision for operation of the School. However, the vocabulary used in both documents would be compatible. iii. The Chair gave the background to how the Vision "cloud" was developed and how it tied in with the evidence arising from the Audit of Governing Body 2016/17. iv. Governors agreed that there was a need to evidence the impact of governance and that the Vision "cloud" would assist with this. v. Governors further agreed that the Vision "cloud" should be discussed in detail at TABS and FPPS Committee in order to ensure collective and corporate understanding. <p>Action: Clerk to include Governors' Vision "cloud" on agenda for discussion at TABS and FPPS.</p>	<p>Chair</p> <p>Clerk</p>

Signed by Chair:

Date:

	<p>c. Governor Vacancies:</p> <ul style="list-style-type: none"> i. The Chair pointed out that there were still vacancies for 2 x Governors. ii. Governors were particularly concerned over the continuing vacancy for a Parent Governor, despite repeated advertisement. The previous vacancy was filled by moving a co-opted governor who is a parent into the parent vacancy after no parents came forward. iii. During discussion, Governors considered whether the Constitution should be altered to reduce the size of the Governing Body. However, although this would offer a short-term solution, Governors were fully aware of the existing workload and the need for sufficient Governors to provide cover for the sub-committees. A reduced number of Governors might not provide the necessary cover. iv. No decision was taken. <p>Action: Chair to investigate potential impact of reducing size of Governing Body.</p>	Chair
<p>6.</p>	<p>Governing Body Business: Advocate Updates</p> <p>a. Finance:</p> <ul style="list-style-type: none"> i. GD had prepared a draft crib-sheet giving the key finance figures, which he explained. ii. It included the current Year End situation plus the plus 2017-18 budget figures. <p>b. Personnel:</p> <ul style="list-style-type: none"> i. GS had met with the Head and the School Business Manager on 21 March to discuss personnel issues; she gave details. ii. She now had access to the educational management tool and asked to attend School Central Records (SCR) monitoring meetings with Chair, which was agreed. iii. She had not yet had time to talk to the Governor advocates about welfare and staffing. <p>Action: Chair to forward dates for SCR monitoring visits to GS.</p> <p>c. Safeguarding:</p> <ul style="list-style-type: none"> i. MH informed Governors that she had carried out 2 x SCR monitoring visits and 1 visit to specifically look at Safeguarding. She gave details. ii. The LA Safeguarding Audit report had been circulated to Governors and the (minor) recommendations included in the report were now in place. iii. Questions on Safeguarding had been included in her survey of staff, which would be repeated late in the summer term. She reported that the staff she had met with were fully conversant with the policies. <p>d. Early Years:</p> <ul style="list-style-type: none"> i. LB was not present at the meeting. ii. Governors were aware that she was now spending time with the EYFS class on a regular basis. <p>e. Training:</p> <ul style="list-style-type: none"> i. AW confirmed that the handover of the Governors' training records from AR had been completed. ii. He reminded Governors to book themselves on to courses as required. Any certificated evidence of attendance should be forwarded to him to evidence the training undertaken by the Governing Body. 	Chair

	<p>f. Premises, Health and safety:</p> <ul style="list-style-type: none"> i. CM reminded Governors that she was working with the School Business Manager and the Caretaker and that they had produced a schedule of works to FPPS, which Governors had seen. ii. They were now working on Critical Incident and H&S policies, which would be forwarded to Governors after initial discussions with the Head. <p>g. SENDco:</p> <ul style="list-style-type: none"> i. AR informed Governors about the LA visit to discuss SEND. ii. AR and the SENDco had met to review the policy and their next meeting would concentrate on the progress data. AR was also keen to include the parents in these discussions. iii. The Head reminded Governors that the school had a good reputation for working with SEND children and as a result the number of children with EHC Plans had increased due to parental choice. This had implications for the school, including staffing, training and budget. iv. <i>In response to a query from Governors, the Head confirmed that training for TAs working with SEND children was being led by specific needs of each child.</i> v. AR had not been involved in the LA SEND review itself so the Head gave details. The School had received good feedback. The report was awaited. vi. Governors acknowledged that in providing support to the SEND children, the School's SEND team were working considerably more than their allocated hours. vii. AR thanked the SEND team for their hard work. <p>h. Sports Premium:</p> <ul style="list-style-type: none"> i. AR gave a summary of how the Sports Premium funding was being spent. £4000 was used for membership of the Huntingdon Sports Support Partnership, which was currently providing agility training, cricket and hockey, with staff being trained at same time as the children. ii. The remaining funding was spent on the provision of extra-curricular clubs, broadening the range of sports on offer, entering competitions, resources and further training. iii. The School was continuing to work on maintaining the Gold Mark award, focussing on encouraging children who were not normally very active. iv. Year 5 had embarked on a programme of doing 30 minutes exercise per day for 6 weeks; AR gave details. It was too early to tell what the impact that this increased activity would have. v. The focus for PE was currently on attendance and contact with local clubs. The School was currently County football champions. vi. Archery would be introduced in the summer term. <p>i. Wellbeing staff questionnaire:</p> <ul style="list-style-type: none"> i. VG had completed the staff survey and was working on a draft summary which she would forward to Governors. ii. On 20 March, VG had carried out a student survey. She gave details and informed Governors that she wanted to do a follow-up survey with selected KS2 individuals during the summer term. <p>j. Pupil Premium:</p> <ul style="list-style-type: none"> i. FS reminded Governors that the Headteacher's report included a section on Pupil Premium. ii. She explained how the data for each Pupil Premium child was used to check and record progress at an individual level. Targeted support 	
--	---	--

	<p>was provided as necessary.</p> <p>iii. She pointed out the importance of being able to evidence the actions taken with the funding provided.</p> <p>k. Sex and Relationships:</p> <p>i. FS had led 2 x Policy Development meetings with a working party consisting of staff and governors. They gave details of the discussions and how these had resulted in agreed wording for the revised Sex and Relationships policy.</p> <p>ii. The policy would be forwarded to Governors and taken to TABS Committee for agreement on 28 March 2017.</p> <p>l. Standards and Assessment:</p> <p>i. LB was not present at the meeting.</p> <p>ii. The Standards and Assessment Sub-Committee notes had been drafted and would be forwarded to TABS Committee.</p>	
7.	<p>Committee Reports: Committee reports had been circulated prior to meeting.</p> <p>a. TABS: Governors had no queries.</p> <p>b. FPPS:</p> <p>i. <i>A Governor raised a query about numbers of children attending Phoenix.</i></p> <p>ii. Governors agreed that if numbers were to drop, there might be space for occasional users; they also agreed that the first commitment must be to regular users.</p> <p>iii. Governors had no further queries.</p> <p>c. Termly briefings: Governors had no queries.</p> <p>d. Annual Conference: Governors had no queries.</p> <p>e. Standards and Achievements: Reports had not been circulated. See Agenda Item 6l above.</p>	
8.	<p>Safer Recruitment: The Chair informed Governors that the LA audit recommended that Safer Recruitment became a standard FGB agenda item. The Head commented that it was also included in Headteacher's report. Action: Clerk to include Safer Recruitment on future FGB agenda.</p>	Clerk
9.	<p>Communication:</p> <p>a. The Chair highlighted the need to tighten the use of email traffic using the Cambsed website. This included:</p> <p>i. Not forwarding Governing Body emails to personal email addresses.</p> <p>ii. Adding a disclaimer to the bottom of outgoing emails; she gave details.</p> <p>iii. Not forwarding emails to a third party without the permission of originator.</p> <p>b. The Chair also reminded Governors about general email protocols.</p>	
10.	<p>Headteacher's Report:</p> <p>a. The Headteacher's report was circulated before the meeting. She had altered the format of the report to better reflect the impact in each area.</p> <p>b. <i>In response to a query from a new Governor, the Head confirmed that she provided a formal written report to Governors termly at FGB.</i> Other reports were provided as required, often verbally, and to specific meetings.</p> <p>c. <i>A Governor raised a query about the Pupil Premium figures.</i> The Head confirmed that there was a discrepancy relating to LAC and she and the School Business Manager were investigating.</p>	

	<p>d. <i>The same Governor queried the statistics for Reading by Year 2.</i> The Head responded by explaining the use of a mix of teacher assessment and tests to assess the progress of the children. She gave details of the additional measures being taken to improve the reading skills of this year group.</p> <p>e. <i>In response to a question from Governors, the Head confirmed that there had been 5 visits to the School by LA Advisers during the spring term, since the School had contracted for the LA support package.</i> These visits, whilst involving additional work for staff had been very beneficial.</p> <p>f. Governors thanked the Head for her detailed report and commented that they found the new format very helpful.</p>	
11.	<p>National Funding Formula:</p> <p>a. The Head informed Governors that she had received a letter through the primary heads group giving warnings about the funding situation from 2017-18 onwards.</p> <p>b. Although this had been in the national press, there had as yet been no reaction from local parents.</p> <p>c. Governors discussed the impact of the budgetary situation in the short and longer term. The Head gave details. They were particularly concerned over the impact on staffing, particularly the provision of support for children without EHC Plans.</p> <p>d. Governors went on to discuss the current lack of awareness by parents and whether to issue a letter to parents describing the situation in respect of Houghton.</p> <p>e. <i>A Governor asked what would be achieved by doing this.</i> The Head responded that parents may be unaware of the local situation and the impact for Houghton Primary School. If they were aware of the detail they may wish to take further independent action in support of school funding.</p> <p>f. Governors agreed to send a letter to parents outlining their concerns about funding for 2017-18 and beyond.</p> <p>g. Prior to sending a letter to parents, the Head would talk to staff.</p> <p>Actions:</p> <p>1. Head to talk to staff about funding in 2017-18 and beyond.</p> <p>2. Chair and Head to compose letter to go to parents about funding in 2017-18 and beyond.</p>	Head Chair, Head
12.	<p>Ofsted Question and Answer Session:</p> <p>a. Following the detailed meeting on 7 March. Governors had agreed to provide crib-sheets for each area of advocacy.</p> <p>b. The Chair suggested that the size of the crib-sheets should be limited to 2 sides of A4 paper and headings should identify areas known to be of interest to Ofsted. She explained how she had achieved this with her own crib-sheet.</p> <p>c. GD commented that he had done the same for finance.</p> <p>d. A Governor suggested that a standardised format should be adopted. The Chair agreed to look at this once the initial information had been compiled.</p> <p>Action: Governors to provide crib-sheets on their area of advocacy to Chair by 30 March 2017.</p>	All
13.	<p>Policies for review:</p> <p>a. Accessibility Plan – progress report: LB and AR had yet to meet with the Head.</p> <p>b. Policies for review:</p>	

Signed by Chair:

Date:

	<p>c. Statutory:</p> <ul style="list-style-type: none"> i. Complaints policy: The LA had issued a new model policy, which had been circulated to Governors for comment prior to the meeting. The Complaints policy was adopted by Governors. ii. Sex and Relationships policy: The policy would be taken to TABS for approval on 28 March 2017. iii. Pupil Premium policy: The policy had been circulated to Governors prior to the meeting. The policy was adopted by Governors. 	
14.	<p>Academisation: VG informed Governors that there had been no further developments in regards to academisation since the last meeting.</p>	
15.	<p>Staff/Governor Meeting:</p> <ul style="list-style-type: none"> a. Following discussion with the Head prior to the meeting, the Chair suggested that the FGB in July and the training session with staff should be separated; in the past they had been held on the same day. b. Governors agreed that: <ul style="list-style-type: none"> i. FGB should be held on Tuesday 4 July 2017 at 6.30pm as planned. ii. Staff/Governor training should be moved to Tuesday 6 Jun 2017 at 3.30pm. <p>Action: Clerk to re-issue calendar reflecting dates of meetings in summer term.</p>	Clerk
16.	<p>Any other business: Request to attend FGB:</p> <ul style="list-style-type: none"> a. AW had been approached by the Chair of Governors of the Bridge Academy Trust in Godmanchester, who he knew personally. The Chair had expressed interest in attending a Houghton FGB meeting. b. Governors discussed the request and agreed that in the first instance, the Bridge Academy Trust should contact the Chair. <p>Action: AW to inform Chair from Bridge Academy Trust to contact Chair of Houghton regarding request to attend Houghton FGB.</p> <p>There was no other business.</p>	AW
11.	Date of next FGB meeting: Tuesday 25 April 2017 at 6.30pm	

The meeting ended at 8.40pm

Signed by Chair:

Date: