

**Houghton Primary School
Full Governing Body (FGB) Meeting held on
29 November 2016 at 6.30pm**

Governors Present:

Alan Williams (AW)	Chair
Lauren Brown (LB)	
Gary Doyle (GD)	
Jean Hayes (JH)	
Vickie Graham (VG)	
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.	Apologies for absence: There were no apologies for absence.	
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 27 September 2016 were agreed and signed by the Chair. b. Minutes of the FGB meeting held on 8 November 2016 were amended at paragraph 5 to show that "Nene Park Academy became part of CMAT", then agreed and signed by the Chair.	
4.	Matters arising from the Minutes: a. Action Item 2: Points made by Head at TABS were agreed. Further actions would lead on from decision made at Agenda Item 7b. Governors agreed that a working party, consisting of the Chair, MH, GD, LB, Head would formulate the Governors' Strategic Plan. Action: Chair, MH, GD, LB and the Head to meet to discuss the Strategic Plan GD arrived at 6.45pm. b. Action Item 13: On hold pending decision on academisation. Closed following vote at Agenda Item 7b. c. Action Item 19: See Agenda Item 5b and 5c. d. Action Item 21: Head had met with CO of RAF Wyton and the Youth and Community Development Officer. There was no funding available from Wyton but the CO informed the head that the Station could offer practical assistance to the School. Separately, the Head informed Governors that the grant funding for work on girls' engagement had been rejected by the Lottery Fund.	Chair, MH, GD, LB, Head

Signed by Chair:

Date:

	<p>c. Governor Skills Audit: See Item 5b above.</p>	
6.	<p>Committee Reports:</p> <p>a. TABS – 17 November 2016: Draft Minutes had only just been circulated, so would be discussed at the next FGB.</p> <p>b. FPPS – 11 October 2016:</p> <p>i. GD informed Governors that the forecast deficit was based on LA advice about High Needs funding.</p> <p>ii. A meeting had been held on 24 November 2016 between GD, the Head, the School Business Manager, the LA Head of Finance and the school's Financial Adviser. The meeting was to discuss options relating to managing a possible deficit budget over the next 3 years. The school is reliant on additional High Needs funding which is currently provided by the LA but not guaranteed for future years. This is a concern due to the relatively high number of children on Education Health Care Plans (9 children) where the school must fund the first £6,000 of the costs for each plan (ie: total £54,000) with the LA providing the 'top up'.</p> <p>iii. As a result, the School Business Manager was revisiting the options. However, GD warned Governors that tough decisions relating to staffing would be needed at the next budget round.</p> <p>iv. The School needed to consider the level of support hours against a backdrop of a falling roll.</p> <p>c. Pay Review Committee: CD, LB and CM met on 21 October 2016. Minutes were awaited from CD, who had now resigned as a Governor. Action: Chair to contact CD to request the minutes from the Pay Review Committee meeting on 21 October 2016.</p> <p>d. Governors' visit:</p> <p>i. MH informed Governors that a learning walk had taken place on 17 November 2016.</p> <p>ii. Those Governors who had attended had provided their reports and she would circulate the collated report to Governors. Action: MH to forward the collated report following the Governors' visit to the School on 17 November 2016.</p>	<p>Chair</p> <p>MH</p>
7.	<p>Academisation:</p> <p>a. SWOT analysis:</p> <p>i. The Head had forwarded the blank analysis form to Governors prior to the meeting.</p> <p>ii. She introduced Governors to the SWOT process and acted as the facilitator and recorder.</p> <p>iii. Governors agreed with the Head that it was useful to conduct the analysis while the School still had control over its own future.</p> <p>iv. Governors discussed and recorded their thoughts.</p> <p>v. Governors agreed that the Head should share the record of the SWOT analysis with staff.</p> <p>Actions:</p> <p>1. Clerk to forward record of the SWOT analysis to Governors.</p> <p>2. Head to share record of the Governors' SWOT analysis with staff.</p> <p>b. Vote on the way forward: The motions on which Governors were to vote were agreed prior to the meeting.</p>	<p>Clerk Head</p>

Signed by Chair:

Date:

	<p>They were:</p> <ol style="list-style-type: none"> 1. <i>After 12 months' research and the change in the government's stance on academisation, the governors of Houghton Primary School have considered the schools' current and future position in depth and have collectively made the decision not to pursue academisation further unless circumstances within the school change significantly or it becomes a statutory requirement for the school.</i> 2. <i>After 12 months' research and the change in the government's stance on academisation, the governors of Houghton Primary School have considered the schools' current and future position in depth and have collectively made the decision that they will actively pursue academisation with a view to academising within 12 months in the best interests of the school.</i> <ol style="list-style-type: none"> i. Prior to voting, Governors discussed the motions themselves. The following comments were raised: <ul style="list-style-type: none"> • It would be better to put their efforts into concentrating on school improvement over the next 12 months rather than continue researching academisation. • Houghton was graded as Good, so could potentially join a MAT now as a lead school. • Academising would trigger an Ofsted inspection, so regardless of the decision Houghton could expect an inspection in the near future. • The longer the School left it to academise, the fewer opportunities there might be to enter a MAT on terms favourable to Houghton. ii. The Chair invited Governors to vote. <ul style="list-style-type: none"> • 9 x Governors voted for Motion 1. • 1 x Governor voted for Motion 2 and explained why. • There were no abstentions. iii. Governors therefore agreed not to actively pursue academisation further unless circumstances within the school changed significantly or it became a statutory requirement for the school to do so. c. Governors agreed on how their decision should be conveyed to parents and staff: <ol style="list-style-type: none"> i. The Minutes of the FGB would be available on the School website. ii. There was no need for a specific notification to parents at this stage. iii. The Head should show staff the SWOT analysis data and explain the Governing Body's decision following the vote. d. Governors were concerned to ensure that whilst not actively pursuing academisation, they must remain aware of progress and be prepared to take action if necessary. <p>Action: MH and VG to lead on keeping in touch with developments concerning academisation, particularly within the local area.</p>	<p>MH, VG</p>
<p>8.</p>	<p>Headteacher's Report:</p> <ol style="list-style-type: none"> a. MH confirmed that the aspects on the Headteacher's Report relating to the school development plan and Raising Attainment Plan, which had been forwarded to all Governors, had been discussed in depth at TABS. b. Comments arising from the Report: 	

	<p>i. Staff training would include Local Authority Basic Child Protection training for all staff on 4 January 2017. The Headteacher invited all governors to attend. The session would begin at 1.30pm Action: Governors to consider attending the Basic Child Protection training at 1.30pm on Wednesday 4 January 2017.</p> <p>ii. <i>A Governor asked if they could have sight of the Maths of the Day case study.</i> The Head agreed to forward it.</p> <p>iii. <i>The same Governor asked what feedback had been received about Reading, Writing and Maths following the parents' evenings.</i> The Head informed Governors that she was not aware of any specific feedback from parents, but had not asked the staff for this. No parents had spoken to the headteacher about the curriculum during parents' evenings. Action: Head to forward the Maths of the Day case study to Governors.</p>	<p>All</p> <p>Head</p>
<p>9.</p>	<p>Governor Training:</p> <p>a. Training Update:</p> <p>i. AR provided lists of training undertaken by each Governor over the past 18 months. As well as formal external training, she had included in-School sessions (eg: on academisation).</p> <p>ii. She asked all Governors to check the records and to forward any necessary amendments to her. Action: Governors to confirm individual records of training to AR.</p> <p>b. Training Session – Preparing for Ofsted:</p> <p>i. The TABS Committee had attended the training session and forwarded their report to Governors.</p> <p>ii. Governors agreed the need for a specific training session for all Governors as soon as possible, preferably before the end of term.</p> <p>iii. The discussions on preparing for Ofsted would inform the action points for a detailed examination of the audit of Governor Body effectiveness.</p> <p>iv. The TABS Committee had agreed that they felt it necessary to hold an internal discussion first, followed up with a bespoke training session led by an external facilitator.</p> <p>v. Governors discussed where the assistance should come from and the costs involved.</p> <p>vi. Governors agreed with the Head's suggestion to buy into Element 1 of the LA support package for spring/summer 2017 to secure the support of the LA Adviser who had conducted the KIT visit.</p> <p>vii. <i>In response to a question from Governors, the Head confirmed that the expense of buying into Element 1 was within her financial management remit.</i> Action: Head to buy into Element 1 of the LA support package for spring and summer 2017.</p> <p>c. Prevent awareness:</p> <p>i. The headteacher had previously circulated slides from the LA Prevent training to all governors. There were no questions on the presentation.</p> <p>ii. The Head reminded Governors that Safeguarding training for staff included Prevent awareness. Governors attending the training on 4th January would have further opportunity to develop their knowledge at this session.</p> <p>iii. The Clerk had forwarded a link to recognised and certificated on-line</p>	<p>All</p> <p>Head</p>

	<p>training on Prevent.</p> <p>iv. One Governor had already completed the training and recommended it to other governors.</p> <p>Action: Governors to complete on-line Prevent training and forward their certificates to AR.</p> <p>d. Mentoring for new Governors:</p> <p>i. Currently, new Governors received an induction package and an initial meeting and school visit with the Headteacher, following which there was no other formal support.</p> <p>ii. Governors agreed that mentoring would assist new Governors in ensuring that they quickly became confident with their responsibilities.</p> <p>iii. Experienced Governors should all be able to mentor a new Governor.</p> <p>iv. MH informed Governors that she was currently working on a procedure for mentoring and would discuss it with the Chair on 30 November 2016.</p> <p>v. Governors agreed that LB should act as mentor to VG.</p> <p>Actions:</p> <p>1. MH and the Chair to discuss the mentoring procedure for new Governors.</p> <p>2. LB to act as mentor for new Governor for VG.</p>	<p>All</p> <p>MH, Chair LB</p>
<p>10.</p>	<p>Ofsted:</p> <p>a. This was discussed at Agenda Item 9b.</p> <p>b. The Chair reminded Governors about the reasons for requesting the visit by the Chair of Governors and Head of St Peter's School to Houghton, which was planned for 30 November 2016.</p>	
<p>11.</p>	<p>Policies:</p> <p>a. Policy Review schedule: The Clerk had circulated the schedule in advance of the meeting.</p> <p>b. Policies for adoption:</p> <p>i. Code of Conduct for All Adults:</p> <p>a) The Code of Conduct had been circulated to Governors for comment prior to the meeting.</p> <p>b) A question raised by a Governor at TABS had been investigated by the Chair. There were no further comments.</p> <p>c) The Code of Conduct for All Adults was adopted by the Committee.</p> <p>c. Updates on policies being reviewed:</p> <p>i. Accessibility plan: There was no further update. Action: LB and AR to finalise the Accessibility Plan and bring it to next FGB.</p> <p>ii. Complaints procedure: School procedure remained extant pending receipt of an expected updated procedure from the LA.</p> <p>iii. Critical incident guidance: The school would be reviewing its Critical Incident Procedures in line with new LA guidance. Action: FPPS to examine critical incident guidance from LA and adapt it for use at Houghton.</p> <p>iv. Foundation Stage policy: The Head and EYFS Leader were currently reviewing the policy with LB.</p> <p>v. Governors' Code of Conduct: discussed at Agenda Item 5b.</p>	<p>LB, AR</p> <p>GD</p>

	<ul style="list-style-type: none"> vi. Sex and Relationships policy: CM, AW and MH would attend the working party meeting organised by FS for staff, parent and governor input on the policy on 14 December. vii. Whole School Pay Policy: GD confirmed that the policy was included on the agenda for consideration at FPPS on 13 December 2016. 	
10.	<p>Any other business:</p> <p>a. Attendance of Governors at Joint Training:</p> <ul style="list-style-type: none"> i. The Chair reminded Governors of the planned joint meeting between Governors and Staff on 4 July 2017. ii. He reminded them that all teachers were required to attend. Support staff could attend if they wished. He emphasised that all Governors needed to attend as this meeting provided the opportunity for Governors to work with staff on school self-evaluation and development planning. iii. The FGB that followed the training session would provide the opportunity to confirm the self-evaluation of Governing Body effectiveness, which had to be submitted annually in July. <p>There was no other business.</p>	
11.	Date of next FGB meeting: Tuesday 17 January 2017 at 6.30pm	

The meeting ended at 8.52pm

Signed by Chair:

Date: