

**Houghton Primary School
Full Governing Body Meeting held on
2 May 2017 at 6.30pm**

Governors Present:

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

	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.	Additional Agenda Item: Confirmation of appointment of LA Governor: Governors voted for Carol Munro to be appointed as LA Governor. This followed formal agreement from the LA. There were no abstentions. Proposer: Chair Secunder: AW	
4.	Signing of Minutes of last FGB: Minutes of the previous meeting were circulated to Governors prior to the meeting. a. Minutes of the FGB meeting held on 21 March 2017 were agreed and signed by the Chair. b. Amended Minutes of the FGB meeting held on 17 January were agreed and signed by the Chair.	
5.	Matters arising from the Minutes: No matters arising a. Action Item 27: Head to pass to MH. b. Action Item 40: Ongoing c. Action Item 49: LB and AR to continue working on Accessibility Plan, with an aim to complete by end of academic year. Ongoing d. Action Item 52: Chair still looking into need for other Governors at this time. Ongoing. e. Action Item 58: Head arranged for dates to be altered for pupils visiting St Peters, Houghton Pupils attending with Wyton-on- the-Hill pupils 3 weeks before end of term. Completed f. Action Item 77: Waiting for action 52 to be decided. Ongoing. g. Action Item 79: Head had bought into LA support and had bought package for	

Signed by Chair:

Date:

	<p>would need to be managed effectively to ensure consistent support for these pupils.</p> <p>vi. A request had been received for a pupil with EHCP to join in Year 4. The Head would meet with the Chair and LB to discuss their response.</p> <p>Action: Chair, Head and LB to meet to respond to application by parents of pupil to join Year 4.</p> <p>vii. The Head had aimed to provide 20 hours support for each class, which would need regularly reviewing.</p> <p>viii. Long term effects on support staff and knock-on effects on teaching staff were discussed. This would need to be managed carefully and presented a number of challenges.</p> <p>ix. FPPS Committee had presented a balanced budget for 2017-18.</p> <p>x. <i>A Governor asked about opportunities for letting School facilities, particularly the grounds.</i> The Head answered that this opportunity was always available and had been used in the past.</p> <p>xi. The same Governor congratulated the Head on the creativity in the budget to ensure support could continue. The Head would speak to support staff.</p> <p>Action: Head to speak to support staff about the 2017-18 budget.</p> <p>xii. GD talked about the maintenance of the School building, explaining that with the current funding arrangements, Houghton was fortunate to have reasonably new buildings which did not require substantial maintenance.</p> <p>xiii. The capital budget would be used for ICT improvements and improvements to telephone provision within the School.</p> <p>xiv. The Budget would be forwarded to the LA by the deadline of 5 May 2017.</p> <p>Resolution: The Governing Body approved the School Budget Plan for the financial year 2017/2018 with a total spend of £958,363.</p>	<p>Head,Chair ,LB</p> <p>Head</p>
<p>7</p>	<p>Strategic Governance:</p> <p>a. Vision and Ethos:</p> <p>The Chair had looked at the School’s vision and ethos statement and was awaiting responses from Chairs of TABS and FPPS Committees. This would be discussed at the joint staff/governor annual review event on 6 June 2017.</p> <p>Action: GD and VG to provide input to Vision and Ethos statements.</p> <p>b. Advocates</p> <p>i. Finance: Covered by GD at Agenda Item 6 above.</p> <p>ii. Personnel: GS informed Governors that there were no updates.</p> <p>iii. Safeguarding: The Chair had no updates.</p> <p>iv. Early Years: LB had visited the Reception class on Tuesday mornings during the spring term, which she had found both enjoyable and rewarding. She had now been on a training course for Early Years and would arrange a meeting with the Early Years teacher to go through her findings.</p> <p>v. Training:</p> <p>a) AW gave Governors an update of outstanding courses and training records.</p> <p>b) GS and VG would both attend training for New Governors in the summer term. They gave details.</p> <p>c) AW to send details of online GEL training for safeguarding to all</p>	<p>GD, VG</p>

Signed by Chair:

Date:

	<p>governors. The Clerk had already sent them details of how to book GEL training. Action: AW to send details of Online GEL training to all Governors.</p> <p>vi. Premises, Health and Safety: CM would give an update at the next FGB. Action: CM to arrange to meet Head and SJ to discuss Premises and H&S prior to FGB on 4 July 2107.</p> <p>vii. SENDco:</p> <ul style="list-style-type: none"> a) AR met with the SENDco in the first week of term when they discussed the data for the SEND pupils. They looked at specific needs and discussed the well-being of these pupils, given that their current teacher would be leaving. b) <i>The SENDco had expressed concern about provision of the inclusion worker role in future.</i> The Head responded to Governors by explaining that this post would be advertised internally but with reduced hours, for which support staff could apply. <p>Action: AR and SENDco to meet with Head to discuss plans for provision of SENDco support in 2017-18.</p> <p>viii. Sports Premium:</p> <ul style="list-style-type: none"> a) AR informed Governors that sports provision continued to grow with two netball tournaments and athletics during the summer term. b) With a view to retaining the Gold Sports Mark awarded last year, the School would need to evidence 50% of pupils being active, including 15% new previously non-participant pupils. c) She pointed out that Year 3 and 4 did not have as many clubs and opportunities as Years 5 and 6. She was therefore investigating a lunch time club to meet this gap. A meeting was due to be held to look at resourcing for the club. d) <i>In response to a query from a Governor, AR confirmed that rounders, football, netball and athletics were already being offered.</i> e) The Head informed Governors that a trial to encourage children to be active for at least 30 minutes everyday outside of PE provision had been successful in Year 5 and would be rolled out across the school. f) New ideas for clubs were discussed. g) The Bowls club had offered training sessions after school. h) The Head expressed her gratitude for all the work that has been achieved so far. <p>ix. Wellbeing staff questionnaire: VG had no update.</p> <p>x. Pupil Premium (PP): GS had a meeting scheduled with FS (within her role as 'PP Champion' shortly. She had no other update.</p> <p>xi. Sex and Relationships: FS informed Governors that the policy had been completed and shared with staff. A plan was in place for the teaching of sex and relationships in Years 5 and 6 towards end of term.</p> <p>xii. Standards and Assessment: LB informed Governors that the next standards and assessment meeting would take place on 17 May 2017.</p>	<p>AW</p> <p>CM</p> <p>AR, Head, SENDco</p>
<p>8</p>	<p>Governing Body Business not already covered: AW's term of office as Co-opted Governor had ended in April 2017. He confirmed that he wished to continue to serve.</p>	

	<p>AW was re-elected as Co-opted Governor with effect from May 2017 for 4 years.</p> <p>Nominated by: GD Seconded by: CM There were no abstentions.</p>	
9	<p>Committee Reports:</p> <p>a. TABS Committee: Minutes of the meeting on 28 March 2017 had been circulated. There were no queries.</p> <p>b. FPPS Committee: The Committee had met on 20 April 2017. The budget had been discussed at Agenda Item 6. The Minutes of the meeting had not yet been distributed, so any queries would be discussed at the next FGB.</p> <p>c. Governors' visits:</p> <p>i. No visits had taken place since the beginning of term.</p> <p>ii. VG confirmed that TABS Committee planned to visit to assess British Values and meet with the School council during the summer term.</p> <p>Action: VG to discuss with Head dates for assessing British values and meet with the School Council.</p> <p>d. Governors' Termly briefings: AW offered to attend the Termly Briefing and report back to Governors. Action: AW to report on Governors' Termly Briefing.</p>	<p>VG, Head</p> <p>AW</p>
10	<p>Safer Recruitment:</p> <p>a. The Safer Recruitment document had been circulated to all Governors.</p> <p>b. A course on use of the Safer Recruitment tool was being held during May 2017. The Chair, Head and SJ would attend.</p>	
11	<p>Communication:</p> <p>The Communications policy had been circulated to Governors prior to the meeting. <i>A Governor queried the wording in one area. The Head gave reasons, which Governors accepted.</i></p> <p><i>The same Governor asked about the use of the school communications system. The Head gave details.</i></p> <p><i>The same Governor then asked about confidentiality.</i> The Head confirmed that pupils' information was requested annually from parents and records updated accordingly.</p> <p>The Communications Policy was agreed and adopted.</p>	
12	<p>Headteacher's Report:</p> <p>The Head provided a verbal report to Governors:</p> <p>a. There were now 199 pupils on the School roll, which was an increase of 3 since the last report. These were children from military families.</p> <p>b. 42% of the children at the School came from within the catchment area and 58% from outside the catchment area.</p> <p>c. There had been an increase in military families visiting the School to investigate potential places. Non-service families had been given 6 months' notice to leave rented accommodation in Wyton on the Hill houses owned by the MoD, which could affect families whose children were at Houghton School</p> <p>d. She updated Governors about progress on statutory assessments for EHCP.</p> <p>e. There were a further 2 children with child protection files, bringing the total to 29 children.</p>	

Signed by Chair:

Date:

	<p>f. There were no children in care.</p> <p>g. The safeguarding meetings held fortnightly with designated personnel are supporting a robust approach and ensuring good support and monitoring.</p> <p>h. The Head attended training about a new approach to behaviour management (Steps Programme) on 28 April 2017 and would discuss the programme at the next TABS meeting. Action: Head to discuss Steps Programme training course at next TABS meeting.</p> <p>i. Work was continuing to improving teaching and learning. The Head gave details.</p> <p>j. Staff who were conducting Blink monitoring were asked how they felt about the Blink monitoring visits; their comments were positive. VG was tasked to evaluate Blink monitoring through a staff questionnaire. Anecdotally, teachers preferred the no notice aspect of Blink monitoring and felt the immediate feedback was important. Action: VG to use staff questionnaire to get feedback on Blink monitoring.</p> <p>k. The staff had undertaken work recommended by the LA Maths Advisor in his visit in February. The Head gave details.</p> <p>l. Curriculum leaders have completed action planning for their subject areas.</p> <p>m. Assessment development continued with recent focus on comparative analysis assessment for Year 6 writing. Head to send Governors the link to the Assessment without Levels report.</p> <p>n. The national pilot on comparative assessment had helped to rank Houghton children against pupils across the country. Using this comparator gave teachers confidence in the accuracy of their own assessments.</p> <p>o. A planned trip for Year 5 children to Leicester Space Centre had been cancelled due to not enough voluntary donations from parents to cover the costs. Parents had been informed.</p> <p>p. An open afternoon had been held on Mother's Day. A Governor mentioned the lovely atmosphere. Governors agreed to review open afternoons. Action: Governors to review open afternoons.</p> <p>q. Year 3 and Year 4 performance of Charlie and the Chocolate factory went very well</p> <p>r. Tree house work had continued. Duncan Evans had arranged a group of parents to lay decking in the near future. The idea of plaques being sold to allow parents to donate towards the treehouse had been very successful and ex pupils had been offered the opportunity to purchase plaques; the funds raised would be used for continued work on the Tree house.</p> <p>s. The Head gave a resumé of the Hunts 10 cluster news: <ul style="list-style-type: none"> i. The cluster had a number of networking groups in place for staff across schools. The most recent one to be formed was for Science Leaders. ii. The Head was meeting with two other Heads to work out better ways to access services for children in Huntingdonshire schools. They were investigating pooling money to employ services such as educational psychologists, etc. iii. There were a number of joint training opportunities between schools within the cluster. The Head gave examples. </p> <p>t. Safeguarding: The Head and the School Business Manager had undertaken a full review of all personnel records. Where historic gaps had</p>	<p>Head</p> <p>VG</p> <p>All</p>
--	--	----------------------------------

	been found e.g. one reference instead of two, advice had been sought and followed. The School Business Manager was now completing the checking and updating of all folders.	
13	<p>Ofsted Question and Answer Session: Governors discussed how they could best utilise the services of the LA Adviser and what training was needed. They also discussed how to analyse the impact of training sessions and how to share best practise and knowledge gained.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Head to investigate suitable date for next training session with LA Adviser. 2. Governors to look at impact of advocacy roles. 	<p>Head</p> <p>All</p>
14.	<p>Policies for review in summer 2017: The policies schedule was circulated to Governors before the meeting.</p> <ol style="list-style-type: none"> a. Statutory policies: Accessibility Plan: See Action Item 49. This was due for completion before the end of the summer term. b. Non-Statutory policies: Non-statutory policies had been delegated to TABS and FPPS Committees The Communication policy was agreed and adopted. 	
15	<p>Academisation update: Quiet in the news with some local schools still becoming academies.</p>	
16	<p>Any other business:</p> <ol style="list-style-type: none"> a. Pay committees: Governors agreed the following appointments: <ol style="list-style-type: none"> i. Staff Pay Committee: GD, CM and VG. ii. Headteacher Pay Committee: LB and GS. iii. The Chair would sit on the Appeals Committee. b. SATs: <ol style="list-style-type: none"> i. <i>A Governor asked about Governors' support requested for SATs week with Year 6.</i> The Head responded that an update had now been emailed to all Governors. ii. Another Governor asked about Year 6 and Year 2 preparation for SATs. FS responded that pupils were focussed and had the benefit this year of mocks and more opportunities to practice. iii. The Head confirmed that SATs papers had been received. 	
	<p>Date of next FGB meeting:</p> <ol style="list-style-type: none"> a. Tuesday 6 June 2017 at 3.30pm for training with School staff b. Tuesday 4 July 2017 at 6.30pm for FGB. 	

The meeting ended at 8.30pm

Signed by Chair:

Date: