

Houghton Primary School Full Governing Body Meeting

5 July 2016 at 6.30pm following joint staff/governor training at 4pm

Governors Present:

Alan Williams (AW)	Chair
Christopher Dodd (CD)	
Gary Doyle (GD)	
Marina Hilton (MH)	
Carol Munro (CM)	
Amanda Read (AR)	
Tania Treffry-Kingdom (TT)	
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) Jean Hayes (JH)	
2.	Declarations of pecuniary interest: There were no declarations of pecuniary interest.	
3.	Signing of Minutes of last FGB: Minutes of the FGB meeting held on 26 April 2016 were agreed and signed by the Chair.	
4.	Matters arising from the Minutes: <ul style="list-style-type: none"> a. <i>MH to share results of the biennial survey with FGB. Completed.</i> b. <i>Business Manager to present business case for increase in Phoenix Club fees to FPPS. Completed.</i> c. <i>Chair to confirm membership of Committees with RM and TT. Completed.</i> d. <i>Accessibility Sub-Committee to complete the Accessibility Plan. See Item 8a.</i> e. <i>Chair to approach the Elliott Trust for more information about the MAT. No further action at present.</i> f. <i>At the last meeting, the Head informed Governors that she had been approached by a company to do some consultation work with other schools. A Governor asked whether this approach had been developed. The Head informed Governors that she had agreed to work with PFSI to support Holme Primary School. The fees charged for the work would be credited to Houghton.</i> 	
5.	Governing Body Business: <ul style="list-style-type: none"> a. Finalise audit of effectiveness of Governing Body: Governors held a detailed discussion to agree content of the audit. Governors agreed that they needed to develop a detailed action plan relating to the areas 	

Signed by Chair:

Date:

	<p>they had graded as RED within the RAG rating system on the audit.</p> <p>Actions:</p> <p>1. The Chair would submit the completed audit form on line.</p> <p>2. The Chair to lead on developing a Governors’ Strategic Action Plan.</p> <p>b. Approve committee terms of reference (TOR):</p> <p>i. FPPS: The TOR for FPPS had been agreed by the FPPS Committee and were endorsed by FGB.</p> <p>ii. TABS: The TOR for TABS were in draft for discussion by the TABS Committee.</p> <p>Action: MH to circulate TOR to TABS Committee for comment.</p> <p>c. Agree meeting dates for 2016-17:</p> <p>Prior to FGB, the Clerk had circulated proposed dates for meetings in 2016-17. Governors agreed to the proposed dates.</p> <p>Action: Clerk to circulate agreed dates to all Governors.</p>	<p>Chair Chair</p> <p>MH</p> <p>Clerk</p>
<p>6.</p>	<p>Committee Reports:</p> <p>a. TABS: Governors had no queries. There was a minor amendment to the draft minutes of the meeting on 27 June 2016.</p> <p>b. FPPS: Governors had no queries.</p> <p>c. Governors’ visits: Governors had no queries.</p> <p>d. Termly briefings: Governors had no queries.</p>	
<p>7.</p>	<p>Headteacher’s Report:</p> <p>a. Summer assessments:</p> <p>i. The Head briefed Governors on the SATS results, which had been received earlier in the day. Children were assessed on a scaled score and either met or did not meet the age related standard.</p> <p>ii. Whilst there were no major surprises for individual children, there were several who were assessed as not meeting the standard but were within a couple of marks of doing so.</p> <p>iii. Reading results were considerably lower than the School would normally expect to see. SPAG results were good. Maths results were lower than in previous years. Average overall results across Reading, Writing and Maths were lowered because of the Reading scores.</p> <p>iv. The Headteacher was concerned by the results but had not had time to analyse them or compare them to other schools and would therefore be doing this before the end of term.</p> <p>∗ <i>A Governor asked how parents had reacted to the results.</i> The Head responded that she did not yet know because the results had only just been received.</p> <p>vi. SATS papers were no longer sent back to schools but they were scanned and could be downloaded. The Head and FS would now investigate these papers for areas of weakness and identify actions needed for the future.</p> <p>vii. The Head commented that if there were any papers that she felt needed re-marking, she would follow them up.</p> <p>viii. Governors agreed that the full reasons for the dip in performance needed to be investigated. They further agreed that they would review the SDP, which advocated a wide curriculum, in the light of the outcomes of the analysis.</p> <p>ix. The Head reminded Governors that the cohort currently in Year 5 would be taking SATS in 2017. The number of children with additional needs in this cohort is higher than average. FS already had plans in place for that cohort, which would be further informed by the analysis of this year’s performance.</p>	

Signed by Chair:

Date:

	<p>Actions:</p> <ol style="list-style-type: none"> 1. Chair to write to Head concerning the SATS results and offering Governors' support. 2. Head and FS undertake thorough analysis of the outcomes of the SATS. 3. TABS Committee to identify and subsequently monitor areas for improvement in accordance to the outcomes of the analysis. <p>b. Review of School Development Plan (SDP) 2016-18: The first year's progress of Houghton's 3 year SDP was discussed in detail by Governors and staff at their meeting immediately prior to FGB.</p>	<p>Chair Head,FS TABS</p>
<p>8.</p>	<p>Policies:</p> <ol style="list-style-type: none"> a. Accessibility Plan – progress report: AR reported that meetings with parents to discuss the Accessibility Plan were currently taking place. b. Policy Review Cycle: <ol style="list-style-type: none"> i. The circulated document listing all policies was current to the start of the School year. Some of the policies shown as due for review had been reviewed during 2015-16. ii. Governors noted that some policies overlapped and therefore needed to be cross-referenced. iii. Governors also commented that there was no consistent style to the policies, including those statutory policies produced by EPM. Governors agreed that whilst Houghton could aim for a "house style" for in-house policies, the wording of statutory policies could not be altered. iv. Governors agreed that they needed to ensure that they reviewed the necessary statutory policies annually. The Clerk had produced a draft annual planner for meetings which she had shared with the Chair and Head. This included suggestions for the timings of these reviews. <p>Actions:</p> <ol style="list-style-type: none"> 1. Clerk to forward the proposed annual planner to all Governors for comment. 2. Clerk to forward a list of statutory policies to all Governors. 	<p>Clerk Clerk</p>
<p>9.</p>	<p>Governor Training:</p> <ol style="list-style-type: none"> a. AR informed Governors that the dates for Termly Briefings for the autumn were now available. b. All Governors need to complete Safeguarding training. The Head asked whether this also applied to herself and FS, both of whom received other training. AR agreed to check. c. AR had kept a manual record of the training attended by Governors during the year. She accepted the Clerk's offer to ask the LA for a formal record. <p>Actions:</p> <ol style="list-style-type: none"> 1. AR to check whether the Head and FS should complete the Governors' Safeguarding training. 2. The Clerk to ask the LA for a list of training completed by Governors in 2015-16. 	<p>AR Clerk</p>
<p>10.</p>	<p>Any other business:</p> <ol style="list-style-type: none"> a. Academisation: <ol style="list-style-type: none"> i. The Chair recommended that as the Government's drive was still towards all schools becoming academies, Governors should continue their research into MATS. Governors were agreed that the Chair should reorganise the delayed discussions with CMAT. 	

	<ul style="list-style-type: none"> ii. The Chair informed Governors that although he had initially attempted to contact the Elliott Trust, he had received no response. He would try again. iii. The Head informed Governors that a new type of MAT was now available – an Empty Academy Trust, set up without any schools and which could be populated later. Governors agreed that this should be investigated. iv. <i>A Governor asked the Head which of the local Schools she would want to work with and suggested that Houghton could contact these.</i> The Head named two possible primary schools with which she was already in dialogue. v. It was currently very uncertain as to what other local schools were planning as they were not openly discussing the options. vi. Governors queried the status of Ermine Street Academy. The school is in DEMAT. <p>Actions:</p> <ul style="list-style-type: none"> 1. Chair to contact CMAT to rearrange the postponed meeting with the CEO. 2. Chair to contact the Elliot Trust. <p>b. Teachers' Strike:</p> <ul style="list-style-type: none"> i. The Head informed Governors that no strike action had been taken at Houghton on 5 July. ii. Governors were grateful to the staff and thanked them for their loyalty to the School. <p>There was no other business.</p>	<p>Chair</p> <p>Chair</p>
11.	Date of next FGB meeting: Tuesday 27 September 2016 at 6.30pm	

The meeting ended at 8.25pm

Signed by Chair:

Date: