

Houghton Primary School

Full Governing Body Meeting held on Tuesday 12 September 2017 at 6.30pm

Governors Present:

Marina Hilton (MH)	Chair
Gary Doyle (GD)	
Vickie Graham (VG)	
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.	<p>Apologies for absence:</p> <p>a. Apologies were accepted from: Lauren Brown (LB) Gail Stapleford (GS) Alan Williams (AW)</p> <p>b. The Head had sent her apologies that she would not be present for the earlier part of the FGB meeting due to other School commitments.</p> <p><i>The order of the Agenda was altered to accommodate the absence of the Head until later in the meeting.</i></p>	
2.	<p><i>The Clerk took the Chair for the elections.</i></p> <p>Election of Chair and Deputy Chair:</p> <p>a. The Clerk had received no nominations for either role prior to the meeting and asked for nominations.</p> <p>b. After discussion, Governors elected MH, who agreed to act as Chair of Governors for 2017-18.</p> <p>c. Due to recent injury, the current Vice Chair (LB) was likely to be unable to attend meetings for several months. In her absence and rather than elect a replacement at this meeting, Governors felt that the Chair should contact LB and discuss her preferences before the role was finalised for 2017-18.</p> <p>Action: MH to contact LB to discuss the Deputy Chair role for 2017-18</p> <p><i>MH chaired the remainder of the meeting.</i></p>	MH
3.	<p>Declaration of Pecuniary Interests:</p> <p>a. There were no declarations of pecuniary interest.</p> <p>b. Governors present signed the annual declaration of Governors' interests, which were collated by the Clerk.</p> <p>Action: Clerk to file annual declarations of Governors' interests.</p>	Clerk

Signed by Chair:

Date:

4.	<p>Signing of Minutes of last FGB:</p> <p>a. Minutes of the FGB meeting held on 4 July 2017 were circulated to Governors prior to the meeting.</p> <p>b. The Minutes were agreed and signed by the Chair.</p>	
5.	<p>Matters arising from the Minutes:</p> <p>The FGB Actions schedule was circulated to Governors prior to the meeting.</p> <p>a. <i>Action 1: See Agenda Item 6a. Closed</i></p> <p>b. <i>Action 2: See Agenda Item 6a. Closed</i></p> <p>c. <i>Action 3: See Agenda Item 6a. Closed</i></p> <p>d. <i>Action 4: SENDCo support in place. Completed.</i></p> <p>e. <i>Action 5: Questionnaire to be circulated at Governors' Day on 16 November 2017. Ongoing.</i></p> <p>f. <i>Action 6: FS gave details of themed Open Afternoons planned for the second half of term. Closed</i></p> <p>g. <i>Action 7: Ongoing</i></p> <p>h. <i>Action 8: See Agenda Item 6d. Closed</i></p> <p>i. <i>Action 9: See Agenda Item 6d. Closed</i></p> <p>j. <i>Action 10: See Agenda Item 7c - new actions. Closed</i></p> <p>k. <i>Action 11: Ongoing</i></p> <p>l. <i>Action 12: See Agenda Item 10. Closed. New Action: Clerk to include Advocacy Reports on Agenda for all future FGB.</i></p> <p>m. <i>Action 13: Completed</i></p> <p>n. <i>Action 14: See Agenda Item 7c. Completed</i></p> <p>o. <i>Action 15: Chair gave update on timetable and content of contract tendering process in hand for new contract to be in place for summer term. All members of School would be involved in the process. Closed</i></p> <p>p. <i>Action 16: FS gave details of uniform rules and follow-up action being taken where rules not adhered to. See also Agenda Item 11. Completed</i></p> <p>q. <i>Action 17: Dates for meetings in 2017-18 circulated but TABS and FPPS dates for autumn term need altering due to other commitments. Ongoing.</i></p>	<p>VG</p> <p>Head</p> <p>Head</p> <p>Clerk</p> <p>Chair</p>
6.	<p>Governing Body Business:</p> <p>a. Governor vacancies:</p> <p>i. The Chair reminded Governors that there were vacancies for 2 co-opted Governors. Advertising in 2016-17 had not produced results and a new, more targeted approach was needed.</p> <p>ii. It was also possible that the Governing Body would lose another 3 Governors in 2018 at the end of their respective tenures.</p> <p>iii. Of these, GD gave notice that he did not intend to seek to be co-opted for a further term as a Co-opted Governor in Jan 2018.</p> <p>iv. The Chair was anxious to seek new Governors as early as possible and Governors discussed ways in which prospective Governors could be approached. They were aware that there was a meeting with parents of new children arranged for late September, when it might be appropriate to raise the subject.</p> <p>Action: Chair to speak to Head about advertising Governor vacancies.</p> <p>b. Membership of Committees:</p> <p>i. After a brief discussion, membership of Committees for 2017-18 was confirmed as:</p> <ul style="list-style-type: none"> • TABS: VG, AR, FS, LB, Head, Chair • FPPS: GD, CM, GS, AW, Head, Chair • Standards and Achievements: VG, LB, Head, Chair. 	<p>Chair</p>

Signed by Chair:

Date:

	<ul style="list-style-type: none"> • Pay Review Committee: GD, VG, CM • Headteacher's Appraisal Committee: GS, LB <p>ii. Appeals Panel:</p> <ol style="list-style-type: none"> a) MH and AW were appointed to the Appeals Panel. b) The Clerk pointed out that there might be circumstances when it might be inappropriate for the Chair of Governors to be on the Appeals Panel. c) The Chair and GD would discuss this further outside the meeting. <p>Actions:</p> <ol style="list-style-type: none"> 1. Chair and GD to confirm additional membership of Appeals Panel. 2. Chair to confirm coverage of LB's responsibilities while she was unable to attend. <p>c. Audit of Governing Body Effectiveness and Governor Skills Audit:</p> <ol style="list-style-type: none"> i. The Chair confirmed that she had completed the Visions and Ethos from the responses she had received from Governors. ii. The Chair informed Governors that she would complete the Governors' SEF in discussion with the Head so that the content tied in with, but was separate from, the School SEF. <p>Action: Chair to forward draft SEF to Governors.</p> <p>d. Governors' Training Day: Governors were reminded that the Governors' training day would be held on Thursday 16 November 2017.</p>	<p>Chair, GD</p> <p>Chair</p> <p>Chair</p>
<p>7.</p>	<p>Committee Reports:</p> <ol style="list-style-type: none"> a. TABS: <ol style="list-style-type: none"> i. Draft Minutes of the TABS Committee meeting held on 27 June 2017 were circulated prior to FGB. ii. Governors had no queries. b. FPPS: <ol style="list-style-type: none"> i. Draft Minutes of the FPPS Committee meeting held on 20 June 2017 were discussed at FGB on 4 July 2017. ii. Governors had no further queries. c. Governors' visits: <ol style="list-style-type: none"> i. The review of the Governors' Visits policy was initially discussed at FGB on 4 July 2017. ii. The Chair updated Governors on the work still to be completed on the policy and asked for any further amendments prior to being re-circulated for agreement by TABS and FPPS Committees. iii. Governors agreed that the policy needed to be in place prior to the Governors' day on 16 November 2017. <p>Action: Chair to circulate completed Governors' Visits policy to Governors for approval by TABS and FPPS Committees.</p> d. Termly briefings: AW had offered to attend the autumn Governors' Termly Briefing. 	<p>Chair</p>
<p>8.</p>	<p>Governor Training:</p> <ol style="list-style-type: none"> a. There was no updated due to AW's absence from the meeting. b. The Clerk had forwarded details from the LA about availability of training during the autumn term. 	
<p>9.</p>	<p>Academisation:</p>	

	<p>a. Schools in the area were continuing to academise. b. There was no further update.</p>	
<p>10.</p>	<p>Ofsted:</p> <p>a. The school was last inspected in February 2014 and therefore was within the 3 year 'window' of inspection for schools graded Good. b. As discussed at the last FGB, the Chair would prepare a file containing all the information from governors within their advocacy roles as well as other relevant information. c. The file would be kept in the School office to ensure that whichever Governors were available to attend the inspection had all the relevant information to hand. d. The Chair asked Governors to update their advocacy information and forward it to her as a matter of urgency.</p> <p>Action: Governors to provide updated and dated advocacy reports to Chair by 19 September 2017.</p> <p><i>The Head joined the meeting at 7.10pm.</i></p>	<p>All</p>
<p>11.</p>	<p>Headteacher's Report:</p> <p>a. The Headteacher's report was circulated to Governors prior to the meeting. b. She amplified a number of points:</p> <ul style="list-style-type: none"> i. At week 2 of the term, Reception children were still arriving at School within a 3 week phased start so numbers could not be confirmed until after Week 3. ii. <i>In response to a question by from a Governor, the Head commented that by the date of the census the School roll was expected to be 206.</i> iii. <i>In response to a question from another Governor, the Head gave details of the management of a phased programme for the return to work of a member of staff who was on long-term sickness leave.</i> She also mentioned arrangements for another member of staff who would be going on maternity leave. iv. The Head informed Governors that a TA was leaving at the end of September to take up a post outside that of education. The post had already been advertised, with a good response. v. The Head had taken advantage of also advertising a Lunchtime vacancy at the same time. This would be combined with the TA post but would be a separate contract. vi. A cleaning vacancy had arisen, which had also been advertised and responses received. vii. The Head gave details of the new SEND and Inclusion arrangements. viii. Arrangements within the School Office had altered to accommodate a shorter working week for a member of the team. <i>A Governor asked whether this was affecting the workload and the Head gave details of the monitoring that had been put in place.</i> ix. FS informed Governors that staff had met on 12 September to discuss the identified Pupil Premium (PP) children and set out plans for them for the year. x. <i>In response to a question from Governors, the Head gave details of additional funding had been made available to support a SEND child.</i> <p>c. Disturbance outside School:</p> <ul style="list-style-type: none"> i. The Head informed Governors that she had received a report that a group of children had been involved at a disturbance elsewhere in the village. ii. She gave details of the action she had taken although the incident had taken place outside of School hours and with some parents present. The 	

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	<p>children had been spoken to and parents informed.</p> <p><i>iii. In response to a question from a Governor, the Head confirmed that the children involved understood that their behaviour had been considered unacceptable by members of the community.</i></p> <p>d. School uniform:</p> <p>i. The Head advised Governors that a letter had been sent to all parents prior to the start of the autumn term reminding them of the Governors' new policy about uniform. A reminder had been sent out on 12 September 2017.</p> <p>ii. The children had been told what was expected and teachers were monitoring their classes and reminding the children when necessary.</p> <p>iii. In response to a question, the Head confirmed that not all children were following the policy, particularly older children. However, the vast majority were doing so and those who were not were responding to reminders.</p> <p>iv. In response to a question from another Governor, the Head explained the follow-up procedure for children who were persistently breaching the uniform guidelines.</p> <p>e. Pre-School Update:</p> <p>i. The Head updated Governors on the progress of re-instating the Pre-School premises, which was completed before the end of the summer holiday. This enabled the Pre-School to move back into the parts of the building which they rented in time to start again at the beginning of term.</p> <p>ii. The Chair of the Pre-School had given the Head and School Business Manager a note of thanks and a gift for the school (an oak tree) as recognition of the work undertaken.</p> <p>iii. Governors wished to formally thank the School Business Manager and the Caretaker for the enormous amount of work they had undertaken to deal with both the initial crisis and the resulting issues which had involved considerable additional resources during the School holidays.</p> <p>iv. Governors were concerned by the way the situation had been communicated by external bodies, which had led to anxiety and concern within the wider community in relation to the School.</p> <p>v. Whilst the School and the LA, who were responsible for the site and provision of facilities to Pre-School, managed the situation well they felt that the issue had highlighted the need to establish more formal communication channels between the School and the Pre-School management committee.</p> <p>vi. After discussion, Governors agreed that:</p> <ul style="list-style-type: none"> • A formal termly meeting (as requested by the Pre-School Committee) should be held between the School management team and the Pre-School Committee. • A member of the Governing Body would attend the meeting. • Meetings would be formally recorded. The Clerk offered to minute the meetings with the Pre-School, subject to her availability. <p>vii. Governors confirmed that the planned visit by FPPS Committee to the Phoenix Club and Pre-School building, which had been delayed by the flood, could now go ahead as part of the review of the contract for provision of the facilities.</p> <p>Actions:</p> <p>1. Chair to discuss with Governors an appropriate way to thank those involved in resolving Pre-School flood.</p> <p>2. Head to confirm date for autumn term meeting with Pre-School Committee.</p>	<p>Chair</p> <p>Head</p>
12.	School Development Plan (SDP):	

	<p>a. The Head updated Governors on progress on preparing the SDP for 2017-18.</p> <p>b. She was currently analysing the data from the end of 2016-17, which would inform the current year's SDP. The overall priorities for the new School year remained the same as in the 3 year plan, building on work completed in 2016-17.</p> <p>c. The Head would ensure that whilst the analysis of SATS performance data would inform the plan, other priorities linked to breadth and depth of curriculum and active learning would not go by the wayside.</p> <p>Action: Head to forward SDP 2017-18 to Governors</p>	<p>Head</p>
<p>13.</p>	<p>Policies: The Policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review in autumn 2017:</p> <p>i. Safeguarding and Child Protection policy:</p> <p>a) The policy was circulated to Governors prior to the meeting.</p> <p>b) This was based on a model policy distributed by the LA at the start of each year, superceding the policy of the previous year.</p> <p>c) Governors present at the meeting signed a declaration that they had received and read the Safeguarding and Child Protection 2017 policy and Keeping Children Safe in Education 2016 to which the former referred. Those not present would be asked to email their declarations.</p> <p>d) The Safeguarding and Child Protection 2017 policy was agreed by Governors and adopted.</p> <p>ii. Prevent Action Plan:</p> <p>a) The policy was circulated to Governors prior to the meeting.</p> <p>b) No changes were required.</p> <p>c) The reviewed Prevent Action Plan was agreed by Governors and adopted.</p> <p>iii. Freedom of Information (FOI) policy:</p> <p>a) The policy was circulated to Governors prior to the meeting.</p> <p>b) No changes were required.</p> <p>c) The reviewed FOI policy was agreed by Governors and adopted.</p> <p>iv. SEND policy:</p> <p>a) The policy was circulated to Governors prior to the meeting.</p> <p>b) There was one minor change, explained by the Head and accepted by Governors.</p> <p><i>c) In response to a question from a Governor, the Head confirmed that signage in the School had been altered to show the change in responsibilities for 2017-18.</i></p> <p>d) The reviewed SEND policy was agreed by Governors and adopted.</p> <p>v. Supporting Children with Medical Conditions policy</p> <p>a) The policy was circulated to Governors prior to the meeting.</p> <p>b) No changes were required.</p> <p>c) The reviewed Supporting Children with Medical Conditions policy was agreed by Governors and adopted.</p> <p>vi. Charging and Remissions policy:</p>	

	<p>FGB delegated review of the policy to FPPS, to be ratified at the following FGB.</p> <p>vii. Whole School Pay policy: FGB delegated review of the policy to FPPS, to be ratified at the following FGB.</p> <p>b. Non-statutory policies for review in autumn 2017: All non-statutory policies had been delegated to TABS and FPPS Committees.</p>	
14.	<p>Any other business: There was no other business.</p>	
	<p>Governors' Training Day: Thursday 16 November 2017 (AFTERNOTE: POSTPONED until April 2018)</p> <p>Date of next FGB meeting: Tuesday 28 November 2017 at 6.30pm</p>	

The meeting ended at 8.05pm

Signed by Chair:

Date: