

## Houghton Primary School Full Governing Body Meeting held on Monday 13 March 2018 at 6.30pm

**Governors Present:**

Marina Hilton (MH)	Chair
Elizabeth Bligh (EB)	
Iain Dowling (ID)	
Gary Doyle (GD)	
Vickie Graham (VG)	
Michael James (MJ)	
Amanda Read (AR)	
Gail Stapleford (GS)	
Georgina Young (GY)	Head teacher
Frances Smith (FS)	

**Also Present:**

Caroline Lewis (CL)	Clerk
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	Agenda Item	Action
1.	<b>Apologies for absence:</b> There were no apologies.	
2.	<b>Declarations of pecuniary interest:</b> There were no declarations of pecuniary interest.	
3.	<p><b>Appointment of new Co-opted Governors:</b></p> <p>a. MH introduced the two prospective Co-opted Governors, EB and ID.</p> <p><i>EB and ID left the meeting at 6.40pm.</i></p> <p>b. Governors discussed the Co-opted Governor vacancies and the skills that the candidates could bring to the Governing Body.</p> <p><b>c. Following the discussion, Governors agreed unanimously to appoint EB and ID as Co-opted Governors.</b></p> <p><i>EB and ID returned to the meeting at 6.45pm.</i></p> <p>d. The Chair informed EB and ID of the decision and Governors welcomed them to the Governing Body.</p>	
4.	<p><b>Signing of Minutes of last FGB:</b></p> <p>a. Minutes of the FGB meeting held on 16 January 2018 were circulated to Governors prior to the meeting.</p> <p>b. There were no amendments.</p> <p>c. The Minutes were agreed and signed by the Chair.</p>	
5.	<p><b>Actions arising from the Minutes:</b></p> <p>The FGB Actions schedule was circulated to Governors prior to the meeting.</p> <p>a. <i>Action5: VG to provide report on pupil survey to TABS Committee. Staff survey ready to be distributed. <b>Ongoing.</b></i></p> <p>b. <i>Action 11: Head to forward contact details of IT Technician to Clerk.</i></p>	<b>VG</b>

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	being forwarded. <b>Action: Chair to circulate Agenda for Governors' Training Day.</b>	<b>Chair</b>
<b>7.</b>	<p><b>Governors' advocacy reports:</b></p> <p><b>a. Safeguarding and Child Protection (MH):</b></p> <ul style="list-style-type: none"> <li>i. MH had arranged to meet with the new Business Manager to check the Central School Records (CSR) at the end of March 2018.</li> <li>ii. She had attended LGBTQ training with School staff on 6 March 2018 as part of the school's work relating to the Rainbow Flag Award. A separate briefing would be given to Governors at a later date.</li> </ul> <p><b>b. Finance (GD):</b></p> <ul style="list-style-type: none"> <li>i. Work was progressing on finalising the Year end accounts for 2017-18 and Sue Ogden was assisting the new Business Manager.</li> <li>ii. GD would assist with completing the annual Schools Financial Value Survey (SFVS).</li> <li>iii. FPPS Committee would meet on 24 April 2018 to finalise the budget for 2018-19, which would be presented to FGB on 1 May 2018.</li> <li>iv. The LA Financial Adviser had been requested to visit the School to assist with budget preparation for 2018-19.</li> </ul> <p><b>c. Governor Training (GS):</b> Covered at the previous meeting.</p> <p><b>d. Staff and Pupil Wellbeing (VG):</b> A Pupil SEF had been undertaken with Year 6. VG was now compiling a similar exercise for the younger age groups, the intention being for all Year groups to complete Pupil SEFs.</p> <p><b>e. Health &amp; Safety/Premises (MJ):</b> MJ gave a verbal update on outstanding items on the maintenance schedule: <i>Item 22: Guttering had been inspected and quote for replacement requested.</i> <i>Item 8: Ramp completed in Feb 2018.</i> <i>Item 9: Window in office completed in Feb 2018.</i> <i>Item 13: Work on treehouse area postponed due to poor weather.</i> <i>Item 16 Water risk assessment due to be carried out on 26 March 2018.</i> <i>Item 22: A Governor queried the need for a hatch to access the boiler flue. MJ responded that it was a new regulation. A Quote of £337 had been obtained for the work involved.</i></p> <p><b>f. Personnel (GS):</b></p> <ul style="list-style-type: none"> <li>i. The Headteacher's report, which had been forwarded to Governors prior to the meeting, included a section on staffing.</li> <li>ii. GS asked Governors whether there were any queries. There were none.</li> </ul> <p><b>g. Pupil Premium (GS):</b></p> <ul style="list-style-type: none"> <li>i. FS had met with the General TAs and working with Pupil Premium (PP) children was included as part of their performance management, which was due to be reviewed after Easter.</li> <li>ii. She had also met with teachers with PP children in their class and discussed pupil progress for this group, ensuring challenge and support as necessary.</li> <li>iii. Records were kept for each child with a PP profile and for each year group so that their progress could be tracked.</li> <li>iv. <i>In response to a query from a Governor, FS gave examples of support for transition.</i></li> <li>v. Maths and English support for Year 6, including PP children, was taking place as part of an after school intervention programme run by FS.</li> </ul>	

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	<p>vi. The Inclusion Worker was providing sensory sessions and a lunchtime club for invited children.</p> <p><b>h. Sex Education (FS):</b></p> <p>i. The Government’s consultation document on sex education closed on 12 February 2018. A response was expected in spring 2018. It was likely that sex education and PHSE would become compulsory in all schools.</p> <p>ii. <i>In response to a question during the discussion, the Head confirmed that Cambridgeshire had a robust approach and that Houghton was already using the LA model policy, so should see little change to their current approach.</i></p> <p>iii. Parents had been involved in updating the current policy, which was inclusive of all relationships. The Head and FS gave further details.</p> <p><b>i. SEND (AR):</b></p> <p>i. A planned training session for parents on sibling rivalry had been cancelled due to illness of the Locality Family Intervention Officer. A revised date was being planned.</p> <p>ii. The SENDCO and Inclusion Worker were leading on the Rainbow Flag Award (see also Agenda Item 14b), starting with Year 6. <i>In response to a question, FS confirmed that activities were planned for the introduction of the Rainbow Flag Award.</i> Parents would be informed and encouraged to raise questions.</p> <p><b>j. Sports Premium (AR):</b></p> <p>i. AR gave a summary of the competitions in which Houghton children were currently participating including reaching the Year 5 and 6 regional football finals.</p> <p>ii. The Hunts Schools Sports Partnership (HSSP) had arrangements had altered; she gave details. The School was involved in trialling different sports aiming to engage children who did not usually participate in extra-curricular sport.</p> <p>iii. AR intended to analyse the records to target those who were not normally involved in extra-curricular sports.</p> <p>iv. Staff training for football and invasion games was being undertaken.</p> <p>v. Athletics and daily exercise training would take place in the summer.</p> <p>vi. The HSSP Active Mark had been changed to include 10 minutes of daily exercise, which the School was working to achieve.</p> <p>vii. Work on other sports continued.</p> <p>viii. A running club had been established and children encouraged to enter the Park Run.</p> <p>ix. The Inclusion Worker was working with children on the “couch to 5km” goal.</p> <p>x. EB offered use of the village tennis club for the summer term, to include coaching. The Head was liaising with the village bowls club to provide bowls training in School.</p> <p>xi. The School would be working with the village cricket team during the summer term.</p>	
<p><b>8.</b></p>	<p><b>Committee Reports:</b></p> <p><b>a. TABS:</b></p> <p>i. TABS Committee meeting due to be held on 6 February 2018 was cancelled.</p> <p>ii. The next TABS Committee meeting was scheduled for 27 March 2018.</p> <p><b>b. Standards and Achievements Committee:</b></p> <p>i. The Chair reminded Governors that RaiseOnline had been replaced by Analyse School Performance (ASP), which was discussed at the last FGB.</p> <p>ii. She informed them that the next meeting of Standards and Achievements</p>	

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	<p>Committee was scheduled for 16 March 2018.</p> <p>c. <b>FPPS:</b></p> <ul style="list-style-type: none"> <li>i. Draft Minutes of the FPPS Committee meeting held on 30 January 2018 were circulated prior to FGB.</li> <li>ii. Governors had no queries.</li> </ul> <p>d. <b>Governors' Termly Briefing:</b>  GS had attended the spring Termly Briefing and would forward notes to Governors.  <b>Action: GS to forward notes on spring Termly Briefing.</b></p> <p>e. <b>Clerks' Termly Briefing:</b></p> <ul style="list-style-type: none"> <li>i. The Clerk had attended the spring Termly Briefing in January 2018 and circulated her notes prior to FGB.</li> <li>ii. Governors had no queries.</li> </ul>	<b>GS</b>
<p><b>9.</b></p>	<p><b>Headteacher's Report:</b>  The Headteacher's report was circulated to Governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>a. <i>A Governor queried the procedures for dealing with alleged bullying.</i> The Head confirmed that all incidents, even apparent minor issues, were followed up and the relevant parents were informed. She gave examples.</li> <li>b. <i>A different Governor commented that the School's participation in "we love reading" and "Readathon" exercises were very valuable.</i> For the benefit of other Governors, the Head gave examples of how these exercises were used.</li> <li>c. She informed Governors that the School had raised £3500 through the sponsored "Readathon" event during the month of February. This would be spent on new books and reading materials and that there was an emphasis on reading and reading culture. She gave examples of how this was being implemented across the School.</li> <li>d. <i>In response to a question from a third Governor, the Head described the School's participation in World Maths Day and involvement with other schools around the world in Athletics.</i></li> </ul>	
<p><b>10.</b></p>	<p><b>Self-Evaluation and School Development Priorities 2017-18:</b></p> <ul style="list-style-type: none"> <li>a. The Head gave a summary of the work being carried out in support of the School's priorities: <ul style="list-style-type: none"> <li>i. The School's self- evaluation assessment had been completed in December 2017 and the current 3 year plan was now due for review.</li> <li>ii. The Head described the changes made to the Maths culture over the past 18 months. This had included the introduction of new resources.</li> <li>iii. <i>In response to a query from a Governor about progress in Maths, the Head gave examples of the emphasis on reasoning, group work and peer support.</i></li> <li>iv. The Head also gave examples of the actions being taken to build the confidence of girls in relation to Maths.</li> <li>v. <i>Responding to a question from a different Governor, the Head gave examples of work with Phonics and writing.</i> She informed Governors that the LA Adviser was visiting on 18 March 2018 and would moderate the writing for Year 2.</li> <li>vi. The Head informed Governors that staff had attended Phonics training with a lead practitioner at Wyton-on-the-Hill Primary School following which Governors discussed the implementation of Phonics within the School.</li> <li>vii. <i>In response to a question from a third Governor, the Head gave a number of examples of actions being taken to ensure the School was getting children "Outdoors and Active". This included environmental science work</i></li> </ul> </li> </ul>	

	<p><i>with the children leading some of the activities. The evidence that this was working could be seen in the enthusiasm shown at sharing assemblies, in the artwork and by children being keen to talk about the work they were doing.</i></p> <p>b. Priorities for the current year that would be included in the next 3 year plan were:</p> <ul style="list-style-type: none"> <li>i. "This girl can" programme to encourage the confidence of girls in a number of areas.</li> <li>ii. An emphasis on Writing across the whole School.</li> <li>iii. Work toward the Science quality mark</li> <li>iv. Involvement in the "Outdoor and active" initiative.</li> <li>v. Introduction of the Rainbow Flag Award initiative,</li> <li>vi. Emphasis on anti-bullying in PHSE</li> <li>vii. Consolidation on work for SEND children. In response to a question from a Governor, the Head gave examples.</li> <li>viii. Working with other school partners. To illustrate this, the Head gave an example, including Peer Review work.</li> </ul>	
11.	<p><b>Academisation:</b></p> <p>a. VG updated Governors. There was very little being reported in the press.</p> <p>b. The Head gave details of one school in the local area was currently in the process of academising.</p>	
12.	<p><b>Ofsted Report:</b></p> <p>a. For the benefit of the new Governors, the Chair explained that the School had been inspected by Ofsted in autumn 2017 and received a grading of Good.</p> <p><i>b. In response to a question, the Head confirmed that the next inspection could be expected in 2020-21.</i></p> <p>c. The Chair stated that in the intervening period, the School needed to continue to build on the work they had already undertaken.</p> <p>d. The Ofsted framework was constantly changing. There was an emphasis in the news about teacher wellbeing and the work/life balance. <i>In response to a question from a Governor, the Head confirmed that Houghton had already made some changes to address these issues and gave examples.</i></p>	
13.	<p><b>Policies:</b></p> <p>The Policies schedule was circulated to Governors prior to the meeting.</p> <p><b>a. Statutory policies for review by FGB in spring 2018:</b></p> <p>There were no policies for review.</p> <p><b>b. Non-statutory policies for review in spring 2018:</b></p> <p>Responsibility for reviewing statutory policies had been delegated to TABS and FPPS Committees.</p>	
14.	<p><b>Any other business:</b></p> <p>a. <b>GDPR:</b></p> <ul style="list-style-type: none"> <li>i. The Clerk informed Governors that she had completed an online GDPR training and would forward the certificate to GS.</li> <li><i>ii. In response to a question from a Governor, the Head gave details of the offer from the IT Service in respect of GDPR changes.</i></li> <li>iii. The Head also informed them that as a body, the School's cluster had agreed to contract with the IT Service to provide support for GDPR, which included provision of the Data Officer. The school would benefit from a discounted Cluster rate.</li> </ul> <p><b>Action: Clerk to forward GDPR training certificate to GS.</b></p>	<b>Clerk</b>

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	<p><b>b. Rainbow Flag Award:</b></p> <ul style="list-style-type: none"> <li>i. The Chair explained the work involved.</li> <li>ii. The Head confirmed that teaching would cover LGBTQ and take place as part of PSHE and sex and relationships (SRE) education lessons.</li> <li>iii. She pointed out that the SENDCO and the Inclusion Worker would both be involved.</li> <li>iv. Governors discussed the issues likely to arise.</li> <li>v. <i>In response to questions from Governors, the Head confirmed that the emphasis of the teaching would be age appropriate discussions with a focus on positive, happy and healthy relationships.</i></li> <li>vi. The Chair had attended training with the teachers on 6 March 2018 and gave examples of issues raised.</li> <li>vii. <i>In response to a question from a different Governor, the Head confirmed that a letter would be sent to parents to explain the Rainbow Flag Award and how information would be given to children.</i></li> <li>viii. She advised Governors that a policy document would be needed.</li> <li>ix. The Head also informed Governors that SENDCO and the Inclusion Worker would give a presentation to staff prior to the start of the work with children.</li> <li>x. <i>In response to a question from another Governor, the Head gave the background to the Rainbow Flag Award and reasons for Houghton becoming involved.</i></li> </ul> <p><b>c. Pre-School Meetings:</b></p> <ul style="list-style-type: none"> <li>i. The Chair informed Governors there had been 2 meetings so far and that the next was due at the end of April 2018.</li> <li>ii. The Head informed Governors that she was now meeting half termly with the Pre-School Manager.</li> </ul> <p><b>d. Asbestos:</b></p> <ul style="list-style-type: none"> <li>i. The Head informed Governors that asbestos roofing material had been found dumped behind the Pre-School fence.</li> <li>ii. In response to a question from a Governor, the Head confirmed that due to the type of material that had been dumped, it was not high risk and had been dealt with and removed quickly.</li> <li>iii. Governors extended their thanks to the Caretaker for his quick and effective action.</li> </ul> <p><b>e. Valedictory:</b></p> <p>The Chair led Governors in thanking AR and GD for their enthusiastic support during their respective tenures as Governors.</p> <p>There was no other business.</p>	
	<p><b>Governors' Training Day: Tuesday 24 April 2018 – all day</b></p> <p><b>Date of next FGB meeting: Tuesday 1 May 2018 at 6.30pm</b></p>	

The meeting ended at 7.55pm

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Date: .....