

**Houghton Primary School
Full Governing Body Meeting held on
Tuesday 16 January 2018 at 7.15pm**

Governors Present:

Marina Hilton (MH)	Chair
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.	<p>Introductions and Apologies for absence:</p> <p>a. The Chair introduced MJ to those Governors he had not already met.</p> <p>b. Apologies were accepted from: Lauren Brown (LB) Alan Williams (AW) – who had resigned as a Governor</p>	
2.	<p>Declarations of pecuniary interest:</p> <p>There were no declarations of pecuniary interest.</p> <p><i>MJ left the meeting while Governors considered the appointment of Co-opted Governor.</i></p>	
3.	<p>Appointment of Co-opted Governor:</p> <p>The Chair led discussions about the appointment. As this had been discussed at some length at a previous meeting, there were no questions. Governors unanimously agreed to appoint MJ as a Co-opted Governor. His tenure would be 4 years, ending in January 2022.</p> <p><i>MJ returned to the meeting and was informed that his appointment as Co-opted Governor had been confirmed. He was present for the remainder of the meeting.</i></p>	
4.	<p>Signing of Minutes of last FGB:</p> <p>a. Minutes of the FGB meeting held on 28 November 2017 were circulated to Governors prior to the meeting.</p> <p>b. They were agreed and signed by the Chair.</p>	
5.	<p>Actions Schedule:</p> <p>The FGB Actions schedule was circulated to Governors prior to the meeting.</p> <p>a. <i>Action 5: VG confirmed that she had carried out the Year 6 pupil survey. A survey of staff would follow.</i></p> <p>b. <i>Action 11: Head had investigated. Amended Action: Clerk to discuss secure area on School website with IT assistant.</i></p> <p>c. <i>Action 24: Combined with Action 31. Closed.</i></p>	<p>VG</p> <p>Clerk</p>

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	<p>d. Action 31: See Agenda Item 6b. Closed.</p> <p>e. Action 33: AW updated folder prior to his resignation. GS offered to keep training records updated until Governors' roles could be re-aligned. Amended Action: GS to update Governors' training records.</p> <p>f. Action 34: See Agenda Item 13a. Completed.</p> <p>g. Action 35: Completed.</p>	GS
6.	<p>Governing Body Business:</p> <p>a. Governor vacancies:</p> <ul style="list-style-type: none"> i. Following MJ's appointment, there were currently 4 x Governors' vacancies to fill: <ul style="list-style-type: none"> a) Local Authority (LA) x 1 b) Co-opted x 3. This including GD's post, which would become vacant at the end of January 2018. ii. The Chair confirmed that she had been in contact with one potential Governor. GS had provided details of another. iii. Governors discussed other possibilities. <p>Action: Chair and GS to update Governors on progress with recruiting new Governors.</p> <p>b. Examination of Governors' skills:</p> <ul style="list-style-type: none"> i. The Chair confirmed that she was currently working on a draft Governor SEF to be circulated to Governors for comment. ii. She re-iterated the need to examine this with Governors' skills sets to identify areas for improvement. iii. However, given the turnover in Governors, the Chair felt that this should be postponed until new Governors had been recruited. iv. Governors discussed this and agreed that examination of Governors' skills could potentially be included in the Agenda for the Governors' day on 24 April 2018. <p>Action: Chair to consider including examination of Governors' skills on Agenda for 24 April 2018.</p> <p>c. Governors' visits:</p> <ul style="list-style-type: none"> i. See also Agenda Item 13bi. ii. As previously discussed at FPPS, the Chair had altered some of the wording on the Governors' Visits policy. iii. A Governor asked whether the previously agreed change of format for the visit record was now included. The Chair confirmed that it was. 	<p>Chair,GS</p> <p>Chair</p>
7.	<p>Governors' advocacy reports:</p> <p>a. Safeguarding and Child Protection (MH):</p> <ul style="list-style-type: none"> i. MH provided a hardcopy update. ii. The Ofsted Inspector had examined the Single Central Record (SCR) which was considered to be "good practice" and easy to use. iii. MH now had access to the SCR in her own right and was due to conduct the next check in early February 2018. iv. Changes as a result of the new Data Protection regulations needed to be made before the May deadline. The Head had attended a cluster meeting on 16 January 2018 and found that all schools in the area are at a similar point in the process. v. The Chair intended to conduct a lunchtime monitoring visit in February 2018. <p>b. Finance (GD):</p>	

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<p>i. The School Business Manager had now left. Following recruitment, the appointment of a new School Business Manager had been made with effect from 1 March 2018.</p> <p>ii. The SFVS audit was due for completion by the end of March 2018.</p> <p>c. Governor Training (GS):</p> <p>i. The responsibility for recording Governors' training was now lying with GS following the resignation of AW.</p> <p>ii. GS asked that Governors informed her whenever they undertook training.</p> <p>d. Staff and Pupil Wellbeing (VG):</p> <p>i. VG provided a hardcopy of her update, to be stored on the Governors' file in School.</p> <p>ii. VG had carried out a Pupil SEF with Year 6. Whilst the answers had not been fully analysed, she was able to give an initial judgement and gave examples of responses.</p> <p>iii. <i>A Governor queried what questions had been posed by the responses.</i> VG responded that these would only become clear when she had processed the responses fully.</p> <p>iv. FS commented that in response to questions that arose on the day, some measures were already being put in place and gave examples.</p> <p>v. VG and FS confirmed that discussion with Year 6 included those things that would not be possible and gave examples.</p> <p>e. Health & Safety/Premises (MJ):</p> <p>MJ updated the meeting on:</p> <p>i. Work on the ramp and gutters, which was due to be completed by the end of January 2018.</p> <p>ii. Receipt of play equipment.</p> <p>iii. Water risk inspection due in February 2018.</p> <p>f. Personnel (GS):</p> <p>GS had nothing to add to the report given to Governors at the last FGB.</p> <p>g. Pupil Premium (FS):</p> <p>i. FS informed Governors that she would be meeting with teachers during the term in order to track progress of PP children.</p> <p>ii. She had already met with the General TAs, raising PP as part of their performance management.</p> <p>iii. <i>In response to a query from a Governor, she gave examples of the monitoring of progress of Pupil Premium children.</i></p> <p>iv. There was a formal plan for each Pupil Premium child.</p> <p>h. Sex Education (FS):</p> <p>i. FS drew the attention of Governors to the Government's consultation document and the call for evidence, which would close on 12 Feb 2018.</p> <p>ii. Teaching of PSHE would become compulsory and the ways in which it would be taught would be brought up to date and inclusive.</p> <p>iii. <i>The Head asked whether the consultation document should be flagged for parents. After a short discussion, Governors agreed that this would be helpful.</i></p> <p>Action: FS to flag consultation on PSHE and Sex and Relationships Education to parents, including link to Government consultation document.</p> <p>i. SEND (AR):</p> <p>i. The first parent workshop had been held for parents of children with SEND. 6 parents attended and the Family Intervention Worker was also present.</p> <p>ii. They discussed funding, opportunities and support for SEND children in out-of-school provision.</p> <p>iii. The parents who attended commented that the information was helpful and</p>	<p>FS</p>
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	<p>that the informal networking was very valuable.</p> <ul style="list-style-type: none"> iv. AR informed Governors that the next workshop would concentrate on sibling rivalry. This would be open to all parents. v. AR informed Governors that the termly Pupil Individual Plan (PIP) meetings were in progress. <p>j. Sports Premium (AR):</p> <ul style="list-style-type: none"> i. AR updated Governors on the funding for introducing different activities, which included gymnastics for Years 1 and 2 during the autumn. Years 3 and 4 had gymnastics and hockey. ii. Football continued to be very popular and the School was doing well in local football tournaments iii. Dancing, netball and running had been introduced. iv. Staff professional development training for staff had included instruction on gymnastics, dance and football. 	
<p>8.</p>	<p>Committee Reports:</p> <ul style="list-style-type: none"> a. TABS: <ul style="list-style-type: none"> i. Draft Minutes of the TABS Committee meeting held on 14 November 2017 were circulated prior to FGB. ii. Governors had no queries. b. Standards and Achievements Sub-Committee: <ul style="list-style-type: none"> i. The Chair and Head had met. ii. The Chair would circulate a report. c. FPPS: <ul style="list-style-type: none"> i. Draft Minutes of the FPPS Committee meeting held on 12 December 2017 were circulated prior to FGB. ii. Governors had no queries. d. Attendance at spring Termly Briefings: <ul style="list-style-type: none"> i. Governors' Termly Briefing: Chair and GS were booked to attend. ii. Clerks' Termly Briefing: The Clerk had booked to attend. 	
<p>9.</p>	<p>Headteacher's Report:</p> <ul style="list-style-type: none"> a. The Headteacher gave a verbal report: <ul style="list-style-type: none"> i. There were currently 200 children on the School roll. She had shown parents with children in other schools round. One additional child was about to enter Year 1. ii. SEND: <ul style="list-style-type: none"> a) The Head informed governors that Houghton was the school of choice for many parents of SEND children. b) The School's capacity to deal with children with additional needs was becoming stretched. c) <i>In response to a question about current capacity, she gave the example of one class of 30 children, 3 children with EHC plans and 5 adults and the impact in terms of workload for the teacher and staff.</i> d) <i>In response to another question, the Head confirmed that she was in discussions with other local schools about the situation. This included looking at SEND provision.</i> iii. Staffing: <ul style="list-style-type: none"> a) A new School Business Manager had been recruited and would start work on 1 March 2018. Sue Ogden was still continuing to work remotely for Houghton until the new School Business Manager started work. b) A teacher had requested a reduction to her contract. The part-time post had been advertised and successfully recruited. A new teacher would join the staff from the beginning of February. <i>In response to a query</i> 	

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	<p><i>from a Governor, the Head gave details.</i></p> <p>c) The Year 2 teacher was now teaching full time following a phased return from long term sickness absence.</p> <p>d) There had been significant staff illness over the past month due to the usual winter illnesses sweeping the UK.</p> <p>iv. Catering contract: –</p> <p>a) 5 tenders had been received.</p> <p>b) <i>In response to a query from a different Governor, the Head confirmed that the current provider had provided a tender.</i></p> <p>c) Shortlisting would take place on 21 January 2018, following which the shortlisted providers would be examined in more detail.</p> <p>v. Monitoring of teaching and learning:</p> <p>a) The Head informed Governors that the senior leadership team had now reviewed the process and moved to a less intensive 4-weekly cycle, giving more time for feedback and follow-up actions.</p> <p>b) <i>In response to questions from more than one Governors, the Head explained how this would work and gave examples.</i></p> <p>vi. Governors thanked the Head for her report.</p>	
10.	<p>Self-evaluation and School Development Priorities 2017-18:</p> <p>a. The Head reported on data for Reading, Writing and Maths, which had been shared with the Standards and Achievements sub-committee.</p> <p>b. The impact of work with Maths was being assessed, with particular regard to Year 1 where there had been outstanding results in the most recent assessments.</p> <p>c. The Head reminded Governors that the vulnerable group for Maths was girls. There was a particularly significant group in Year 3. Governors discussed the measures being taken to address this.</p> <p>d. Girls' achievements in sport had been praised by Ofsted and the County PSHE team had emailed to congratulate the school on the report.</p> <p>e. The Year 1 teacher was currently receiving training on Phonics including visiting a leading teacher who worked locally.</p> <p>f. The Head commented that Writing was a key focus for improvement across the School. <i>In response to a question from a Governor, the Head mentioned the assessment and moderation project which was taking place within the cluster.</i></p> <p>g. On the curriculum, the Head informed governors of a focus on the outdoor curriculum, with specific examples relating to engagement in the natural world. She gave examples of the projects that were about to start.</p> <p>h. <i>A Governor asked what Governors could do to help and this was discussed.</i></p>	
11.	<p>Academisation:</p> <p>a. VG informed Governors that there was nothing significant to report.</p> <p>b. A Governor informed those present that schools in the local area were still continuing to academise, largely for financial security.</p> <p>c. The Head reported that a number of schools within the cluster had or were about to academise. Of the 17 schools in the cluster, 7 were academising: 2 as stand alone, 3 with MATs linked to local secondary schools, 2 with DMAT.</p>	
12.	<p>Ofsted Report:</p> <p>a. The Governors congratulated the Head and FS and thanked them for their senior leadership of the School.</p> <p>b. The Head informed Governors that the Inspection had concentrated on the leadership of the School.</p>	

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	<ul style="list-style-type: none"> c. The Chair and Head had discussed the feedback given by the Inspector, including things that could be done differently. They gave examples. d. <i>A Governor asked what feedback had been received from parents.</i> In response, the Head said she had had very little response, possibly due to the facts that the report was received immediately before the Christmas break. e. The Head and FS thanked Governors for their support, particularly in preparing for the Inspection. On the day, they had everything to hand. f. The Chair was anxious that the momentum needed to be maintained and that future governance. g. The Head reported that the Ofsted inspection process was being altered from January and gave details of the changes that had been announced. 	
13.	<p>Policies: The Policies schedule was circulated to Governors prior to the meeting.</p> <ul style="list-style-type: none"> a. Statutory policies for review in spring 2018: <ul style="list-style-type: none"> i. Whole School Pay policy: <ul style="list-style-type: none"> a) The draft Whole School Pay policy had been discussed at FGB on 28 November 2017. b) Following a final check of the figures, the policy was updated and re-circulated to Governors prior to the meeting. c) There were no further queries. d) The Whole School Pay policy was agreed by Governors and adopted. b. Non-statutory policies for review in spring 2018: <ul style="list-style-type: none"> i. Governors' Visits policy: <ul style="list-style-type: none"> a) The draft Governors' Visits policy was discussed at FGB on 28 November 2017, when it was agreed that it would be re-tabled for FPPS Committee, when the Head would be able to comment. b) FPPS Committee agreed a number of minor changes. c) The amended draft was circulated to Governors prior to the meeting. d) The Governors' Visits policy was agreed by Governors and adopted. ii. Responsibility for review of other non-statutory policies had been delegated to TABS and FPPS Committees. 	
14.	<p>Any other business: There was no other business.</p>	
	Date of next FGB meeting: Tuesday 13 March 2018 at 6.30pm	

The meeting ended at 8.32pm

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