

Houghton Primary School Full Governing Body Meeting held on Tuesday 28 November 2017 at 6.30pm

Governors Present:

Marina Hilton (MH)	Chair
Gary Doyle (GD)	
Vickie Graham (VG)	
Amanda Read (AR)	
Gail Stapleford (GS)	
Alan Williams (AW)	
Frances Smith (FS)	Deputy Headteacher

Also Present:

Caroline Lewis (CL)	Clerk
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	Agenda Item	Action
1.	Apologies for absence: Apologies were accepted from: Lauren Brown (LB) Carol Munro (CM) Georgina Young (GY)	
2.	Declarations of pecuniary interest: There were no declarations of pecuniary interest.	
3.	Signing of Minutes of last FGB: a. Minutes of the FGB meeting held on 12 September 2017 were circulated to Governors prior to the meeting. b. They were agreed and signed by the Chair.	
4.	Actions: The FGB Actions schedule was circulated to Governors prior to the meeting. a. <i>Action 5: Intended to be included in Governor Monitoring Day, now postponed. To be completed in spring term and reported through TABS. Ongoing.</i> b. <i>Action 7: Completed.</i> c. <i>Action 11: Ongoing.</i> d. <i>Action: 17: Completed.</i> e. <i>Action 18: Completed.</i> f. <i>Action 21: See Agenda Item 5a. Closed.</i> g. <i>Action 22: MH, AW on Appeals Panel. GD on Head's Performance Panel in place of LB. Completed.</i> h. <i>Action 23: GS acting as Deputy Vice Chair until LB's return. Completed.</i> i. <i>Action 24: School SEF forwarded. Governors' SEF to be circulated. Ongoing</i> j. <i>Action 25: See Agenda Item 5c. Closed.</i> k. <i>Action 26: See Agenda Item 6. Closed.</i> l. <i>Action 27: Completed.</i> m. <i>Action 29: Completed.</i>	VG Head Chair
5.	Governing Body Business: a. Governor vacancies: i. The Chair informed Governors of the actions currently being taken to fill	

Signed by Chair:

Date:

	<p>vacancies for Governors, which included advertising via the School, on Facebook, posters on notice boards in the village and through the time bank.</p> <p>ii. The vacancies were of concern because:</p> <ul style="list-style-type: none"> a) LA Governor: <ul style="list-style-type: none"> 1) The Chair had received a letter of resignation from CM on 26 November 2017. 2) A new LA Governor would need to be appointed as soon as possible. b) Co-opted Governors: <ul style="list-style-type: none"> 1) There were 2, both of which had been advertised previously. 2) A third would become vacant in the near future when the current incumbent reached the end of his tenure. 3) Governors hoped that these could be filled following the latest round of advertising. c) Parent Governors: <ul style="list-style-type: none"> 1) Vacancies for one Parent Governor would arise in the spring term. 2) The current Parent Governors all had children who would be leaving the School in summer 2017. They would therefore cease to be eligible to remain as Parent Governors once they reached the end of their current tenure. <p>Action: Clerk to inform LA of the resignation of the LA Governor.</p> <p>b. Audit of Governing Body Effectiveness:</p> <ul style="list-style-type: none"> i. The Chair provided a hard copy of the revised diagram showing the ethos and vision of the Governing Body and gave a brief explanation. ii. She reminded Governors of the need to look in depth at their skills set to identify areas of weakness. She had begun the process from information previously sent to her by Governors. iii. Governors agreed to examine the strengths and weaknesses at the next FGB <p>Actions:</p> <ol style="list-style-type: none"> 1. Chair to send ethos and vision diagram and initial examination of skills set to Governors. 2. Clerk to include examination of Governors' skills on Agenda for FGB on 16 January 2018. <p>c. Governors' visits:</p> <ul style="list-style-type: none"> i. AR informed Governors that she had met with the SENDCO and gave verbal feedback. ii. The Chair reminded Governors that the reviewed policy for Governors' visits had been issued for discussion (see Agenda Item 13b). Revisions to the protocol had previously been discussed so Governors should be observing them. iii. The Chair explained the reasons and format for the Governor Monitoring day, now postponed until 24 April 2018. She explained that a briefing pack would be issued. <p>d. Governors' handbook/induction pack: See Agenda Item 13b.</p>	<p>Clerk</p> <p>Chair</p> <p>Clerk</p>
<p>6.</p>	<p>Governors' advocacy reports: All Governors present updated the Governing Body on their areas of advocacy and questions were discussed.</p>	

	<p>Following the meeting, copies of the following updated advocacy reports were circulated to all Governors. These Minutes therefore only record specific areas to be explored in more depth at the next meeting:</p> <ul style="list-style-type: none"> a. Safeguarding and Child Protection (Chair): In view of the changes to data protection legislation, an advocacy Governor for Data Protection was needed. b. Finance (GD). c. Governor Training (AW). d. Staff and Pupil Wellbeing (VG): <ul style="list-style-type: none"> i. The Governor Monitoring Day was postponed until 24 April 2018. ii. The annual parent survey was due in spring 2018. VG would also conduct a pupil survey in spring 2018. e. Health & Safety/Premises: Due to the resignation of CM, a new advocacy Governor for Health & Safety and Premises was required. f. Personnel (GS): <ul style="list-style-type: none"> i. GS would review the Head's job description before the next FGB. ii. There was a need to examine how to included further personal development within future teachers' training days. iii. The School Business Manager would leave at the end of term. Her job description was currently being examined and advertising for a replacement would begin shortly. g. Pupil Premium (GS). h. Sex Education (FS). i. SEND (AR): Progress for SEND children would be re-visited using the new ASP system. j. Sports Premium (AR). 	
7.	<p>Committee Reports:</p> <ul style="list-style-type: none"> a. TABS Committee: <ul style="list-style-type: none"> i. Draft Minutes of the TABS Committee meeting held on 14 November 2017 had only just been circulated to Governors. ii. Queries arising would be tabled at the next FGB on 16 January 2018. b. FPPS Committee: <ul style="list-style-type: none"> i. Draft Minutes of the FPPS Committee meeting held on 10 October 2017 were circulated prior to FGB. Governors had no queries on the Minutes. ii. The Chair informed Governors that she and VG had met with the Head and discussed the Dashboard School performance summary. This information had also been forwarded to Governors prior to the meeting. iii. Governors examined the information provided by the new assessment tool (ASP), which was easier to interrogate than RaiseOnline. <i>iv. In response to a question from a Governor, FS gave details about progress for Pupil Premium (PP) children.</i> <i>v. In response to a question from another Governor, FS confirmed that she, the Head and one other member of staff had received training on ASP.</i> vi. FS pointed out that ASP provided headline areas to investigate and that Ofsted would have this information prior to their visit to the School. c. Governors' visits: <ul style="list-style-type: none"> i. The Governors' monitoring day planned for November 2017 had been postponed. ii. There were no formal visits during the autumn term on which to report. iii. Governors had provided updated advocacy reports at Agenda Item 6. There were no further queries. d. LA Termly briefings: 	

	<ul style="list-style-type: none"> i. GS and AW had separately attended the autumn term briefings. AW had circulated a report on 15 October 2017. ii. The Chair advised Governors that she had booked to attend the spring Termly Briefing on 25 January 2018. 	
<p>8.</p>	<p>Headteacher's Report:</p> <ul style="list-style-type: none"> a. The Headteacher's report was circulated to Governors prior to the meeting. b. In the absence of the Head, FS briefed Governors and responded to questions about specific items within the report: <ul style="list-style-type: none"> i. Capacity and catchment: <ul style="list-style-type: none"> a) <i>A Governor asked about the low percentage of children from within catchment in Year 3, to which FS responded.</i> b) <i>In response to another question, FS commented on the percentage of SEND children.</i> c) FS explained the need to ensure that those children with EAL were developing knowledge and understanding of vocabulary. ii. Attendance: <ul style="list-style-type: none"> a) FS informed Governors that the LA Education Welfare Officer had visited during the autumn term to provide advice about dealing with absence. b) <i>In response to a question from a Governor, FS gave details of investigations in patterns of absence.</i> c) <i>In response to a question from a different Governor, FS confirmed that there were no persistent absentees to date.</i> She added that in line with reviewed policy, letters voicing concern had been sent to a small number of families. d) <i>A different Governor queried the level of absence in one particular year group, to which FS responded.</i> iii. Safeguarding: <ul style="list-style-type: none"> a) <i>In response to a question from the same Governor, FS gave more information about the increase in the number of children with a Child Protection file.</i> b) <i>Responding to a question about mental health, FS commented that support often needed to be extended to the family and gave examples of the reasons for this.</i> c) FS confirmed that regular meetings were taking place and that early help referrals were being processed. iv. Staffing: <ul style="list-style-type: none"> a) <i>In response to a question from a Governor, FS gave examples of curriculum leadership by staff.</i> b) FS explained the flexibility provided by staff when other members of the team were unavailable. v. Behaviour: <ul style="list-style-type: none"> a) FS outlined the Behaviour section of the report. b) <i>In response to a question from a Governor, she gave examples of good behaviour commented on by visitors.</i> c) <i>Following a question from another Governor, FS gave details about how PRIDE and the house system continued to encourage children to act responsibly.</i> d) <i>FS responded to a question from a third Governor about learning behaviour.</i> e) <i>In response to another question from the same Governor, FS gave more detail about the School's response to poor behaviour.</i> vi. Anti-Bullying: <ul style="list-style-type: none"> a) <i>In response to a question from a different Governor, FS explained how</i> 	

	<p><i>Year 6 was leading the E-safety review.</i></p> <p>b) Following an incident about unkind behaviour, parents had been contacted with information about e-safety. FS gave details.</p> <p>c) <i>In response to a question, FS confirmed that all assemblies included links with British values.</i> VG informed Governors that she was arranging to conduct a Governors' monitoring visit to one or more assemblies.</p> <p>vii. Self-evaluation and development planning:</p> <p>a) The Head had circulated the documents to Governors prior to the meeting.</p> <p>b) <i>FS informed Governors that pupil progress was being further evaluated and in response to a question, gave details.</i></p> <p>viii. Assessment</p> <p>a) <i>In response to a question from a Governor, FS gave details of the review of the Assessment policy.</i></p> <p>ix. Curriculum:</p> <p>a) <i>In response to a question from Governors, FS responded that external trips for Years 5 and 6 were organised for the spring term.</i></p> <p>b) The School was also having special visits to enhance the curriculum.</p> <p>x. Parents and Community:</p> <p>a) <i>In response to a question, FS gave details of the Come and Try It Maths session for parents, which had been very successful.</i> She confirmed that there would be another session later in the School year.</p> <p>b) FS reported that the Friends of Houghton Primary School had appointed a new committee.</p> <p>c) <i>In response to a question from a Governor, FS confirmed that fundraising was concentrating on IT and gave details.</i></p> <p>d) <i>Another Governor asked about progress on the tree house project.</i> FS reported that it was being used but that there were areas around it that needed to be completed and these were being actively pursued. She gave details.</p> <p>xi. Partnerships:</p> <p>a) FS reported that the HAPP was growing steadily.</p> <p>b) <i>In response to a question from a Governor, FS confirmed that a grant for development work had been secured by HAPP and gave details.</i></p>	
<p>9.</p>	<p>Self-evaluation (SEF) and School Development Plan (SDP) 2017-18:</p> <p>a. The Head had forwarded the School SEF and SPD to Governors prior to the meeting.</p> <p>b. The School SEF was organised under the Ofsted headings and provided a lot of detail, focussing on the provision of a broad and balanced curriculum.</p> <p>c. <i>In response to a question from a Governor, FS confirmed that the cultural, social and spiritual statements were on the School website.</i></p> <p>d. FS reminded Governors that the SEF was a working document.</p> <p>e. <i>A different Governor queried the information about progress of disadvantaged children, to which FS responded with details.</i></p> <p>f. <i>The same Governor queried the assessment of writing.</i> FS explained how these assessments were carried out and their inclusion in the data provided by ASP.</p>	
<p>10.</p>	<p>Governor Training:</p> <p>AW informed Governors that he would send them the records he currently held so that they could be checked for accuracy.</p> <p>Action: AW to send training records to Governors to check for accuracy.</p>	<p>AW</p>

11.	<p>Academisation: VG informed Governors that whilst schools in the local area were continuing to academise, there were no major moves to report.</p>	
12.	<p>Ofsted:</p> <ul style="list-style-type: none"> a. The Chair reminded Governors that the Ofsted Inspection was now overdue, so they should expect Ofsted at any time. b. She urged them to ensure they kept their advocacy sheets updated. c. She also reminded them of the reading material recently suggested by the Head. 	
13.	<p>Policies: The Policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review in autumn 2017:</p> <ul style="list-style-type: none"> i. Whole School Pay policy: <ul style="list-style-type: none"> a) The draft Whole School Pay policy was circulated to Governors prior to the meeting. <i>b) Governors had a number of questions on the content and agreed that the Annex should be revisited to double-check the figures shown.</i> c) GD reminded Governors of the pay rise that had been recommended by the LA for 2017. d) He also reminded the Pay Review committee that their recommendations would need to be advised to the School Business Manager, who would make the necessary amendments. <i>e) A Governors asked about the level of award included in the budget for 2017, to which GD responded.</i> <i>f) In response to a question from another Governor, GD explained the salary scales for teaching and non-teaching staff.</i> g) Governors requested that the policy document be 'Houghtonised' and that a check on the figures are shown in the Annex. h) Governors agreed that teaching staff should be awarded a 2% pay rise and that non-teaching staff should be awarded 1%. <p>Actions:</p> <ul style="list-style-type: none"> 1. GS to make final check figures on Annex of Whole School Pay policy. 2. GS and VG to discuss 2017 pay awards with Head. <p>b. Non-statutory policies for review in autumn 2017:</p> <ul style="list-style-type: none"> i. Governors' Visits policy: <ul style="list-style-type: none"> a) The draft Governors' Visits policy was circulated to Governors prior to the meeting. b) They were aware that the Head had some questions on the draft. c) Governors agreed to discuss the policy at the next FGB, in the presence of the Head. <p>Action: Clerk to include Governors' Visits policy on Agenda for FGB on 16 January 2018.</p> <ul style="list-style-type: none"> ii. Houghton Governors' Induction Pack: <ul style="list-style-type: none"> a) The induction pack was circulated to Governors prior to the meeting. b) The Chair asked for comments and there was a short discussion. c) Governors agreed to adopt the Houghton Governors' induction pack and review it annually. <p>Action: Clerk to include Governors' Induction pack on Policies schedule.</p>	<p>GS GS, VG</p> <p>Clerk</p> <p>Clerk</p>

	iii. Responsibility for other non-statutory policies had been delegated to TABS and FPPS committees.	
14.	Any other business: There was no other business.	
	Date of next FGB meeting: Tuesday 16 January 2018 at 6.30pm	

The meeting ended at 8.25pm

Signed by Chair:

Date: