

Houghton Primary School Full Governing Body Meeting held on Tuesday 3 July 2018 at 6.30pm

Governors Present:

Marina Hilton (MH)	Chair
Elizabeth Bligh (EB)	
Iain Dowling (ID)	
Sonia Humby (SH)	
Michael James (MJ)	
David Sweet (DS)	
Georgina Young (GY)	Head teacher
Frances Smith (FS)	

Also Present:

Caroline Lewis (CL)	Clerk
---------------------	-------

	Agenda Item	Action
1.	<p>Apologies for absence: Apologies were accepted from:</p> <ul style="list-style-type: none"> a. Gary Doyle (GD) b. Vickie Graham (VG) c. Gail Stapleford (GS) 	
2.	<p>Declarations of pecuniary interest: There were no declarations of pecuniary interest.</p>	
3.	<p>Signing of Minutes of last FGB:</p> <ul style="list-style-type: none"> a. Minutes of the FGB meeting held on 1 May 2018 and EFGB held on 5 June 2018 were circulated to Governors prior to the meeting. b. They were agreed and signed by the Chair. 	
4.	<p>Actions arising from the Minutes: The FGB Actions schedule was circulated to Governors prior to the meeting.</p> <ul style="list-style-type: none"> a. <i>Action 5: Referred to TABS Committee for action. Pupil survey completed. Head to complete staff survey. Chair to collate results. Closed.</i> b. <i>Action 11: Clerk contacted website designer; awaiting progress report. Ongoing.</i> c. <i>Action 39: Agenda Item for FGB in autumn term. Closed.</i> d. <i>Action 45: Completed.</i> e. <i>Action 46: Chair had some reports, awaiting remainder. Closed.</i> f. <i>Action 48: Closed.</i> g. <i>Action 52: Completed.</i> 	Clerk
5.	<p>Finance:</p> <ul style="list-style-type: none"> a. The Head updated Governors. The new School Business Manager had been receiving training on Orovia (the new budgeting system) and assistance from the LA. b. <i>In response to a question from a Governor, the Head commented that the 2018-19 budget had been uploaded and month-end reports were</i> 	

Signed by Chair:

Date:

	<p><i>now being obtained.</i></p> <p>c. ID informed Governors that he and the School Business Manager could now arrange to spend some time examining the budget.</p> <p>Action: ID to arrange meeting with School Business Manager to examine 2018-19 budget.</p>	ID
6.	<p>Governing Body Business:</p> <p>a. Governors:</p> <p>i. Co-opted Governor: There was an existing vacancy for a Co-opted Governor.</p> <p>ii. Parent Governor:</p> <p>a) The Chair informed Governors that VG was stepping down as Parent Governor with effect from the end of July 2018.</p> <p>b) This would leave a vacancy for a Parent Governor for 2018-19.</p> <p>iii. LA Governor:</p> <p>a) Governors had previously been made aware that a potential new LA Governor had been identified for appointment in autumn 2018.</p> <p>b) The Chair would submit Darren Rice's name to the LA for consideration</p> <p>Action: Chair to submit Darren Rice as nominee for LA Governor.</p> <p>b. Committee membership for 2018-19:</p> <p>i. The Chair had looked at membership of TABS and FPPS Committees for 2018-19 in light of the changes in the Governing Body.</p> <p>ii. At the end of a short discussion, membership was agreed as:</p> <ul style="list-style-type: none"> • TABS Committee: Chair of Governors, Head, MJ, EB, SH, FS, new Parent Governor when appointed. • FPPS Committee: <ul style="list-style-type: none"> ○ Chair of Governors, Head, GS, ID, DS, LA Governor when appointed. ○ DS had agreed to become the Governor responsible for Data Protection. <p>c. Proposed dates for meetings 2018-19:</p> <p>i. The Chair informed Governors that she and the Head were looking at dates for Governors' meetings for 2018-19 and that she would forward the proposed dates for comment.</p> <p>ii. Based on the positive feedback from the Governor training day in 2018, she and the Head had included another Governor training day on Tuesday 30 April 2019.</p> <p>Action: Chair to circulate proposed dates for meetings in 2018-19.</p>	Chair
7.	<p>Governors' advocacy reports:</p> <p>a. Safeguarding and Child Protection (MH):</p> <p>i. The new School Business Manager was currently receiving training on management of the School Central Records (SCR). The Chair would arrange a meeting to check the records before the end of term.</p> <p>ii. The annual LA audit was due to be completed before the end of term.</p> <p>iii. A lunchtime visit, to include Safeguarding, would be completed</p>	

Signed by Chair:

Date:

	<p>before the end of term.</p> <p>b. Finance (ID): The update was given at Agenda Item 5 above.</p> <p>c. Staff and Pupil Wellbeing (VG):</p> <ul style="list-style-type: none"> i. In the absence of VG, the Chair updated Governors on progress with the School surveys. ii. VG had been asked to forward data from the children's surveys to the Chair for analysis. iii. The Head would conduct a staff survey. <p>d. Health & Safety/Premises (MJ): The treehouse area clean-up was planned for 21 July 2018. MJ had nothing further to report.</p> <p>e. Personnel (GS): In the absence of GS, the Head informed Governors that there was nothing to report at this meeting.</p> <p>f. Pupil Premium (GS): In the absence of GS, the Head informed Governors that there was nothing to report at this meeting.</p> <p>g. Training:</p> <ul style="list-style-type: none"> i. The Chair informed Governors that the School had bought into the LA offer for 2018-19 and outlined the services it would provide. ii. The Head added that the School already subscribed to The Key online service for use by the leadership team. She gave examples. iii. The Head explained that for an additional cost, Governors could have access to The Key. iv. Governors discussed buying into the Governors' element of The Key but as there were concerns about the costs involved, they took no final decision. <p>h. Sex and Relationships Education (FS):</p> <ul style="list-style-type: none"> i. Letters had been sent to parents about the Sex and Relationships Education (SRE) currently under way for some pupils. ii. <i>In response to a question from a Governor, FS confirmed that all pupils received education about relationships.</i> iii. FS explained that the current SRE included work towards the Rainbow Flag Award. <p>i. SEND:</p> <ul style="list-style-type: none"> i. The Chair reminded Governors that SEND had been covered by a Governor whose tenure ended in April 2018. ii. With effect from September 2018, SH had agreed to become the advocate for SEND. <p>j. Sports Premium:</p> <ul style="list-style-type: none"> i. The Chair reminded Governors that Sports Premium had been covered by a Governor whose tenure ended in April 2018. ii. With effect from September 2018, MJ had agreed to become the advocate for Sports and the link for Eco Schools. 	
8.	<p>Committee Reports:</p> <p>a. TABS:</p> <ul style="list-style-type: none"> i. TABS Committee meeting was held on 26 June 2018, chaired by the Chair of Governors in the absence of VG. ii. The Governors present discussed new arrangements for the Committee, to come into effect from September. 	

Signed by Chair:

Date:

	<p>iii. The Clerk was not able to be present, so the Chair had agreed to provide Minutes from the meeting. Action: Chair to provide draft Minutes from TABS Committee meeting on 26 June 2018.</p> <p>b. Standards and Achievements sub-Committee: The Chair informed Governors that the Standards and Achievements sub-Committee had arranged to meet with the Head following receipt of SATS results on 10 July 2018.</p> <p>c. FPPS: Draft Minutes of the FPPS Committee meeting held on 12 June 2018 were circulated prior to FGB. However, some Governors commented that they had not received them. Action: Clerk to re-circulate draft Minutes of FPPS Committee on 12 June 2018.</p>	<p>Chair</p> <p>Clerk</p>
<p>9.</p>	<p>Headteacher's Report: The Headteacher gave a verbal report:</p> <p>a. SEND:</p> <ul style="list-style-type: none"> i. The Head informed Governors that she and FS had met with the LA SEND team in response to the Head's letter about funding. The meeting had been very positive and it was likely that the LA SEND team would be revising some practices as a result of the issues raised. The Head gave details of the content of the meeting and some of the changes that were agreed. ii. Whilst it was now acknowledged that funding for SEND did not meet the costs of provision, the Head remained concerned that some children were still disadvantaged. She gave examples and commented that she would continue pursuing this. iii. The meeting also discussed the need for support to schools during the tribunal process for EHCP applications. <i>In response to a question from a Governor, the Head gave details of the impact on the School due to lack of such support.</i> iv. The Head informed Governors that there was a possibility of an increase in SEND funding as a result of discussions with the LA but that no details were available until it had been evaluated at LA level. v. The Head remained concerned that the contracts for the TAs for 2018-19 could not be confirmed until the SEND funding was confirmed by the LA. <i>In response to a question from a different Governor, the Head gave examples.</i> <p>b. Curriculum audit:</p> <ul style="list-style-type: none"> i. The Head informed Governors that LA Advisers had carried out an audit of the curriculum and that verbal feedback had been very positive. ii. <i>In response to a question from another Governor, the Head gave details of the audit and Governors discussed the feedback.</i> iii. The written report from the Advisers was awaited. <p>c. Pupils:</p> <ul style="list-style-type: none"> i. The Head informed Governors that welcoming sessions for September's Reception class were under way and gave details. ii. She added that Year 6 pupils had been asked to assist with showing parents round the School. She gave details and commented that the feedback had been very positive. <p>d. Catering:</p>	

Signed by Chair:

Date:

	<ul style="list-style-type: none"> i. The Head informed Governors that the School Business Manager had met with the Managing Director of Lunchtime Catering. ii. She added that following discussions about catering equipment, ownership was with the School and that insurance and maintenance contracts needed to be put in place. This was now in hand. <p>e. Cluster: The Head gave a brief summary of work currently being undertaken by the Hunts Area Primary Partnership (HAPP) and gave examples of the work currently in progress.</p> <p>f. Parents and community: The Head informed Governors of 3 recent issues of which they should be aware:</p> <ul style="list-style-type: none"> i. Year 6 leavers: <ul style="list-style-type: none"> a) The Head reminded Governors that each year, the School laid on an event to say farewell to Year 6 leavers. b) In addition, parents normally organised a private party, often away from School premises. c) The Head had received a late request to use the School grounds for the 2018 private party. She had some concerns about this due to an incident involving parents at the same event in 2017. d) She was also concerned that as there was no formal lettings agreement in place, the liability of both parents and the School was unclear in the event of an incident. e) The Head had met with the parents organising the event, who agreed that the grounds should be hired, with the stipulation that no alcohol would be provided. f) In response to a question by a Governor, the Head confirmed that she had suggested to the organising committee that there should be no charge. However, they expressed a wish to ensure a formal agreement and after discussion, a small charge was agreed. g) Unfortunately, the reason for the charge had been wrongly interpreted by those not present at the meeting and this had caused friction with some parents. h) The Head informed Governors that she had met with the parents organising the party, who were now attempting to resolve the misunderstanding. <i>i) In response to a question from a Governor, the Head confirmed that the party was still taking place on School grounds.</i> j) Governors supported the Head's actions with respect to the Year 6 party, which was being organised by parents. ii. Parents' Evening: <ul style="list-style-type: none"> a) The date for Parents' Evening had been set in September 2017, deliberately timed so that a clash with Feast Week could be avoided. b) However, the date for Feast Week had been changed and it was only now that the School had been made aware that there was a clash between a Feast Week activity and Parents' Evening. c) The Head pointed out that the School was involved with activities for Feast Week and with other events connected to the end of the School year. 	
--	---	--

	<p>d) Governors agreed that it was therefore not possible to change the date of the Parents' Evening.</p> <p>iii. Health & Safety:</p> <p>a) A Houghton parent had reported receiving a serious injury following a stone being thrown. Whilst no Houghton child was involved, the parent wanted the School to warn children and parents of the dangers of throwing stones. The Head had talked to the children and had also emailed parents.</p> <p>b) The Head voiced concern over summer river safety, particularly in the area of the Houghton lock.</p> <p>c) Governors agreed that the School had a duty of care to remind parents about relevant Health & Safety issues.</p>	
10.	<p>Self-evaluation and School Development Priorities:</p> <p>a. The Head reminded Governors that work on the new 3-year plan continued and that some actions from the current plan would be carried forward.</p> <p><i>b. In response to a question from a Governor, she gave examples.</i></p> <p>c. Staff would attend a training day in September 2018 at which the priorities would be discussed.</p>	
11.	<p>Academisation: There was nothing to report.</p>	
12.	<p>Policies: The Policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review in summer 2018:</p> <p>i. Data Protection policy and Privacy Notices:</p> <p>a) The draft Data Protection policy was circulated to Governors prior to the meeting.</p> <p>b) The Data Protection policy and Privacy Notices were being checked by the School's DPO prior to being brought to FGB for adoption.</p> <p>ii. Data Breach policy:</p> <p>a) The Data Breach policy was being checked by the School's DPO prior to being brought to FGB for adoption.</p> <p>Action: Clerk to include Data Protection and Data Breach policies on Agenda for FGB in autumn 2018.</p> <p>b. Non-statutory policies for review in summer 2018: Review of non-statutory policies had been delegated to TABS and FPPS Committees.</p>	Clerk
13.	<p>Any other business: There was no other business.</p>	
14.	<p>Date of next FGB meeting: Tuesday 18 September 2018</p>	

The meeting ended at 7.35pm

Signed by Chair:

Date: