

## Houghton Primary School Full Governing Body Meeting held on Tuesday 4 July 2017 at 6.30pm

**Governors Present:**

Marina Hilton (MH)	Chair
Gary Doyle (GD)	
Vickie Graham (VG)	
Carol Munro (CM)	
Amanda Read (AR)	
Gail Stapleford (GS)	
Alan Williams (AW)	
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> Apologies for non-attendance were accepted from: Lauren Brown (LB). Apologies were also received from AR for late arrival and AW for early departure.	
2.	<b>Declarations of pecuniary interest:</b> There were no declarations of pecuniary interest.	
3.	<b>Signing of Minutes of last FGB:</b> Minutes of the FGB meeting held on 2 May 2017 were agreed and signed by the Chair.	
4.	<p><b>Matters arising from the Minutes:</b></p> <p>a. <i>Action Item 27: Meetings with other schools subject to recent Ofsted inspection in hand. <b>Closed.</b></i></p> <p>b. <i>Action Item 40: <b>Completed.</b></i></p> <p>c. <i>Action Item 49: See Agenda Item 13a. <b>Completed.</b></i></p> <p>d. <i>Action Item 52: To be discussed in autumn 2017.</i></p> <p>e. <i>Action Item 77: To be discussed in autumn 2017 <b>Amend Action to read Parent Governor.</b></i></p> <p>f. <i>Action Item 78: To be discussed in autumn 2017.</i></p> <p>g. <i>Action Item 87: Reasons for not sending letter discussed in detail at FPPS on 20 June 2017. <b>Closed.</b></i></p> <p>h. <i>Action Item 88: Discussed at Agenda Item 6. <b>Closed.</b></i></p> <p>i. <i>Action Item 92: <b>Completed.</b></i></p> <p>j. <i>Action Item 93: <b>Completed.</b></i></p> <p>k. <i>Action Item 94: Discussed at Agenda Item 6. <b>Closed.</b></i></p> <p>l. <i>Action Item 95: Details distributed on 10 May 2017. <b>Completed.</b></i></p> <p>m. <i>Action Item 96: <b>Completed.</b></i></p> <p>n. <i>Action Item 97: <b>In progress.</b></i></p> <p>o. <i>Action Item 98: British Values discussed at TABS Committee on 27 June 2017 and would be included in Governors' visits schedule for 2017-18. VG met with School Council on 27 June 2017. <b>Completed.</b></i></p> <p>p. <i>Action Item 99: <b>Completed.</b></i></p>	<p style="text-align: center;">All LB Head</p> <p style="text-align: center;">AR</p>

Signed by Chair: .....

Date: .....

	<p>q. <i>Action Item 101: <b>In progress.</b></i></p> <p>r. <i>Action Item 102: <b>Amend Action to read: Staff to review cycle of open afternoons ready for the new School year.</b></i></p> <p>s. <i>Action Item 104: Discussed at Agenda Item 6. <b>Closed.</b></i></p>	<p><b>VG,Head</b></p> <p><b>All</b></p>
<p><b>5.</b></p>	<p><b>Finance:</b></p> <p><b>Monitoring of budget for 2017-18:</b></p> <p>a. The budget was approved at the last FGB.</p> <p>b. The Head confirmed that the funding for SEND children had been increased as a result of her discussions with the LA and she gave details.</p> <p>c. A proposal to investigate the costs of the catering contract was discussed at Agenda Item 15a.</p>	
<p><b>6.</b></p>	<p><b>Headteacher's Report:</b></p> <p><i>The order of items on the Agenda was altered so that the Headteacher's report could be delivered early in the meeting.</i></p> <p>a. The Head delivered a verbal report:</p> <p>i. An additional £20,000 had been made available for SEND children; the Head explained the circumstances and her discussions with the LA which had led to the increase in funding.</p> <p>ii. <i>A Governor queried how the funding would be affected if a child with funding should leave the School.</i> The Head responded that specific funding would transfer with the child but that the additional funding now allocated to Houghton would not alter.</p> <p>iii. 1 x TA was leaving and would not be replaced.</p> <p>iv. <i>In response to a question from another Governor, the Head confirmed that hours provided for the remaining TAs would be reduced overall but that flexible support had been planned to make best use of the TA time available.</i> She added that this allowed for some contingency.</p> <p>v. The Head updated Governors on:</p> <p>a) Internal recruitment for the Inclusion Worker/SENDCo Support post.</p> <p>b) Maternity cover expected for the next 2 terms.</p> <p>c) Intended return to work programme for the teacher on long term sickness leave.</p> <p>d) Advertising for a temporary Year 1 teacher (maternity cover). She had received no interest yet and it might become necessary to hire a teacher through an agency. The Head explained that it was likely the lack of applicants might be due to the short-term and temporary nature of the job.</p> <p>vi. <i>In response to a question from a Governor, the Head gave details of likely agency fees.</i></p> <p>vii. <i>Another Governor queried the level of experience needed in Year 1 to which the Head gave details.</i></p> <p>viii. The Head informed Governors that she had met with the lead for Safeguarding from St Peter's School to discuss best practice.</p> <p>ix. The Hunts Area Partnership (HAP) had now been set up and would hold half-termly meetings; the Head gave details.</p> <p>x. As part of this, the Head gave feedback from the Cluster Conference she had attended the previous week. The Cluster had been renamed Hunts Area Primary Partnership (HAPP). A new working practice protocol had been drawn up by the headteachers of the schools in HAPP which included the aims and principles of partnership working. Schools would each contribute a 'membership fee' of £100 a year to</p>	

	<p>engage in Cluster work.</p> <p><b>xi. Governors discussed the aims of the HAPP and agreed that the School should pay the £100 joining fee.</b></p> <p><b>Action: Head to forward protocol and aims of HAPP to Governors.</b></p> <p><b>b. SATS results:</b> The Head gave a verbal report and informed Governors that teacher assessments had been submitted last week.</p> <p><b>i. KS2 SATS:</b></p> <ul style="list-style-type: none"> <li>a) <b>Reading:</b> 89% (an increase from 55% in 2016). The Head commented that the paper was more accessible this year.</li> <li>b) <i>In response to a question from Governors, she responded that 29% of Year 6 children were working at greater depth.</i></li> <li>c) <b>Maths:</b> 79% (an increase from 64% in 2016).</li> <li>d) <b>Spelling, Punctuation and Grammar (SPAG):</b> 75% (which was in line with the national average and 2% higher than the schools achievement in their area last year). An analysis of the results indicated that children’s knowledge and understanding of punctuation and grammar was good, but that spelling continued to be a priority for improvement.</li> <li>e) <b>Combined Scores:</b> The percentage of children achieving expected level in Reading, Writing and Maths was 71% (an increase from 45% in 2016) and above the national average 61%.</li> <li>f) <b>Teacher assessment in Writing:</b> 79%. Houghton had worked with 10 other schools locally and 300 schools nationally to compare children’s Writing using an online comparative analysis system. The Head commented that confidence in the assessment of Writing was high for these reasons and because both the LA English Adviser and LA Senior Adviser had seen the Y6 Writing and complemented the work.</li> <li>g) Governors congratulated FS on her hard work with Year 6. The Head was very proud of the way in which she had dealt with the year group, which had been very challenging.</li> <li>h) The Head and FS were particularly pleased that a child with an EHCP achieved expected level in both Writing and Maths, which was a particular success story in terms of the quality of support and TA provision.</li> <li>i) <i>A Governor queried when children and parents would know the results, to which the Head responded that they would be included in children’s reports at the end of term.</i></li> </ul> <p><b>ii. KS1 SATS:</b></p> <ul style="list-style-type: none"> <li>a) Results were cohort related. Houghton had met the national average in 2016.</li> <li>b) The Head pointed out that there was a significant group of 6-7 globally weak children who had been tracked from Reception and remained weak. These children would be screened for dyslexia and other SEND related issues to ensure targeted provision for Year 3.</li> <li>e) The class had <del>also</del> been affected by the long-term sickness of their teacher. However, the part-time teacher working together with a very experienced Teaching Assistant had provided consistent teaching since January and outcomes in the circumstances were pleasing.</li> </ul>	<p><b>Head</b></p>
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	<ul style="list-style-type: none"> <li>d) Following a visit by the LA Adviser, staff had worked to ensure that the assessments in Writing were correct and had been encouraging the children to edit their own work. The Writing had been moderated by the Year 3 and Year 6 teachers. The School was confident about the final assessments.</li> <li>e) The Year 3 teacher had been involved in the moderation process for KS1 and would build on these results in 2017-18.</li> <li>f) <i>In response to a question about Phonics, the Head confirmed that the same group of children had been having interventions all year.</i></li> <li>g) <i>A different Governor asked about those children who had re-taken Phonics, to which the Head responded that there were 4 children who did not pass although all had clearly made progress. These were the children with interventions.</i></li> <li>h) 71% of children in EY had met a Good Level of Development (GLD). <i>In response to a question from a Governor, the Head gave details of the assessment process.</i></li> <li>i) <i>In response to a question from a different Governor the Head answered that the GLD was in line with the national average.</i></li> </ul> <p>iii. Transition for Reception children:</p> <ul style="list-style-type: none"> <li>a) The Head informed Governors that the first transition meeting for parents had been held the previous week.</li> <li>b) She was concerned to report that less than 60% of new parents had attended, whereas in the past the turnout had been nearer to 95%.</li> <li>c) This raised concern in terms of future parental engagement, of which the School would need to be mindful in the future.</li> <li>d) <i>In response to a question from a Governor, the Head confirmed that the 30 new Reception children would be starting in 3 groups over 3 weeks in September 2017.</i></li> </ul> <p>iv. Advisory support:</p> <ul style="list-style-type: none"> <li>a) The Head gave a summary of support received from LA advisors during the summer term:</li> <li>b) The Senior LA Adviser had visited each class. The Head had previously reported his findings to the TABS Committee; she gave details. <i>In response to a question from a different Governor, the Head also gave details on the actions being taken as a result of the Adviser's feedback, particularly in KS1.</i></li> <li>c) The LA English Adviser had visited the School, focusing on phonics in KS1 and writing in KS2. The Head gave details.</li> <li>d) The LA Maths Adviser had visited on 3 July 2017, providing a 2 hour training session for teaching staff on problem solving and reasoning. The Head gave details.</li> <li>e) The Head wanted to emphasise that these visits were helpful but also challenging and the staff had responded well and worked as a team both during the visits and in implementing the actions arising from them.</li> <li>f) A Safeguarding Audit of employees' files and the School Central Record (SCR) by a School's Advisor had taken place at the request of the School. The Head gave details. Practice was judged as good.</li> </ul> <p>v. Other activities:</p> <ul style="list-style-type: none"> <li>a) The Head summarised the other activities during the last few weeks of term, including the very successful musical play and Feast Week concert.</li> </ul>	
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	<p>b) The Head concluded by informing Governors that she was currently reading and commenting on each child's Annual Report ready for parents' evening the following week.</p> <p>vi. <i>A Governor asked for an update on the flood in the pre-school premises.</i></p> <p>a) The Head gave details of progress to date. She added that investigations into the cause of the flood were being investigated due to concerns that the same sprinkler system was present in a number of other schools.</p> <p>b) <i>Answering a question from a different Governor, the Head responded that information had been shared with pre-school and one letter had been sent by her to their committee, staff and parents. A further update had not yet been sent to parents due to the ongoing investigations, but the pre-school manager had been kept informed.</i></p>	
<p>7.</p>	<p><b>Strategic Governance:</b></p> <p><b>a. Vision of strategic governance:</b></p> <p>i. The Chair asked Governors for their comments on the Ethos Cloud, which they had first discussed in February 2017 and amended since.</p> <p>ii. <b>Governors discussed the detail and agreed that a Venn diagram would be more useful because of the overlap of some areas between School aims and values and Governors' strategy.</b></p> <p>iii. The Chair asked that each Governor produce a Venn diagram from which she would finalise the contents of each circle and identify the overlaps.</p> <p><b>Action: All Governors to produce Venn diagram for strategic governance by 14 July 2017.</b></p> <p><b>b. Governance Self Evaluation Form (SEF):</b></p> <p>i. The Chair informed Governors that she and the Head had arranged to meet on 5 July to talk about the Governance SEF.</p> <p>ii. The Head explained the LA Adviser's advice on completing it.</p> <p><b>Action: Chair to contact Governors to complete Governance SEF.</b></p> <p><b>c. Governors' visits:</b></p> <p>i. Prior to the meeting the current Governors' Visits policy had been circulated, together with a model policy from a different LA.</p> <p>ii. The current policy had last been revised in February 2013 so was due for review. The Head felt this was particularly pertinent as Governors were no longer adhering to the policy as written.</p> <p>iii. Governors discussed the issues.</p> <p><b>iv. At the end of the discussion, Governors agreed that:</b></p> <p><b>v. The revised policy should include pre- and post-visit checklists for Governors.</b></p> <p><b>vi. Visits must be referenced to the SEF and SDP.</b></p> <p><b>vii. Visits must be focussed and by appointment.</b></p> <p>viii. VG informed Governors that as part of TABS Committee work, she was preparing a plan for Governors' visits in 2017-18.</p> <p>ix. This discussion was also linked to Agenda Item 13b.</p> <p><b>Action: Chair to circulate redrafted Governors' visit policy including revised visit report form.</b></p> <p><i>AW left the meeting at 1950.</i></p>	<p>All</p> <p>Chair</p> <p>Chair</p>
<p>8.</p>	<p><b>Updates from advocates:</b></p>	

<p><b>a. Review of Advocacy:</b></p> <ul style="list-style-type: none"> <li>i. MH asked Governors for their views on advocacy roles and what alterations were needed to improve the system, which had been in place since February 2017.</li> <li>ii. Governors confirmed that they felt more involved with the activities within the School. The Head commented that it was useful to staff to have contact with one specific Governor.</li> <li>iii. Governors discussed the mechanism for updating and sharing the ‘crib sheets’ for each area of advocacy and agreed that hard copy updates should be provided for each FGB.</li> <li>iv. <i>A Governor questioned whether the crib sheets could be stored electronically and the Head agreed to investigate opening a secure area on the website for this purpose.</i></li> </ul> <p><b>Action: Head to investigate secure area on School website for storage of Governors’ documents.</b></p> <p><b>b. Advocate Updates:</b></p> <ul style="list-style-type: none"> <li>i. <b>Finance (GD):</b> Discussed at Agenda Item 5.</li> <li>ii. <b>Personnel (GS):</b> <ul style="list-style-type: none"> <li>a) GS and LB had met with the Head for her mid-year review.</li> <li>b) The September training day for staff would include personal development, with which she would assist. Governors would be invited to participate.</li> </ul> </li> <li>iii. <b>Safeguarding (MH):</b> <ul style="list-style-type: none"> <li>a) MH and the School Business Manager had thoroughly checked the staff employment files/records and made some alterations to the way the SCR was presented in order to make it easier to interrogate. MH would carry out a further check before the end of the summer term.</li> <li>b) <i>A Governor asked if the records were regularly backed up, to which she responded that they were.</i></li> </ul> </li> <li>iv. <b>Early Learning Years (LB):</b> LB was not present to provide an update.</li> <li>v. <b>Training (AW):</b> Before leaving the meeting, he had told Governors that he would contact them by email about training.</li> <li>vi. <b>Premises, Health and Safety (CM):</b> <ul style="list-style-type: none"> <li>a) CM had been round the School and identified a number of actions. She and GS would check the accident book before the end of the summer term.</li> <li>b) During the summer holiday, a new storage cupboard would be constructed in the hall to house the PE equipment in regular use.</li> </ul> </li> <li>vii. <b>SEND (AR):</b> Progress of SEND children was being monitored and plans reviewed accordingly.</li> <li>viii. <b>Sports Premium (AR):</b> <ul style="list-style-type: none"> <li>a) The deadline for applications for the Sports Award was 28 July 2017.</li> <li>b) Sports day on 5 July 2017 would be preceded by a culture day in School houses.</li> <li>c) The School was taking part in a number of inter-school competitions.</li> <li>d) New clubs included: outdoor adventure for Year 3, football, tennis, athletics, cricket for KS1, bowls.</li> <li>e) There was greater involvement with the village tennis club and the School was making use of the tennis courts in the village.</li> </ul> </li> <li>ix. <b>Wellbeing (VG):</b></li> </ul>	<p><b>Head</b></p>
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	<p>a) VG had spent time with Year 6 the previous week to discuss how well they felt the School Council and Pupil Voice were working. She would analyse the feedback during the summer.</p> <p>b) She intended to involve the new Year 6 in conducting a School-wide Pupil SEF in the autumn term.</p> <p><b>x. Pupil Premium (GS):</b></p> <p>a) This responsibility had now been handed over to GS from FS.</p> <p>b) The challenges included new assessments to monitor progress.</p> <p><b>xi. Sex and Relationships (FS):</b></p> <p>a) In 2016-17, the focus had been on Year 5 and 6; the subject had been covered in a series of lessons.</p> <p>b) FS commented that she intended to introduce the subject at an earlier stage in 2017-18 and gave details.</p> <p><i>c) In response to a question from a Governor, FS confirmed that a letter explaining the process would be sent to parents in advance.</i></p> <p><b>xii. Standards and Assessment (MH):</b></p> <p>a) The sub-committee consisted of MH, VG and LB. They had not met since FGB on 2 May 2017.</p> <p>b) The next sub-committee meeting was planned for early autumn once the SATS outcomes had been fully analysed.</p> <p>c) The sub-group intended to meet with the English and Maths leaders.</p> <p>c. Governors agreed that their crib sheets needed to be updated for the start of the new School year.</p> <p><b>Action: Advocates to update crib sheets by September 2017.</b></p>	All
9.	<p><b>Committee Reports:</b></p> <p>a. <b>TABS:</b> Minutes of the meeting held on 27 June 2017 had not yet been forwarded to Governors.</p> <p>b. <b>FPPS:</b></p> <p>i. <i>A Governor asked for an update on the flood of Pre-school premises.</i> The Head gave details.</p> <p>ii. Governors voiced their awareness that the caretaker had worked extremely hard to minimise the damage to the building and continued to assist in the recovery.</p> <p><b>iii. Governors wished to show their appreciation and agreed on the way in which to do this.</b></p> <p>c. <b>Governors' visits:</b> Discussed at Agenda Item 7c. There were no further queries.</p> <p>d. <b>Termly briefings:</b></p> <p>i. Governors had no queries.</p> <p>ii. They confirmed to AW, who normally attended these briefings that the updates received were useful as they provided information directly from the LA.</p>	
10.	<p><b>Safer Recruitment:</b></p> <p>a. The School was advertising for a teacher to provide maternity cover during 2017-18.</p> <p><i>b. In answer to a question from a Governor, the Head gave details to show that due diligence was being observed.</i></p>	
11.	<p><b>Communication:</b></p>	



<ul style="list-style-type: none"> <li>vii. There was further discussion about the cost of services currently being provided.</li> <li>viii. Governors were concerned to ensure that research should be conducted within the School to confirm the service required; this would be included as part of the tendering process.</li> <li>ix. Checks should be made on the consultancy to understand the liability should any new arrangement go wrong or could not be changed.</li> <li>x. <b>At the end of the discussion, all Governors present agreed that:</b> <ul style="list-style-type: none"> <li>a) <b>The consultancy firm should be contacted with a view to completing the tendering process for catering supplies by the end of the spring term 2018.</b></li> <li>b) <b>Notice to the current catering supplier should be give to end the contract in April 2018.</b></li> </ul> </li> </ul>	
<p><b>Action: Head to contact consultancy firm for investigating catering suppliers.</b></p>	<p><b>Head</b></p>
<p><b>b. School Uniform:</b></p> <ul style="list-style-type: none"> <li>i. <i>A Governor raised a query about the use of school uniform.</i></li> <li>ii. The Head responded with details of the uniform, which was affordable and could be bought in local shops.</li> <li>iii. She said that the current guidance in the prospectus did not say that uniform was compulsory and provided guidance on ‘school colours’ rather than hard and fast rules about what to wear. This led to inconsistency, particularly in terms of staff addressing children not wearing school colours. This included PE kit.</li> <li>iv. <i>A different Governor asked whether the information on the website and prospectus was sufficiently clear.</i> The Head responded that she felt the advice in the prospectus was clear but did not use the term compulsory. Following an issue earlier in the year she now felt it necessary to add further advice on hair colour.</li> <li>v. <i>In answer to another question from the first Governor, the Head responded that she was unsure that primary schools could enforce the use of school uniform.</i> She added that reminders were given.</li> <li>vi. Governors discussed focusing on the use of uniform as part of School Pride and ACHIEVE. The subject of uniform could be included in engagement with parents. It was also appropriate in preparation for Year 6 transition to secondary school where rules could be enforced.</li> <li>vii. <b>Governors agreed that consistency was important and that the use of uniform should be re-launched for the start of the new School year.</b></li> <li>viii. The Head thanked Governors for their support.</li> </ul>	
<p><b>Action: Chair, GD, VG and Head to discuss re-launch of uniform and provide policy advice for parents before the summer holiday in time for purchase for September.</b></p>	<p><b>Chair,GD VG,Head</b></p>
<p><b>c. Dates of FGB and Committee meetings for 2017-18:</b> The Chair informed Governors that she had a list of proposed dates for meetings and Governors’ visits in 2017-18, which she would discuss with the Head and Committee Chairs prior to forwarding to Governors.</p>	
<p><b>Action: Chair to confirm dates for Governors’ meetings and visits in 2017-18.</b></p>	<p><b>Chair</b></p>
<ul style="list-style-type: none"> <li>d. <b>Fete:</b> The School fete would be held on 6 July 2017, as part of Feast week.</li> <li>e. <b>Treehouse:</b> The Head informed Governors that the commemorative plaques had been fitted and the summer fete would enable parents to visit the tree</li> </ul>	

	house with their children. There was no other business.	
<b>11.</b>	<b>Date of next FGB meeting: Tuesday 12 September 2017 at 6.30pm</b>	

The meeting ended at 8.52pm

Signed by Chair: .....

Date: .....