

**Houghton Primary School
Full Governing Body Meeting held on
27 September 2016 at 6.00pm**

Governors Present:

Alan Williams (AW)	Chair
Lauren Brown (LB)	
Christopher Dodd (CD)	
Gary Doyle (GD)	
Jean Hayes (JH)	
Marina Hilton (MH)	
Carol Munro (CM)	
Amanda Read (AR)	
Georgina Young (GY)	Head teacher
Frances Smith (FS)	

Also Present:

Caroline Lewis (CL)	Clerk
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	Agenda Item	Action
	<p>Pre-Meeting Overview of Governing Body:</p> <ul style="list-style-type: none"> a. Staff Governors were not present for this part of the FGB meeting. b. Prior to the meeting, Governors had each been asked to complete the Governing Body Self-Auditing form with sufficient detail so that it could be analysed to highlight areas for improvement. c. There was a short discussion which concentrated on the responsibilities of the Governing Body. d. In order to complete the analysis, Governors agreed that they would complete individual Skills Audit forms. GD commented that FPPS Committee members had completed this in the spring term. <p>Action: Clerk to forward the Skills Audit forms to those Governors who had not completed them in the spring term.</p> <p>The Head and FS joined the meeting at 6.40pm.</p>	Clerk
1.	<p>Apologies for absence:</p> <ul style="list-style-type: none"> a. There were no apologies for absence. b. Richard Moore (RM) did not attend the meeting. <p>Afternote: The Chair informed Governors on 28 September 2016 that RM was likely to resign as a Co-opted Governor due to a change in his professional circumstances.</p>	
2.	<p>Election of Chair and Vice Chair for 2016-17: The Clerk took the chair for the elections.</p> <p>a. Election of Chair:</p> <ul style="list-style-type: none"> i. One expression of interest had been received prior to the meeting, from AW. ii. There were no other expressions of interest or nominations at the meeting and AW agreed to the proposal that he should continue as Chair. However, he informed Governors that due to changes in circumstances, he might wish to resign at the end of the spring term. He would give ample notice if this was the case. iii. Governors agreed that in the meantime, they could put succession plans in place. iv. AW was proposed by GD and seconded by MH. v. AW was elected unanimously as Chair of Governors for 2016-17. <p>b. Election of Vice Chair for 2016-17:</p> <ul style="list-style-type: none"> i. One expression of interest had been received prior to the meeting, from MH. ii. There were no other expressions of interest or nominations at the meeting and MH agreed to the proposal that she should continue as Vice Chair. iii. MH was proposed by AW and seconded by JH. iv. MH was elected unanimously as Vice Chair of Governors for 2016-17. 	
3.	<p>Complete register of pecuniary interest:</p> <ul style="list-style-type: none"> a. There were no declarations of pecuniary interest. b. Governors completed their annual declarations of pecuniary interest forms and handed them to the Clerk for filing. c. The Head informed Governors that she had been working on the School's new website and needed the updated pecuniary interest information for the 	

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	<p>Governors' webpage, reminding them that this together with attendance was a statutory requirement for school websites.</p> <p>d. The Clerk had forwarded the records for 2015-16, which were also held on the Governors' file.</p>	
4.	<p>Signing of Minutes of last FGB:</p> <p>There were 2 queries on the Minutes of the FGB meeting held on 5 July 2016:</p> <ol style="list-style-type: none"> Richard Moore's absence from the meeting had not been recorded. A Governor asked that it be clearly indicated that no action had been agreed to the proposal at Agenda Item 10aiii. <p>Action: Clerk to amend the Minutes from 5 July 2016 and re-circulate them for approval.</p>	Clerk
5.	<p>Matters arising from the Minutes:</p> <p>The Action Schedule had been circulated to Governors prior to the meeting. Actions not yet highlighted as completed were:</p> <ol style="list-style-type: none"> Action Item 1: The Chair confirmed that he had submitted the Governing Body audit form on line. Completed. Action Item 2: See also Agenda Item 9. Chair to lead on developing a Governors' strategic action plan. Action Item 3: See Agenda Item 6c (TOR for TABS Committee). Action Item 10: AR informed Governors that the Head and FS did not need to complete the Governors' safeguarding training as their in-school training in September 2016 was recorded and was more comprehensive. Completed. Action Items 12 and 13: See Agenda Item 12 (Academisation). 	Chair
6.	<p>Governing Body Business:</p> <p>a. Governor vacancies:</p> <ol style="list-style-type: none"> Governors were disappointed that the tenure of the most recently recruited Parent Governors had been short-lived. One Parent Governor had moved house out of the county and her child no longer attended the School. The other Governor had a change in professional circumstances which meant he could no longer commit time to being a Governor. Governors discussed how to advertise for new Parent Governors in the future. The Head had forwarded to MH the advert previously used for Parent Governors, which Governors agreed to use again. They also agreed to continue the process for interested parents to meet with either the Chair or Head to discuss Governors' responsibilities prior to formally applying for the post. Governors were aware of parents who had expressed interest in the past but had not then applied and agreed that they should be approached by an existing Parent Governor once the advert had been circulated. <p>Actions:</p> <ol style="list-style-type: none"> Head to circulate the advert for Parent Governor. Existing Parent Governors to approach those who had indicated they might be interested in joining the Governing Body as Parent Governor. <p>v. The Clerk reminded Governors of that JH had reached the end of her term of office as a Co-opted Governor. JH confirmed at the meeting that she was willing to continue.</p> <p>vi. Governors voted unanimously to renew JH in the role as Co-opted Governor.</p> <p>Action: Clerk to update the records to show the re-appointment of JH as</p>	<p>Head</p> <p>LB, CD, AR</p> <p>Clerk</p>

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	<p>Co-opted Governor.</p> <p>b. DBS Checks: Following the change in procedures for Governors, the Clerk had checked with the School office and confirmed that enhanced DBS checks had been carried out for all Governors. No further action was required.</p> <p>c. TABS Committee Terms of Reference (TOR): The TOR had been previously circulated and comments received. They were now accepted by Governors and signed by the Chair.</p> <p>d. Membership of Committees:</p> <p>i. Membership of Committees was discussed and would be reviewed again once a new Parent Governor had been appointed.</p> <p>ii. TABS and FPPS Committees: Governors agreed that the current membership of TABS and FPPS Committees was working well and that no changes currently needed to be made.</p> <p>iii. Membership of Committees for 2016-17 was discussed and unanimously agreed as:</p> <ul style="list-style-type: none"> • TABS Committee: MH, LB, AR, Chair of Governors, Head, FS. • FPPS Committee: GD, CD, JH, CM, Rm, Chair of Governors, Head, School Finance Manager (SJ). • Appeals Committee: MH, CM. • Pay Review Committee: LB, CD, RM. • Headteacher's Appraisal Committee: GD, JH <p>iv. FS asked if she could attend FPPS as an observer to widen her knowledge of how the Committees worked. Governors agreed with the suggestion and the Chair reminded all Governors that they could attend any Committee meeting, although they would only have voting rights on a Committee to which they had been appointed.</p> <p>e. Pay Review Committee: GD informed Governors that after some technical issues he now had access to the EPM website and was in the process of reviewing the School's Pay Policy prior to a full review at FPPS on 11th October.</p> <p>f. Audit of Governing Body Effectiveness:</p> <p>i. The Chair confirmed that the audit forms had been forwarded to the LA electronically. At TABS, MH had asked that all Governors revisit the Audit by 24 September, so that the consolidated responses could provide an internal tool for self-improvement.</p> <p>ii. <i>A Governor asked that a full report should be provided following the analysis of results.</i></p> <p>Action: Chair and MH to forward a report following analysis of responses to the Audit of Governing Body Effectiveness.</p> <p>g. Governor Skills Audit: The Governor skills audit was completed annually. GD commented that all FPPS members completed a separate skills audit in the Spring term as part of the Schools Financial Values Standard (SFVS).</p> <p>Action: Clerk to send the Governor Skills Audit form to all Governors for completion.</p>	<p>Chair, MH</p> <p>Clerk</p>
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7.	<p>Committee Reports:</p> <p>a. TABS: Minutes from the TABS Committee meeting held on 20 September 2016 had not yet been circulated.</p> <p>b. FPPS: Minutes from the FPPS Committee meeting on 21 June 2016 were circulated prior to FGB on 11 July. No queries were raised. The next FPPS meeting would be on 11 October 2016.</p> <p>c. Governors' visits: A list of proposed dates for Governors' visits had been circulated to all Governors in July. However, MH was reviewing the TABS Committee dates for the spring and summer terms. She gave the reasons for this.</p> <p>Action: MH to confirm dates for TABS Committee meetings and associated Governors' visits for the spring and summer terms.</p> <p>d. Autumn Termly briefings:</p> <p>i. The autumn termly briefings for Governors had now taken place. Unusually, no Governor had been available to attend.</p> <p>ii. Governors agreed that those attending the Termly Briefings would report back to the Governing Body on the areas covered in the briefings.</p> <p>iii. The Clerk had booked to attend the Clerks' Termly Briefing on 10 October 2016.</p>	MH
8.	<p>Headteacher's Report:</p> <p>The Head had provided a report, circulated to Governors before the meeting.</p> <p>a. Context: The Head provided more detail to explain the context:</p> <p>i. A higher proportion of children in the younger age groups were from the School's catchment area.</p> <p>ii. There were no English as Additional Language (EAL) children; there had been 2 in the previous year, both of whom had now left. There were other children in the school whose first language was not English but who had could speak good English.</p> <p>iii. Pupil Premium (PP) was funded based on the January census and use of that funding was effective. <i>In response to a question from Governors, the Head gave further information and provided Governors with a detailed handout.</i></p> <p>iv. The School had a higher number of children with Special Education Needs (SEN) and the new SEN children were settling well.</p> <p>v. 4 children with Education Health Care Plans had joined the school in September. 3 were from out of catchment, the parents having chosen the School when reviewing their child's needs. The recruitment of 5 x new TAs to provide support for children with statements/Education Health Care Plans had already had a positive impact.</p> <p>vi. There had been two applications by parents for Educational Health Care Plan (EHCP) and the Head gave examples of the support the School was providing to the parents involved. The school had not applied for EHCPs for these children as they did not meet the educational criteria for threshold for an EHCP. Parents were applying for broader reasons relating to difficulties for the children at home.</p> <p>vii. <i>In response to a question from a Governor, the Head clarified the reasons for the high level of TAs in class for Year 3.</i> 2 children had EHCPs and one child was currently undergoing the process towards statutory assessment due to very high needs.</p> <p>viii. The School currently had 202 children and employed 42 staff; there were also 2 x catering contract staff on site.</p> <p>b. Self-Evaluation Update:</p> <p>i. Work had already started at TABS, as discussed earlier in the meeting. MH would confirm the calendar for Governors to monitor progress.</p>	

	<ul style="list-style-type: none"> ii. The Head commented that she had begun monitoring the classes and would be holding performance management meetings with staff in early October. <p>c. School Development Work:</p> <ul style="list-style-type: none"> i. Governors were pleased to hear that the Head had applied to Sports Mark for Gold. ii. The Head reminded Governors that the Deputy Head from Brampton was working with Houghton as part of her own training for headship. She is leading staff development at Houghton on Middle Leadership. This would be followed with an action plan to be agreed with the staff concerned. <p>d. Safeguarding:</p> <ul style="list-style-type: none"> i. The physical security measures agreed in 2015-16 had been undertaken as part of Safeguarding. ii. There had been one incident of reported bullying this term which had been followed up immediately with the children concerned and with their parents. iii. There had also been one Safeguarding referral to Social Care. iv. <i>In response to a query from Governors, the Head outlined the legal advice provided to the School relating to Parental Responsibility, particularly when split parents are in disagreement about matters such as child care, school pick up etc.</i> <p>e. Professional Development:</p> <ul style="list-style-type: none"> i. Governors discussed the professional training for staff which was listed on the Head's report. ii. The Head highlighted that "Thinking Days" (an hour for professional development within the school day once a month) had been moved to Tuesdays as cover was easier to provide earlier in the week. iii. <i>In response to a question from Governors, the Head confirmed that with the help of MH, AR and other members of staff, the sports afternoons introduced in 2015-16 would continue.</i> <p>f. Performance Management:</p> <ul style="list-style-type: none"> i. The timetable for performance review meetings was outlined in the report and discussed at the meeting. ii. The Head informed Governors that she was in contact with the LA Area Adviser to arrange a "keeping in touch" visit. Governors discussed that this annual meeting was the only visit from the LA during the year as the School did not buy in to the LA's support package. <p>g. Parents and Community:</p> <ul style="list-style-type: none"> i. Information Evening events had been held for KS1 and KS2 parents. These were attended by MH within her Governor role. The KS2 event was not well attended, which was disappointing. ii. There would be a further opportunity to meet the parents at progress meetings in November. Information evenings for Year 2 and Year 6 parents about statutory assessment had been scheduled for early October. iii. The Head informed Governors that 'parents evenings' were now being referred to as 'progress meetings' in order to make it clearer to parents that teachers were informing them about their child's progress at three key points in the year. <p>h. Website:</p> <ul style="list-style-type: none"> i. The old website was no longer being updated. ii. The new website, which was currently being developed, now had most of the current information added. The Head gave details. <p>i. Community:</p> <p>Included in the Head's report were:</p> <ul style="list-style-type: none"> i. The visit to the School by the new vicar, Revd Geoff Boucher, who was keen to be involved in School activities. 	
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	<ul style="list-style-type: none"> ii. Houghton Time Bank, which one of the parents had been employed to run. The Head gave details of the initial School involvement and commented that they could benefit from the Time Bank facility. iii. Children and Young People’s Board meeting, which the Head had attended. She added to the information given in her report: <ul style="list-style-type: none"> a) An outline of the developments taking place at RAF Wyton, including the housing developments planned over the next few years. b) Funding may be available from a grant through an application for LIBOR funding for military services. This may be worth considering for large projects which could benefit our service families. A Governor offered to assist if the School wished to follow this up. <p>Action: Head and CD to discuss applying for funding from LIBOR funds to support Service children.</p> <ul style="list-style-type: none"> c) There had been cases of vandalism at Wyton-on-the-Hill over the summer, which was being addressed. The Head pointed out to Governors that this was a concern as a number of children who attended Houghton lived at Wyton and there was therefore a possibility that they could be involved. She would investigate further. d) The New Station Commander was keen to further develop community links with Houghton. 	Head/CD
<p>9.</p>	<p>School Development Plan (SDP):</p> <p>a. RAP: The RAP had been discussed at TABS Committee, the Minutes from which would be circulated separately to Governors.</p> <p>b. SDP:</p> <ul style="list-style-type: none"> i. The Chair of TABS recommended that Governors’ responsibilities identified in the SDP within the ‘Empowering Leaders’ section need to be discussed further as part of a Governors’ action plan ii. Governors should develop an overall strategic plan. iii. The Success criteria in the SDP should cover Governors as well as staff. <p>Action: The Chair to lead the development of a strategic plan for governance, including Governor role/responsibilities as leaders.</p>	Chair
<p>10.</p>	<p>Policies:</p> <p>a. Policy Review Cycle:</p> <ul style="list-style-type: none"> i. In the summer term, JH had provided Governors with a schedule of policies showing the review dates. ii. The schedule contained a large number of policies, so the Clerk was updating the schedule to highlight the statutory policies. iii. Governors discussed the list of policies and agreed the review schedule. iv. Governors also agreed that the review periods for non-statutory policies should be examined to ensure that the dates shown were still fit for purpose. v. Once this had been completed, a list of those policies requiring review in 2016-17 would be apportioned to the TABS and FPPS Committees to review and approve. <p>b. Safeguarding and Child Protection Policy:</p> <ul style="list-style-type: none"> i. The new Safeguarding and Child Protection policy was approved by Governors and signed by the Chair and Head. ii. Governors were reminded that Sue Jordan had asked them to individually confirm that they had read the policy. Some Governors had not yet done 	

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	<p>SO. Action: All Governors to confirm to Sue Jordan that they had read the Safeguarding and Child Protection Policy and accompanying documents emailed to all earlier in the term.</p> <p>c. Accessibility Plan – progress report:</p> <ul style="list-style-type: none"> i. LB informed Governors that she and AR had forwarded the action points to the Head, backed up with correlated evidence. Once they had discussed the details with the Head, they would circulate the Plan to Governors. The introduction to the Plan had also been completed. ii. The next step was to incorporate the actions from the premises report undertaken by the Chair of Governors and School Business Manager. iii. LB and AR assured Governors that the Accessibility Plan would include information about those areas where practice was good as well as those where action was required. iv. Governors congratulated LB and AR on the large amount of work undertaken to put the Accessibility Plan in place. It was an excellent example of good consultation involving the whole School including parents and staff. 	All
<p>11.</p>	<p>Governor Training:</p> <ul style="list-style-type: none"> a. AR gave an outline of the training that had been undertaken by Governors in the past year. She felt that insufficient advantage had been taken of the training on offer from the LA. This training was at no cost to the School. b. She provided a summary of the training courses available to Governors during the autumn term and suggested that they all should consider attending training relevant to their Committee roles. c. The Clerk encouraged Governors who could not spare the time to attend full training sessions to consider using the GEL on-line training modules. d. The Clerk had provided AR with a list of training attended by Governors during 2015-16; the Clerk agreed to contact the LA to see if she could obtain a similar list for 2014-15. e. Governors discussed in-house training. They were in general agreement that holding a training session at the start of FGB would be helpful but no decision was made. <p>Actions:</p> <ul style="list-style-type: none"> 1. Clerk to contact the LA to obtain a list of Governors’ training undertaken in 2014-15. 2. Governors to book themselves on relevant LA or GEL training. 	<p>Clerk</p> <p>All</p>
<p>12.</p>	<p>Academisation:</p> <ul style="list-style-type: none"> a. Governors were still keen to meet with CMAT and the Elliott Trust. The Chair confirmed that he would now contact both. b. A Governor pointed out that there were a number of other Trusts being set up that might also be worth looking at. The Chair agreed to investigate an “empty” academy. c. Governors agreed that after the extensive research carried out at the beginning of 2015-16, there had been a gap and that they now needed to get back up to speed. d. Another Governor pointed out that joining a MAT could provide the opportunity for sourcing support for the future. <p>Actions:</p> <ul style="list-style-type: none"> 1. Chair to contact CMAT to rearrange the postponed meeting with the CEO. 	<p>Chair</p> <p>Chair</p>

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	<p>2. Chair to contact the Elliot Trust.</p> <p>3. Chair to investigate an “empty” MAT model.</p>	Chair
13.	<p>Ofsted:</p> <p>a. The Head reminded Governors that the School was due for an Ofsted inspection in 2016-17. There would be very little notice of the visit and Governors should be prepared to field questions that indicated a wide knowledge of the School and its performance.</p> <p>b. Governors agreed that it would be useful to attend the LA training session entitled “Preparing for Ofsted” on 17 October 2016.</p> <p>c. The Head suggested that if the session was good, the School could ask the LA to conduct an in-house training session.</p> <p>d. Governors agreed to the Head’s suggestion that it would also be useful to have a briefing on the process by a Head and Chair of Governors from a school that had been inspected in the autumn term.</p> <p>Actions:</p> <p>1. Available Governors to book places on the “Preparing for Ofsted” training on 17 October 2016.</p> <p>2. Head to ask a school that had been inspected by Ofsted in the autumn term to brief Governors on the process.</p>	<p>All</p> <p>Head</p>
14.	<p>Any other business:</p> <p>a. Primary Schools Area Seminar:</p> <p>i. The Head informed Governors that the Primary Area Seminar was on 4 October. The seminar would be led by National Regional Schools Commissioner for the East, Tim Coulson. Governors agreed that the Chair would attend. Other governors would check diaries and attend if possible.</p> <p>Actions:</p> <p>1. AW to attend the Primary Schools Area Seminar on 4 October 2016.</p> <p>2. Other governors to attend the Primary Schools Area Seminar on 4 October 2016 if possible.</p> <p>b. Energy Refit Conservation programme:</p> <p>i. GD reminded Governors of the presentation given to the FPPS Committee in June about a programme to improve the heating/electrical performance of the school. A desktop assessment had been carried out, the results of which had been shown to FPPS Committee.</p> <p>ii. GD further reminded Governors that the timeframe for making a decision about whether to take up the offer of a loan for making the improvements was the end of November.</p> <p>iii. If the School could be guaranteed the energy savings promised, then it would be worth making the investment while such a low-cost loan was available.</p> <p>iv. The cost of a full energy assessment of the School would be £1200, which would only be payable if additional savings were found over and above the desktop assessment.</p> <p>v. Governors agreed that GD should arrange for a full energy assessment to be carried out as part of the Energy Refit programme.</p> <p>Action: GD to arrange for a full energy assessment of the School to be carried out.</p> <p>There was no other business.</p>	<p>AW</p> <p>All</p> <p>GD</p>
15.	Date of next FGB meeting: Tuesday 29 November 2016 at 6.30pm	

Signed by Chair of Governors: Date:

The meeting ended at 8.40pm

Signed by Chair of Governors: Date: