

Houghton Primary School
Minutes of Full Governing Body Meeting held on
Tuesday 12th October 2021 at 6.30pm (virtual meeting)

Governors Present:

Darren Rice (DR) **Chair** LA Governor
 Amy McLennan (AM) Staff Governor
 Angela Passant (AP) Co-opted Governor
 Amanda Spencer (AS) Parent Governor
 David Sweet (DS) Parent Governor
 Liz Bligh (LB) Co-opted Governor
 Lynsey Tweddle (LT) Parent Governor
 Sally Michaels (SM) Co-opted Governor
 Georgina Young (GY) – Head Teacher

Also Present:

Mandy Brown (MB) School Business Manager

	Agenda Item	Action
1)	Apologies for Absence – All present. DR welcomed Sally Michaels to the Governing Body.	
2)	Election of Chair of Governors and Vice-Chair Darren Rice expressed his availability to be re-elected as Chair of Governors, was seconded by DS and therefore re-elected unopposed. There were no nominations for the Vice-Chair’s role, this remained vacant. DR asked that if anyone wanted to discuss this further, he would be happy to do so.	Govs
3)	Declarations of pecuniary interest: There were no declarations of pecuniary interest for the meeting and all paperwork had been completed in advance of the meeting and returned to the school office.	
4)	Minutes of last FGB: i) Minutes of the FGB meeting held on 6 th July 2021 were circulated to Governors prior to the meeting and agreed as accurate. ii) There were no matters arising.	
5)	Recruitment Update i) Governors	

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	<p>Vacancy for Parent Governor had not yet been concluded.</p> <p>ii) Clerking The governing body thanked Daisy for providing previous clerking and minuting to the FGB.</p> <p>Action: As there had been no interest in applying for the clerking role, DR will contact LA about the CAMBS clerking service.</p> <p>iii) HT Recruitment Arrangements have now been finalised for the virtual assessment day for HT candidates scheduled for 14th October. The recruitment panel in conjunction with the School team agreed this would take place on a single day and would be managed virtually, due to the latest COVID advice from County.</p> <p>DR advised that the panel had met with Craig Duncan regularly throughout the process to ensure continuity and adherence to the recruitment protocols.</p> <p>An informal tea and cake meeting with the wider school team has been scheduled for 5 p.m. on 13th October at the school for any Governor who could attend with staff members to meet the two shortlisted candidates whom are available for the assessment day.</p> <p>DR expressed the Governors' thanks and gratitude to all those in the school family for their ongoing support and contribution to the preparations, with specific praise for Mandy, Amy and Frances.</p>	DR
6)	<p>Strategic Governance: Reports from Governors - None</p>	
7)	<p>Planning The Chair noted that the combination of the intensity of the ongoing Covid-19 pandemic, the emphasis on the HT recruitment process and the number of current vacancies on the FGB have been prohibitive of progressing the discussion of a strategic governance plan for the FGB.</p> <p>DR agreed to discuss with LT offline trying to reinvigorate focus in this area.</p>	
8)	<p>Ofsted – Section 8 Requirements</p>	

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	<p>GY advised that Ofsted inspections were running late and whilst in theory the inspection for Houghton should have been completed this year this is not the case. However there was no indication of when this would happen. The SLT were looking at the Ofsted handbook and the new framework to plan accordingly.</p> <p>GY suggested training in pairs or for our Governing Body, aligned with school teams.</p> <p>DS had attended the course and there was a focus on the rhythm of learning.</p> <p>Action: Access the Handbook via the training portal and determine actions required to support the process.</p>	Govs
9)	<p>Operational: School - Covid Update</p> <p>GY confirmed there were no staff cases at the time (100% double-jabbed) and the first child case was reported 3 weeks previously and there were now 6 cases in class 6. This was causing anxiety among children and parents. The Yr 6 team had responded extremely well and were to be commended.</p> <p>Teachers were planning continually for remote learning noting the 10 day contingency planning should self-isolation and or illness prevail.</p> <p>In general, staff morale continues to be challenged by the ongoing pandemic and restrictions in place.</p> <p>Pupil attendance remained high at over 90% so far this year.</p> <p>DR thanked the staff members for their proactive approach and timely intervention.</p>	
10)	<p>School Overview – October 2021</p> <p>GY had provided a Head’s report. There were no urgent matters to discuss other than those raised elsewhere in the minutes</p>	
11)	<p>Finance and Premises</p> <p>GY advised that the £30k for SEND referenced by Jon Lewis when we attended the July FGB meeting had not been received.</p> <p>Action: DR to chase</p> <p>AS referred to the graphic which showed that catch-up provision was</p>	DR

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	£1400 – percentage of pupil premium. GY advised she is meeting with other Heads to discuss.	
12)	Community – to be discussed next meeting	
13)	<p>School Self-Evaluation/Ofsted GY advised that Craig Duncan, the school Improvement Adviser from LA had visited the school and prepared a report which was on Google Drive.</p> <p>The FGB noted how extremely positive and complimentary the report had been for HPS and commended this as further endorsement of the school's approach during significantly challenging times.</p>	
14)	School Improvement Plan – update in Head's report	
15)	<p>Policies</p> <ul style="list-style-type: none"> i) Child Protection Policy was approved ii) Model Teachers' Pay policy to be reviewed by LB and AP Action : Send to DS for comment and approval before end October. iii) Governors' allowance policy Action: E-mail DR with any comments iv) Headteacher's Performance Pay – it was agreed that an appraisal team of SM and LT would meet and review urgently. Any appeal would be sent to DR. <p>Action: DR to co-ordinate responses to actions ii), iii) and iv) above</p>	<p>LB/AP</p> <p>Govs</p> <p>DR</p>
16)	<p>AOB</p> <p>Please advise the Chair of any items by 15th November 2021.</p>	ALL
17)	Date of next Full Governors' meetings (virtual): Tuesday 30th November 2021 at 6.30pm.	

The meeting ended at 8.15pm

Agreed by Governors at Virtual FGB on 14th December 2021 and recorded in the Minutes.