



Huntington Community Primary School
Aldford Road, Huntington, Chester, CH3 6E

The Governing Body of Huntington Community Primary School

**Minutes of a Full Governing Body Meeting held on
Wednesday 29th June 2022 at 6.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Mr Duncan Rose	Headteacher		Headteacher	✓
Mr Brian Turner	LA	20.11.2022	Chair	✓
Mr David Whitehead	Co-opted	26.11.2023		✓
Ms Louise Gibson	Co-opted	14.10.2024		✓
Mr Andy Wentel	Parent	15.04.2023		✓
Mrs Caroline Willis	Parent	15.04.2023		✓
Mrs Claire Callaghan	Parent	08.06.2025		✓
Mrs Holly James	Parent	08.06.2025		Apologies
Mrs Gail Thomson	Staff	28.02.2023		✓
Mrs Nicola Harrison Smith	Co-opted (Staff)	15.03.2026		✓
Vacancy	Co-opted			
Vacancy	Parent			
In attendance				
Mrs Lisa Nicholson			Deputy Headteacher	✓
Stephen Ewell			Clerk	✓

1. APOLOGIES

Apologies had been received in advance of the meeting from Holly James.

RESOLVED:

- That the apologies received from Holly James be accepted.
- That the meeting was deemed quorate.



2. DECLARATIONS OF INTEREST

RESOLVED: that there were no additional declarations of pecuniary interest for this meeting.

3. GOVERNING BOARD MEMBERSHIP

The Headteacher updated Governors that he had received a letter of resignation from Dr. Stephen Ball. Governors acknowledged Dr Ball's resignation and noted that this created a Parent Governor vacancy which would need to be considered in due course.

4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 16th March 2022 had been circulated in advance of the meeting.

RESOLVED: The Part One minutes of the meeting held on 16th March 2022 were confirmed to be a true record.

The minutes would be signed in Governor Hub.

5. MATTERS ARISING

There were no matters arising.

Governors reviewed the previous actions as follows:

Item	Action	Who	Timescale
Item 21	Governors to meet and agree a parent survey form to go out in September. Ask OFSTED Group to provide a pro-forma.	All Governors	Ongoing. #1
16 MAR 22 Item 7	Headteacher and SBM to undertake a review of the number of staff in the Admin Department at the end of this academic year.	Headteacher and SBM.	Ongoing
16 MAR 22 Item 11	Chair, Headteacher, Louise Gibson and Dave Whitehead to determine an appropriate letter to submit to CWAC outlining the school's position regarding the car park.	Chair, Headteacher, Louise Gibson and Dave Whitehead.	Completed. To be discussed in meeting.

#1 Governors discussed the matter of conducting parent surveys and noted that schools are encouraged to consult with parents on a regular basis. ParentView is



one way of conducting the survey and the Chair noted that there should be a direct link to ParentView on the school website.

The Headteacher added that during the Covid lockdowns the school had undertaken lots of electronic consultation with parents which had been very effective. Governors considered whether just having a link on the website would look passive and the school needed to be more proactive in engaging with parents. It would also be possible to undertake a survey at parents evening which would get a good response rate.

The Headteacher suggested that the survey could be the first area of focus when School Spider is launched in September 22.

Governors resolved that the link be uploaded to the school website and the Year 6 children be asked to undertake a leaving survey.

6. UPDATES FROM COMMITTEE MEETINGS

- Finance and Personnel Committee 11th May 22
- Curriculum Committee 25th May 22
- Premises and Health & Safety Committee 15th June 22

The Chair updated Governors that during the Finance Committee, Governors had reviewed the effect the reduction in pupil intake numbers was having on the projected school finances. It was important to get updated census data to allow further review to take place.

- Q.** *What is the intake number for Reception children this September?*
A. *41 is the current number.*

RESOLVED: that the update and minutes from the Finance and Personnel Committee, Curriculum Committee and Premises and Health & Safety Committee be received.

7. FINANCE

The Headteacher updated Governors with the Budget 22/23 and Three-Year Plan Forecast which was shared on screen.

SECTION 1 - SUMMARY MEDIUM TERM PLAN	Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
(A) Balance Brought Forward (previous E)	-173,416	-76,215	-34,092	3,068
(B) Projected Income (From F)	1,871,768	2,062,639	2,086,245	2,085,269
(C) Projected Expenditure (from D)	1,788,639	2,020,516	2,049,085	2,068,577
(D) In year surplus/-deficit (B-C)	83,129	42,123	37,160	16,692
(E) Projected Carry Forward (A+D)	-76,215	-34,092	3,068	19,760



The previous 2022 carry-forward figure had deteriorated from a deficit of £3k to a deficit of £34k, predominantly resulting from the pay award which CWAC had originally advised would be paid in May 22, and the Edsential charges which were processed by CWAC in error, as eleven months of school meal charges were already included in the 21/22 financial year figures.

The Three-Year Plan is predicated on 41 children joining in September 22 and 55 in September 23. The Nursery will be full next year. The full Budget file is in the finance folder if Governors wish to review the figures further.

Q. *Are the electricity and gas costs fixed?*

A. *No, they are variable.*

Q. *How many children will there be in Nursery?*

A. *There will be 26 children in nursery and most of these will go on to join Reception.*

Governors considered the Three-Year Plan and noted that it was a good outcome that the historic deficit position would be negated, and there would be a surplus carry forward of £20k by September 2024. The Headteacher stated that the challenge was to understand what would happen beyond this period in years 4 and 5.

The Chair noted that it was not easy to adjust staffing levels quickly so cost reductions if required would need to be made in materials and other areas. The Headteacher added that additional staffing may be required to support the new phonics programme. A Governor stated that if the school does not spend the money, then results may drop, and this could cause other issues.

RESOLVED: Governors approved the update to the 22/23 Budget and the Three-Year Plan.

8. HEADTEACHER'S REPORT

The Headteacher's Summer Term Report had been circulated to Governors in advance of the meeting. The report was shared on screen. The Headteacher went through the report and highlighted the following areas.

School children on roll numbers were provided as follows:

Class	Pupils	Change
Nursery	20	0
Reception	43	+3
KS1	114	0
KS2	224	+2
Whole School (excl Nursery)	381	+5

Attendance 2021/22

The Fischer Family Trust Attendance graph was reviewed by Governors.



The headline attendance level is 92.4% across the whole school. It was noted that FSM children were below the national average at 87.7%.

- Parent/teacher meetings will take place face-to-face in July for the first time since Spring 2020.
- The school's Twitter feed continues to illustrate the life of the school, and there has been an increase of 100 followers recently.
- Governors reviewed a series of photographs covering the school's residential visits and music opportunities for the children.
- The choir had attended the incredible *Young Voices* concert at Manchester Arena.

Q. *Are photographs such as these available to the parents?*

A. *Yes, lots of photographs and other material is made available to the parents.*

Q. *Do we have any relationships with newspapers in terms of getting positive marketing material about the school distributed?*

A. *The Deputy Headteacher sends lots of material to the local newspapers, but this channel does not seem to work anymore as the newspapers never print any of it.*

The Chair informed Governors that the SBM had suggested that Governors produce a Governors' blog, and that she would be happy to support the process. It was noted that some Ofsted outstanding schools tended to have an active Governors' blog. Governors discussed the matter and would consider how best this could be implemented.



- The Little Wandle systematic synthetic phonics scheme will be implemented from September across the school, with particular focus on Reception and Year 1.
- A number of Inter-school sports opportunities have taken place including a cricket tournament at Christleton's club ground, and a Year 4 football tournament at Blacon High. Also, the girls and boys football teams qualified for the Chester Champions Finals Day.
- The traditional school sports day has returned this term, along with spectators, after modified formats during the pandemic.
- A wealth of extra-curricular opportunities have been provided in school including Miss Bunning's Musical Theatre Club, delivering two fantastic performances of 'Matilda' for a live audience.
- During this summer Passion for Learning Volunteers will visit the school and will be working with groups of around 12 children to help to build self-esteem for those children who need a boost in this area.

Governors thanked the Headteacher for his comprehensive report

RESOLVED: Governors received the Headteacher's Report.

9. MILK OR WATER ONLY SCHOOL PROPOSAL

The Headteacher provided Governors with a paper detailing the results of a parental consultation on the proposal for the school to move to providing only milk or water as drinks to the children.

Of the 63 replies, 73% were in favour, and 19% against, with the remainder being 'Not Sure/Other'.

Q. *Were the 63 responses from households?*

A. *It was an online form, so the assumption is that it was 63 households responding.*

Governors considered the issues raised in some of the responses including;

- Hydration of children
- Increased visits to the toilet
- Taking away parental choice
- Impact on children's diet

The Headteacher added that the school had some concern that implementing the proposal may put some parents off joining the school at a time when pupil intake numbers were reduced, but it was thought that if it was combined with a healthy eating proposal it will be seen as a positive intervention.



The plan is to undertake a trial before the end of this term and then, if this is successful, launch in September 22.

Q. *Is children's toileting during lesson times an issue?*

A. *During Covid the school moved to allowing children to go to the toilet during lesson time to reduce mixing in the toilet areas. The school is now reverting to only toileting at break time, but it is taking some time for the children to readjust to this.*

RESOLVED: Governors approved the implementation of the Milk or Water Only proposal.

10. LENGTH OF THE SCHOOL DAY

The DfE have introduced a requirement that all schools with classes in Year 1 and above should implement a minimum expectation for the length of the school week. While the change to a minimum of 32.5 hours per week (6.5 hours a day) for all except EYFS (Nursery and Reception) does not have to take place until September 2023, there is a clear expectation that schools will adopt the changes as soon as practicable.

The Headteacher had prepared a paper which has been circulated to Governors to consider. The start/end times detailed in the table below had been considered and agreed by the SLT.

	Start/End	Morning	Afternoon	Total Weekly Hours (decimal)
Nursery	08:55 – 14:55	08:55 – 11:55 = 3 hrs	11:55 – 14:55 = 3 hrs	n/a
EYFS/KS1	08:45 – 15:15	08:45 – 12:00 = 3:15 hrs	13:00 – 15:15 = 2:15 hrs	32.5
KS2	08:45 – 15:25	08:45 – 12:00 = 3:15 hrs	13:00 – 15:25 = 2:25 hrs	33.3

Nursery will not be affected, but it is planned that Reception classes will meet the expectation, despite there being no requirement to do so.

The school is required to implement the changes, and this will require some consultation with the staff. In KS1 and EYFS the TAs will not get paid more for the extra 10 minutes on the end of the school day, since they are already paid to that time.

The Chair reiterated that the change needs to be made and that it is understood that additional guidance will be published during the summer.

RESOLVED: Governors approved the proposed new school day timings to be implemented from September 22.



11. PUPIL PREMIUM REPORT

The Pupil Premium Strategy Statement had been circulated in advance of the meeting. Lisa Nicholson, the Pupil Premium Lead, provided Governors with a brief overview of the statement.

11.08% of the school's children are eligible for Pupil Premium, and the overall budget received for this academic year was £78,280. The school is now starting to prepare case studies to back up the data that has been provided.

RESOLVED: Governors received the Pupil Premium Strategy Statement.

12. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

The latest version of the SSIP had been circulated for Governors to review. The Headteacher noted that specific plans had now been sent to the individual Governors responsible, and the next stage will be to create a summary version which identifies the actions and how they have been met. This summary version can then be uploaded onto the school website if required.

Governors discussed setting up a meeting of the Chairs of the Committees to set the objectives for the SSIP for next year. In terms of the actions that remained unaddressed these were due to the limitations caused by Covid, except for the TA appraisals, which remain unaddressed but will be completed in the near future.

RESOLVED: Governors received the School Strategic Improvement Plan update.

13. REVIEW OF VISION: ETHOS AND VALUE STATEMENT

This item will be scheduled for review at the Autumn FGB.

14. POLICIES FOR REVIEW

The following policies had been circulated in advance of the meeting:

- Allegations of Abuse Against Staff
- Staff Code of Conduct
- Staff Disciplinary Policy
- Staff Disciplinary Procedure
- Staff Grievance Policy
- Staff Grievance Procedure
- Supporting Pupils with Medical Conditions Policy



The policies had previously been approved at Committee level and now required FGB approval. All the policies were either standard School Bus or CWAC versions. In terms of the Supporting Pupils with Medical Conditions Policy, Governors had discussed the wording supporting the school taking children to hospital if this was a more pragmatic solution than a long wait for an ambulance.

Q. When taking children to hospital the policy states that two staff members will be required. Would this ever cause issues for the school?

A. No, the school would always find a way to resolve this as having a second staff member accompanying the child to the hospital would be the priority.

RESOLVED: That the policies presented to the meeting be approved.

15. LINK GOVERNOR REPORTS

There were no Link Governor Reports to consider at this meeting.

16. SCHOOLS BULLETIN

The latest Schools Bulletin had been circulated to Governors and discussed in the recent Committee Meetings.

Governors noted the following items:

- The updated KCSIE document will come into force on the 1st September 22.
- Education Secretary, Nadhim Zahawi, has announced that parents in England will be given access to data revealing how their school is using the National Tutoring Programme. Huntington has implemented the programme by utilising existing staff within the school. Children are then familiar with the staff when they are being tutored, and there has been lots of positive feedback.
- Governors discussed the Summer Holiday Activities and Food Programme (HAF) and noted that this can sometimes be a delicate issue with parents.

17. GOVERNMENT WHITE PAPER ON ACADEMISATION (MARCH 2022)

Governors discussed the recently published white paper on academisation. The Chair noted that there has not been that much publicity around the implications of



the white paper so far. All the documents that have been published have been uploaded into a separate folder within GovHub.

The National Education Union are opposed to the move to academisation, and they have published a useful paper highlighting a number of issues they have identified. The options will be to join an existing MAT, form a new MAT, or look to join a MAT that is formed by the LA. Governors agreed that there was a requirement to keep focused on the issue as it develops and the Headteacher added that it will be following the next general election when it will be absolutely clear that the proposals in the white paper will be implemented.

Governors agreed that the matter should become a standard item on the FGB agenda going forward so it was always considered at each meeting.

18. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no communications or actions to be brought to Governors attention

19. DATES AND TIMES OF NEXT MEETINGS

The following schedule of meetings were agreed for the next Academic Year.

Autumn Term 2022

Finance Committee	Wednesday 5th October 2022
Curriculum Committee	Wednesday 12 October 2022
Premises, H&S Committee	Wednesday 9th November 2022
Full Governing Body	Wednesday 7th December 2022

Spring Term 2023

Finance Committee	Wednesday 8th February 2023
Curriculum Committee	Wednesday 15th February 2023
Premises, H&S Committee	Wednesday 8th March 2023
Full Governing Body	Wednesday 15th March 2023

Summer Term 2023

Finance Committee	Wednesday 10th May 2023
Curriculum Committee	Wednesday 24th May 2023
Premises, H&S Committee	Wednesday 14th June 2023
Full Governing Body	Wednesday 28th June 2023



20. AOB

The Chair informed Governors that he had made the difficult decision to step down as Chair and Governor when his term of office expires in November 2022. The Chair added that he would continue to serve as Chair for the time being and would attend the Committee meetings in the Autumn Term, but a new Chair would need to be elected for the FGB in December. He would also attend the staff meeting in July.

There were no further non-confidential matters for Governors to consider.

Chair of Governors: _____
Huntington Community Primary School

Date: _____

PART ONE ACTION LIST

Item	Action	Who	Timescale
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