



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 28th June 2023 at 19.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Mr Duncan Rose	Headteacher		Headteacher	✓
Mr David Whitehead	Co-opted	26.11.2023		✓
Ms Louise Gibson	Co-opted	14.10.2024	Chair SEP 25	✓
Mrs Nicola Harrison Smith	Co-opted (Staff)	15.03.2026		✓
Mrs Sonja High	Co-opted	23.04.2027		Apologies
Mrs Caroline Willis	Parent	15.04.2023	Vice-Chair SEP 25	✓
Mrs Claire Callaghan	Parent	08.06.2025		✓
Mrs Holly James	Parent	08.06.2025		✓
Mrs Amanda Robinson	Parent	18.04.2027		✓
Mrs Beth Hennessy	Parent	18.04.2027		✓
Mrs Fiona Fenton	Parent	18.04.2027		✓
Vacancy	Staff			
In attendance				
Rachel Fisher			SBM	✓
Stephen Ewell			Clerk	✓

1. APOLOGIES

Apologies had been received in advance of the meeting from Sonja high.

RESOLVED:

- That the apologies received from Sonja High 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 Clerk noted that Dave Whitehead's term of office as Co-opted Governor would expire before the next scheduled FGB meeting, and it would be pertinent to re-appoint him at this meeting. Dave Whitehead indicated that he was keen to continue in the role of Governor.

RESOLVED: Dave Whitehead be re-appointed as Co-opted Governor for a further term of four years.

Governors considered the requirement to appoint a Chair of the FGB for the forthcoming Academic Year. The Clerk informed Governors that he had not received any expressions of interest in advance of the meeting. A Governor proposed that Louise Gibson continue in the role of Chair, which was unanimously supported by the FGB.

RESOLVED: Louise Gibson be appointed Chair for a two-year term of office commencing September 2023.

Governors considered the requirement to appoint a Vice-Chair of the FGB for the forthcoming Academic Year. The Clerk informed Governors that he had not received any expressions of interest in advance of the meeting. Caroline Willis informed Governors that she would be willing to fulfil the role if no other Governors expressed an interest. Following a discussion, the FGB unanimously voted to appoint Caroline as Vice-Chair.

RESOLVED: Caroline Willis be appointed Vice-Chair for a two-year term of office commencing September 2023.

Governors considered the remaining Staff Governor vacancy, and the Headteacher indicated that he would review potential candidates for the role.

Governors reviewed the list of Link Governor roles, and a revised allocation was determined as detailed below. It was noted that the Safeguarding Governor was required to hold Level 3 Safeguarding training, and Louise Gibson confirmed she had level 3 training.



Staff Welfare	Louise Gibson
Safeguarding and Prevent	Louise Gibson
Communication With Parents	Holly James/Fiona Fenton
Early Years	Caroline Willis/Beth Hennessy
Pupil Premium/Sports Premium	Amanda Robinson/Sonja High
SEND	Amanda Robinson
Maths	Dave Whitehead
English/Phonics/Literacy/Reading	Caroline Willis/Louise Gibson
Science	Dave Whitehead
Foundation Subjects	Amanda Robinson/Fiona Fenton
Health & Safety	Dave Whitehead
Website Compliance/GDPR	Claire Callaghan
PSHE/RE/RSE	Holly James/Beth Hennessy
Behaviour/Mental Health & Wellbeing	Holly James/Beth Hennessy

Governors considered the current membership of Committees, and the Committee membership was updated as detailed below.

Finance and Personnel Committee

Clare Callaghan – Chair
 Duncan Rose
 Louise Gibson
 Dave Whitehead
 Beth Hennessy
 Amanda Robinson
 Sonja High

Curriculum Committee

Caroline Willis - Chair
 Duncan Rose
 Louise Gibson
 Fiona Fenton
 Holly James

Premises, Health and Safety Committee

Dave Whitehead - Chair
 Duncan Rose
 Louise Gibson
 Clare Callaghan
 Nicola Harrison Smith
 Sonja High



4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meetings held on 15th March 2023 and 19th April 2023 had been circulated in advance of the meeting.

RESOLVED: that the part one minutes of the meetings held on 15th March 2023 and 19th April 2023 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
15 MAR 23 Item 8	Produce a one-page infographic to the Parent Survey which would provide a very visual response to parents.	Headteacher	Headteacher to draft a response incorporating Ofsted questions and circulate to Governors.

6. UPDATES FROM COMMITTEE MEETINGS

The following Committee meetings had taken place during the Spring Term.

- Finance & Personnel Committee 10th May 2023
- Curriculum Committee 24th May 2023
- Premises, Health & Safety Committee 14th June 2023

The minutes from the committee meetings had been circulated in advance of the meeting.

Governors discussed the effectiveness of the Committee meetings and where decisions were being made. Governors noted that it was important that there was challenge evident in both the Committees and at the FGB meeting.

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

7. FINANCE

Governors reviewed the Final Budget Pro Forma which was shared on screen.

SECTION 1 - SUMMARY MEDIUM TERM PLAN				
	2021-22	2022-23	2023-24	2024-25
(A) Balance Brought Forward	-76,216	-34,093	-86,897	-55,906
(B) Projected Budget/Income	2,070,092	2,082,392	2,127,464	2,130,323
(C) Projected Expenditure	2,027,969	2,135,196	2,096,474	2,153,694
(D) Budget Shortfall/surplus	42,123	-52,804	30,991	-23,370
(E) Projected Carry Forward	-34,093	-86,897	-55,906	-79,276

The Headteacher updated Governors that CWAC had informed the school that the deficit budget can't be approved without a plan to return to a surplus position within three years. In addition, CWAC had confirmed that they do not have a "Falling Rolls" fund, which might have been able to provide some support for the school's position.

A further meeting will be scheduled with CWAC to discuss additional opportunities for cost savings, which Governors discussed at the meeting.

The following cost saving options were considered:

- School ELSA works three days a week.
- The SENDCO.
- There are a number of floating TAs but Governors noted that these are very important to the school and will also be used in supporting the mixed age classes next year.

Q. Is the meeting with CWAC for them to suggest cost savings?

A. Yes, that is the expectation.

Q. When is the meeting likely to take place?

A. Before the end of term. The school isn't in a position to recruit any more staff for the time being.

The Headteacher added that there remains a high number of SEND children within school which has increased costs. The Chair expressed concern that CWAC would potentially be making cost saving decisions without a detailed knowledge of the



school. It was noted that TA support in classes is very important for the Early Years children.

Q. *Is the Diabetic Support TA a statutory requirement?*

A. *No, it is a health and safety decision by the school.*

Governors discussed the management of diabetic children and noted that the TA can be required to treat Diabetic Hypo symptoms in the classroom if the alarm goes off. The Headteacher added that the school doesn't receive any additional funding for a diabetic child.

Q. *Is there any scope to increase the income into the school such as running an additional Nursery class?*

A. *The school has considered having an additional class, but a certain number of children would be required to join the class for it to break even. There is a spare classroom currently which could accommodate an additional Nursery class, but again this may change in the future.*

The Chair concluded the discussion stating that a solution could not be determined at this meeting, and the next stage would be to understand what CWAC suggest at the forthcoming Finance meeting. The Chair, Dave Whitehead and Claire Callaghan would attend the meeting to support on behalf of the FGB.

Governors also reviewed the explanatory sheet that detailed the movement between the February forecast and the actual outturn for 22/23, which resulted in a deficit carry forward of £86,897.

RESOLVED: Governors received the Budget update and Outturn for 22/23.

Rachel Fisher left the meeting at 20:30pm.

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 took Governors through the report and highlighted the following areas:

The number on roll has decreased by 2 and is now at 384 for the whole school plus 25 children in nursery.

Attendance – the school absence rate is at 5% compared to the national average of 6.2% and Persistent Absence is at 12.2% compared to the national average of 18.2%. Persistent Absence at a national level has seen quite a dramatic increase.

The school recognises that actively pursuing the Persistent Absence children can be an effective course of action, and the school will look to pursue all of these children



more vigorously going forward. Staff are also trying to engage more with the parents and build up a dialogue to support attendance metrics.

Q. Can the school fine the parents?

A. Yes, this is one course of action but unsure as to how effective it would be.

Partnership Links - The school's Twitter feed continues to evidence the life of the school, and recently a Tweet about Year 1's 3D fossil art set a school record for engagement, reaching over 9,000 people, including Lyme Regis Museum.

Q. Does the school look to engage with the local press for highlighting positive marketing messages?

A. Generally the local press are not interested in school-based stories anymore.

Residential Visits - Since the last FGB meeting, three junior year groups have enjoyed residential visits:

- Year 3 to the Burwardsley Outdoor Education Centre
- Year 4 to the Robinwood Centre near Wrexham
- Year 6 to the Conway Centre on Anglesey.

All visits went well, with the Robinwood Centre found to be an impressive new venue with outstanding pupil care, and a repeat visit has already been booked for next year.

Sport/PE - This term pupils have enjoyed considerable sporting success, having taken part in a Rounders Tournament at Bishops' High School, a Year 4 Football Tournament at Blacon High in which the school were runners up, and the District Athletics where the school were runners up, by one point, to The Queen's School.

In addition, the Nursery and Infant sports mornings were held last week, with the junior event due to take place in July.

Parent Questionnaire – Governors discussed the recent Parent Questionnaire and the context of the proposed response to this in the light of the Ofsted Inspection interviews of parents, which had taken place more recently. Governors agreed that a combined response to both questionnaires would be appropriate and noted that communication has been highlighted as an issue.

The response to parents would best be framed by highlighting what the school does well before detailing the areas identified for improvement. The two key areas for improvement are communication and the response to bullying. Governors noted that 90% of parents would recommend the school.



The Headteacher would draft the response and then circulate it for Governors to review. It was important to prepare carefully the wording relating to the response to bullying and potentially actual figures should be used rather than percentages to highlight the small number of occurrences.

The letter would be a joint letter from the Headteacher and Governors, and it was agreed that it was important that the letter to parents be distributed before the end of term.

RESOLVED: Governors received the Headteacher's Report.

9. SAFEGUARDING REPORT

The Headteacher informed Governors that the Safeguarding Report would now be tabled at the Autumn 23 FGB meeting.

The Chair noted that all Governors are required to undertake Safeguarding training at least every three years, and a review of training would be undertaken in September 23. The Chair informed Governors that she had requested a meeting in school to view the Single Central Record.

RESOLVED: Governors received the update on Safeguarding.

10. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

The Headteacher updated Governors that towards the end of term each designated Link Governor will receive a summary report to review, and to be used as the basis for setting some priorities for the forthcoming year. In addition, the latest Ofsted Report should be used as a guide to setting priorities for the SSIP.

A review meeting with staff will be held before the end of term and both Louise Gibson and Caroline Willis would attend on behalf of the FGB. Any other Governors able to attend would be welcome.

RESOLVED: Governors received the SSIP Update.

11. POLICIES FOR REVIEW

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

- First Aid Policy



- Pupils with Additional Health Needs Attendance Policy (formerly titled Children with Health Needs who cannot attend school).

Both policies had been reviewed in detail at the recent Premises and Health & Safety Committee, and the First Aid Policy had been re-circulated to Governors following the Committee incorporating the changes identified at the meeting.

RESOLVED: Governors approved the policies presented to the meeting.

12. LINK GOVERNOR REPORTS

Science

Dave Whitehead informed Governors that he had met with the Science Subject Lead and had a very positive review meeting. The Plymouth Science Scheme was proving a very effective support, and the observation made by Ofsted to focus on the link between Early Years and Later Years was also discussed.

In terms of the Science Subject Lead being able to validate that all teachers are teaching Science consistently, it was noted that two mornings each year are set aside for such a review. In addition, book scrutiny will support in this.

Q. Is there any way to free up more of teachers' time to allow further review of the consistency of teaching subjects across the school?

A. This can be discussed at the next SLT meeting.

The teacher's wellbeing was also discussed, and this was considered to be up and down at times, and that there was a lot of challenge with the current Year 6 cohort.

English

Caroline Willis and Louise Gibson had undertaken an English Link Governor visit meeting with Lisa and Kerry. The meeting had been a very interesting meeting, and the feedback in relation to Little Wandle was very positive, although the new scheme does need some further time to be fully embedded. The children's vocabulary is really improving with a wide range of words being utilised.

In addition, the Pathways to English scheme received positive feedback and provides building blocks for progression of learning through the years.

Some concerns have been expressed on the introduction of the mixed year classes next year and how this will be planned for.

The Chair stated that it was important that Governors increased the number of Link meetings next year, and that staff had indicated it would be good to put faces to names and to meet with the Governors. Teachers had also expressed some concern



that due to there being some difficult cohorts in school currently, that Governors might visit on a day when there was particularly bad behaviour from a child. It's important to recognise that this is no reflection on the teacher.

The proposed Learning Walk will not now go ahead, and instead the Chair indicated that she would visit the school at the next Inset Day to talk with teachers and explain Link Governor roles and that the meetings would become routine going forward. This meeting would also highlight to teachers that Governors are not there to judge but to support the teachers. The date would be 4th September 2023, and Governors were also welcome to attend for this short session.

RESOLVED: Governors received the Link Governor Reports and Chair's update.

13. SCHOOLS BULLETIN

The June 23 Schools Bulletin had been circulated to Governors.

Governors noted the following item:

- Milk and Water Only Toolkit for Primary Schools - Governors noted that Edsential had removed the milk from the school kitchen due to increasing costs which would be an issue going forward.

Claire Callaghan stated that at her school they receive free milk each day for Nursery and Reception children. She would forward the appropriate details to the School Business Manager.

RESOLVED: Governors received the School Bulletin update.

14. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors of the following items:

- An email had been received in relation to SEND children and that the number of assessments had increased dramatically and there are now further delays in the awarding of EHCPs. It was also stated that there are now more SEND children being taught in mainstream schools as there is no spare capacity within specialist schools. The e-mail had been shared with Governors.
- A letter had been sent out to parents detailing when the Ofsted Report will be available, and the letter emphasised how proud the school was of the children.



- An anonymous e-mail had been received from a member of staff about the national situation for teachers and general well-being issues. The letter was not a complaint but more about making Governors aware of the situation.

15. DATES AND TIMES OF NEXT MEETINGS

Governors reviewed the proposed meeting dates for the forthcoming Academic Year. There was one change made moving the Spring Term Curriculum Committee meeting to the 7th February 2024. All meetings would commence at 17:30pm.

Huntington	F Committee1	Wednesday	04/10/2023	17:30
Huntington	C Committee1	Wednesday	18/10/2023	17:30
Huntington	HS Committee1	Wednesday	22/11/2023	17:30
Huntington	FGB1	Wednesday	06/12/2023	17:30
Huntington	F Committee2	Wednesday	31/01/2024	17:30
Huntington	C Committee2	Wednesday	07/02/2024	17:30
Huntington	HS Committee2	Wednesday	06/03/2024	17:30
Huntington	FGB2	Wednesday	20/03/2024	17:30
Huntington	F Committee3	Wednesday	01/05/2024	17:30
Huntington	C Committee3	Wednesday	22/05/2024	17:30
Huntington	HS Committee3	Wednesday	12/06/2024	17:30
Huntington	FGB3	Wednesday	26/06/2024	17:30

16. AOB

Holly James had circulated an e-mail in advance of the meeting asking whether some meetings could be held on a hybrid basis in future, with online access for Governors unable to attend in person due to work commitments or working away.

Governors discussed the proposal, and it was resolved that the matter would be discussed in more detail at the December FGB meeting. The Chair thanked Holly for raising the matter at the meeting.

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
15 MAR 23 Item 8	Produce a one-page infographic to the Parent Survey which would provide a very visual response to parents.	Headteacher	Headteacher to draft a response incorporating Ofsted questions and circulate to Governors.