



**Huntington Community Primary School**  
**Aldford Road, Huntington, Chester, CH3 6EA**

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**The Governing Body of Huntington Community Primary School**

**Minutes of a Full Governing Body Meeting held on  
 Wednesday 6<sup>th</sup> December 2023 at 17.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Mr Duncan Rose	Headteacher		Headteacher	✓
Mr David Whitehead	Co-opted	26.11.2027		✓
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		✓
Mrs Caroline Willis	LA	14.03.2027	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			
<b>In attendance</b>				
Stephen Ewell			Clerk	✓

**1. APOLOGIES**

No apologies had been received in advance of the meeting. All Governors were present.

**RESOLVED:**

- 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

Governors considered the remaining Staff Governor vacancy, and the Headteacher indicated that the school would hold a staff election before the Christmas break.

Governors reviewed the membership of Committees and resolved that Amanda Robinson who is the Link Governor for SEND would join the Curriculum Committee.

All Governors confirmed they had read the updated Code of Conduct. The Chair will sign on behalf of the FGB. The Clerk confirmed that there was a Confirmation dated 2023 in Governor Hub for Governors to acknowledge.

All Governors confirmed they had read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), 1 September 2023.

The Headteacher confirmed that the school website and Get Information about School (GIAS) were up to date. The Chair noted that Ofsted had highlighted two documents on the website which were not up to date, and that she would send the details to the Headteacher.

Governors considered the proposal for holding some meetings on a hybrid basis in future. The proposal would provide the potential for some Governors to attend meetings virtually when work commitments prohibit attending in person. Following the discussion Governors agreed to take a vote at the end of the meeting.

## 4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 28<sup>th</sup> June 2023 had been circulated in advance of the meeting.

**RESOLVED:** that the part one minutes of the meeting held on 28<sup>th</sup> June 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	<b>Completed.</b>

**Q.** *Did the draft letter go out to parents?*

**A.** *Yes, it did.*

## 6. UPDATES FROM COMMITTEE MEETINGS

The Terms of Reference of the three Committees had been reviewed at each meeting and recommended to the FGB for approval.

**RESOLVED:** Governors approved the Finance & Personnel Committee Terms of Reference, the Curriculum Committee Terms of Reference and the Premises, Health & Safety Committee Terms of Reference.

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

- Finance & Personnel Committee            4th October 2023
- Curriculum Committee                        15th November 2023
- Premises, Health & Safety Committee    22nd November 2023

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

The Chair informed Governors that at the Premises, Health & Safety Committee meeting the proposal to appoint a Wellbeing Dog to attend the school, supported by a presentation from Lisa Nicholson, had been reviewed and was proposed for FGB approval.

**RESOLVED:** Governors approved for Rodney to become the Wellbeing Dog to the school.

**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 Budget Monitoring Report had been circulated in advance of the meeting.

The summary Three Year Plan is detailed below. Changes requested by CWAC had been made to the version reviewed at the recent Finance & Personnel Committee,  
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reflecting the impact of the unfunded Support Staff pay increase (£1,925 at all pay points, backdated to April 2023). These updated figures also include allowance for 1.5 additional TA posts now felt necessary to support KS2 pupils.

### November update

<b>3-YEAR BUDGET PLAN - SCHOOL DELEGATED BUDGET</b>	<i>Indicative figure only</i>			
	<i>Provisional/Actual figure</i>			
<b>SECTION 1 - SUMMARY MEDIUM TERM PLAN</b>	<b>Actual</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
(A) Balance Brought Forward (previous E)	-34,093	-86,904	23,211	94,046
(B) Projected Income (From F)	2,082,392	2,152,898	2,161,206	2,191,484
(C) Projected Expenditure (from D)	2,135,203	2,042,783	2,090,371	2,138,457
(D) In year surplus/-deficit (B-C)	-52,811	110,115	70,835	53,028
(E) Projected Carry Forward (A+D)	-86,904	23,211	94,046	147,074

The key issue remains whether the school can return to two form entry next year, and Governors noted that the closing date for Reception applications is 15<sup>th</sup> January 2024, which will provide more clarity. The school has also offered more open days this year. The next Budget meeting with the LA Budget Officer will provide further detail on the school year to date financial performance.

The school is currently trying to recruit for three TA posts but following advertising no suitable applicants have yet been interviewed.

The school has incurred costs on providing Agency staff, for a child that was not in Budget as they were expected to leave in September. There is no funding in place for this child, although an EHCP has been applied for, and it is expected now that the child will leave in December.

**Q. Are the Supply staff covering for the three TAs the school can't recruit?**

**A. There were 1.5 TAs included within the updated budget.**

The Headteacher added that there will also be some additional costs to be incurred, including alternative provision for the Sports Tutor who will be leaving the school in December. The first quote received for a potential replacement was very expensive and would double the cost of the provision.

**Q. How many hours does the current Sports Tutor cover?**

**A. It is ten hours per week, plus four hours to cover clubs.**

Governors discussed the increase in the cost of Sports provision, and considered whether it would be appropriate to start charging parents for attending clubs which is commonplace in other schools.

**Q. How many children tend to attend clubs?**

**A. It tends to be about thirty per club. In the past the school has utilised Sports Premium funding to support the Sports clubs.**



The Headteacher added that the key is to maintain the PPA session cover for teachers, and the matter will be discussed with staff at the end of the calendar year.

The Headteacher provided an update on the quote for the repairs of the leaking roof, with the school being required to contribute £4,600 on the basis that the school may have infringed the warranty in the past. Currently the leaks are getting worse.

**Q.** *Have Kier offered to pay for any of the repairs?*

**A.** *They have indicated they are willing to make good some of the interior damage, such as replacing ceiling tiles and some replastering work.*

Governors discussed the matter and agreed it was important the roof leaks were repaired as soon as possible, to prevent any further damage to the school interior. The Headteacher added that he would revert to Kier and ask if they will make at least some contribution to the exterior repair costs.

**RESOLVED:** Governors received the Budget Monitoring Report.

Caroline Willis joined the meeting at 18:06pm.

## 8. HEADTEACHER'S REPORT

The Headteacher's Autumn 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:

Pupil Numbers - The number on roll has decreased since the previous meeting, with lower numbers once more in Reception. There are now 375 children on roll excluding Nursery. The Nursery is now over-subscribed, and Year 6 numbers have been allowed to grow beyond the intended maximum (32) for financial reasons.

Attendance – the school attendance rate is improved at 96.2%, with Persistent Absence reducing to 8.1% from 12.7%.

The school now has access to the DfE's new 'View your education data' tool, which compares the school's attendance with the 127 other primary schools in CWAC that have elected to share data with the DfE. The table below details the comparative data.

Attendance measure	Percentage	Ranking <sup>①</sup>
Overall attendance	96.2%	You are ranked 40 out of 128 schools
Overall absence	3.8%	You are ranked 40 out of 128 schools
Persistently absent	8.1%	You are ranked 20 out of 128 schools
Severely absent	0.3%	You are ranked 77 out of 128 schools
Authorised absence	2.9%	You are ranked 41 out of 128 schools
Unauthorised absence	0.9%	You are ranked 41 out of 128 schools



The school is now more vigorous in chasing attendance, with an increase in letters being sent to parents. The school has also received some responses from parents to the letters, which is a positive step. The 0.3% Severely Absent data is caused by one family with very poor attendance.

Absence for FSM pupils is higher, by 7%, although influenced by the extremely low attendance of three pupils who joined the school in September, and with whose parents discussions are ongoing.

**Q. Are there any other initiatives in place for the FSM Group?**

**A. There is some tutoring being received from Passion for Learning.**

**Q. In terms of poor attendance does this tend to be driven by the children or the parents?**

**A. The school perception is that it is more the parents. There are some parents who appear to be oversensitive to perceived illness of the children.**

CENS - CENS Headteacher meetings have continued, as has informal contact via social networks in relation to matters of the moment. The valuable joint writing moderation programme commences shortly, organised through The Literacy Company with most CENS schools participating.

Curriculum - Writing is a key focus for the year, and Literacy Company consultants have supported staff both within school (Year 5/6) and at CWAC workshops (Year 1-4).

Wellbeing - A Wellbeing Week for staff was devised by Governor Beth Hennessy. Daily treats for staff, including doughnuts and coffee from local supplier Ginger Monkey, were accompanied by free entry in a daily raffle, a goodie bag and lovely messages of support. Mrs Nicholson facilitated the programme within school. The Wellbeing Week was very well received by all the staff, and the Headteacher provided massive thanks to Beth for all her hard work.

Pupil and staff Wellbeing has also been enhanced by the initial visits of Rodney, the Wellbeing Dog.

Residential Visits – Residential visits have been arranged for all junior year groups once more, following overwhelming support for this in the parental survey conducted in July with 86% in favour.

The school had also consulted on continuing to provide a full week for the Conwy residential, and all parents answered positively. The school will need to consider whether this visit is changed to a half week in the future, due to cost issues for both parents and the school.



*Q. Did the school subsidise the trip this year?*

*A. Yes, to ensure the trip came in at below £400, which is still expensive for parents.*

**RESOLVED:** Governors received the Headteacher's Report.

## **9. ACADEMISATION**

The Headteacher informed Governors that no further enquiries had been made by the school in regard to Academisation.

Governors discussed the matter and were in agreement that it was important that the matter was not delayed too far in case the school had no choice over which MAT to join. It is also important that any Trust that the school does join shares the same values and ethos as the school and noted that some Trusts are more prescriptive than others.

*Q. Is the deadline 2030?*

*A. It was originally, but this deadline has been deferred.*

*Q. How will the staff feel?*

*A. This will depend on a number of factors. It is possible that they will feel less involved.*

Governors resolved that a Working Group be set up to further review the issues and challenges arising, and to ensure the school is well prepared.

The Working Group would comprise of:

Headteacher  
Louise Gibson  
Claire Callaghan  
Caroline Willis  
Amanda Robinson  
Beth Hennessy

The Academisation Working Group will meet early next term, and feedback to the FGB meeting to be held in March 2024.

**RESOLVED:** Governors received the Academisation update.



## 10. PUPIL PREMIUM REPORT

The Pupil Premium Strategy Statement had been circulated in advance of the meeting. The Statement had been prepared by Lisa Nicholson the Pupil Premium Lead and was required to be published on the school website by the end of December.

The Statement details the school's use of Pupil Premium Funding to help improve the attainment of disadvantaged pupils. It outlines the Pupil Premium strategy, how the school intends to spend the funding in this academic year, and the impact that last year's spending of Pupil Premium had within the school.

The estimated budget for this Academic Year was £70,305. Amanda Robinson had reviewed the Statement and uploaded her Link Governor Report to Governor Hub.

**RESOLVED:** Governors received the Pupil Premium Strategy Statement.

## 11. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

The Headteacher informed Governors that the updated version of the SSIP had been uploaded to Governor Hub, including adding in the revised Link Governor roles where they relate to monitoring elements within the plan. The appropriate staff members are also identified.

The Governor Action Plan Allocation was shared on screen, and the Effectiveness of Early Years section was highlighted. Caroline Willis, and Beth Hennessy are the Link Governors responsible, and the key areas of focus will be:

- Outdoor Learning,
- Curriculum & Assessment,
- Parent Involvement, Individual/Group Support.

Governors discussed Communication which had been identified as an area for improvement by Susan Walters the SIP. It may be possible to review what other schools are doing in terms of their communication methods. The Headteacher added that the school had utilised Facebook for advertising for MDA roles, and this had worked effectively.

The next review of the SSIP will take place next year, when Governors should be focussing on their Link Governor area and arranging meetings with the appropriate teaching staff.

**RESOLVED:** Governors received the SSIP Update.





## 12. POLICIES FOR REVIEW

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

- Safeguarding Policy
- SEND Information Report.
- SEND Policy.
- Pay Policy.
- Instrument of Government 21 FEB 22

The SEND Information Report had been provided for information purposes.

There were no material changes to the SEND Policy.

Safeguarding Policy – The Headteacher had further reviewed the option to add in additional paragraphs from KCSiE, as discussed at the previous Premises, Health & Safety Committee, but the school had made the decision to stay with the standard CWAC version Safeguarding Policy.

Pay Policy – the policy is the CWAC version with the recent pay uplift details included. The detail here is included in the Part 2 minutes.

Governors reviewed the Instrument of Government dated 21 February 2022, and determined that no amendments were required.

**RESOLVED:** Governors approved the Safeguarding Policy, SEND Policy, Pay Policy and the Instrument of Government 21 FEB 22.

The Headteacher noted that the Statement of Behaviour Principles would be circulated for review in due course.

## 13. LINK GOVERNOR REPORTS

Amanda Robinson had uploaded two reports, SEND and Pupil Premium, and provided an update as follows:

The following items had been highlighted by Mrs Kirkness the SENDCo:

- MyHappyMind is underutilised in some classes, and it would be beneficial if more teachers utilised the application. MyHappyMind will now continue for next year following the agreement of a discount with the provider.
- There is a requirement for staff to undertake Trauma Informed Training, and a quote for the cost will be obtained.



- Zones of Regulation – these have been introduced by the ELSA and are working well. There are different colours for the child to identify where their mindset is, and it would be very supportive if they could be adopted in all classrooms.
- Mrs Kirkness sometimes feels overwhelmed with the workload, particularly in respect of processing EHCP applications. The Headteacher has agreed for Mrs Kirkness to work from home on Fridays to help support her on this.

**Q.** *How is Mrs Kirkness's overall wellbeing. Does she receive supporting supervisions?*

**A.** *Yes, there is a CWAC SENDCo cluster which provides support, as well as meeting up with other SENDCos at Educational Psychologist meetings.*

Governors discussed the level of workload on the SENDCo and noted that it was important to do everything possible to support her. Amanda Robinson stated that Mrs Kirkness had appreciated the Link Governor meeting and felt more positive afterwards, understanding that the Governors were keen to support her.

Following the discussion, it was noted that it was important for the whole school to engage with "Our Way of Working". The Headteacher would review the potential for providing the Trauma Informed Training and investigate why MyHappyMind is not being utilised in all classes.

The Headteacher concluded stating that the SENDCo role was a very challenging role.

**Q.** *How often should the Link Governor meetings take place?*

**A.** *Suggest Termly for meetings linked to SSIP Actions, and less frequently for the other meetings.*

Governors thanked Amanda Robinson for her comprehensive reports.

The Chair stated that it was now important for the Link Governors to arrange visits to their Link Teachers.

**ACTION:** Link Governors to arrange visits to their Link Teachers.

**RESOLVED:** Governors received the Link Governor Reports.

#### **14. SCHOOLS BULLETIN**

The Schools Bulletin had been circulated to Governors.

Governors noted the following items:



- Leases for photocopiers – The Headteacher confirmed that the recent photocopier lease undertaken by the school had been cleared with CWAC.
- The requirement to have Governors who are Safer Recruitment trained. Claire Callaghan and Sonja High confirmed they are both Safer Recruitment trained.
- Edsential training summary is detailed on Page 10. The school has subscribed for the Edsential training contract, and Governors were requested to review the training summary and identify any training that would be useful.

**RESOLVED:** Governors received the School Bulletin update.

## 15. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors of the following items:

- A number of emails had been received from teaching staff, thanking Beth Hennessy for supporting with the Recent Wellbeing Week.
- The Mersey Forest have responded to the school's request for some trees to provide shade for the KS2 outdoor area, and the school will be able to access some free trees. The Chair will follow up on this opportunity.

**ACTION:** Chair to follow up with Mersey Forest regarding the tree planting scheme.

## 16. DATES AND TIMES OF NEXT MEETINGS

The 23/24 meeting schedule is detailed below.

Huntington	F Committee2	Wednesday	31/01/2024	17:30
Huntington	C Committee2	Wednesday	28/02/2024	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	05/06/2024	17:30
Huntington	FGB3	Wednesday	26/06/2024	17:30



## 17. AOB

There were no further non-confidential matters raised at the meeting.

Chair of Governors: \_\_\_\_\_  
Huntington Community Primary School

Date: \_\_\_\_\_

### PART ONE ACTION LIST

<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>Timescale</b>
6 DEC 23 Item 13	Link Governors to arrange visits to their Link Teachers.	Link Governors	
6 DEC 23 Item 15	Chair to follow up with Mersey Forest regarding the tree planting scheme.	Chair	