



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

Summer Term 2021

The Governing Body of Huntington Community Primary School

**Minutes of a Virtual Full Governing Body Meeting held on
Wednesday 23rd June 2021 at 6.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Mr David Whitehead	Co-opted	26.11.2023		✓
Mr Brendan Hennessy	Co-opted	14.10.2024		Absent
Ms Louise Gibson	Co-opted	14.10.2024		✓
Mr Brian Turner	LA	20.11.2022		✓
Dr Stephen Ball	Parent	15.04.2023		Apologies
Mr Andy Wentel	Parent	15.04.2023		Apologies
Mrs Caroline Willis	Parent	15.04.2023		✓
Mrs Claire Callaghan	Parent	08.06.2025		✓
Mrs Holly James	Parent	08.06.2025		✓
Mrs Gail Crompton	Staff	28.02.2023		✓
Mr Duncan Rose	Headteacher		Headteacher	✓
Mrs Jacqui Critchley			Clerk	✓
Mrs Lisa Nicholson			Associate / DHT	✓ At 19.10

The Clerk took the Chair for the first 4 agenda items.

All governors confirmed they were in a secure environment.

1. WELCOME TO NEW GOVERNORS

Governors warmly welcomed the two new parent governors to the meeting and introductions were carried out.

Governors were reminded that **all discussions** that take place at committee and full governing body meetings are **strictly confidential** and are not to be repeated or discussed outside of the Governing Body.

The Part One minutes of meetings are a public record and will be published **after they have been approved** at the next Governing Body or committee meeting.

All items recorded in Part Two are strictly confidential and are not available to the general public.



2. APOLOGIES

- Apologies had been received from Mr Wentel and Dr Ball.

RESOLVED: That the apologies for absence submitted by Mr Wentel and Dr Ball be accepted based on their reasons for absence.

- Mr Hennessy was absent with no apologies.

Governors discussed the absence of Mr Hennessy and noted that currently he is working on a huge project for work and is away from home for long periods of time.

RESOLVED: That Mr Hennessy's absence be noted.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made or changes to annual declarations recorded.

ACTION: New governors were reminded to complete the Declaration of Interest form sent with their welcome pack and return them to school Office for school records.

4. ELECTION OF CHAIR OF GOVERNORS

No nominations were received in advance of the meeting and nominations were sought by the Clerk. There were no nominations received.

It was noted that Mr Turner is currently the Vice Chair, and he has been standing in as Chair in Mr Hennessy's absence.

Governors discussed the matter and agreed that they required more time to look at succession planning and the Chair and Vice Chair roles. As the Chair and Vice Chair had originally been appointed until the autumn term 2021, an extra-ordinary meeting will be held in September to agree the way forward.

RESOLVED: That governors agreed to continue with Mr Turner as Acting Chair until the September meeting.

5. ELECTION OF VICE CHAIR OF GOVERNORS

No nominations had been received and based on the discussion and decision above, it was agreed that Mr Whitehead would support Mr Turner until the September meeting when the appointment of Chair and Vice Chair would be undertaken.

RESOLVED: That Mr Whitehead would support the Acting Chair until the elections of Chair and Vice Chair take place at the extra-ordinary full Governing Body meeting which will be held on 15th September 2021 at 6.30pm.



6. MEMBERSHIP

Governors received the changes to membership since the last meeting and noted that:

a) Mrs Morgan – Co-opted Staff Governor: Mrs Morgan's term had expired, and she had not stood for re-appointment. Governors recorded their thanks to Mrs Morgan for her service to the Governing Body and Mr Turner will write a letter of thanks on behalf of the governors.

b) Co-opted Governor Vacancies: There are now 3 vacancies, and these were discussed. Mr Turner offered to look at the current skills audits and identify areas of weakness so that adverts could be placed requesting specific skills.

Mr Turner noted that Mrs Morgan had brought the perspective of teaching assistants to the meetings and another teaching assistant would be welcome.

ACTION: Headteacher and Mrs Crompton to ask TAs (*teaching assistants*) for interest in being the co-opted staff governor.

c) Role Descriptor for Parent Governors: Mr Turner noted that currently there are only role descriptors for Chair, Vice Chair and Safeguarding governor. A discussion document is available on Governor Hub and the role of the parent was taken from the School Bus model so was current.

Governors were happy with the document apart from some rewording required on confidentiality. Mr Turner will reword the document and send to the Headteacher for agreement.

ACTION: Mr Turner to reword the Role Descriptor discussions document and send the amended document to the Headteacher for approval.

Mrs Nicholson entered the meeting at 19.10.

Induction Booklet for New Governors: A draft document put together by Mr Turner was available on Governor and was discussed. Mr Turner noted that:

- He would like each new governor to have a mentor, preferably not the Chair or Vice Chair of Governors, who could offer help and advice and a friendly ear.
- New governors should be invited to meet the Chair and Vice Chair informally.
- Identity tags for governors would be useful for when they visit school in their governor role.
- All governors be invited to attend assemblies and events in school when visits are permitted.

Governors CW and LG liked the new document and the idea of new governors having a mentor which they would have appreciated when they first became governors.



d) Headteacher's Performance Management Panel: The panel for 2021/22 was confirmed to be Mr Turner, Mr Whitehead and Mrs Willis.

Mr Turner noted that the recommended procedure is to have a written record of the meeting and for the panel to produce written recommendations of actions and/or salary increase for the next full Governing Body meeting.

It is also recommended that the Headteacher's Appraisal should supersede the staff appraisals so that targets can be cascaded down. That recommendation is already being followed by the Governing Body with the Headteacher's appraisal taking place in late summer / early September and the staff in October.

e) School Improvement Partner Appointment: Governors discussed and agreed to appoint Mrs Susan Walters, an experienced school improvement partner.

ACTION: Mr Turner to ask the Bursar to check Mrs Walters availability for September.

7. MINUTES OF LAST MEETING

The part one minutes of the meeting held on 24th March 2021 had been circulated in advance of the meeting.

RESOLVED: The Part One minutes of the meeting held on 24th March 2021 were agreed to be a correct representation of the meeting.

8. MATTERS ARISING

There were no matters arising.

Governors reviewed the previous actions as follows:

Agenda	Action Point	Who/When	Outcome
Item 6	Send the Headteacher contact details for a PAT tester	D Whitehead Term end 2021	Action completed summer half term. Action closed.
Item 8	Draw up a clear proposal for cover for the Bursar prior to the May meeting, and for the Headteacher, DW and the school's Bursar to put together a firm proposal to HR.	Finance Committee Summer term	Action completed and closed. See update below
It was reported that the Bursar is leaving at the end of term and school are advertising for a Business Manager to replace her. Governors reported that there are a lot of adverts out for School Business Managers (SBM), but the Huntington advert looks great and is offering one of the highest grades. It was disappointing that no-one has applied to date.			
Item 9	Mr Turner to inform Janine Smart of the action to form a working party to present a solution to CWAC re the CUA by late April / early May.	B Turner Early May	Action completed and closed. See update below



Mr Turner reported that he has written to D Grainger at the LA (<i>Local Authority</i>) regarding the reservations the school and Governors have regarding the CUA (<i>Community Use Agreement</i>). There has been no response to date and therefore the CUA is currently in abeyance. He noted that no maintenance of any kind has been carried out by the LA.			
Item 12	The Headteacher to send out a parent survey before Easter.	Headteacher Prior to Easter	Action completed. See below
A Google Form was sent out to parents for comments on remote learning. School have received some really nice comments and also some constructive criticism. The Headteacher will put the survey results on the school website. Governors discussed holding a Post-Covid-19 survey at a later date. ACTION: Headteacher to put survey results on the school website.			
Item 13	Mr Turner to circulate dates for Ofsted readiness working party meetings	B Turner April / May	Action completed and closed.
The Ofsted Readiness working party has been set up and has met. Another meeting will take place towards the end of term.			
Item 13	Mr Turner strongly recommended that governors read the practice Ofsted questions on both 'The Key' and 'The School Bus'.	All Governors End of summer term	Action completed and closed
Item 17	Mr Turner to upload a draft Governor Induction pack to Governor Hub prior to the next FGB meeting	B Turner As soon as possible	Action completed and closed. Discussed under Item 6.

9. CHAIR'S ACTIONS

There had been no meetings with CWAC regarding the CUA or the School Travel Plan.

10. COMMITTEE MEETING REPORTS

All committee minutes had been uploaded to Governor Hub prior to the meeting. There were no recommendations to be approved.

Link Governors: It was noted that Link Governors need to be in place for the autumn term. It was also noted that an updated Link Governor Report Form was required.

Visit reports should be uploaded to Governor Hub once reviewed and agreed with the member of staff visited.

11. FINANCE ITEMS

a) Budget 2020/21

To confirm the final year end, carry forward for 2020/21

As background for new governors, the Headteacher reported that the previous school had been a single form entry and there had always been a surplus carry forward at the end of the financial year.



The transition period from being a single form entry to a two-form entry school had been expected to be a short process and therefore school had opted to staff two teachers per year group prior to the move.

The new school had been predicted to be available within two years, but it took four years to complete so school had always predicted a deficit at the beginning and finances were picking up until recently when numbers were less than expected.

In one year group, 25% of the pupils have SEN (*Special Educational Needs*) so school are spending more on TA's.

The final year end carry forward for 2020/21 was confirmed to be -£76,215.

b) Budget Monitoring Report

Governors received the report and noted the carry forward for future years had been predicted to be:

- 2021/22 15,039
- 2022/23 90,031
- 2023/24 167,405

The revised carry forward figures< taking into account the Reception intake for September 2021, are now:

- 2021/22 -8,326
- 2022/23 -46,119
- 2023/24 -76,297

c) Budget 2021/22

To discuss and agree any changes to the draft 2021/22 budget agreed at the spring term meeting.

There is a shortfall in numbers for September which may decrease the carry forward surplus for future years. This is a demographic blip and, looking at benchmarking, we are in line with other schools.

It was noted that 20 children less would be a loss of £70k year on year so this is a challenge.

The DFE expect staff to receive progression increments, this will mean that all staff will be at the top of the scale in five years' time, therefore salary costs will increase.

Key Stage 1 TA support has been reduced due to budget, this leaves class TAs at the lowest level ever, so school need to look at revenue generation.

Governors noted that Saighton School is increasing in size, and this will have an impact on numbers at Huntington.

GQ: Aren't these numbers taken into account by the LA?



A: The PAN (Pupil Admission Numbers) is determined by pupils in the catchment area. Up to 38%-42% of children coming to Huntington are from out of catchment area and some pupils in catchment area are going to other schools.

The Headteacher reported that if numbers drastically decrease then there will have to be a restructure of class sizes.

RESOLVED: That the revised budget be approved.

Mrs James left the meeting at 20.05.

12. HEADTEACHER'S REPORT

This had been circulated in advance for governors to read and Mr Turner gave the opportunity for questions and comments.

The Headteacher reported that the one-day adventure days for years 4, 5 and 6 cannot go ahead now. The LA have issued clear guidance on visits and school are adhering to their policy and this was discussed.

Partnership links are continuing with local schools e.g., Boughton Heath Primary. The South Africa links are continuing with pupils communicating via email.

Whole school events will take place, but each class will be in its separate bubble as per the current measures which have been very effective to date.

Curriculum developments are ongoing, Pathways to Progress and the Maths Hub application are being used.

Mrs Nicholson gave a brief report on Pathways to Progress and noted that:

- Staff had been asked for input and reported that there had been 100% improvement on planning for teaching and learning. There had been very little negative feedback.
- Staff are able to tailor Pathways to Progress for pupil needs i.e. SEN (*Special Educational Needs*).
- It had been noted that Pathways to Write saves time and has improved stamina in writing etc.

Mrs Nicholson reported that she has sent information to the Chester Chronicle to promote the school, although she is not sure whether it was published. She noted that there are lots of fun and engaging activities being put on by staff i.e., Miss Bunning had entered pupils into the Poetry by Heart competition and a Year 6 pupil has got through to the finals stage in London.

RESOLVED: That the Headteacher's Part One report be received.



13. SENDCo REPORT

The report had been shared with the Curriculum Committee in May and had been available to all governors on Governor Hub.

The following questioning and discussions took place:

GQ: Would we expect more numbers in Reception / Year 1 as they progress through school life?

A: It would depend on the cohort. As they progress through school some needs do become more apparent, but some are able to hide it.

It was reported that in Year 4 and Year 5 SEN numbers were larger than expected with 14 SEN pupils in Year 4.

School is encouraging more use of the Forest Schools area which does have a positive effect on behaviour.

A Nurture Room has been suggested and it was noted that, although there are up front costs, this could have a massive impact on the whole school.

Pupil Premium and SEN numbers have increased, and school need to look at ways to address the problems and issues that arise.

A governor noted that funding is key because as the volume of SEN pupils increase the deficit will also increase.

GQ: Would it be possible to have a report on the last 10 years of funding and the numbers of SEN pupils so that we can compare?

A: This would be difficult as interventions need to be put in place prior to any funding being allocated, this means that school never catch up as they have already funded the extra support though the school budget.

It was noted that parents are happy with the support given to the SEN pupils in school.

14. SAFEGUARDING REPORT

The Safeguarding Governor reported that she has reviewed the Single Central Record with the Bursar.

The Safeguarding report is on Governor Hub and the following matters were noted:

During the year 2020-21:

- 14 children accessed the Family Support Workers
- 4 children were supported via a TAF (*Team Around the Family*)
- 2 children were supported by Social Care as Children in Need

It was noted that:

- Ideally the report would include the attendance of pupils.
- There are not many TAFs (*Team Around the Family*)



- The school Family Support Workers are having less access due to Covid.
- The children are supported by Mrs Mercer the ELSA (*Emotional Literacy Support Assistant*),

GQ: Do we know the average numbers of bullying incidents?

A: No. We do know there was an increase in racist incidents last year and we are looking to buy the No Outsiders scheme to address issues.

15. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

Governors noted the eight action plans on Governor Hub which had been shared with committees. The plans were colour coded to highlight the changes. Green text denotes changes from the autumn term review and blue text denotes changes from the spring term review.

A meeting will be held to look at the priorities for next year and Mr Turner will liaise with Mrs Willis and Mr Wentel to agree a date.

ACTION: Mr Turner to liaise with Mrs Willis and Mr Wentel to agree a date to discuss the SSIP priority areas of focus for next year.

16. EQUALITY INFORMATION AND OBJECTIVES

The policy had been discussed at Finance Committee and was also available on Governor Hub for governors to view.

17. PUPIL PREMIUM REPORT

The report is available on Governor Hub and had also been discussed by the Finance & Personnel Committee and their minutes were also on Governor Hub.

Governors reported that there is a new template to use and also a new reporting system in place. It was noted that the template from the EEF (*Education Endowment Foundation*) has been received and Mrs Nicholson will look at this with the link governor. Training should also be undertaken, and Mrs Nicholson will look for a suitable training course.

ACTION: Mrs Nicholson to look for a Pupil Premium training course to attend.

18. PE AND SPORTS PREMIUM REPORT

This report must be published online by the 31st July.

It was noted that the expected expenditure has been added to the report; however, some expenditure has not yet been made but will be spent by year end. Anything not spent will be rolled forward.

There has been less swimming due to Covid, although this began once more the summer term for Year 4, and Year 6 catch up swimming will take place next week at Northgate Arena. The Headteacher reported that out of 14 non-swimmers only 6 have taken up the offer.



A large amount of the funding (50%) is for the 1:1 support for PE. After School Clubs are also funded by the school so generally there is no cost to parents.

GQ: Are the percentage of targets the National Curriculum targets or our targets?

A: These are our targets.

GQ: Do the costs come to more than the funding?

A: Yes.

It was noted that the school had received £20,263. SEN spend for 10 pupils amounted to £5,700.

GQ: Will there be an end to the funding at any point?

A: We are generally informed in the summer term if funding will be in place for the following year. We do know that we will have funding next year.

GQ: Is this something we need to bear in mind for the future in case the funding stops i.e., the PPA cover for PE lessons?

A: This money cannot be used for PPA cover so that is not an issue. If there was no funding in future then we would have to charge for after school activities to pay the tutors, although they would probably still be subsidised by school.

19. POLICIES

Governors considered the policies reviewed at committees:

- Looked After Children (Premises/H&S Committee)
- Equality Information and Objectives (Finance & Personnel Committee)
This is an annual report and will be reviewed termly.

RESOLVED: - Governors ratified the policies as previously agreed at Committees

Pay Policy 2020/21

The policy has been rewritten to comply with the CWAC LA policy and was discussed.

GQ: Do we have to hold consultations with the trade unions?

A: Governors are only required to consult with the trade unions if the LA do not. CWAC LA do have regular consultations with the trade unions and then they amend the policy and send it out to the schools, so we are covered.

It was noted that last year the policy sent out by the LA had not been highlighted with tracked changes which is why the policy was adopted in its present form and why there are changes required now.

The following changes were reviewed:

Page 4: Para 1 Added "existing" before agreement.



Page 4: Para 3 Added “annually” to policy review.

It was noted that pay progression for teachers is no longer automatic and is now based on satisfactory appraisals. If an appraisal is not satisfactory then an increment can be withheld, and other proceedings may need to be instigated (although Capability is a separate process).

Recognition Award Scheme

All staff pay reviews must take place prior to the 31st October. The Headteacher will make recommendations to the Pay Panel for agreement.

General wage increases will come in on different dates from CWAC LA following consultations with unions.

GQ: Is there a salary range for staff?

A: Yes, and this should be specified as part of the document.

Extra payments can be awarded called TLRs and these payments reward additional leadership and management responsibilities undertaken by classroom teachers. The Governing Body determine the overall number of TLR payments available in the school and the levels and values of those payments.

Under the TLR payment system, there are no nationally prescribed levels or values of TLR payment. Each Governing Body decides for itself the overall number of posts of responsibility carrying TLR payments in the school.

The STPCD provides for three broad bands for the values of TLR payments: TLR1, TLR2 and TLR3 bands. TLR1 and TLR2 payments are permanent while the teacher remains in the same post. TLR3 payments are for a fixed, time-limited period only.

GQ: Subject leaders have additional responsibilities so why are they not receiving additional payments, for example a TLR 3 at £500.

The Headteacher reported that it is the expectation in primary schools that every teacher is responsible for a specific subject. Teachers are given time to carry out those roles and have non-core subject development time (on the basis of a rolling programme of subject focus).

The Deputy Headteacher reported that there is an expectation of experienced teachers that they will take on a role i.e., book scrutiny or learning walks.

Mr Turner reported that he had only raised this as it is part of the new Ofsted Inspection Framework, and this was discussed.

One governor who is an ex-teacher reported that it was always an expectation that teachers take on additional roles in school.



RESOLVED: That governors had reviewed and approved the policy and considered the recommendations.
(CWAC have indicated that a new guidance document will be published in September and the Chair has asked for a copy)

20. SCHOOL TRAVEL PLAN

Mr Turner reported that CWAC LA do not like the School Travel Plan approved by governors as there is too much focus on safe travel to school. It was noted that CWAC had not provided templates or advice to schools on completing a travel plan and this was discussed.

Governors had

- Identified the barriers of walking to school.
- Identified the key issues on the journey that would deter parents from walking to school.
- Identified how pupils travel to school.
- Identified the distances that pupils travel to school.

The results show that up to 75% of pupils walk to school, a small proportion travel by car.

Governors discussed the plan and agreed that it is great but too lengthy so needs to be consolidated to be relevant and easy to read.

It was noted that a School Travel Plan should identify the problems of travelling to school and then provide the evidence and this plan does that with photographs backing up the evidence. However, it was queried whether this plan drives change and that was discussed.

It was noted that the Action Plan can be amended to include the changes suggested by the Headteacher i.e., Bikeability training, Walk to School week etc. However, safety issues are beyond the school's control so should be highlighted.

GQ: So, shall we concentrate on the actions then?

A: Yes, but we still need reasons for the actions.

The Headteacher has a massive evidence base that can be drawn on and he reported that these things are included in the SSIP (*School Strategic Improvement Plan*).

Governors thanked Mr Turner for his excellent piece of work, which was truly appreciated; however a practical plan must be put in place.

ACTION: Mr Turner to rework the School Travel Plan



21. PARENT SURVEY

The parent survey was discussed, and it was noted that fewer responses are received the more surveys are carried out. The recent survey was focused on remote learning and the Headteacher suggested a survey in September to capture the views of new parents.

ACTION: Governors to meet and agree a survey form to go out in September.

22. SCHOOL'S BULLETIN

The School's Bulletin was available on GovernorHub, and the following matters noted:

Ecwip Broadband/Telephone: School have signed up to the new system and the Bursar is chasing this.

Local Living Wage: The implementation of the wage rise for external staff will be checked. It was noted that another local school has the Local Living Wage badge and that will be researched for the website.

Healthy Living – Milk and Water School: This is a CWAC pilot scheme and schools are being asked to sign up for that as children are the drivers.

GQ: Do we issue any guidance on contents for packed lunches?

A: Just healthy food and no nuts (due to allergies). We are not as prescriptive as other schools.

NQT (Newly Qualified Teacher) are now known as ECT (Early Careers Teacher):

This is a new induction procedure that will last for 2 years. It was noted that school will sign up for the ECT framework for Mr Bell.

23. DATES AND TIME OF MEETINGS 2021-2022

The following dates were considered and approved. All meetings will take place at 6.30pm either virtually or in school.

Autumn Term 2021

Finance Committee	Wednesday 29 th September
Curriculum Committee	Wednesday 13 th October
Premises, H&S Committee	Wednesday 10 th November
Full Governing Body	Wednesday 1 st December

Spring Term 2022

Finance Committee	Wednesday 2 nd February
Curriculum Committee	Wednesday 16 th February
Premises, H&S Committee	Wednesday 9 th March
Full Governing Body	Wednesday 23 rd March



Summer Term 2022

Finance Committee	Wednesday 11 th May
Curriculum Committee	Wednesday 25 th May
Premises, H&S Committee	Wednesday 15 th June
Full Governing Body	Wednesday 29 th June

ACTION: Mr Turner to contact the new governors regarding induction training.

ACTION: Clerk to send Mr Turner the emails of the new governors.

There being no further business the Part One meeting closed and Mrs Crompton and Mrs Callaghan left the meeting.

Chair of Governors: _____
Huntington Community Primary School

Date: _____

PART ONE ACTION LIST

Item	Action	Who	Timescale
Item 3	New governors were reminded to complete the Declaration of Interest form sent with their welcome pack and return them to school Office for school records.	Mrs James & Mrs Callaghan	Before the end of term
Item 6	Ask TAs (<i>teaching assistants</i>) for interest in being the co-opted staff governor	Headteacher & Mrs Crompton	Prior to next meeting
Item 6	Reword the Role Descriptor discussions document and send the amended document to the Headteacher for approval	Mr Turner	End of term
Item 6	Ask the Bursar to check Mrs Walters availability for September.	Mr Turner	End of term
Item 15	Liaise with Mrs Willis and Mr Wentel to agree a date to discuss the SSIP priority areas of focus for next year.	Mr Turner, Mrs Willis & Mr Wentel	End of term
Item 17	Look for a Pupil Premium training course to attend	Mrs Nicholson	Next term
Item 20	Rework the School Travel Plan	Mr Turner	By next term
Item 21	Governors to meet and agree a survey form to go out in September	All Governors	By next term
Item 23	Contact the new governors regarding induction training	Mr Turner	By next term
Item 23	Send Mr Turner the emails of the new governors	Clerk	Completed