



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

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

**Minutes of a Full Governing Body Meeting held on  
 Wednesday 20<sup>th</sup> March 2024 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		Apologies
Mrs Sonja High	Co-opted	23.04.2027		Apologies
Mrs Caroline Willis	LA	14.03.2027	Vice-Chair SEP 25	✓
Mrs Claire Callaghan	Parent	08.06.2025		Apologies
Mrs Holly James	Parent	08.06.2025		Absent
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**

Apologies had been received in advance of the meeting from Nicola Harrison Smith, Sonja High and Claire Callaghan. No apologies had been received from Holly James.

**RESOLVED:**

- That the apologies received from Nicola Harrison Smith, Sonja High and Claire Callaghan be accepted.
- That Holly James be recorded as absent.
- 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 stated that the Election process had commenced. The results should be available by the end of April.

## 4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 6<sup>th</sup> December 2023 had been circulated in advance of the meeting.

**RESOLVED:** that the part one minutes of the meeting held on 6<sup>th</sup> December 2023 were confirmed to be a true record.

The minutes would be signed in Governor Hub.

## 5. MATTERS ARISING

There were no matters arising.

There were no actions carried forward from the previous meeting for Governors to consider.

Item	Action	Who	Timescale

## 6. UPDATES FROM COMMITTEE MEETINGS

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

- Finance & Personnel Committee 31<sup>st</sup> January 2024.
- Curriculum Committee 28<sup>th</sup> February 2024.
- Premises, Health & Safety Committee 6<sup>th</sup> March 2024.

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



Governors discussed the Premises, Health & Safety Committee.

**Q.** *How did the tree planting go?*

**A.** *It was successful, and all the trees were planted. The Year 6 children planted one tree each, and the younger children worked in pairs to plant their trees.*

The Headteacher informed Governors that the meeting with KIER and the roofing subcontractor had now taken place, and they have now agreed that they will resolve the situation. There will be a review of the cost and the work should be completed in the near future with a guarantee provided. Once again, it was highlighted that school staff should not be going onto the roof, and a maintenance contract has been offered to the school for £500 per year.

**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 and Draft Budget 24/25 had been circulated in advance of the meeting.

Governors reviewed the summary Three Year Plan as detailed below. The outturn for March 24 is forecast as a small carry forward of £6k. The balanced Budget for 24/25 is supported by mixed classes in Years 1 and 2, and the school will need to develop a plan for returning to two classes next year.

<b>SECTION 1 - SUMMARY MEDIUM TERM PLAN</b>	<b>Actual 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>
(A) Balance Brought Forward (previous E)	-34,093	-86,897	6,154	53,575
(B) Projected Income (From F)	2,082,392	2,199,940	2,196,917	2,199,775
(C) Projected Expenditure (from D)	2,135,196	2,106,889	2,149,496	2,191,868
(D) In year surplus/-deficit (B-C)	-52,804	93,051	47,421	7,907
(E) Projected Carry Forward (A+D)	-86,897	6,154	53,575	61,482

The Budget for 24/25 includes allowance for three additional TA posts required for 1:1 and group support, which was not included in the previous version. This has resulted in additional expenditure of circa £30k in 24/25.

The school still needs confirmation of Reception intake for September 24, which is currently at 48, but there is usually some additional intake identified during the Summer Term.

**Q.** *Is the plan to revert to the normal two form structure for 25/26?*

**A.** *Yes. This is now looking more achievable if 48 children join the school in September.*



- Q.** *When will the communication on the class structure go out to parents?*  
**A.** *This is planned for after Easter.*

**RESOLVED:** Governors received the Budget Monitoring Report and approved the Draft Budget 24/25.

Beth Hennessy joined the meeting at 17:50pm.

### SFVS

The SFVS was shared on screen. The Chair informed Governors that she had met with the SBM on Monday and reviewed the SFVS in detail, as well as reviewing all the points highlighted by the recent CWAC Internal Audit review of the SFVS.

The Headteacher added that he had also reviewed the SFVS in detail.

**RESOLVED:** Governors approved the SFVS for submission.

### MIFP

The MIFP was shared on screen. Governors noted that many of the sections do not change, and that any changes had been highlighted by a coloured box, including where names had changed. The School Fund Audit details will be added in once the three years of Audit have been completed. The summary of Pecuniary Interest details can now be downloaded from Governor Hub.

**RESOLVED:** Governors approved the MIFP including Scheme of Delegation.

### School Fund

The school has reviewed three applicants to undertake the three School fund Audits. The preferred applicant will be confirmed in due course and the three audits will be completed during the Summer Term.

**RESOLVED:** Governors received the update on the School Fund.

### Cyber Insurance Policy

A summary of the costs and benefits of the Cyber Insurance quotes had been circulated and was shared on screen.

Governors discussed the summary and reviewed the benefits of the different levels of cover.

- Q.** *Are these annual quotes?*  
**A.** *Yes, it would be an annual policy.*



**Q.** *What could the school receive in the case of an incident?*

**A.** *This could be up to £500k or £1m, depending on the level of the cover put in place.*

Governors noted that the data is backed up every night, but there is a requirement to understand the backup process, and potentially undertake a test of retrieving backed up data. The insurance won't stop any incident taking place but would provide funds to help resolve the problem.

The Chair summarised the discussions noting that there were a number of different views and Governors agreed that it was an operational matter and that the Headteacher should make the final decision regarding whether to put cover in place, and the appropriate level of that cover.

**RESOLVED:** Governors received the update on the Cyber Insurance Policy.

Governors discussed use of Social Media and noted that the school is currently using "X" and possibly should consider using alternatives in the future such as Instagram. The matter would be considered at the next Health and Safety Committee meeting.

## **8. HEADTEACHER'S REPORT**

The Headteacher's Spring 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 by 2 pupils since the last report, with 10 arrivals and 12 departures. Overall, the school has gained 26 new pupils this year outside of EYFS.

**Q.** *Does the school look to balance the pupil numbers across the two classes. For example, Year 4 is not balanced?*

**A.** *Year 4 is more to do with the level of the challenge from some children so have one smaller class. The school will usually look to balance the sizes of the classes when possible.*

Attendance – The school is now utilising the DfE's new 'View your education data' tool for analysing attendance and allowing comparison with other primary schools in CWAC. 'Overall attendance' shows an improvement over the same period last year at 95.1% versus 94.9% previously. In addition, 'Persistently absent' reduced from 13.0% to 8.4%.

However, indicators have moved negatively since the Autumn Term, including the ranking against other schools. This will need further analysis as it is a new analysis tool and is too early to understand the patterns of the data.



Attendance measure	Percentage	Ranking ⓘ
Overall attendance	95.1%	You are ranked 55 out of 128 schools
Overall absence	4.9%	You are ranked 55 out of 128 schools
Authorised absence	3.8%	You are ranked 55 out of 128 schools
Unauthorised absence	1.1%	You are ranked 59 out of 128 schools
Persistently absent	8.4%	You are ranked 30 out of 128 schools
Severely absent	0.6%	You are ranked 92 out of 128 schools

The school continues to focus on attendance, and letters will be sent out next week to all children whose attendance has not improved. Pupil Premium children remain the major issue, and there will be increased attention on these children. It is worth noting that the proportion of Pupil Premium children at Huntington is not as high as at some other schools.

**Q. What strategies can the school implement?**

**A. Government guidance is for sending letters and issuing fines. It is also important to engage with the parents and ensure that they understand the importance of schooling.**

The Headteacher added that attendance levels are a national issue that all schools are having to deal with.

Teacher Training Institutions – The school has been joined by three student teachers, two from Chester University and one from Wrexham University. Relevant staff have undertaken mentor training, and the students have involved themselves in the life of the school, including accompanying classes on residential visits.

**Q. Does the school have to pay them?**

**A. No, the school actually receives circa £500 for supporting their teaching experience.**

**Q. How do the teaching staff feel about them?**

**A. It was discussed with the teaching staff, and it is hoped that they are grateful for the support they can provide.**

School Life – Governors reviewed the summary of School Life including recent Residential Visits, and the extra-curricular activities being participated in.

Football and Netball teams had both been successful this year, and sixteen children from Year 4 and Year 6 took part in the area cross country competition, with the Year 6 boys winning their team event and collecting a trophy and individual medals.



The Chair offered thanks on behalf of the FGB to the staff for all their efforts in supporting the extra-curricular activities and Residential Visits.

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

## 9. ACADEMISATION

The update on Academisation is detailed in the Part 2 minutes.

## 10. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

The Headteacher informed Governors that the updated version of the SSIP is due to be completed during April 24, and will be uploaded to Governor Hub.

Governors discussed Communications.

*Q. In terms of Leadership and Management, should the school consider employing a Communications Consultant?*

*A. It would be possible to obtain a quote but believe it would be prohibitively expensive.*

A Governor noted that although costly it would be an exercise that was only done once and would give the school an identity and would have a long-term impact. Governors discussed the matter further and whether there was an opportunity to collaborate with another school on communications. The Headteacher added that Susan Walters the SIP may be able to provide some guidance such as when marketing to prospective new parents. Governors considered that there should be enough expertise within the FGB, and that a Parental Survey could be undertaken.

**ACTION:** Headteacher to obtain a quote for the Communications Consultant.

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

## 11. POLICIES FOR REVIEW

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

- Statement of Behaviour Principles
- Behaviour Policy
- Data Protection Policy (approved by F&P Committee)

Statement of Behaviour Principles – The Headteacher informed Governors that the Statement was based on DfE guidance, with some additions included from the



School Bus version. In terms of developing the Statement, the school is expected to consult with parents, so it will be circulated to parents following approval by Governors.

Behaviour Policy – this is a School Bus version with some amendments. A section has been added to reflect the current Rewards scheme within school. The policy refers to adherence to a Searching, Screening and Confiscation Policy, and the school will need to create this policy.

In terms of the reference to electronic devices, add in “excluding phones in Years 5 and 6 which must be switched off.”

Governors reviewed the references to an Individual Behaviour Plan and noted that some staff required clarity on at what point a Behaviour Plan should be implemented. The Headteacher stated that it had been discussed with the SLT, and identified that staff need more guidance on identifying what zone a child is in. The school is considering implementing “Regulation Stations,” and there is a table in the policy for responses to individual incidents which had been put together with the staff.

The school has given some short-term suspensions based on a per incident basis, and CCTV is often utilised to support any review of behaviour.

*Q. How many children are on an Individual Behaviour Plan?*

*A. Not many – only when exhibiting physical behavioural issue.*

*Q. Do the staff need to be consulted on the implementation of the Behaviour Policy?*

*A. The staff were given the policy for review on Monday and will wait to see if any comments or observations are received.*

**RESOLVED:** Governors approved the Statement of Behaviour Principles, Behaviour Policy and the Data Protection Policy.

## **12. LINK GOVERNOR REPORTS**

Governors discussed Link Governor Reports, and the proposal to schedule a specific Governor Week with a view to increasing focus and trying to achieve all Link Governor visits during that week. Governors noted that it would be important for staff not to feel that they were being checked up on, and that it would also be an opportunity to thank staff for all their hard work.

A Governor added that successful Link Governor meetings had already taken place and a rapport was being built with the staff members concerned and questioned whether there would be any additional benefit from scheduling a specific week. The Headteacher suggested that maybe a window of time rather than a specific week for the visits could be scheduled.





It was noted that Ofsted had commented that not enough Governor visits into school were taking place, and that Governors were keen that through the visits the staff feel supported and not to add to their workload.

Following the discussion Governors agreed that no specific Governor Week was required, and that a table would be created which included the Link Governor, the Teacher concerned and the date of the last visit. This would be uploaded to Governor Hub and would allow for more formal monitoring of the Link Governor visits. It was also agreed that Governors should email teachers directly to arrange their Link visits.

**ACTION:** Chair to compile the Link Governor table, and the Headteacher would complete any gaps.

The Headteacher stated that in the SEND Link Governor report there had been some feedback on staff morale, and that the school would be undertaking another Staff Survey soon.

A Governor noted that recently the Deputy Headteacher had been away on a residential, and the Headteacher had been off work sick so there was no Safeguarding Lead in the school at the time.

**Q.** *Is there a requirement for a third or fourth DSL in school?*

**A.** *This was a very rare occurrence, when both the Headteacher and Deputy Headteacher are not in school.*

Governors discussed the matter and noted that any additional Deputy Safeguarding Lead would be required to undertake the training and noted that it had been a very rare occurrence.

Caroline Willis and Beth Hennessy noted that they had a really good meeting with Mrs Devlin, and whilst it is recognised that there are clear challenges from the children, it was a really positive meeting.

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

### **13. SCHOOLS BULLETIN**

The Schools Bulletin had been circulated to Governors.

Governors noted the following items:

- There is a real focus on attendance at the moment, and this had been discussed earlier in the meeting.



- There is the opportunity to install an EV charging point in school. There is a 75% grant available to cover installation. Governors considered the matter and resolved that it would not be appropriate to install one at this point in time.

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

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

The Chair informed Governors of the following items:

- The Clerk at a school in Mickle Trafford had contacted the Chair to form a collaboration which could be utilised for exchanging Governors if forming complaints Panels and for other similar requirements.
- The Chair had undertaken Trauma Informed Training which had been really good.
- A meeting was held with the SBM to review the SFVS.
- A meeting was held with the SBM to review the Single Central Record, which was all up to date.

#### 15. DATES AND TIMES OF NEXT MEETINGS

The 23/24 meeting schedule is detailed below.

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

#### 16. 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>
20 MAR 24 Item 10.	Headteacher to obtain a quote for the Communications Consultant.	Headteacher	
20 MAR 24 Item 12.	Chair to compile the Link Governor table, and the Headteacher would complete any gaps.	Chair/Headteacher	