



**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 26<sup>th</sup> June 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		✓
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		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>				
Lisa Nicholson	Dep. Headteacher			✓
Stephen Ewell			Clerk	✓

**1. APOLOGIES**

Apologies had been received in advance of the meeting from Nicola Harrison Smith. No apologies had been received from Holly James.

**RESOLVED:**

- That the apologies received from Nicola Harrison Smith be accepted.
- That Holly James be recorded as absent.
- That the meeting was deemed quorate.



## 2. DECLARATIONS OF INTEREST

Louise Gibson and Dave Whitehead informed Governors that they are members of the Parish Council, and in terms of the discussions regarding the Community Use Agreement, they would be representing the school as members of the FGB. If a conflict arises then they would notify the FGB.

**RESOLVED:** Governors noted the declarations made by Louise Gibson and Dave Whitehead.

## 3. GOVERNING BOARD MEMBERSHIP

The Chair informed Governors that after a term of over four years, Dave Whitehead would be resigning from his role as Co-opted Governor. Governors thanked him for his service and dedication in supporting the school.

Governors considered the re-appointment of Louise Gibson whose term as Co-opted Governor would end before the next FGB meeting. Louise left the meeting whilst Governors considered her re-appointment which was approved unanimously.

**RESOLVED:** That Louise Gibson be re-appointed as Co-opted Governor for a further term of four years.

Governors considered the remaining Staff Governor vacancy, and the Headteacher stated that no nominations had been submitted, and that as discussed previously the proposal was for Nicola Harrison Smith to fulfil the Staff Governor role, which will then free up an additional Co-opted Governor vacancy.

**RESOLVED:** That Nicola Harrison Smith be appointed as Staff Governor for the remainder of her current term as Co-opted Governor.

Governors noted that there were now two Co-opted Governor vacancies, and that potentially marketing/communications skills would be a useful addition to the FGB. Beth Hennessy added that she was aware of a parent who may be interested in joining the Board. Governors resolved that they would consider any potential candidates known to them and revert to the FGB for consideration in the Autumn Term.

**ACTION:** Governors to consider any potential Co-opted Governor candidates known to them and bring them to the FGB for consideration in the Autumn Term.

A summary of the current Link Governor roles and Committee membership had been provided for Governors to review. It was resolved that the review would be tabled at the next FGB meeting, once clarity on the appointment of the new Co-opted Governors was evident.



#### 4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 20<sup>th</sup> March 2024 had been circulated in advance of the meeting.

**RESOLVED:** that the part one minutes of the meeting held on 20<sup>th</sup> March 2024 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 actions carried forward from the previous meeting.

Item	Action	Who	Timescale
20 MAR 24 Item 10.	Headteacher to obtain a quote for the Communications Consultant.	Headteacher	Completed. #1
20 MAR 24 Item 12.	Chair to compile the Link Governor table, and the Headteacher would complete any gaps.	Chair/Headteacher	Completed. #2

**#1** The Headteacher informed Governors that a Communications Consultant had been commissioned, which is Diddu Communications who were recommended by Susan Walters the school SIP. The consultant will visit the school and review the school website as well as communications sent out by the school. The cost will be £500 against a budget set aside of £1,000.

**Q.** *Will they look at Parent communications?*

**A.** *The consultant has reviewed the parent letter, as well as reviewing which school years have gaps for additional children.*

The Chair stated that this was an important area that required further analysis and proposed the setting up of a Communications Working Group to review communications in more detail. Governors agreed with the proposal and the following Governors indicated that they would join the working group.

Duncan Rose  
Louise Gibson  
Fiona Fenton  
Beth Hennessy

The Headteacher added that he would circulate the Diddu Communications report once it had been received, and then the first meeting of the Communications Working Group would be scheduled in September 24.



**#2** The Headteacher confirmed that the table had been distributed, with the inclusion of teacher's subjects and email addresses for contacting.

## 6. UPDATES FROM COMMITTEE MEETINGS

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

- Finance & Personnel Committee 1<sup>st</sup> May 2024.
- Premises, Health & Safety Committee 5<sup>th</sup> June 2024.
- Curriculum Committee 12<sup>th</sup> June 2024.

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

Governors reviewed the actions carried forward from the Committee meetings.

### Finance & Personnel Committee

Item	Action	Who	Timescale
1 MAY 24 Item 5	Review Social Media advertising of the places available in Year 3 from September 24.	Headteacher.	<b>Completed #3</b>
1 MAY 24 Item 5	Schedule some open days over the summer Term.	Headteacher.	<b>Ongoing.</b>
1 MAY 24 Item 5	Headteacher to determine whether an updated Approval of Draft Budget Proforma needed to be submitted to CWAC.	Headteacher.	<b>Completed. #4</b>
1 MAY 24 Item 8	Ensure that at least one Governor has undertaken Cyber Security training.	FGB.	<b>Completed. #5</b>
1 MAY 24 Item 5	School to undertake a test of recovering backed up data.	Headteacher.	<b>Ongoing</b>

**#3** This matter will be reviewed by the Communications Working Group.

**#4** The Headteacher noted that there will be further amendments to the Budget, so the previously approved version, which was agreed in March, will be submitted.

**#5** Governors noted that Claire Callaghan and Sonja High are both Cyber Security trained. The Headteacher added that the school was seeking to implement an internet monitoring system, and that a test of Securus Digital Monitoring & Safeguarding Software would take place next week.



### Premises, Health & Safety Committee

Date	Action	Responsibility	Update
5 JUNE 24 Item 5	Headteacher to arrange removal of the contents of the container.	Headteacher.	Ongoing.
5 JUNE 24 Item 8	School to review the use of Instagram as the school Social Media Platform.		Completed. #6

**#6** The Chair informed Governors that she had met with another school, and that the review would now be considered by the Communications Working Group.

### Curriculum Committee

Date	Action	Responsibility	Update
12 JUNE 24 Item 1	Chair to speak with Holly James regarding membership of the Premises, Health and Safety Committee.	Chair	Ongoing #7
12 JUNE 24 Item 8	School to identify which children are not attending residential visits.	School	Completed. #8

**#7** Caroline Willis informed Governors that she had emailed Holly but had not received a response as yet.

**#8** The Chair informed Governors that the background to this action was concerns over some children potentially from disadvantaged backgrounds not being able to participate in any residential trips whilst they are at the school due to the cost.

Governors discussed the matter, and the Headteacher noted that the proposed Conway visit for next year had been discussed with the SLT, with the potential for the Conway trip to remain as a full week, if no trip has taken place in Year 5. The SLT felt that a full week was really important for building the children's confidence, but the school will still consider whether a shorter trip would be preferable due to the reduced cost for parents.

**Q.** *Can the school ask the parents what they would prefer?*

**A.** *Yes, this could be done.*

**Q.** *Could the school provide the parents with two years to pay if there is no Year 5 trip taking place?*

**A.** *Yes, that option could be provided.*

**Q.** *How much is the Conway one week trip now?*

**A.** *It is over £400.*



Governors were in agreement that the Conway trip provides an amazing experience for the children, as well as providing the opportunity for some of the quieter children to come out of themselves during the week.

**ACTION:** To provide parents with the option of paying over two years for the Year 6 residential.

**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 Headteacher informed Governors that the Three-Year Budget Plan was the Budget previously approved at the May Finance and Personnel Committee. The summary is detailed below.

<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>				
	Actual 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
(A) Balance Brought Forward (previous E)	-86,897	-21,658	53,308	23,922
(B) Projected Income (From F)	2,192,843	2,264,764	2,212,620	2,300,333
(C) Projected Expenditure (from D)	2,127,603	2,189,799	2,242,006	2,314,167
(D) In year surplus/-deficit (B-C)	65,240	74,966	-29,386	-13,834
(E) Projected Carry Forward (A+D)	-21,658	53,308	23,922	10,088

Governors noted that the Outturn for 23/24 had worsened by £28k to a deficit of £21,658, primarily resulting from increased expenditure on Residential of £23k due to a timing issue as two residential were paid in the same year. A summary of all the changes from the previous version was provided for review.

The Headteacher stated that the Budget may be further affected by any changes to teacher pay rises. The focus remains on increasing pupil numbers, with Reception now looking stronger for September.

**Q.** Does the Three-Year Plan reflect a move back to non-mixed classes?

**A.** Yes, from September 2025.

**RESOLVED:** Governors received the Budget Monitoring Report and noted the Outturn for 23/24.



## 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:

Pupil Numbers - The number on roll (excluding Nursery) has increased by 2 since the previous report to 375, with five children joining the school and three leaving, all as a result of house moves.

Attendance – Governors reviewed the DfE's 'View your education data' tool, comparing the school's attendance with a number of other primary schools in CWAC.

Overall attendance shows an improvement over the same period last year (95.0% versus 94.9%), as does Persistently Absent (reduced from 13.0% to 8.8%). Most indicators show little or no movement since the spring term, except for small increases in those Persistently Absent and Severely Absent.

There are a number of poor attenders, including two children who have joined the school in Reception but have hardly been in school. There is also one child who has moved to Child in Need status. The DfE has announced there will be a major focus on Attendance from September.

The use of the Insight system has increased functionality in terms of reporting Attendance. The school is also considering moving from SIMS to Arbor which has been recommended by a number of schools. The SIMS system has not had much development recently, whereas there are plenty of developments with Arbor.

Governors discussed Attendance and noted that there are a number of additional Absence Codes being introduced which will provide some additional admin work.

Teacher Training Institutions – The undergraduate student teachers from Chester University have now completed their time at the school, having made valuable contributions to school life and class support. A postgraduate from Wrexham University remains supporting in Key Stage 1.

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

The PTA had organised an Easter art competition, and a Summer Fair will take place at the end of June. In addition, PTA funds have assisted with the purchase of many educational items, including an investment of £1,000 in problem-solving and construction equipment to support the revamp of the EYFS outdoor areas.

Since the previous FGB meeting, the following residential trips had taken place: Year 4 to Patterdale Hall, Year 5 to Robinwood and Year 6 to the Conway Centre.



Lots of sports events have been taking place, including plenty of Football including Year 6 and Year 4 teams participating in friendly football tournaments at Liverpool Academy.

The Headteacher added that in terms of Sport and PE, overall participation still remains a consideration. Some of the Year 4 are very good at football, and it remains a challenge to provide opportunities for some of the less skilled children. There is a need to develop a set plan at the start of the year, which will provide a balance between being competitive in some sports activities, whilst ensuring that there is good overall participation.

*Q. Are there any friendly fixtures, where some of the other children can be given opportunities to play?*

*A. Yes, there are some opportunities outside of the tournaments.*

Governors discussed participation and agreed that it was a good option that for tournaments to pick the best team, but when there are friendlies then to select a team from the overall squad who want to take part.

A summary of previous and upcoming events was provided, and the Headteacher noted that there was an incident at the recent Year 2 sports day where the parents were too enthusiastic and ran onto the track to congratulate their children. It was somewhat chaotic and created a potential Safeguarding risk. The school is keen to avoid this happening again.

The Headteacher stated he would write to parents regarding this matter, and to highlight where they should remain when attending these sports events. Governors discussed the letter and agreed that a text may be more effective as a letter would not always get read. In addition, it was agreed to make the text a more generic communication about showing respect.

A summary of visitors to school was provided, and the RNLI Water Safety Assembly and Year 5 Cheshire Fire Service safety talk were highlighted.

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

## **9. ACADEMISATION**

The Academisation Working Group report had been circulated in advance of the meeting and was reviewed by Governors.

The Chair stated that it had been a big learning curve for the Governors involved, and a number of positives and negatives had been identified which had been detailed within the report.





The recommendation was that Huntington Community Primary School, having received a Good Ofsted judgement in June 2023 and consistently maintaining good teaching and learning with high academic standards, does not feel the need for further exploration of joining an Academy at this time. This should be reviewed annually.

Governors discussed the recommendation and were in agreement and noted that schools that join academies can have their progress tracked. An annual review of the decision should then take place each Summer Term.

**Q.** *Should the recommendation of the Working Group remain confidential, or is it now an appropriate time to inform staff?*

Governors considered that it would now be appropriate to inform the staff that there were no plans to Academise currently, and that the matter would be reviewed annually.

**ACTION:** The Headteacher would draft a short statement to staff regarding Academisation.

The Chair took the opportunity to thank all the Governors who supported the Academisation Working Group in producing its findings.

**RESOLVED:** Governors received the report and recommendation from the Academisation Working Group.

## 10. COMMUNITY USE AGREEMENT

The draft Community Use Agreement was shared on screen. The Agreement had been reviewed in detail at the recent Premises, Health and Safety Committee. The Chair stated that a list of queries and concerns had been identified as detailed below:

- the car park cannot be left open all of the time, so access arrangements to the car park would be required.
- providing access and the costs of employing someone to open up and close the facilities.
- the maintenance of the car park surface.
- concerns over any damages incurred to the school premises.
- concern that the school will become liable for some as yet unidentified costs in the future in relation to the use of the pitches.



- highlight that the Management Committee is not responsible for managing the bookings of the pitches but is responsible for the upkeep of the pitches.
- clearly identify what the Management Committee liabilities are.
- ensure that it is clear there is no liability on the school for the use of the community pitches.
- ensure that the definitions make it clear that the Council equates to CWAC

The proposal was to revert to CWAC with these concerns. If CWAC can address these concerns, then the school would agree to enter into the Agreement.

*Q. Will the football pitch be located where people currently walk their dogs?  
A. Yes, there has been lots of delays at CWAC in completing the pitch.*

*Q. Will any surplus income come back to the Management Committee?  
A. Yes, that is our understanding.*

*Q. Who will manage the bookings?  
A. CWAC for the main pitch or pitches, and the school for the junior pitch.*

Governors discussed access issues and in particular the opening and closing of the car park.

*Q. Who would get priority over using the car park if there was also a school event taking place such as Parents Evening?  
A. At core times the car park is for the school, and pitches cannot be booked at this time. There are not many events taking place after 5:00pm , but it would be on a first come basis.*

*Q. Who is liable if the pitches make a loss?  
A. It is CWAC and not the school. This is a key issue that will be confirmed at the face-to-face meeting.*

**RESOLVED:** Governors approved the scheduling of the face-to-face meeting with CWAC, and if CWAC can address these concerns, then the school would enter into the Community Use Agreement.

The Chair stated that she would schedule the meeting with CWAC as soon as possible.

## **11. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)**

The Headteacher informed Governors that the updated version of all the plans had been uploaded to Governor Hub and will be finalised by the end of the academic year.



The Headteacher stated that it would be useful to have a meeting with the SLT attended by Louise Gibson and Caroline Willis, to identify the development areas to be included in the plan for next year. Suggested development areas were Personal Development and Behaviour.

The Chair requested that Governors email her with any additional suggestions for development areas, and the meeting would be scheduled before the summer break.

**ACTION:** Governors to email the Chair with any suggestions for development areas to be included within the School Strategic Improvement Plan. The meeting would be scheduled before the summer break.

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

## 12. POLICIES FOR REVIEW

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

- Looked After Child Policy.

The Policy had been reviewed in detail at the recent Premises, Health and Safety Committee, and changes requested including clarifying the definition of the Virtual School Headteacher.

**RESOLVED:** Governors approved the Looked After Child Policy.

## 13. LINK GOVERNOR REPORTS

Governors discussed Link Governor Reports, and thanked Beth and Holly for setting up the control spreadsheet. The Chair noted that a number of reports had been uploaded, and thanked Governors for their support. Clare Callaghan had uploaded her review of the School Website.

A number of actions had been highlighted on the PSHE/RSE and RE Report, including for the Headteacher to feed back to staff and children on Child Friendly School Values.

Governors noted the observation that teachers struggle to implement "My Happy Mind" every week due to timescale constraints, and that there was a lack of consistency in its application. Lisa Nicholson added that the school was looking at some ways to make the process quicker, including when children are journalling.



*Q. Is there any feedback from staff – do they feel supported?*

*A. Yes, the Wellbeing Weeks have been really well received, and Governors have increased their profile with staff and a positive relationship is building.*

Louise Gibson and Caroline Willis added that they would visit the school again during the September Inset Day and undertake a relaxed visit to the Staff Room to have a chat with staff.

Governors discussed the process going forward for uploading the visit reports. This would be undertaken in SharePoint which is a live multi-user system, allowing all Governors to upload their reports. The file would then be uploaded into Governor Hub shortly before the FGB meeting.

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

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

The Schools Bulletin had been circulated to Governors.

Governors discussed the defibrillator located at the school.

*Q. Is the defibrillator registered on The Circuit?*

*A. The school was not aware this was required every week, and this will now be completed going forward.*

*Q. Is there any liability on the person using the defibrillator?*

*A. None.*

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

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

The Chair informed Governors of the following items:

- Communication with another school regarding social media use.
- Liaised with the Headteacher on some Safeguarding concerns.
- Communicated regarding the effect on the school of the recent gas leaks.



- Liaised with the Headteacher regarding a parent communication on the low uptake of school meals. A survey would be sent out on School Spider.

Sonja High left the meeting at 19:32pm.

## 16. DATES AND TIMES OF NEXT MEETINGS

The 24/25 meeting schedule was confirmed as follows:

Finance Committee	Wednesday	02/10/2024	17:30
Curriculum Committee	Wednesday	06/11/2024	17:30
Health and Safety Committee	Tuesday	19/11/2024	17:30
FGB	Wednesday	04/12/2024	17:30
Finance Committee	Wednesday	29/01/2025	17:30
Curriculum Committee	Wednesday	12/02/2025	17:30
Health and Safety Committee	Wednesday	05/03/2025	17:30
FGB	Wednesday	19/03/2025	17:30
Finance Committee	Wednesday	07/05/2025	17:30
Curriculum Committee	Wednesday	21/05/2025	17:30
Health and Safety Committee	Wednesday	11/06/2025	17:30
FGB	Wednesday	25/06/2025	17:30

## 17. AOB

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

Lisa Nicholson left the meeting at 19:50pm.

## PART ONE ACTION LIST

The following actions would be carried forward.

Item	Action	Who	Timescale
26 JUNE 24 Item 3	Governors to consider any potential Co-opted Governor candidates known to them and bring them to the FGB for consideration in the Autumn Term.	FGB	
26 JUNE 24 Item 6	To provide parents with the option of paying over two years for the Year 6 residential.	Headteacher	
26 JUNE 24 Item 9	The Headteacher would draft a short statement to staff regarding Academisation.	Headteacher	



26 JUNE 24 Item 11	Governors to email the Chair with any suggestions for development areas to be included within the School Strategic Improvement Plan. The meeting would be scheduled before the summer break.	FGB	
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### Finance & Personnel Committee

Item	Action	Who	Timescale
1 MAY 24 Item 5	Schedule some open days over the summer Term.	Headteacher.	Ongoing.
1 MAY 24 Item 5	School to undertake a test of recovering backed up data.	Headteacher.	Ongoing

### Premises, Health & Safety Committee

Date	Action	Responsibility	Update
5 JUNE 24 Item 5	Headteacher to arrange removal of the contents of the container.	Headteacher.	Ongoing.

### Curriculum Committee

Date	Action	Responsibility	Update
12 JUNE 24 Item 1	Chair to speak with Holly James regarding membership of the Premises, Health and Safety Committee.	Chair	Ongoing