



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

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

**Minutes of a Full Governing Body Meeting held on  
 Wednesday 8<sup>th</sup> December 2021 at 6.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Mr Duncan Rose	Headteacher		Headteacher	✓
Mr Brian Turner	LA	20.11.2022	Chair	✓
Mr David Whitehead	Co-opted	26.11.2023		✓
Ms Louise Gibson	Co-opted	14.10.2024		<b>Apologies</b>
Dr Stephen Ball	Parent	15.04.2023		<b>Absent</b>
Mr Andy Wentel	Parent	15.04.2023		✓
Mrs Caroline Willis	Parent	15.04.2023		✓
Mrs Claire Callaghan	Parent	08.06.2025		✓
Mrs Holly James	Parent	08.06.2025		<b>Apologies</b>
Mrs Gail Thomson	Staff	28.02.2023		✓
Vacancy	Co-opted			
<b>In attendance</b>				
Mrs Lisa Nicholson			Deputy Headteacher	✓
Stephen Ewell			Clerk	✓

**1. APOLOGIES**

Apologies had been received in advance of the meeting from Louise Gibson and Holly James. No apologies had been received from Stephen Ball.

**RESOLVED:**

- That the apologies received from Louise Gibson and Holly James be accepted.
- That Stephen Ball 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.

Dave Whitehead informed Governors that he was the Chair of the Parish Council.

## 3. GOVERNING BOARD MEMBERSHIP

Governors discussed the current membership of the FGB, and the current vacancies.

The Chair noted that 7% of the children at the school do not have English as their first language, and that it would be good to have a member of the BAME community on the Board to reflect the diversity of the school community. Governors discussed the suggestion and noted that any correspondence would need to be framed in a positive way.

Governors also discussed the current Instrument of Government which provides for a total of fourteen Governors to constitute the Full Governing Board. Given that there are four Co-opted vacancies currently it was agreed to reduce the number of Co-opted Governors from six to four.

**ACTION:** reduce the number of Co-opted Governors in the Instrument of Government from six to four.

Gail Thomson informed Governors that there was a staff member interested in becoming a Co-opted Governor, provided that they were able to contribute to the Health and Safety Committee. Governors were in favour of this proposal.

**ACTION:** Gail Thomson to progress the staff Co-opted Governor proposal.

The remaining Co-opted Governor vacancies will be considered during the spring term.

## 4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 21<sup>st</sup> September 2021 had been circulated in advance of the meeting.

**RESOLVED:** The Part One minutes of the meeting held on 21<sup>st</sup> September 2021 were confirmed to be a true record.



## 5. MATTERS ARISING

There were no matters arising.

Governors reviewed the previous actions as follows:

Item	Action	Who	Timescale
Item 6	Ask TAs ( <i>teaching assistants</i> ) for interest in being the co-opted staff governor	Headteacher & Mrs Thomson	<b>Ongoing.</b>
Item 6	Reword the Role Descriptor discussions document and send the amended document to the Headteacher for approval	Mr Turner	Has been reworded but needs to be proof read. <b>Next FGB.</b>
Item 6	Ask the Bursar to check Mrs Walters availability for September.	Mr Turner	<b>Completed.</b>
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	<b>Completed.</b>
Item 17	Look for a Pupil Premium training course to attend	Mrs Nicholson	Will book on course in March 22. <b>Completed.</b>
Item 20	Rework the School Travel Plan	Mr Turner	To be discussed in Part 2. <b>Completed.</b>
Item 21	Governors to meet and agree a parent survey form to go out in September. Ask OFSTED Group to provide a pro-forma.	All Governors	<b>Ongoing.</b>
Item 23	Contact the new governors regarding induction training	Mr Turner	<b>Ongoing.</b>
21 SEP 21 Item 2	Governors were reminded to complete the Declaration of Pecuniary Interest Form and return them to the Clerk for collation.	Governors	Clerk will re-send the form. <b>Completed.</b>
21 SEP 21 Item 5	Governors to confirm the renewal date of their DBS check and liaise with the School business Manager if a renewal is required.	Governors	<b>#1 Completed.</b>
21 SEP 21 Item 6	Chair to contact Dave and Sonia at CWAC to obtain Reception intake projections for the next few years.	Chair	The Chair had been in touch with the demographic analyst at CWAC. <b>Completed.</b>

**#1** Governors discussed the issue of renewing DBS checks. Best practice is to renew every three years, but there is a cost issue. Dave Whitehead suggested a



compromise would be for Governors to renew their DBS check on their re-appointment by the FGB, which would equate to every four years.

**RESOLVED:** Governors to renew their DBS check on their re-appointment by the FGB.

## 6. UPDATES FROM COMMITTEE MEETINGS

### Finance and Personnel Committee 6<sup>th</sup> October 21

The key matters discussed were as follows:

- SSIP Termly Review
- Budget Review
- Gifts and Hospitality Register
- Unofficial School Fund
- Staffing Update
- Pay Review Panel

The Appraisal Policy which is a standard CWAC policy will be reviewed by the Pay Review Panel.

**RESOLVED:** that the update and minutes from the Finance and Personnel Committee held on 6<sup>th</sup> October 2021 were received.

### Curriculum Committee 13<sup>th</sup> October 21

The key matters discussed were as follows:

- Staff and Subject Development Report
- Achievements Report
- SSIP Link Governor Reports
- SEND report

**RESOLVED:** that the update and minutes from the Curriculum Committee held on 13<sup>th</sup> October 2021 be received.

### Premises and Health & Safety Committee 10<sup>th</sup> November 21

The key matters discussed were as follows:

- Premises Update
- Health and Safety Update
- SSIP Action Plan Update



It was noted that in the Terms of Reference of the Premises and Health and Safety Committee, the Headmaster's delegated authority for approving minor items of repair and maintenance was now set at £10,000. In addition any expenditure in excess of £5,000 was to be notified to the FGB.

**RESOLVED:** that the update and minutes from the Premises and Health and safety Committee held on 10<sup>th</sup> November 2021 be received.

## 7. FINANCE

The Headteacher updated Governors as follows:

- A finance update meeting will take place before the next Finance Committee scheduled for February 2022.
- In terms of the Unofficial School Fund there has been no update since March 2020. The only spend has been £3,000 relating to a discretionary award to TAs. Sonia the School Business Manager will provide an update in due course.
- The balance on the Unofficial School Fund is in the region of £7,000. The FGB needs to consider a suitable use for these funds, rather than leaving them sitting in the account.

## 8. HEADTEACHERS REPORT

The Headteacher updated Governors that the format of the Headteachers Report would be reviewed before the next meeting.

The Headteachers Report had been circulated to Governors in advance of the meeting.

School children on roll numbers were provided as follows:

Class	Pupils	Change
Nursery	18	-8
Reception	37	-21
KS1	114	+4
KS2	219	+12
Whole School (excl Nursery)	370	-5

The number on roll has decreased slightly since the last report, with low numbers in Reception (37, compared to PAN of 60) balanced somewhat by many newcomers (16 – largely into KS2). Nursery numbers are also much lower than usual this year, although are expected to increase in the Spring.



- Q.** Were all the children included in the census numbers?  
**A.** Some of them but not all of them.

In nursery there is potential for 26 pupils but there are only 18 currently, but this may rise to 20 in January.

Governors considered the latest children on roll numbers, and the Chair added that he had obtained projected children numbers from CWAC. The trend over the next three years is for a slight reduction in the number of primary school children, and as a result of this the school will be in competition with the other schools in the area to secure places for these children.

The lower primary school intake going forward is a potential finance issue for the school which may require redundancies to manage the cost base. On this basis it is important for the school to come up with a strong marketing strategy, and Governors considered what else staff or the FGB could do to promote the school.

- Q.** What are the projected intake numbers for September 22?  
**A.** Between 38 to 45 children.

The Chair noted that 23% of the children currently in school were from outside of the catchment area. Dave Whitehead suggested that the new school promotional video could be uploaded to the Parish Council website, which would need to be done quickly as the application deadline is coming up shortly.

- Q.** Why is the school getting increasing numbers in KS1 and KS2?  
**A.** Some are moving from Saighton school and there are also a number of other reasons why children are joining the school.

Dave Whitehead added that a Joiners and Leavers Report would be useful in supporting the children on roll data.

- Q.** Can prospective parents now visit the school?  
**A.** Yes, they can.

- Q.** Has the school considered having a weekend open day?  
**A.** No, but that would be a good idea and we will consider it.

A Governor noted that some schools are doing Forest School taster sessions.

- Q.** In terms of the Admissions Policy can the school give a preference to those children in nursery school?  
**A.** This is not currently allowed for a maintained school.

- Q.** When is the application deadline for nursery school?  
**A.** This is much later than Reception, in January.



## Attendance 2020-21

### Absence Rates

	School	National
Overall absence rate	2.8%	3.7%
- Authorised absence rate	2.2%	2.6%
- Unauthorised absence rate	0.6%	1.0%

Persistence absence which is the percentage of pupils who miss 10% or more sessions was at 5.4%, versus the national average of 9.9%.

**Q.** How does COVID absence affect the attendance figures?

**A.** It has been factored out of the data.

**Q.** There are two to three LAC children in school. Do any of these have persistent absence?

**A.** No none of these children have persistent absence.

### Curriculum Developments

The Maths Hub Mastering Number sessions taking place in Reception, Y1 and Y2 classes are proving beneficial in providing a firm foundation in early mathematical understanding for the younger children, and for plugging any gaps in learning for older or more able pupils.

Pathways to Progress support has been implemented in KS2, using The Literacy Company's resource to support pupils who have fallen behind, utilising the same texts that their classmates are focusing on in the main Pathways to Write scheme, but with differentiated activities.

Teachers have begun using the Teach Computing scheme this term, allied with the Project Evolve online safety resources.

### Sporting Opportunities

Competitive sport has returned this term: so far pupils have participated in touch rugby festivals for Year 4 and Year 6 at Chester Rugby Club, two league football matches and an afternoon of girls' league fixtures (played three, won three). Pupils from Y4 and Y5/6 also took part in three football tournaments held at Christleton High School, with the older girls' team losing out on penalties in the final but going forward to represent Chester along with the winners in the Cheshire Finals.

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## Extra-curricular Opportunities

In addition to the sports clubs available to pupils from Y1 to Y6, indoor clubs have been able to restart this term. Choir and the Musical Theatre Club have also proved very popular.

The Headteacher updated Governors with the events that had taken place in school since the previous meeting. The silent disco had proved very popular. Also a number of visits for the children had taken place as detailed below.

## VISITS

### Summer

- Y6 top-up swimming (Northgate Arena)
- Y3 Burwardsley Centre
- Y3 Caldly Nature Park
- Y6 Manley Mere

### Autumn

- Y4 Lime & Hawthorn swimming (Christleton High)
- Y6 Stockport Air Raid Shelters
- Y4 Roman Chester

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

## **9. SCHOOL IMPROVEMENT PLAN**

The Headteacher updated Governors on the School Improvement Plan, which had been circulated prior to the meeting and was shared on screen for Governors to review. Plenty of progress has been made on the plan so far, with completed areas of the plan shaded in green and areas where progress has been made shaded in blue.

It was confirmed that David Whitehead would pick up the Link Governor roles for Science and Maths.

The Chair asked Governors does the school/FGB want to publish the plan in some format. Governors discussed the proposal, but one of the issues identified is that it can identify areas of weakness at the school which would conflict with the marketing messages the school wants to highlight. Also, the term Improvement Plan does not necessarily send a good message, and School Development Plan provides a more positive message.

Following the discussion Governors were in agreement that it would be good to publish some of the positive elements of the SIP in summary format, that are framed

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as a positive move forward for the school. The Headteacher and SLT would determine the format of the plan to be published, and it should be a useful additional tool for promoting the school.

## **10. POLICIES**

The following updated policies have been circulated in advance of the meeting:

- Pay Policy
- Safeguarding Policy
- SEND Policy
- SEND Information Report

There are minimal changes to the policies other than updating dates. The Safeguarding Policy had already been approved at the Health and Safety Committee.

**RESOLVED:** Governors approved the policies as presented at the meeting.

## **11. LINK GOVERNOR REPORTS**

The Chair informed Governors that the History Report was now available. The report was a very positive report, and it would be uploaded to GovHub for Governors to review. There were no other link governor reports to consider, and Governors agreed that it was important to try to visit the school next term if possible to fulfil the Link Governor roles.

## **12. SCHOOLS BULLETIN**

The latest Schools Bulletin had been circulated to Governors and had also been discussed in the recent Committee Meetings.

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

These matters would be covered in part two of the meeting.

## **14. DATES AND TIMES OF NEXT MEETINGS**

The Clerk informed Governors that he had a meeting conflict for the meeting scheduled for Wednesday 23<sup>rd</sup> March. Governors were in agreement that the next FGB meeting will be held on Wednesday 16<sup>th</sup> March 2022.



Spring Term 2022

Finance Committee	Wednesday 2 <sup>nd</sup> February 2022
Curriculum Committee	Wednesday 16 <sup>th</sup> February 2022
Premises, H&S Committee	Wednesday 9 <sup>th</sup> March 2022
Full Governing Body	Wednesday 16 <sup>th</sup> March 2022

**15. AOB**

There were no further matters for Governors to consider.

Chair of Governors: \_\_\_\_\_

Huntington Community Primary School

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

**PART ONE ACTION LIST**

<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>Timescale</b>
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Item 6	Reword the Role Descriptor discussions document and send the amended document to the Headteacher for approval	Mr Turner	Has been re-worded but needs to be proof read. <b>Next FGB.</b>
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Item 23	Contact the new governors regarding induction training	Mr Turner	<b>Ongoing.</b>
8 DEC 21 Item 3	Reduce the number of Co-opted Governors in the Instrument of Government from six to four.	FGB	
8 DEC 21 Item 3	Gail Thomson to progress the staff Co-opted Governor proposal.	Gail Thomson	