



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 16th March 2022 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		✓
Dr Stephen Ball	Parent	15.04.2023		Absent
Mr Andy Wentel	Parent	15.04.2023		✓
Mrs Caroline Willis	Parent	15.04.2023		✓
Mrs Claire Callaghan	Parent	08.06.2025		Apologies
Mrs Holly James	Parent	08.06.2025		✓
Mrs Gail Thomson	Staff	28.02.2023		✓
Mrs Nicola Harrison Smith	Co-opted (Staff)	15.03.2026		✓
Vacancy	Co-opted			
In attendance				
Mrs Lisa Nicholson			Deputy Headteacher	✓
Stephen Ewell			Clerk	✓

1. APOLOGIES

Apologies had been received in advance of the meeting from Claire Callaghan.
 No apologies had been received from Stephen Ball.

RESOLVED:

- That the apologies received from Claire Callaghan 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.

3. GOVERNING BOARD MEMBERSHIP

Governors discussed the revised Instrument of Government that had been circulated in advance of the meeting, and which reduced the number of Co-opted Governors from 6 to 4, resulting in an overall total of 12 Governors.

RESOLVED: that the revised Instrument of Government be approved and take effect from 16th March 2022.

The Headteacher informed Governors that Mrs Nicola Harrison Smith who works at the school as an HLTA and is the school Unison Rep had expressed an interest in becoming the Co-opted support staff Governor.

Following a discussion Governors were unanimous in appointing Mrs Nicola Harrison Smith to the FGB in the role of Co-opted Governor for a term of four years.

RESOLVED: that Mrs Nicola Harrison Smith be appointed as Co-opted Governor for a term of four years.

Governors welcomed Mrs Harrison Smith to the FGB.

Governors discussed the Parent Governor Dr Stephen Ball, who had now been absent from FGB meetings for almost six months. The Headteacher indicated that he would contact Dr Stephen Ball and ask him to confirm in writing that he no longer intended to continue as Parent Governor.

ACTION: Headteacher to contact Dr Stephen Ball and ask him to confirm in writing that he no longer intended to continue as Parent Governor.

Governors discussed the remaining Co-opted Governor vacancy. It was agreed that somebody with good IT skills would be a valuable addition to the FGB, and also the Board was very keen to have a member of the BAME community join the FGB.



4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 8th December 2021 had been circulated in advance of the meeting.

RESOLVED: The Part One minutes of the meeting held on 8th December 2021 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
Item 6	Reword the Role Descriptor discussions document and send the amended document to the Headteacher for approval	Mr Turner	Completed. Will be uploaded to GovHub.
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	Ongoing.
Item 23	Contact the new governors regarding induction training	Mr Turner	Completed.
8 DEC 21 Item 3	Reduce the number of Co-opted Governors in the Instrument of Government from six to four.	FGB	Completed. #1
8 DEC 21 Item 3	Gail Thomson to progress the staff Co-opted Governor proposal.	Gail Thomson	Completed. #2

#1 The revised instrument of Government was approved at the meeting.

#2 Mrs Nicola Harrison Smith was appointed as Co-opted Governor for a term of four years.

6. UPDATES FROM COMMITTEE MEETINGS

Finance and Personnel Committee 2nd February 22

The key matters discussed were as follows:

- Budget Monitoring Report and Three Year Plan Update
- SSIP Update



- SFVS/MIFP
- Unofficial School Fund
- Staffing Update

RESOLVED: that the update and minutes from the Finance and Personnel Committee held on 2nd February 2022 were received.

Curriculum Committee 16th February 2022

The key matters discussed were as follows:

- Staff and Subject Development Report
- Achievements Analysis Report Autumn 21

RESOLVED: that the update and minutes from the Curriculum Committee held on 16th February 2022 be received.

Premises and Health & Safety Committee 9th March 2022

The key matters discussed were as follows:

- Premises Update
- Health and Safety Update

RESOLVED: that the update from the Premises and Health and safety Committee held on 9th March 2022 be received. The minutes were still under preparation.

7. FINANCE

The Headteacher updated Governors with the Budget 22/23 and Three-Year Plan Forecast. The summary is detailed below:

<u>SECTION 1 - SUMMARY MEDIUM TERM PLAN</u>	<u>Actual 2020-21</u>	<u>Forecast 2021-22</u>	<u>Forecast 2022-23</u>	<u>Forecast 2023-24</u>
(A) Balance Brought Forward (previous E)	-173,416	-76,215	-3,144	6,574
(B) Projected Income (From F)	1,871,768	2,088,570	2,045,627	2,142,589
(C) Projected Expenditure (from D)	1,788,639	2,015,499	2,035,909	2,015,627
(D) In year surplus/-deficit (B-C)	83,129	73,071	9,718	126,962
(E) Projected Carry Forward (A+D)	-76,215	-3,144	6,574	133,536

- The figures presented had been reviewed and approved at the recent Finance Committee.
- It is very encouraging to note that the school has generated a surplus, even with the challenge of additional Covid costs, but the main challenge going forward is Reception intake numbers.



- The projected carry forward in 2024 of £134k, will reduce to circa £90k based on a reduced intake of children into Reception, from 60 down to 50.
- There has also been circa £85k spent on supply staff. However, the school has only reached 8% of staffing costs in terms of supply expenditure, and this needs to reach 10% before additional support to the school will be provided. Also, if teachers are off for five days or less no support is provided.
- The LA Budget Officer had reviewed the budget and forecast and was positive about the figures presented.

Q. Is it anticipated that intake numbers of children may increase as a result of refugee families arriving from Ukraine?

A. There has been no communication on this so far.

Q. Are other schools in the area seeing the same issues in lower Reception numbers?

A. Yes, there is anecdotal evidence that this is the case.

The Chair noted that if the trend of lower intake numbers continues then there will be implications for staffing in the future. The Headteacher added that there are a number of staff in school that are on temporary contracts which provides flexibility in staffing in the future.

Following review of the numbers presented Governors approved the 22/23 Budget and the Three-Year Plan.

RESOLVED: Governors approved the 22/23 Budget and the Three-Year Plan.

SFVS

The latest version of the SFVS submission was shared on screen for Governors to review.

The Chair highlighted Q19, and informed Governors that the benchmarking review can be accessed in GovHub.

19. Has the school leadership team considered the results of the self-assessment dashboard or other DfE benchmarking tools?

The Chair highlighted the responses to Q5 and Q25, in relation to the impact on the school if there was ever a long-term absence of the SBM.

The Headteacher stated that all schools only have one SBM, and that no delays had occurred, or deadlines missed.



The Chair added that the benchmarking exercise illustrated that the school had 2.5 FTE in Admin, whereas other schools have between 5-6 FTE. Governors discussed the matter and were in agreement that the Headteacher and SBM should undertake a review of the number of staff in the Admin Department.

Q. Would it be most appropriate to undertake the review at the end of this academic year?

A. Yes, that would make sense.

ACTION: Headteacher and SBM to undertake a review of the number of staff in the Admin Department at the end of this academic year.

RESOLVED: Governors approved the submission of the SFVS.

MIFP

The latest version of the Manual of Internal Financial Procedures was shared on screen for Governors to review. The Chair informed Governors that it was a large document and that there had been some changes made in May and October 2021, including the requirement to include a Business Continuity Plan and Critical Incident Plan.

Q. Is the MIFP reviewed annually?

A. Yes, it is reviewed annually, and Governors are required to approve the manual.

A number of areas of the document were highlighted in yellow for Governors to review when scrolling through the document.

It was noted that whilst the SBM was not a member of the SLT, the SBM would be called into an SLT meeting if finance matters needed to be discussed.

Governors reviewed in detail the decision matrix, and which matters required Full Governing Board approval, and which matters could be delegated to;

- A Committee of the Governing Board
- An individual Governor
- The Headteacher.

Following the detailed review Governors approved the MIFP.

RESOLVED: Governors approved the updated MIFP.

Unofficial School Fund

A summary update of the Unofficial School Fund had been circulated in advance of the meeting.

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The current Balance is £10,546.25

There are two large cheques to be credited as follows:

- Tempest and PTA worth £1,335.51
- PTA for £2,033.85

Together with some smaller transactions, the Year End balance is anticipated to be circa £13,665.61.

RESOLVED: Governors received the unofficial school fund update.

Sonja High left the meeting at 19:17pm.

8. HEADTEACHERS REPORT

The Headteacher's Spring Term Report had been circulated to Governors in advance of the meeting. The report was shared on screen.

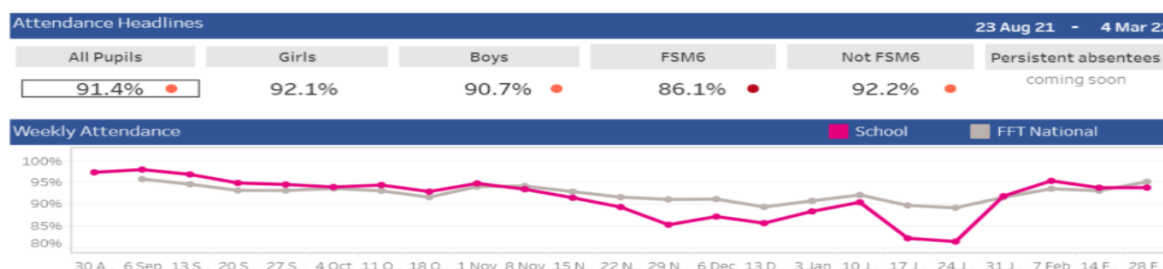
The total children currently on roll is 374, (394 including nursery). The number on roll has increased slightly since the last report: there have been twelve new starters since the beginning of the spring term, and eight leavers (2 emigrated, 4 moved to different LAs, 1 left for specialist provision, 1 left for a small school). Nursery numbers have increased somewhat, as expected.

School children on roll numbers were provided as follows:

Class	Pupils	Change
Nursery	20	+2
Reception	38	+1
KS1	114	-1
KS2	222	+2
Whole School (excl Nursery)	374	+4

Attendance 2020-21

The Fischer Family Trust Attendance graph was reviewed by Governors.





The headline attendance level is 91.4% across the whole school. The School normally has attendance better than the national average, but the recent increase in covid cases has been an issue.

Q. Do we ask the parents of new starters why they have chosen Huntington?

A. Not immediately, but the school will ask the question after a settling in period.

Partnership Links

The following areas were covered in the report:

- Parent Teacher Contact
- Chester East Network of Schools
- Local Authority
- Community - The choir performed for residents at two local care home just before Christmas, visits which were much enjoyed and appreciated.
- Before and After School Childcare Provision
- The School Website and Twitter Feed

Curriculum Developments

The school's English team have selected Little Wandle: Letters & Sounds Revised as our DfE-approved SSP programme (Systematic Synthetic Phonics). The initial cost will be approximately £6,000, with an ongoing yearly subscription of £1,000. Little Wandle has received very positive reviews across the County.

The school libraries have undergone further enhancement – thanks to Mrs Arnott for her holiday work in further transforming our KS2 library into a forest of delights, and to Mrs Tyldesley for developing the KS1 library into a much more attractive space, and for facilitating book loans to children and parents after school.

The Chair has sent thanks to the two members of staff involved.

Sporting Opportunities

This term pupils have taken part in a netball tournament and several football fixtures (league and cup, both boys and girls teams). Whilst the girls team has won all their local league matches, the undoubted highlight was their participation in the county finals at Crewe Alexandra's training ground.

Extra-curricular Opportunities

In addition to the sports clubs available to pupils from Y1 to Y6, plans for further development of the school's indoor offer are underway. The very popular House of Dance team will be returning in the summer term for a KS2 club, as will Lights Camera Action, for budding film makers and actors. A meeting has also been held to

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revive the Code Club – it is hoped that this will restart in the very near future. These future indoor opportunities are in addition to the choir, musical theatre and book clubs, all of which are very well attended.

The following visitors had been received at school during the spring term:

- Janine Smart/Susie Sheasby (CWAC).
- ASIA Sharon Dean.
- CWAC H&S Advisor Jonathan Siddorn.

The Headteacher added that the school had participated in Inclusion Day today.

Governors thanked the Headteacher for his comprehensive report

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.

Previously the action plans had been reviewed in one of the Committees but going forward the SIP would be reviewed in the FGB meeting. Governors reviewed the SIP which was highlighted with green for completed actions and blue for actions in progress.

Q. Is it the expectation that Governors will start to visit school in the summer term?
A. Yes, but initially these will be light touch visits.

Caroline Willis informed governors that she had visited school for an informal 45 minute discussion on EYFS, and her report would be uploaded to GovHub in due course.

Governors discussed and agreed that initially informal light touch visits back into school were the appropriate way forward.

The Headteacher added that if there are any comments or additional observations on the Action Plans then Governors should contact the Headteacher, or the Subject Lead concerned.

RESOLVED: Governors received the updated SIP.



10. REVIEW OF VISION: ETHOS AND VALUES STATEMENT

Governors discussed the development of the school Ethos and Values Statement and were in agreement that it was important to get the statement completed by the Summer Term.

There had been only one response from a member of staff, which was a very detailed response, and Governors would consider the most effective way to engage staff in the process.

11. (moved to Part 2, item 22)

12. POLICIES FOR REVIEW

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

- Early Career Teacher Induction Policy
- Data Protection Policy

The policies had previously been approved at Committee level and now required FGB approval.

RESOLVED: That the two policies presented to the meeting be approved.

13. LINK GOVERNOR REPORTS

There were no Link Governor reports to consider. Caroline Willis had previously indicated her report relating to EYFS would be available in GovHub shortly.

14. SCHOOLS BULLETIN

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

Governors discussed the issue of rising energy prices for the school.

Q. Have the increase in energy costs been reflected in the budget?

A. There is a meeting scheduled with the SBM and CWAC. Following this any changes will be reflected.



15. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair drew Governors attention to the recent meeting with Janine Smart and Susie Sheasby from CWAC to discuss the school car park, which had been discussed in detail earlier in the meeting.

16. DATES AND TIMES OF NEXT MEETINGS

Summer Term 2022

Finance Committee	Wednesday 11 th May 2022
Curriculum Committee	Wednesday 25 th May 2022
Premises, H&S Committee	Wednesday 15 th June 2022
Full Governing Body	Wednesday 29 th June 2022

17. AOB

Nicola Harrison Smith left the meeting at 20:25pm.

There were no further non-confidential matters for Governors to consider.

Chair of Governors: _____ Date: _____

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PART ONE ACTION LIST

Item	Action	Who	Timescale
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	Ongoing.
16 MAR 22 Item 7	Headteacher and SBM to undertake a review of the number of staff in the Admin Department at the end of this academic year.	Headteacher and SBM.	
16 MAR 22 Item 11	Chair, Headteacher, Louise Gibson and Dave Whitehead to determine an appropriate letter to submit to CWAC outlining the school's position regarding the car park.	Chair, Headteacher, Louise Gibson and Dave Whitehead.	