



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 7th December 2022 at 6.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Mr Duncan Rose	Headteacher		Headteacher	✓
Mr David Whitehead	Co-opted	26.11.2023		✓
Ms Louise Gibson	Co-opted	14.10.2024		✓
Mrs Nicola Harrison Smith	Co-opted (Staff)	15.03.2026		✓
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		✓
Mrs Gail Thomson	Staff	28.02.2023		✓
Vacancy	LA			
Vacancy	Co-opted			
Vacancy	Parent			
In attendance				
Mr Brian Turner			Retiring Chair	✓
Mrs Lisa Nicholson			Deputy Headteacher	✓
Stephen Ewell			Clerk	✓

Brian Turner joined the meeting to say farewell as he was retiring as Chair of the FGB. Louise Gibson gave thanks on behalf of the FGB for all his dedication and hard work over the past years.

Brian Turner left the meeting at 18:42pm.

In the absence of a Chair, the Clerk would initially Chair the meeting and opened the meeting.



1. APOLOGIES

No apologies had been received in advance of the meeting. All Governors were present.

RESOLVED:

- That the meeting was deemed quorate.

2. ELECTION OF CHAIR

Governors discussed the appointment of a Chair for the forthcoming academic year. The Clerk confirmed that he had not received any nominations or expressions of interest. Louise Gibson stated that in the absence of any other nominations, she would be able to become Chair until the end of the Academic Year.

Governors discussed the appointment of Chair, and Governors resolved unanimously to appoint Louise Gibson as Chair until the end of the Academic Year.

RESOLVED: That Louise Gibson be appointed as Chair until the end of the Academic Year.

Louise Gibson replaced the Clerk as Chair of the meeting.

3. ELECTION OF VICE CHAIR

Governors discussed the appointment of a Vice-Chair for the forthcoming academic year. The Clerk confirmed that he had not received any nominations or expressions of interest. Andy Wentel confirmed he would be willing to continue as Vice-Chair until his term of office ends on 15th April 23. Governors discussed the appointment of Vice-Chair, and Governors resolved unanimously to appoint Andy Wentel as Vice-Chair until 15th April 23.

RESOLVED: That Andy Wentel be appointed as Vice-Chair until 15th April 23.

4. DECLARATIONS OF INTEREST

RESOLVED: that there were no additional declarations of pecuniary interest for this meeting.



5. GOVERNING BOARD MEMBERSHIP

Governors discussed the current Governor vacancies and noted that Gail Thomson's term of office as Staff Governor ends 28th February 23, and Andy Wentel and Caroline Willis's terms of office end on 15th April 23. Andy Wentel stated that he would need to consider his position as a Governor next term.

The FGB was very keen to retain Caroline Willis as a Governor, and one option considered was to be appointed as either Co-opted Governor or LA Governor. Caroline Willis stated that she would consider her position and notify the Chair of her decision next week.

Staff Governor elections will be held next term to fill the vacancy that will arise next February 23.

Parent Governor elections will be held next term to fill the two vacancies that will arise next April 23.

Governors considered the allocation of Link Governor roles and determined the following. A further review of responsibilities will be undertaken after completing the Parent Governor elections.

Link Governor Roles

Staff welfare	Louise Gibson
Governance and policy reviews	Dave Whitehead
Communication with parents	Holly James
Early Years	Caroline Willis
Pupil Premium	Louise Gibson
SEND/looked after children	Caroline Willis
Safeguarding/Looked after children	Louise Gibson
Maths	Dave Whitehead
English/Phonics/Literacy/Reading	Caroline Willis/Louise Gibson
Science	Dave Whitehead
Humanities (Geography/History)	TBD
Health and Safety	Andy Wentel
Website compliance/GDPR	Claire Callaghan
PE/sports premium	Andy Wentel
PSHE/RE/RSE/Sex and relationships	Holly James
Behaviour Mental health and well being	Andy Wentel/Holly James
Prevent duty	Holly James

All Governors confirmed they had read the updated Code of Conduct. The Chair will sign on behalf of the FGB, and the code will be uploaded to GovHub.



Q. *Can the Code of Conduct be added to the Parent Governor advert so it is clear what is expected in terms of conduct?*

A. *Yes, that is a really good idea.*

All Governors confirmed they had read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), 1 September 2022. A confirmation form had been uploaded to GovHub.

The Headteacher confirmed that the school website and Get Information about School (GIAS) Compliance information was up to date. The only required amendments were to add the new Chair and the School Uniform Policy.

6. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 29th June 22 had been circulated in advance of the meeting.

RESOLVED: The Part One minutes of the meeting held on 29th June 22 were confirmed to be a true record.

The minutes would be signed in Governor Hub.

7. MATTERS ARISING

There were no matters arising.

Governors reviewed the previous actions as follows:

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 #1
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.	Completed #2

#1 Governors discussed the matter of conducting a parent survey, and the Headteacher noted that it was a while now since a parent survey was undertaken, and it is important to ensure that the survey was distributed soon. The Headteacher would circulate the previous form to all Governors to review the questions and advise of any amendments before publishing the parent survey. The objective will be to distribute the survey before Christmas if possible.



#2 Given the current budget constraints there was no scope to increase the number of staff in the Admin Department, and consequently the review was considered completed. One replacement member of staff had recently joined the department.

8. UPDATES FROM COMMITTEE MEETINGS

Governors had reviewed the Terms of Reference of the Finance & Personnel Committee, Curriculum Committee and Premises, Health & Safety Committee.

RESOLVED: That the Terms of Reference of the Finance & Personnel Committee, Curriculum Committee and Premises, Health & Safety Committee be approved.

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

- Finance & Personnel Committee 5th October 2022
- Curriculum Committee 12th October 2022
- Premises, Health & Safety Committee 9th November 2022

RESOLVED: that the update and minutes from the Finance and Personnel Committee, Curriculum Committee and Premises and Health & Safety Committee be received.

9. FINANCE

The SBM had produced the latest budget monitoring report which had been circulated in advance of the meeting. The Headteacher updated Governors with the highlights from the report.

The situation still looks challenging due to the increase in costs particularly staff costs which are fixed. The current forecast for 22/23 is a deficit position of £98,437. The key adverse variances to budget are Support Staff increases of £40k and energy cost increases of £22k.

SEN children with additional needs are also having a major impact on the school budget. There are increased needs in KS1 which has resulted in the requirement to introduce an extra TA to support, who will probably remain until the end of the Academic Year. In addition, lower pupil numbers continue to have an impact on the school budget.

The forecast for Reception intake in September 23 is 55, but there is no guarantee that this number will be reached. If lower children numbers continue, then this will require structural changes within the school.



Q. *Can the school consider running Breakfast and After School Clubs?*

A. *This might generate some additional income, but it is a big responsibility to take on, and under the current arrangements the school does receive a stream of rental income. It is unlikely the additional income would be sufficient to warrant the increased responsibility and administration that the school would be required to undertake.*

Governors considered the budget projections and noted that a number of schools have now gone to 1 1/2 form entry. The Headteacher added that the lower pupil groups will continue to have an effect on budget as they progress through the school.

Q. *How quickly can the school put a contingency plan together?*

A. *The key issue is certainty over the Reception intake for September 23. There has been no recent contact from CWAC, and the next budget review meeting is in the new year. CWAC are also holding some demographic review meetings soon.*

Q. *What about consultation with parents?*

A. *There is no requirement for the school to consult with parents. If due to the budget position the school has no choice, then consultation would not really add anything. The school could potentially consult on some elements of any proposed structural changes.*

The Chair noted that the school could hold some information evenings which may be helpful.

Governors concluded that the next Finance Committee on 8th February would be the opportunity for further review, and that an additional FGB may be required if any structural changes are to be approved.

The approval of the MIFP would be tabled on the summer term FGB Agenda.

RESOLVED: Governors received the Budget Monitoring Report.

10. HEADTEACHER'S REPORT

The Headteacher's Autumn 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.



Children on roll numbers are as follows:

Class	Pupils	Change
Nursery	25	
Reception	38	
KS1	107	+5
KS2	234	+11
Whole School (excl Nursery)	379	

Overall, the number on roll remains at 379, with low numbers once more in Reception (38, compared to PAN of 60). There have been in-year transfers of 5 into KS1 and 11 into KS2. Nursery numbers have almost returned to normal with only one space available.

Q. *Is there a waiting list for the Nursery?*

A. *The school will need to set one up now due to the increased demand.*

Governors discussed the potential to increase the size of the Nursery, and that this would then translate into increased numbers in Reception. The Headteacher stated that the Nursery does currently make money, and the school would need to weigh up the cost/benefit of increasing the size of the Nursery. This will be reviewed later in the year.

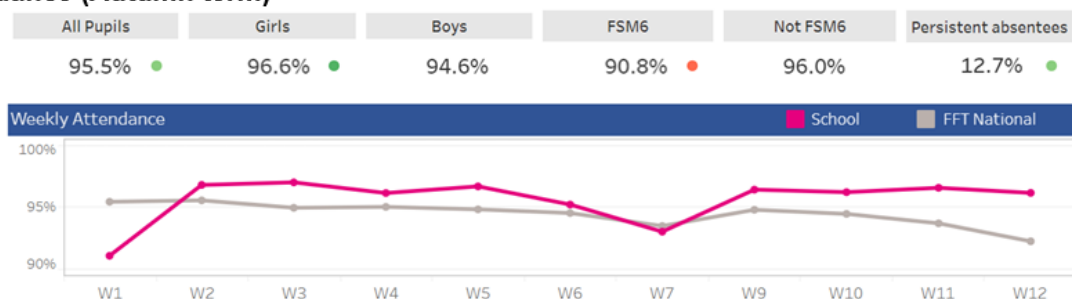
Q. *Are all the 25 children in Nursery full time?*

A. *It is 25 FTE, although most children do come full time.*

Attendance 2021/22

The Fischer Family Trust Attendance graph was reviewed by Governors.

Attendance (Autumn term)



It was highlighted that 12.7% of the children are designated as persistent absentee, although this was favourable to the national average. FSM6 children's attendance was 90.8% which is worse than the national average.



Curriculum Developments

The Little Wandle phonics scheme is proving successful in raising reading attainment in the younger classes. It is time consuming, but it is effective and providing results.

In Maths, Mastering Number sessions are taking place in Reception, Y1 and Y2 classes for a second year. A visit was arranged for an advisory teacher from First4Maths to provide external validation and pointers for development – this proved a very positive experience.

All subject leaders have incorporated aspects of Rosenshine's Principles of Instruction within their subject development plans for 2022-23.

Sport/PE

A major achievement this term was the school's participation in the MBNA Mini-Marathon, winning the prize for most runners: 70 Huntington pupils took part, which was 10% of all those who entered. Thanks were given to Mrs High who co-ordinated this effort.

CEPD has facilitated the training of a new cohort of Y5 pupils to act as Playground Leaders, and these pupils have been assisting KS1 children to use PE equipment at breaktimes.

Extra-Curricular Opportunities

Indoor clubs have included Choir and the Musical Theatre Club. The Art Bus has hosted sessions, and both Digital Wizards and Mad Science returned to run paid-for clubs this term.

Unfortunately, the Art Bus will not be on the school site after Christmas but parked in a layby. The school had no influence on this decision.

Residential Visits

The school has been reviewing the costs of residential trips for parents and in particular the Year 4 trip to the Lake District which is very expensive at over £300 per child for only half a week. The school does lose some money on residential trips since it has to provide supply staff to cover those away who provide additional supervision. The school will also be reviewing the Year 6 trip to Conway, but this trip is a great experience for the children.

Governors discussed the cost of residential visits and noted that one option would be to team up with another school where increased children numbers may reduce the overall cost per head of the trip.



Q. Are PP children fully funded for trips?

A. Yes, they are.

Q. What is the take up for the residential trips this year?

A. Not sure at this stage.

The Headteacher added that it is possible to apply to the Chairman's Trust for funding for residential trips.

Q. What was the take up for the information event on reading?

A. Good, circa 40 parents attended the evening session and circa 30 attended the morning session.

Governors discussed Parents Evenings and finding the right balance between face to face and virtual meetings. One option would be to have one night face to face, and one night virtual. It was noted that generally the parents of younger children are more likely to want to come into the school, especially as some of them won't have visited the school before. The Headteacher would consider the matter further in relation to the Spring Term Parents Evenings.

Governors thanked the Headteacher for his comprehensive report

RESOLVED: Governors received the Headteacher's Report.

11. ACADEMISATION

The Chair stated that in the light of today's announcement that the Schools Bill will not be progressing through parliament, there was a lot more uncertainty over Academisation. Governors discussed the matter and agreed that the key priority for the school was to focus on the budget concerns, and Academisation would be reviewed at the start of the next Academic Year. The Headteacher added that he would ascertain the views of other schools at the Head teachers meeting on Friday.

12. PUPIL PREMIUM REPORT

The Pupil Premium Report had been prepared by Lisa Nicholson and was on GovHub for review. The Chair stated that the report was very good and included all the data that was required. As detailed earlier the Chair will pick up the role of Pupil Premium Link Governor going forward.

RESOLVED: Governors received the Pupil Premium Report.



13. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

The latest version of the SSIP had been circulated for Governors to review. Each Action Plan will be reviewed by the Subject Leads by 21st December and then emailed out to the appropriate Link Governor for review.

Each term the Action Plans will be reviewed and graded as follows: Green = completed in full; Blue = begun; Yellow = overdue.

The commentary will be added at the end of the Academic Year.

The Chair noted that in terms of Key Improvement Priority 4 Behaviour Management, it is important to solicit parents' views on behaviour in the Parent Survey.

RESOLVED: Governors received the School Strategic Improvement Plan update.

14. POLICIES FOR REVIEW

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

- Accessibility Policy
- Pay Policy
- Safeguarding Policy
- SEND Policy 2022
- SEND Information Report

Governors discussed the Pay Policy and noted that an amendment was required to the date for pay rises to be changed back to 1st April, rather than the twelve-month anniversary of joining the school. This leads to a slight increase in costs for the school, but it is the correct way to apply the staff pay rises.

RESOLVED: That the policies presented to the meeting be approved, subject to the change to the Pay Policy.

15. LINK GOVERNOR REPORTS

Brian Turner had added a number of Link Governor Reports in advance of the meeting.

The Chair noted that it was now important that Governors take the time to get back into school. Governors should contact the Subject Leads by e-mail, and the



Headteacher would inform staff to expect Governors to be contacting them in January to set up Link Governor Meetings.

Governors should then ensure they have at least one meeting with their Subject Lead, and also undertake a Learning Walk if possible.

16. SCHOOLS BULLETIN

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

Governors noted the following items:

- Governors training summary.
- Induction training for new Governors. This should be arranged for Holly James and Claire Callaghan.

RESOLVED: Governors received the School Bulletin update.

17. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that she had sent an on-line summary to Governors that provided details of their statutory duties.

The priorities for the FGB are to resolve the finance issues facing the school, and to fill the current Governor vacancies. Governors discussed the vacancies and agreed to include a paragraph in the next school newsletter to solicit any interest from parents or the wider community.

The Chair would draft a paragraph and circulate to the FGB for review.

18. DATES AND TIMES OF NEXT MEETINGS

Governors discussed the current meeting start times, and whether an earlier start time would be more suitable, particularly in terms of staff well-being with staff not being required to stay at school too late. Following the discussion Governors agreed to a trial in Spring Term commencing all meetings at 5:00pm.

The following schedule of meetings were agreed for the next Academic Year.

Spring Term 2023

Finance Committee
Curriculum Committee

Wednesday 8th February 2023
Wednesday 15th February 2023



Premises, H&S Committee
Full Governing Body

Wednesday 8th March 2023
Wednesday 15th March 2023

Summer Term 2023


Finance Committee
Curriculum Committee
Premises, H&S Committee
Full Governing Body

Wednesday 10th May 2023
Wednesday 24th May 2023
Wednesday 14th June 2023
Wednesday 28th June 2023

19. AOB

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

Lisa Nicholson left the meeting at 20:08pm.

Chair of Governors: 

Date: 05.01.23

Huntington Community Primary School

PART ONE ACTION LIST

Item	Action	Who	Timescale
Item 21	Governors to agree a parent survey form to be distributed.	All Governors	Ongoing