



**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 4<sup>th</sup> December 2024 at 17.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Duncan Rose	Headteacher	Ex Officio	Headteacher	✓
Sonja High	Co-opted	23.04.2027		✓
Caroline Willis	LA	14.03.2027	Vice Chair SEP 25	✓
Claire Callaghan	Parent	08.06.2025		✓
Amanda Robinson	Parent	16.04.2027	Chair DEC 26	✓
Fiona Fenton	Parent	16.04.2027		✓
Jen Jones	Parent	03.12.2028		✓
Nicola Harrison Smith	Staff	15.03.2026		✓
Vacancy	Parent			
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
<b>In attendance</b>				
Lisa Nicholson	D. Headteacher			✓
Stephen Ewell	Clerk			✓

The Clerk informed Governors that Louise Gibson the Chair had resigned in advance of the meeting. Amanda Robinson had been nominated for the role of Chair, and left the room whilst Governors considered her appointment as Chair.

**RESOLVED:**

- That Amanda Robinson be appointed as Chair for a term of office of two years.
- That Caroline Willis would take the Chair for this meeting.



## 1. APOLOGIES

No apologies had been received in advance of the meeting.

### **RESOLVED:**

- That the meeting was deemed quorate.

## 2. DECLARATIONS OF PECUNIARY INTEREST

There were no new declarations made in respect of this meeting.

**RESOLVED:** That there were no new declarations of pecuniary interest to be made in respect of this meeting.

Governors were requested to ensure that they had completed their annual declaration of pecuniary interest within Governor Hub.

## 3. GOVERNING BOARD MEMBERSHIP

The Clerk informed Governors that Louise Gibson and Holly James had resigned recently, creating two further vacancies on the FGB.

Governors welcomed Jen Jones to the meeting who had been elected Parent Governor.

**RESOLVED:** Governors confirmed the appointment of Jen Jones as Parent Governor for a term of office of four years.

Governors considered the statement that had been submitted to the meeting from Deborah Browne, who was keen to fulfil one of the Co-opted Governor vacancies. Governors noted that Deborah had a broad range of experience and had previously been a Parent Governor at Queens Park High School.

**RESOLVED:** That Deborah Browne be appointed as Co-opted Governor for a term of office of four years.

Governors noted that there now remained two Co-opted Governor vacancies, and one Parent Governor vacancy. A number of adverts would be placed including on the Parish Website. The Clerk informed Governors that the Inspiring Governance service had closed at the end of September 2024 following the withdrawal of DfE funding for Governor recruitment services.



Governors confirmed that they had read the updated Code of Conduct and completed the confirmation in Governor Hub. The Chair will sign on behalf of the FGB.

Governors confirmed that they had read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), 1 September 2024 and completed the confirmation in Governor Hub.

The Headteacher confirmed that the school website was compliant and that Get Information about Schools (GIAS) data was up to date. There is a compliance tool which maps the school website and supports the school in confirming that the website is compliant.

A summary of the current Link Governor roles and Committee membership had been provided for Governors to review. The requirement to appoint Governors with statutory special responsibilities for Safeguarding and SEND was considered by Governors. Governors also discussed the number of Committees taking place, and the Headteacher added that it was important in supporting policy approval so that not all policies were tabled at the FGB for approval.

Sonja High informed Governors that she could not join the Finance and Personnel Committee due to a conflict with her job role with CWAC.

Following the discussions the following roles and Committee memberships were agreed.

<b>Link Governor Role</b>	<b>Governor</b>
Safeguarding and Prevent.	Amanda Robinson
SEND	Amanda Robinson
Behaviour	Amanda Robinson
Communication With Parents	Fiona Fenton
Early Years	Caroline Willis
Pupil Premium/Sports Premium	Amanda Robinson/Sonja High
SEND	Amanda Robinson
Maths	Caroline Willis
English/Phonics/Literacy/Reading	Caroline Willis
Science	Amanda Robinson
Foundation Subjects	Amanda Robinson/Fiona Fenton
Health & Safety	Sonja High
Website Compliance/GDPR	Claire Callaghan
PSHE/RE/RSE	Fiona Fenton/ Jen Jones
Personal Development	Fiona Fenton/ Jen Jones
Staff Wellbeing and Student Wellbeing.	Fiona Fenton/ Jen Jones



#### Finance and Personnel Committee

Duncan Rose  
Clare Callaghan – Chair  
Fiona Fenton  
Amanda Robinson

#### Curriculum Committee

Duncan Rose  
Caroline Willis - Chair  
Fiona Fenton  
Amanda Robinson

#### Premises, Health and Safety Committee

Duncan Rose  
Sonja High - Chair  
Clare Callaghan  
Nicola Harrison Smith  
Jen Jones

It was agreed that going forward the Premises, Health and Safety Committee would be held virtually over Teams.

**RESOLVED:** Governors approved the appointment of Link Governors and the membership of the Committees.

### **4. MINUTES OF PREVIOUS MEETING**

The part one minutes of the previous meeting held on 26<sup>th</sup> June 2024 had been circulated in advance of the meeting.

**RESOLVED:** that the part one minutes of the meeting held on 26<sup>th</sup> June 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
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	Completed
26 JUNE 24 Item 6	To provide parents with the option of paying over two years for the Year 6 residential.	Headteacher	Completed #1
26 JUNE 24 Item 9	The Headteacher would draft a short statement to staff regarding Academisation.	Headteacher	Completed #2
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	Completed #3

**#1** The Headteacher informed Governors that he had concluded that paying for the Year 6 trip over two years would not be practical, and a decision had been taken to reduce the length of the trip to half a week and consequently reduce the cost to parents.

**#2** The Headteacher confirmed that the statement had been prepared and communicated to staff.

**#3** The SSIP has been updated and included in the documents for review at this meeting.

## 6. UPDATES FROM COMMITTEE MEETINGS

Governors considered the Terms of Reference of the Finance & Personnel Committee, the Curriculum Committee and the Premises, Health & Safety Committee. There were no material changes to the Terms of Reference and they were approved by Governors.

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

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

- Finance & Personnel Committee 2<sup>nd</sup> October 2024.
- Curriculum Committee 12<sup>th</sup> November 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.

### 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. #4

**#4** The Headteacher informed Governors that there were still some contents to be removed and then some enquiries would be undertaken for the removal of the container.

The Clerk indicated he would contact another school to ascertain if they would be interested in acquiring the container.

**RESOLVED:** that the update and minutes from the Finance and Personnel Committee and Curriculum Committee be received.

## 7. FINANCE

The September 24 Budget Monitoring Report had been circulated in advance of the meeting and reviewed in detail at the Finance and Personnel Committee held on 2<sup>nd</sup> October 2024.

The Headteacher provided Governors with an update and the Medium-Term Plan is detailed below.

### September update

SECTION 1 - SUMMARY MEDIUM TERM PLAN	Actual 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
(A) Balance Brought Forward (previous E)	-86,897	-21,651	11,714	-81,116
(B) Projected Income (From F)	2,192,843	2,332,508	2,313,334	2,375,985
(C) Projected Expenditure (from D)	2,127,596	2,299,144	2,406,164	2,439,175
(D) In year surplus/-deficit (B-C)	65,247	33,365	-92,830	-63,190
(E) Projected Carry Forward (A+D)	-21,651	11,714	-81,116	-144,306
	<i>With meals correction</i>	<b>27,972</b>	<b>-45,765</b>	<b>-87,480</b>

There has been a review of the cost of school meals, and a correction identified of £16,258 in 24/25 which has been applied to the Medium-Term Plan as a saving of £45k over three years, as detailed above.

The school will continue to review expenditure items that are not core and look to drive further savings out.

There remains a high number of SEN children within school which impacts the school budget. Two more SEN children joined the school recently; one Year 3 child and a child in Reception with no funding as the Nursery School the child attended did not secure the appropriate funding for this child, who ultimately may move to specialist provision.

**Q.** *How secure is the forecast for TA costs, if more SEND children join the school requiring support?*

**A.** *The estimates relate to the current situation, and it is difficult to predict how many more SEND children may join in the future.*

**Q.** *So the Budget could deteriorate from this position?*

**A.** *Yes, if more SEND children join the school.*

The Headteacher added that for staff employed on a 1:1 support basis, their contract indicates it is for the life of the child at the school. However, they receive redundancy rights after two years. The reality is that as the number of SEND children in school is increasing, these staff could be reallocated if the child they were supporting had left the school.

The estimate for Reception intake in 2025 is 55, and the maximum the school can take is 60 so there is no great scope for increases in income here. The key budget challenge remains the low cohorts in Years 2 and 3, compounded by increasing SEND costs.

**Q.** *With the new Government will there be any increase in the per pupil funding amount?*

**A.** *The Budget is predicated on the current funding arrangements, so there is the potential for some upside.*

The Headteacher summarised stating that there would be a lot more clarity at the Spring meeting, plus there will be some upside when the increased charge to S4YC is reflected in the Budget.

**RESOLVED:** Governors received the Budget Monitoring Report.

## **8. 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:

Pupil Numbers - The overall number on roll has decreased since the last meeting to 361 excluding Nursery, with lower numbers once more in Reception than those children leaving in Year 6. However, Reception is much higher than in the previous year with 52 compared to 46 in 23-24.

**Q.** *Have there been any enquiries from parents with children currently in private schools?*



*A. There are three tours arranged for next week, but don't believe they are regarding children from private schools.*

Attendance – Overall Attendance shows a marginal fall compared to the same period last year to 96.0% versus 96.2%, and Persistently Absent has risen from 8.1% to 10.4%.

Governors noted that Severely Absent was 0.6%, leading to a low ranking of 95th out of 128 schools. The Headteacher stated that this was misleading as there were two children from the same family with very poor Attendance who have now left the school, and the metric would now be 0%.

Governors reviewed the Attendance graph and noted that there are some cohorts with very low pupil numbers, and consequently one child being absent can have a significant impact on the shape of the graph, making it more volatile.

The major trend is that FSM children tend to have higher absence than the school overall, and these children will continue to be targeted. There is one FSM child with very poor Attendance, but there is now a TAF in place and hopefully this will improve Attendance.

*Q. Have there been many parents taking holidays in term time?*

*A. There have not been many, and only one family has been fined so far. Under the new regulations there was one family who took their child away for 4½ days who will possibly be fined in the near future under the accumulation rules.*

*Q. Do the parents understand the new accumulation rules for absence?*

*A. Possibly not, so the new rules may start to have more impact when fines start to be issued.*

*Q. Are the fines issued automatically?*

*A. It is at the Headteacher's discretion once the absence has been flagged by the data being over the threshold.*

Governors discussed the new absence fining rules and noted that whilst it is important to improve attendance the school does not want to damage relationships with the parents if there are genuine reasons for the absence. It is the children who have lots of odd days off here and there, such as every Monday morning which are more of a concern.

Partnership Links - The school's participation in the National Numeracy Schools and Families Programme this year has so far involved the distribution of homework booklets to generate dialogue between school and home about pupils' mathematical work.





CENS – All teachers attended a joint INSET day with the Create Learning Trust at Kelsall Equestrian Centre in November where consultant Emma Turner spoke on the Interconnected Curriculum and Assessment, and the importance of triaging the curriculum.

Mrs Nicholson and Mrs Tranter, together with ten Year 6 pupils, attended the Cheshire Sustainability Conference held at Abbey Gate College.

PTA – There have been lots of activities organised, resulting in lots of funds being raised.

Sports/PE Opportunities – There are lots of inter-school sports events scheduled, and this year the school has tried to spread out the opportunities across many more of the children within Year 6. The school sent out a School Spider survey detailing the sports opportunities available across the year and asking children to express their preferences, which should result in more children getting involved.

***Q.** Are there any problems with children attending sports events and missing some of their curriculum time?*

***A.** The school tends to amend the timetable to manage the absence and ensure that there is very limited impact on the curriculum. In addition, all the Football League matches take place after school.*

***Q.** Would having more After School Club activities be important in attracting more children into the school?*

***A.** The school would need to consider the space required to offer more to Key Stage 1 children, and it would have to be at full cost to the parents.*

Swimming – The school booked an onsite swimming pool for junior children just before the Half-Term Break, and all Key Stage 2 pupils were able to access the pool at some point. Year 3 children developed their skills in an intensive training programme, and less confident Year 6 pupils were supported to improve during additional sessions.

However, a statement was included in CWAC's November Schools Bulletin raising some Health and Safety concerns, which will need to be considered before repeating this successful trial in 2026, when hopefully any issues have been resolved.

***Q.** Were there any complaints of illness following the use of the pool?*

***A.** No, none at all.*

Governors discussed the CWAC statement, and there was some cynicism noted regarding the reasons behind the article, as it is taking business away from the Brio Swimming Pools. Governors also noted that having the pool onsite saves on curriculum time, as well as supporting SEND children who are more comfortable using the pool in a familiar environment and with smaller groups involved.

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

## **9. PUPIL PREMIUM REPORT**

The Pupil Premium Report 23/24 was shared on screen.

Governors reviewed the Assessment Data for PP children across:

- Phonics
- Reading
- Writing
- Maths

Key highlights were identified as follows:

- The number of Pupil Premium children has fallen as it is now harder to qualify for the funding.
- There is a significant overlap with SEND children.
- There are no major trends evident.
- There is an increased focus on Attendance for PP Children.

The PP Strategy will now be updated and circulated to Governors once completed.

**RESOLVED:** Governors received the Pupil Premium Report 23/24.

## **10. Premises, Health & Safety**

A comprehensive report covering interior and exterior premises work completed and scheduled at the school had been circulated prior to the meeting.

The following areas were highlighted:

### **Works Completed**

- Staff/Accessible Toilets - Bathroom trolleys have been purchased to improve storage and enhance the environment.
- Safety features have been added to all external door barriers to discourage children from playing on them following a Health & Safety incident.

### **Premises Works Planned**

- Further discussions have taken place with KIER, following a small number of further roof leaks, and a rectification visit took place to address a leak into the plant room. The leaks have improved but there are still some small leaks. Once the roofing issues are finally resolved, the school will pursue resolution regarding the remaining snags.
- The significant project the school is progressing with is the installation of an adventure play area for EYFS children on the grass alongside their tarmac area, which has been scheduled to be installed at Spring Half Term break, utilising £25k of DFC funding.

### **Longer Term Projects**

- Infant Playground Canopy
- Playground Fencing
- Exterior Lighting

### **Health & Safety**

Road Safety - Following the reporting of near-misses on local pedestrian crossings, messaging to parents has taken place, and a recent assembly was devoted in part to crossing safely.

**Q:** *Can Year 5 and Year 6 children still walk home on their own?*

**A:** *Yes, Year 5 and Year 6 children can. The finish time of after-school clubs has now been reduced to 4:00pm due to the darker afternoons.*

Governors discussed road safety, and the potential to have the speed limit on the road outside the school reduced to 20mph, which would dramatically improve road safety. An email will be sent out to parents to garner support for the proposal.

**ACTION:** Headteacher to propose a reduction in speed limit to 20mph to the LA on behalf of the school.

**Q:** *Has the padlock been fitted to the gate to the CWAC field?*

**A:** *Not as yet. The Headteacher will chase this up.*

All Longer-Term projects are currently on hold until there are more funds available from the school budget.

**RESOLVED:** Governors received the Premises, Health and Safety Report.

## **11. COMMUNICATIONS WORKING GROUP**

Fiona Fenton provided Governors with an update from the Communications Working Group. The draft questionnaire to parents had been circulated in advance of the meeting. The key feedback is that there are too many communications being received by parents, so some messages get lost and parents don't always see the important messages such as medication emails.

Governors discussed parent communications, and an example was given of the number of lost property messages that parents were receiving.

Governors agreed that a weekly update could capture all the generic updates in one communication, and an example had been provided in advance of the meeting by Louise Gibson.

Governors reviewed the Parent Questionnaire and noted that a number of amendments were required. Later in the meeting Governors agreed that it would not be appropriate to send out the parent survey at this time.

**RESOLVED:** Governors approved the production of a weekly parent communication.

Social Media – The Headteacher informed Governors that he would chase up the Communications Contractor who had not yet responded to the school. One proposal was to consider moving from X to Blue sky or Instagram. Governors noted that ensuring the school was using the most effective Social Media platform was important for attracting more children into the school.

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

The Headteacher informed Governors that the next review of the plan would take place before the end of term, and the updated version of the plan would be uploaded to Governor Hub for review by Governors.

The current SSIP was shared on screen, and the Headteacher highlighted the success criteria within the plan for the seven Key Improvement Priorities.

The following areas were highlighted:

- Curriculum has been developed based on the Ofsted identified actions.
- Behaviour and Attitudes will focus on the needs and behaviours of pupils with SEND.
- Magic 1-2-3 is utilised to help support children's behaviour at home.

- My Happy Mind continues to support Personal Development.
- EYFS – there are lots of targets with the key focus on improving Foundation Stage results, although the school recognises that it is a more challenging cohort.
- The Link Governors now need to be updated in the SSIP and the Headteacher will amend these.

The Headteacher added that it would be good for the school to hold another Staff Wellbeing Week.

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

### 13. POLICIES FOR REVIEW

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

- Safeguarding Policy.
- Child on Child Abuse Policy
- SEND Report & Policy.

The Safeguarding Policy and Child on Child Abuse Policy are CWAC versions with just date changes. The SEND Report & Policy has also been reviewed by the Curriculum Committee.

**RESOLVED:** Governors approved the above three policies.

The Teachers Pay Policy has not been updated as the CWAC model has not yet been distributed - it will now be reviewed in the Spring Term.

#### Premises, H&S Committee members:

- Health & Safety Policy.
- Critical Incidents Plan.
- No Dogs in School Policy.

The Health & Safety Policy and Critical Incidents Plan have been reviewed by members of the Premises, Health and Safety Committee. The No Dogs in School Policy has an exception for the Wellbeing Dog.

Governors noted that Louise Gibson needs to be removed from the Critical Incidents Plan. Governors considered the Cascade Flow Chart, and how this would work in practice. Governors were in agreement that the information cascade would not work



in a practical sense, and the Headteacher stated that he would revert to CWAC to request a clarification.

**RESOLVED:** Governors approved the Health & Safety Policy, and the No Dogs in School Policy.

Some amendments are required to the Critical Incidents Plan.

#### **14. LINK GOVERNOR REPORTS**

Governors discussed Link Governor Reports, and the Headteacher requested that Governors ensure that they plan to visit the school in the near future.

#### **15. SCHOOLS BULLETIN**

The Schools Bulletin had been circulated to Governors.

The following areas were highlighted:

- The CWAC statement regarding some Health and Safety concerns regarding temporary onsite swimming pools had been discussed earlier in the meeting.
- Climate Emergency Response Plan – there is a meeting taking place in school next Friday with members of the CWAC team.

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

Lisa Nicholson left the meeting at 19:40pm.

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

The Headteacher informed Governors that he had received an email from a parent expressing dissatisfaction that the Year 5 residential visit would not be taking place. This was a decision that the school had taken to help parents with managing the current cost of living challenges.

The Headteacher added that Year 3 will now go to Robinwood in Wrexham, and Year 4 the Lake District with Year 6 visiting the Conway Centre. There are now three residential trips provided during the children's school journey, while many schools will only provide two. For Year 5 potentially more day visits could be arranged.

The Headteacher shared the points made by the parent in the email on screen, and Governors discussed the matter.



The Chair noted that Governors had already agreed to there being no Year 5 residential at a previous meeting. The Headteacher noted that there were no residential venues currently available that would represent good value for money and/or a productive curriculum link, and it would be difficult to arrange a visit at short notice.

Governors were in agreement that financial considerations for parents remain important, and that staff support visits in their own time and staff wellbeing also needs to be considered.

**RESOLVED:** Governors approved that no Year 5 residential visit would take place this year.

## 17. DATES AND TIMES OF NEXT MEETINGS

The 24/25 meeting schedule is as follows:

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

## 18. AOB

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

## PART ONE ACTION LIST

The following actions would be carried forward.

Item	Action	Who	Timescale
------	--------	-----	-----------



4 DEC 24 Item 10	Headteacher to propose a reduction in speed limit to 20mph to the LA on behalf of the school.	Headteacher.	
---------------------	---	--------------	--

### **Premises, Health & Safety Committee**

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