



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 19th March 2025 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		Absent
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		✓
Kira McMillan	Parent	14.12.2028		✓
Nicola Harrison Smith	Staff	15.03.2026		✓
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
In attendance				
Rachel Fisher	SBM			✓
Lisa Nicholson	D. Headteacher			✓
Stephen Ewell	Clerk			✓

1. APOLOGIES

No apologies had been received in advance of the meeting. Sonja High was recorded as absent.

RESOLVED:

- That Sonja High be recorded as absent.
- 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.

3. GOVERNING BOARD MEMBERSHIP

The Clerk informed Governors that there had been three expressions of interest in filling the three remaining Co-opted Governor vacancies:

- Louise Gibson
- Megan Lloyd
- Sian Winston

All three had submitted supporting statements which had been considered by Governors in advance of the meeting.

RESOLVED: That Louise Gibson, Megan Lloyd and Sian Winston be appointed as Co-opted Governors for a term of office of four years.

Governors noted that Claire Callaghan's term of office would end in June.

Governors discussed the current Instrument of Government, and noted that it currently included five Parent Governors, which was considered too high and Governors agreed that there should be a change made to the Instrument, with one of the Parent Governor roles being replaced with a Co-opted Governor role, which would provide more flexibility in recruiting Governors in future.

RESOLVED: Governors approved the amendment to the Instrument of Government.

4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 4th December 2024 had been circulated in advance of the meeting.

RESOLVED: that the part one minutes of the meeting held on 4th December 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
4 DEC 24 Item 10	Headteacher to propose a reduction in speed limit to 20mph to the LA on behalf of the school.	Headteacher	Completed #1

Additional Actions Arising for Review

1. Results of the parents' communications survey to be sent out to parents. #2
2. Introduction of a weekly parent communication. #3
3. Amendment to the Critical Incident Plan and removal of last chair - Headteacher to discuss with CWAC. #4
4. Behaviour policy updated for SEN/zones of regulation. #5
5. Breakfast Club funding explored/applied for. #6

#1 The matter was discussed at the recent Premises Committee meeting.

CWAC have indicated that they will review the signage near to the school and Governors noted that the first "school" sign is when drivers are already halfway past the school. The minutes from a Budget meeting also indicate that CWAC is considering implementing a 20mph limit outside all schools, but this is at an early stage and there will be a number of further meetings before this might be approved.

The school has also been asked to sign a letter from Kings School Pressure Group, who are seeking reduced speed limits outside all schools in the area.

#2 The final draft is with Governors for review, and the plan is to distribute to parents next week.

#3 The new weekly parental communication will begin after the Easter break.

#4 CWAC are still using the old version, and the plan has been updated in the existing form. There remains a requirement for a further review of the cascade information.

#5 Carry forward.

#6 The Headteacher has given the matter some further analysis and there is a concern it may conflict with the S4YC provision. Further information is required before a decision can be made.

6. UPDATES FROM COMMITTEE MEETINGS

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

- Finance & Personnel Committee 29th January 2025.
- Curriculum Committee 12th February 2025.
- Premises, Health & Safety Committee 5th March 2025.

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
	No actions carried forward.		

Clare Callaghan updated Governors that following the Finance Committee meeting, she had undertaken some further research, and the school may need to reverse the decision on the nursery lunch time fees. The updated guidance clearly states that there needs to be a continuous block of hours. Governors noted the clarification.

Curriculum Committee

Date	Action	Responsibility	Update
	No actions carried forward.		

The Headteacher stated that the recording of near misses had been recommended to be either through a form or a bespoke email address. Governors discussed the two options and were in agreement that a bespoke email address with an automated reply should be adopted. All incidents that relate to the children's journey to school should be reported.

Premises, Health & Safety Committee

Date	Action	Responsibility	Update
5 JUNE 24 Item 5	Headteacher to arrange removal of the container.	Headteacher	Ongoing #1

5 MARCH 25 Item 5	Headteacher to check if there are any requirement for door contacts explicit in the Insurance Policy.	Headteacher	Ongoing #2
5 MARCH 25 Item 5	Headteacher to obtain quotes for acquiring a back-up generator.	Headteacher	Ongoing #3
5 MARCH 25 Item 6	Headteacher to look into providing additional fire training for the children.	Headteacher	Completed #4
5 MARCH 25 Item 6	Headteacher to set up a school email address for reporting traffic incidents.	Headteacher	Completed. #5

#1 This action will be completed when the weather has improved.

#2 The Headteacher stated that he still needs to check this with the insurer but does not anticipate it to be an issue.

#3 The Headteacher had emailed CWAC Health and Safety Department for advice and was awaiting a response. Given the timescales it was possible that the school would miss the end of March deadline for submission for the Health and Safety grant. It had also been identified that if the power does go off again, the use of bottled water and hand sanitizer was probably not an appropriate solution in terms of the Health and Safety of the children.

#4 Year 5 had their fire training last week, and the Headteacher will enquire at the Headteachers' meeting next week regarding any further training available.

Governors noted that it would be useful to have a school assembly which was focused on fire safety.

#5 This matter had been discussed earlier in the meeting.

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

7. FINANCE

The January 25 Budget Monitoring Report had been circulated in advance of the meeting and reviewed in detail at the Finance and Personnel Committee held on 29th January 2025.

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

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	35,254	9,537
(B) Projected Income (From F)	2,192,843	2,314,193	2,306,719	2,282,611
(C) Projected Expenditure (from D)	2,127,596	2,257,288	2,332,436	2,358,812
(D) In year surplus/-deficit (B-C)	65,247	56,905	-25,717	-76,201
(E) Projected Carry Forward (A+D)	-21,651	35,254	9,537	-66,664

The plan is based on reverting to two form entry in Key Stage 1 from September. There have been some reduction in staffing costs, primarily Agency staff, and some reduced TA support hours. The removal of the Little Wandle Assessment Day has also contributed to improved budget outlook for 25/26 (+£45K), but the reduced numbers anticipated in Reception for September 2025 have essentially cancelled out this saving in 26/27.

Reception intake for September is now anticipated to be 42 children. A number of different pupil number scenarios had been reviewed at the Finance Committee.

The current expectation on teacher pay rises is for 2.8% which will not be funded and will have an impact on the budget. In addition, the changes to the UPS scale in the new Pay Policy will also negatively impact the Budget.

RESOLVED: Governors received the Budget Monitoring Report.

SFVS

The SFVS had been uploaded to Governor Hub, and the Chair had reviewed the SFVS in detail with the SBM and recommended its approval to Governors.

RESOLVED: Governors approved the SFVS for submission to CWAC.

The Headteacher informed Governors that there were only a few minor changes to the MIFP, and it would be circulated to Governors for approval following the meeting.

The Scheme of Delegation had been approved at the Finance Committee meeting in January 25.

The SBM stated that the Governor Skills Matrix would be circulated now that the three new Governors had joined the FGB.

RESOLVED: Governors received the SFVS/MIFP update.

8. HEADTEACHER'S REPORT

The Headteacher's Spring 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 increased by five pupils since the last meeting with six arrivals and one departure due to family relocation. The total on roll is now 366 excluding Nursery.

Attendance – 'Overall attendance' shows an improvement over the same period last year (95.4% v 95.1%), and 'Unauthorised absence' has reduced from 1.1% to 0.9%.

The comparison of the school's attendance data with the national average shows that overall attendance is 0.6% greater, and persistent absence is less by 3.4%.

Headline attendance and absence

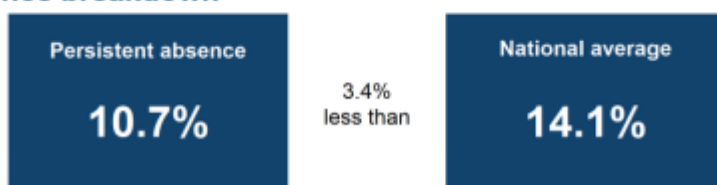
Overall attendance and persistent absence percentage for your school compared to the national average from the start of the academic year 2024 to 2025, up to Tuesday 18 February 2025.

Overall school attendance



Overall attendance is 95.4% which is 0.6% greater than the national average.

Absence breakdown



Persistent absence is 10.7% which is 3.4% less than the national average.

Q. *Is there a particular reason why Attendance has improved?*

A. *The school continues to focus strongly on Attendance, but there are also some poor attenders that have now left the school.*

Fixed Penalty Notices (FPN) are now being issued regularly, and the school has recognised that it needs to be stricter when considering the number of days taken off for religious observance reasons. One pupil's parents have requested ten days off to visit Bangalore.



Unauthorised absences are now totalled up on a cumulative basis over a ten-week rolling period. Parents will be notified before the FPN threshold is met.

The Report also included an update on Partnership Links, and a summary of school life and sports activities, school visits and visitors to school with illustrative photos.

RESOLVED: Governors received the Headteacher's Report.

9. SCHOOL IMPROVEMENT PLAN

The Headteacher informed Governors that the SIP is reviewed by the SLT on a termly basis and the updated version is available on Governor Hub for review. The next update will take place after the Easter break.

The Chair noted that some of the Link Governor detail within the plan needs updating, and that a review of Link Governor roles should be undertaken at the next FGB meeting, now that the new Governors have been appointed.

ACTION: Review Link Governor roles at summer FGB meeting.

Governors discussed Governor visits into school and were in agreement that these should be deferred until the Link Governor roles had been updated at the Summer FGB meeting.

RESOLVED: Governors received the SIP update.

10. POLICIES FOR REVIEW

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

- Early Career Teacher Policy
- Teachers' Pay Policy

The Early Career Teacher Policy was reviewed by Governors.

Q. *Are there any ECTs at the school currently?*
A. *No, not at the moment.*

RESOLVED: Governors approved the Early Career Teacher Policy.

The review of the Teachers Pay Policy is detailed in the confidential minutes.

11. LINK GOVERNOR REPORTS

Governors discussed Link Governor Reports, and the Chair stated that she had met with Mrs Bunning to discuss No Outsiders, which supports the school diversity message. There is a plan to use reading materials to support the message, and the PTA has agreed to provide £300 to purchase books for the school library.

12. SCHOOLS BULLETIN

The Schools Bulletin had been circulated to Governors.

The following areas were highlighted:

- An update was provided on the Ofsted consultation 3 February 2025 – 28 April 2025. There is a proposed 5-point scale (exemplary, strong, secure, attention needed, causing concern), as well as an increased focus on Inclusion during inspections.
- There is an Early Years Conference taking place on 25th June 25, with a well renowned keynote speaker presenting.

RESOLVED: Governors received the School Bulletin update.

13. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no matters to be brought to Governors' attention.

14. DATES AND TIMES OF NEXT MEETINGS

The Chair requested that the date of the next FGB meeting be moved to Tuesday 24th June 25.

The amended 24/25 meeting schedule is as follows:

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	Tuesday	24/06/2025	17:30

15. AOB

The Headteacher informed Governors that the Edsential School Meals prices would be increasing to £3 per meal from September. This is if the school enters into a new three-year contract, and it will increase to £3.10 per meal for a one-year contract.

Governors discussed the increase and noted that there was the opportunity for the school to increase the charge to parents, as the prices had not been raised for a year.

Q. *Was there any reduction in uptake after the previous price increase?*

A. *No change.*

Following the discussion Governors agreed to enter into the three-year contract with Edsential at £3.00 per meal, and to increase the school charge to parents to £3.20 per meal.

RESOLVED: Governors agreed to enter into a three-year contract with Edsential, and to increase the charge for school dinners to £3.20.

Lisa Nicholson left the meeting at 19:35pm.

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
19 MARCH 25 Item 5	Further review of cascade information in the Critical Incident Plan.	Headteacher.	
19 MARCH 25 Item 5	Behaviour policy updated for SEN/Zones of Regulation.	Headteacher	
19 MARCH 25 Item 5	Breakfast Club funding explored/applied for. Further information required.	Headteacher	
19 MARCH 25 Item 9	Review Link Governor roles at summer FGB meeting.	FGB	

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 MARCH 25 Item 5	Headteacher to check if there are any requirement for door contacts explicit in the Insurance Policy.	Headteacher	Ongoing
5 MARCH 25 Item 5	Headteacher to obtain quotes for acquiring a back-up generator.	Headteacher	Ongoing