

Houghton Primary School
Minutes of Full Governing Body Meeting held on
Tuesday 14th December 2021 at 6.30pm (virtual meeting)

Governors Present:

Darren Rice (DR) **Chair** LA Governor
 Liz Bligh (LB) Co-opted Governor
 Amy McLennan (AM) Staff Governor
 Sally Michaels (SM) Community Governor
 Angela Passant (AP) Co-opted Governor (Minutes)
 Amanda Spencer (AS) Parent Governor
 David Sweet (DS) Parent Governor
 Lynsey Tweddle (LT) Parent Governor
 Georgina Young (GY) – Head Teacher

	Agenda Item	Action
	<p>DR confirmed that the Agenda published for the 30th November meeting (postponed to 14th December) had since been streamlined due to the current circumstances and the following items would be covered in the February 2022 meeting:</p> <ul style="list-style-type: none"> ● Governors Strategic Planning ● OFSTED Section 8 requirements (see 4 Item 8 below) ● School Self-Evaluation/OFSTED ● School Development Plan 	
1)	Apologies for Absence – All Governors present.	
2)	Declarations of Interest - None	
4)	<p>Governors' Business</p> <p>a) Clerking – DR advised that he was still working with the LA to seek a remedy regarding lack of clerking services.</p> <p>b) DR was please to formally announce that SM had offered to stand as Vice Chair. This was unanimously welcomed and approved. AM thanked her for her thoughtfulness in sending doughnuts to the school.</p> <p>c) DR confirmed that this was the last meeting for LB who would be stepping. On behalf of the governing body, DR thanked her for her significant contribution and support during her tenure as Co-opted Governor. LT noted her gratitude for LB's support and 'helping hand' during the early stages of LT's appointment as Governor.</p> <p>d) DR expressed the need for more parent Governors. GY advised that parents can be approached directly as other routes had not proved successful.</p>	<p>DR</p> <p>GY/ all</p>

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	<p>e) An advert would be placed in the Parish magazine however, this was only quarterly.</p> <p>f) An advert had been circulated for a Community Governor.</p> <p>The LA monitoring report suggested that the Governors should take a more strategic role, which should be reflected in adverts.</p>	
<p>3)</p>	<p>Minutes of the meeting of 12th October 2021</p> <p>These were circulated to the Governors prior to the meeting and approved as an accurate record.</p> <p>Matters arising:-</p> <p>Item 5a) – LB and DS had meet as pay panel and considered GY’s recommendations for staff were reasonable and fair. Governors praised the presented format of recommendations, noting its clarity and requested that this format continue in future. GY confirmed she would make this template available for the incoming HT Drew Spencer to use for continuity.</p> <p>Item 5b) SM confirmed that the Head Teacher’s performance review had taken place and the recommendations of the panel had been implemented based on evidence and the comments made by Craig Duncan. SM also expressed her thanks to GY for everything that had been achieved under her Headship. GY responded by thanking SM and LT for their positive and supportive approach.</p> <p>Item 9 – Ofsted: Section 8 Requirements</p> <p>a) Governors discussed the school inspection handbook and specifically section 8. This stimulated a discussion as to how, as a governing body we can best prepare ourselves for an OFSTED assessment.</p> <p>GY advised that OFSTED were approximately a year behind their schedule, meaning that for likely timing of a potential Ofsted visit would not be until the 2022-23 academic year. This there means that as a governing body we would have two terms (i.e. Spring and Summer terms of the 2021-22 academic year) to prepare.</p> <p>DR said he would contact Craig Duncan regarding the provision of suitably tailored training session/s to reflect our local situation.</p> <p>DR also asked that Governors both read the handbook, but also undertake the “getting Ofsted ready” training which DS confirmed he had undertaken.</p>	<p>GY</p> <p>DR</p> <p>Govs</p>

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	<p>b) Based on understanding of the training, DS rightly commented that there is a need to discuss Ofsted’s expectations of governors’ understanding of delivery of the curriculum. In discussion, the following actions were agreed:</p> <ul style="list-style-type: none"> ● Governors to engage with curriculum leaders to understand the “curriculum journey”; this could be done with leads attending future FGBs; ● Agreement to confirm governor curriculum leads – for governors to work in pairs and on more than 1 subject to provide resilience; ● We agreed GY to arrange from Spring Term and invite Drew Spencer as part of hand-over/continuity and add the dates to the Governors’ drive. <p>DR reiterated there would be a need to look at Governor roles at the next meeting and would include in Agenda items.</p> <p>Item 11 – DR advised that he had spoken to Jon Lewis regarding the £30k from L/A to support SEND pupils, however, the current deficit in County budget meant that this could not currently be provided. However, he was advised that Houghton’s position ‘had not been forgotten’.</p>	<p>GY/DR</p>
<p>5)</p>	<p>Policies</p> <p>a) Equality Statement and Objectives – this was approved</p> <p>b) Complaints Procedure This was approved, subject to the following changes:-</p> <ul style="list-style-type: none"> ● GY to add the link to The Burrows complaints policy on their website. It was noted that a similar approach should be taken with H & S and similar policies upon their review. ● Remove ‘Governors’ communication policy’ and replace with ‘School office’ and e-mail address. ● Governors agreed that there should be face-to-face meetings when required, (in line with GDPR provisions) to ensure continued connection with parents/carers. <p>c) Managing Serial and Unreasonable Complaints – approved</p> <p>d) Pay Policy – This needed to be the subject of further work as per the e-mail report by LB and AP of 19th October 2021. DR nominated SM with her previous experience plus one governor to review the document and report back at the next meeting in order to approve and publish.</p> <p>As a result of not having a clerk, LT asked whether the clerk’s mailbox was being monitored. The password for the mailbox would be reset in order the periodic monitoring and actioning of e-mail could take place.</p>	<p>GY</p> <p>GY</p> <p>GY</p> <p>SM</p> <p>MB</p>

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6)	<p>Governors' Reports – SEND</p> <p>AP had provided Governors with a report prior to the meeting, however, wanted to record her thanks to Laura Thatcher (SENCO) and Nikki Sharpe for their outstanding continuing commitment to the children of Houghton School and the support given to parents, particularly during, and as a result of, the COVID pandemic. GY thanked AP for her time to meet with Laura and Nikki, which was much appreciated.</p> <p>GY advised that there was a possible restructure planned in County to streamline services, which should be positive. Social care was stretched as it was difficult to recruit.</p> <p>GY advised that she had received a number of applications for children with Educational Health Care Plans but, due to lack of capacity/significance of need, has had to reject the applications for 2 children. This demonstrates the reputation of Houghton for high quality SEN management and care.</p>	
7)	<p>Head Teacher's Report</p> <p>A comprehensive report by GY was received by Governors prior to the meeting however, the following areas were updated by GY.</p> <ul style="list-style-type: none"> ● Pupils' attendance continued to be better than other schools with fewer COVID cases. ● There was a problem recruiting cleaners for the school and while staff were covering, it was difficult to maintain cover. GY to consider advertising on village Facebook page. ● The decision was made to cancel the face-to-face nativity early in the term. The whole school nativity play was recorded and will be shared securely with parents/carers on Thursday 16th December on Tapestry (FS) and Google Classroom (KS1 and KS2). ● GY reiterated her grateful thanks to the staff of the school for demonstrating such resilience and for the continuing support of parents/carers. <p>The Governors reiterated their thanks to GY for her inspiring leadership and personal dedication.</p>	GY
8)	<p>AOB Items - Any additional items for the Agenda to be sent to DR by 16th January 2022</p>	
9)	<p>Date of the next meeting:- Tuesday 1st February 2022 at 6.30 p.m. (virtual meeting unless advised otherwise)</p>	

The meeting ended at 8.00pm

Agreed by Governors at Virtual FGB on 1st February 2022 and recorded in the Minutes.