

Houghton Primary School
Minutes of Full Governing Body Meeting held on
Tuesday 1st February 2022 at 6.30pm (virtual meeting)

Governors Present:

Darren Rice (DR) **Chair** LA Governor
 Sally Michaels (SM) Vice-Chair, Co-opted Governor
 Amy McLennan (AM) Staff 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

Also Present:

Mandy Brown (MB) – School Business Manager

	Agenda Item	Action
1)	Apologies for Absence – None	
2)	Declarations of Interest - None	
3)	<p>Minutes of the meeting of 14th December 2021 a) These were circulated to the Governors prior to the meeting and approved as an accurate record.</p> <p>Matters arising:- Item 4a) Item 3.9 c/fwd – DR to contact Craig Duncan re provision of specific training on OFSTED for Governors Item 5b) GY confirmed that agreed amendments to the Complaints Procedure had been made.</p>	DR
4)	<p>Recruiting Update (DR) a) Governors - DR confirmed there were 3 co-opted governor vacancies and 1 for parent governor. The school have advertised twice for parent governors with no applicants. He would contact a parent with a finance background in Robins class. GY suggested she contacted individuals in the parent group if the above action was unsuccessful.</p> <p>b) Clerking - DR confirmed he had continued his dialogue with the LA regarding the need for clerking services, however there was a waiting list. He will continue to pursue as professional services were needed urgently to support governance.</p>	DR GY DR

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5.	<p>Governor Training (DR)</p> <p>DR asked Governors to keep the governor training record set up by SM on shared Google Drive. This would then be accessed by MB to ensure the Single Central Record was updated.</p> <p>DR to send the link to Governors</p>	Govs MB DR
6,	<p>Governors' Reports (AP)</p> <p>a) Safeguarding – GY confirmed that the LA were completing their audit of the Single Central Record in a visit to school to physically check the records in the coming week. The actions from the electronic audit completed in the Autumn term by the LA had been undertaken.</p> <p>b) SEND – AP's report had been received by Governors and there were no further comments. Although we were already collaborating with other schools, GY advised that the Educational Psychologists Team was overwhelmed and had a backlog. Demand was greater than supply of resources, however, two Educational Health Care Plans were going forward.</p> <p>GY gave governors information relating to the school's capacity for admission of children with EHCPs in some year groups. She has been in communication with the LA SEND team about specific cases, pushing to ensure that individual needs are met in appropriate settings. The LA team have been very supportive of the schools honest approach.</p> <p>DR endorsed GY's approach to managing stretched resources relating to SEND and advised he would continue to raise this as a major issue with Cambridgeshire's Director of Education following his attendance of a governor's meeting in the summer 2021.</p>	DR
7.	<p>Governors Strategic Planning (DR)</p> <p>DR advised that strategic leads for the key elements of governance needed to be allocated. The reports already appearing as a standing item on the agenda.</p> <p>It was agreed that there needed to be a major lead and supporting lead for to ensure consistency of approach and support succession planning.</p> <p><i>(See 8 for strategic lead for OFSTED, 9 for the use of parent surveys to help shape the strategic plan and 11 regarding income generation for 2022/3)</i></p>	DR

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	DR to arrange a separate Strategic Planning meeting in early March to include new HT if possible.	
8.	<p>OFSTED – section 8 requirements (DR)</p> <p>OFSTED management would also require a <i>lead governor</i> to support SLT in addition to those identified in 7 above.</p> <p>It was also agreed that a risk assessment and action plan were required which involved the new HT.</p> <p>LT suggested that results of the governor skills set exercise should be considered to assist the process. This was agreed. This needed to be updated due to changes in governors.</p> <p>GY advised that the OFSTED window for Houghton started in September and that governors needed to continue to ensure that they are prepared in the coming situation with a new headteacher in post. It was agreed that the parents’ survey should be sent out to all parents just before Easter so that it can be analysed with the new headteacher at the start of the summer term and used to support future planning.</p> <p>GY suggested that governors familiarise themselves with recent OFSTED reports (from September 2021) onwards as this would provide an insight into the format and identify any emerging themes for schools. These were accessible from the OFSTED website.</p> <p>SM advised that she had been contacted to meet the Inspector in regard to the recent OFSTED visit to her previous school and would feedback any specific considerations into the Governors’ preparations as appropriate.</p>	<p>DR/SM</p> <p>DR</p> <p>DR</p> <p>GOVS</p> <p>SM</p>
9)	<p>Governors’ Monitoring (DR)</p> <p>a) Parent Survey – This was approved, with the addition of a final statement giving contact details for the school should parents wish to do so. DS asked for the outcomes of the survey to be published to parents.</p> <p>The results of previous surveys to be loaded onto the shared drive for comparison and to inform the <i>Strategic Plan</i>.</p> <p>b) Pupil Survey - GY advised that Tina Culpin was leading on the survey to be completed before Easter and will share with SLT. The pupil survey, together with the parent survey results would assist the new HT in his risk assessments and review of the school plan.</p>	<p>GY</p> <p>GY</p> <p>GY</p>

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10)	<p>Head Teacher’s Report (GY)</p> <p>A comprehensive report had been received by governors before the meeting, however GY highlighted</p> <ul style="list-style-type: none"> ● the successful recruitment of a cleaner; ● absence cover – GY had covered teacher absence in Yr 2 saving over £2,000 in supply costs ● COVID - a plan was in place to open up the school more before Easter (within appropriate covid measures). For example – reinstating parents’ lunches, class assemblies and an open evening. This was welcomed by governors. DR felt that the covid safety approach taken by the school over the past 2 years had been proportionate and effective—and was grateful that sensible and controlled actions had been taken as recognised by the County in previous correspondence with governors. LT felt that the fact the COVID/wellbeing had not been the major topics for discussion at this meeting was indicative of a more positive position overall. ● GY’s final contracted day will be 31st March 2022. She retires on 1st April, but will attend school that day as it is the last day of term. 	GY
11)	<p>Finance – current position at December 2021 (MB)</p> <p>a) Governors had access to latest financial report (end of December 2021). AS noted that we were only able to deliver a balanced budget for 2021/22 because of a carry-forward figure.</p> <p>b) Income Generation - GY reminded governors that the main source of income was currently based on number of students. The roll is currently 183 and 60% of pupils were out of catchment. The maximum capacity is 210. Intake for 2022/3 indicated there were 24 pupils whose first choice was Houghton. This is less than PAN 30 and is the second year of a fall in applications. The school has been advised that this is indicative of county demographics for this year group. SM suggested soft marketing by sharing what pupil achieved and LT reminded the meeting that good OFSTED reports were marketing tools. DS also highlighted the building of a new housing estate that was outside catchment but could still attract additional pupils. A discussion was held about the impact of secondary school provision/places on our pupil numbers with some parents moving out of catchment in KS2 reporting the reason as local secondary provision. Two local secondary schools have been inspected</p>	DR

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	<p>recently. Reports may have a further impact on parental choice/decision making.</p> <ul style="list-style-type: none"> ● GY to speak to LA regarding an update on numbers for 2022/23 ● MB would be seeing the LA financial adviser on 3rd February to focus on the current year. ● GY suggested that the budget for 2022/3 should be part of the governors' <i>Strategic Plan</i> which should include early years provision on site. This was agreed. ● DR to ask new HT to speak to preschool as part of prep for <i>Strategic Plan</i> ● AP suggested governors should visit St Peter's Secondary School (catchment school for the villages) when fully open, to continue strengthening relationships after a successful visit in 2019. 	GY DR
12)	<p>Transition Work with New HT – verbal update (GY)</p> <p>GY advised she had several meetings/conversations with the appointed headteacher, Drew Spencer, which will help to ease his way into headship at Easter.</p> <p>His circumstances had allowed him to start the transition process earlier than anticipated and he will be visiting Houghton in February and March to view the budget and strategic issues. He is now able to access all the docs on the shared drive. Governors welcomed these early transitional activities.</p>	
13)	<p>School self-evaluation/OFSTED (GY)</p> <p>A report had been prepared for governors prior to the meeting. This was accepted.</p> <p>GY will load all reviews on Google, together with curriculum documents by Easter.</p> <p>She advised that there should be a 'crib' sheet for each subject area including Governors, to provide an overview. This would be completed in the summer term.</p>	GY
14)	<p>School Development Plan 2021/22 (GY)</p> <p>A report had been prepared for governors prior to the meeting. This was accepted.</p>	
15)	<p>Policies</p> <p>a) Teachers Pay Policy – DR asked to work with SM to lead an urgent review ready for March meeting.</p> <p>b) Introduction of Newly Qualified Teachers (NQT).</p> <p>SM advised that terminology and approach to NQTs had recently been changed to 'early career teacher' ECT This policy therefore needs to be rewritten with the new framework for Early Career Teachers in place. This has been rescheduled for the Summer term 2022.</p>	SM

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	c) Policy for children who cannot attend school because of health needs. This was approved .	
16)	AOB Items - Any additional items for the Agenda to be sent to DR by 10 th March 2022	
	Date of the next Full Governors' meeting:- Tuesday 22nd March 2022 at 6.30 p.m. This date was retrospectively changed to Thursday 17th March due to governor availability. (virtual meeting unless advised otherwise)	

The meeting ended at 8.20 pm

Agreed by Governors at Virtual FGB on Thursday 17th March and recorded in the Minutes.