



# Hauxton Primary School

## Full Governing Body Meeting Minutes

### Tuesday 12<sup>th</sup> December 2023

### 19:00 in person in school

**Governors in attendance:** Simon Burgin (Chair SB), Helen Hurworth (HT), Jayne Lay (Assistant Head), Bhavna Shah (BS); Marwah Hassan

**Apologies:** None Received

**Others in attendance:** Helen Nicholls (Camclerk),

Item	Notes	Actions
1	<p><b>Welcome, Introductions &amp; Apologies for Absence</b></p> <p>Chair welcomed everyone to the meeting and apologised for the delay in starting due to meeting with parents over-running</p> <p>Georgie Statham and Joshua Matthew are present as prospective new governors</p>	
2	<b>Confidential Pre Meeting – Cancelled</b>	
3	<p><b>Opening of Full FGB and Welcome to guests</b></p> <p>The Governors gave a brief description of their experience as an introduction for the guests.</p>	
4	<p><b>Declarations of Pecuniary Interests</b></p> <p>To receive any declarations of pecuniary interest arising from items on the agenda</p> <p>None received</p>	
5	<p><b>Approval of Minutes of the last meeting</b></p> <p>To review and approve the minutes held on 3<sup>rd</sup> October 2023 (attached)</p> <p>The governing body were happy to accept the minutes from the last meeting as a true and accurate representation of the meeting.</p>	
6	<p><b>Matters Arising from Minutes of the last FGB meeting</b></p> <ul style="list-style-type: none"> <li>• HT will speak to the possible parent governor</li> <li>• Clerk to share safeguarding training link with SB &amp; BS</li> <li>• SB &amp; BS to complete the safeguarding training – Still to be completed</li> <li>• HT to report staff injuries caused by pupils to Phil Nash at the LA</li> <li>• Clerk to update the Standing Orders for 2023-24</li> <li>• Clerk to update the Code of Conduct 2023-24</li> <li>• Clerk to email declaration of interests form to governors to obtain electronic confirmation</li> <li>• To continue to focus on governor recruitment</li> </ul>	

	<ul style="list-style-type: none"> <li>● Policies to be carried over to next meeting</li> <li>● HB to share 'Balancing school improvement &amp; wellbeing' training resources</li> </ul>	
7	<p><b>Head Teachers Update</b></p> <p>The Heads report was circulated prior to governors prior to the meeting.</p> <p>Number of children on roll may drop to 89 children. Attendance is down and have looked at improving persistent lateness with a number of families. We had one child where attendance was at 50% there was a very complicated home story but have persuaded mum to get child back into school with a part time timetable, looking to come back full time after Christmas. Mum started working with us after sending out an attendance letter and social worker support is in place in this case.</p> <p>The Chair explained that attendance is a performance indicator that we are judged on and as a governing board we try and work with families to get things back on track rather than using a more heavy handed approach.</p> <p>The Head explained that persistent lateness for another child continues for no reason other than poor timekeeping and we will keep reminding parents that the child needs to be here on time.</p> <p>We have four EHCP in place in school and another underway which will have implications on the budget. SEND services came into school to do a swat analysis and spent 2 hours going through the strengths and weaknesses of the school, with no outcomes discussed. Frustrating as no money available from the county council due to massive overspend on SEND.</p> <p>Q How are we looking with regards to trends of injuries on staff and children?</p> <p>The Head replied that one of the children is currently very tired and we have negotiated a part time timetable up till Christmas to allow them to cope to reduce further incidents. The other child in question had an incident today and had a fixed time exclusion. He has a support structure with therapy in school and alternate provision 2 days a week, but child is unable to self-regulate especially when outside, and unfortunately don't have the staff to cover child 1:1 during break times. Mum and child were in school this afternoon for therapeutic intervention.</p> <p>PP monitor spending and new PP statement will be finished by end of term and shared with governors</p> <p>JL temporary cover – David has been in for some induction work and the children have met him. Children have got over the surprise of having a man as a teacher.</p> <p>Head – continuing to attend new heads course.</p> <p>Pupil progress meetings have happened and we know who needs support and how we are to put this in place after Christmas</p> <p>Personal development worked well this term. Dog's trust came in and spent time</p>	

	<p>helping children feel safe around dogs. Carol concert was on Friday.</p> <p>Anthony Browne MP is coming in to present prize to winner of a Christmas card competition.</p>	
8	<p><b>Safeguarding –</b></p> <p>Governor has been looking at SCR DOB checks not being captured when coming into school. This could be seen as evidence that we have checked ID for contractors.</p> <p><b>Action:</b> The Head is to check whether it is appropriate to keep DOB for contractors with regards to GDPR</p>	Head
9	<p><b>Committee Update</b></p> <p>9.1 – FPHS Terms of Reference - Ratified</p> <p>9.2 – FPHS update - Caretaker has fixed door for the time being, will be kept under review</p> <p>Main head line from the meeting was the need to keep a watch on heating costs. The Chair stated that once we have another set of readings he will write to the CC to ask what they are going to do.</p> <p>The head confirmed that an email had already been sent, the response was that we are using more energy so have to pay more.</p> <p>The Chair explained that the deal was that we also had solar panels, these couldn't be fitted as the roof wasn't strong enough but we were assured that we would still save money.</p> <p>The Head confirmed that his needs to go back for the county council to challenge the contractors.</p> <p>The Chair confirmed that we must not pay the final bill on this until this matter is resolved.</p>	
10	<p><b>Governance Matters</b></p> <p>10.1 – Governing Body Membership –</p> <p>We have 2 prospective volunteers which is very positive and still have 2 others interested in joining.</p> <p>The Chair explained that we don't look for any particular skill sets, but we just look at a range of different life experiences to lay a new set of eyes on our problems. He explained that the finance committee is held online 2 weeks before the FGB so we can action any issues at the FGB. Lots of training available to assist you in new role.</p> <p>10.2 – Update from school visits</p> <p>A Governor came in to be updated on forest school and outdoor space usage.</p> <p>The Head explained that there is a lot of work needed to bring outdoor garden area back into use and maximise our outdoor space. We are looking at a grant for an outdoor classroom.</p>	

	<p>Safeguarding visit was made to look at single central record.</p> <p>Chair completed a quick visit on a wellbeing basis and confirmed that spirits are high.</p>	
11	<p><b>Policies for Review and Approval – Policies will be rolled over to next FGB</b></p> <p>11.1 Acceptable Use and E-Safeguarding Policy</p> <p>11.2 Admissions Policy</p> <p>11.3 Equality and Diversity Policy</p> <p>11.4 Equality Statement</p> <p>11.5 Governors’ Allowances Policy</p> <p><b>Action:</b> Clerk to add policies to next FGB meeting agenda</p>	<b>Clerk</b>
12	<p><b>Any Other Business</b></p> <p>None Raised</p>	
13	<p><b>Date of Next Meetings:</b></p> <p>FGB – 30<sup>th</sup> January 2024 In School</p> <p>Finance, Premises and H&amp;S committee – 16<sup>th</sup> January 2024 via Zoom</p>	

#### **Actions**

<b>No</b>	<b>Action</b>	<b>Responsible</b>
<b>1</b>	SB & BS to complete the safeguarding training	<b>SB/BS</b>
<b>2</b>	The Head is to check whether it is appropriate to keep DOB for contractors with regards to GDPR	<b>Head</b>
<b>3</b>	Clerk to add policies to next FGB meeting agenda	<b>Clerk</b>

Meeting closed at 20:29