



Hauxton Primary School
Minutes of Full Governing Board Meeting
19th March 2024, 19.00 in person

	Item	Actions								
GOVERNOR BUSINESS										
1	<p>Welcome and Apologies for absence</p> <p>The meeting opened at 19.00</p> <p>The Chair welcomed everyone to the meeting</p> <p>Governors present: Simon Burgin (SB) – Chair, Helen Hurworth (HH) – Head, Bhavna Shah (BS), Jayne Lay (JL), Marwah Hassan (MH), Georgie Statham (GS), Joshua Matthew (JM).</p> <p>Also present: Anna Caroe – clerk</p> <p>Apologies were received and accepted from Helen Bradford (HB)– VC</p> <p>The meeting was quorate with 7 members present.</p>									
2	<p>Declarations of interest</p> <p>BS – family owns a wrap-around childcare business.</p>									
3	<p>Minutes from previous meeting</p> <p>Minutes from FGB on 6.2.23 were approved and agreed as a true record of the meeting</p>	Chair to sign minutes on Gov Hub								
4	<p>Matters Arising</p> <p>Update on actions:</p> <table><tr><td colspan="2">Summary of actions from 6 Feb meeting – due by this meeting unless otherwise stated</td></tr><tr><td>1. Save approved minutes on Governor Hub - DONE</td><td>Clerk</td></tr><tr><td>2. Sign minutes using Gov Hub function – 6 documents still need signing on GovHub</td><td>Chair</td></tr><tr><td>3. Add several recent minutes to Governor page of website – Minutes from this year have been added. Clerk to find documetns from further back and bring over.</td><td>Head Clerk</td></tr></table>		Summary of actions from 6 Feb meeting – due by this meeting unless otherwise stated		1. Save approved minutes on Governor Hub - DONE	Clerk	2. Sign minutes using Gov Hub function – 6 documents still need signing on GovHub	Chair	3. Add several recent minutes to Governor page of website – Minutes from this year have been added. Clerk to find documetns from further back and bring over.	Head Clerk
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4.	Pecuniary interests to be completed on GovHub - DONE	All governors – clerk to support where needed
5.	Confirm that SB and BS have attended Safeguarding training. GS and JM to book Safeguarding training – PARTLY DONE SB, GS – done, BS – clerk to send link, JM still to complete	BS SB GS JM Clerk to check
6.	Circulate HPS Improvement record of visit- DONE	Chair
7.	Ensure new governors have Governor Hub access- DONE	Clerk
8.	Share training available via Governor Hub- DONE	Clerk
9.	Resolve admissions queries- DONE-	Clerk
10.	Check the date of the Shelford feast to ensure no clashes with fundraising events- DONE	Chair
11.	Chair and Head to have a follow up conversation about curriculum – CARRY FORWARD	Chair / Head
12.	Clerk to provide proformas/sample work plans and guidance on monitoring- DONE	Clerk
13.	Working party to review samples and propose documents and planning for monitoring work – CARRY FORWARD	SB HB
14.	Bring previous forms over to GovHub for review	HB Clerk to take on
15.	Govs to access monitoring training, possibly Spring 2 or Summer 1 – IN PROGRESS	All governors
16.	Safeguarding visit to be scheduled DONE	MH
17.	Sign lease agreement with after-school club	Chair
18.	Follow up ofsted registration issue with the after-school club and feedback. DONE Governors discussed the After school club and associated issues. It is believed that they continue to operate without Ofsted registration. A governor had spoken to the staff of the club, who seemed to believe that they didn't need the Ofsted registration. Parents who use the club are being asked to sign Terms and Conditions. The club appears to be planning to close at Easter. Governors discussed what the options might be for the school and whether a short-term solution could be found using sports clubs. It was discussed that whilst school could set up and run their own club, it would take longer than the time available to do it properly. This could be considered in the longer run though.	BS
19.	Contact Head at Meldreth (chair of local cluster) to coordinate governors meeting up. DONE –	Head

	Discussions had been undertaken, but the situation is complex with each local school in a slightly different position. Federating or academizing has different benefits and risks for each school and due diligence would need to be undertaken by all parties. Hauxton would need to be confident of what they could contribute to a federation or MAT. The discussions and explorations will need to continue as the falling roll and finances of the school are a concern over time.	
STRATEGIC DIRECTION		
5	Chair's Business / Governance matters <ul style="list-style-type: none"> There were no updates to Governor work plan Parent governor recruitment has happened with one applicant who will be invited to the next meeting. Pecuniary Interests/ KCSiE confirmations on Governor Hub are complete. 	
6	Board structure and succession planning The Board discussed the Circle model. It was noted that this would reduce the number of overall meetings, but that there would be more (8 or 9) FGB meetings and no committee meetings. FGB would include the finance, premises, health and safety matters, and all governors would be informed of everything. The Board agreed to change to the circle model structure for 2024/25 academic year.	Clerk to inform CCC of the change to circle model structure.
7	Governor professional development - Standing item Governors had accessed the governor conference, curriculum monitoring, outcomes, induction, and safeguarding Safeguarding training – as discussed in action table.	
8	Policy approval <ul style="list-style-type: none"> Disciplinary rules for all employees. Statement of procedures for dealing with allegations of abuse against staff. Policies were APPROVED	
HOLDING LEADERS TO ACCOUNT		
9	Headteacher's Business a) Headteacher's Report had been shared prior to meeting Governors asked whether there were any points to highlight. The Head shared:	

	<ul style="list-style-type: none"> The number of children on roll is falling, which affects per-pupil funding. A governor asked what effect this has on the school. The head explained that the October census numbers generate the funding for the following financial year, so fewer children means less money. If new children join, the school doesn't get more money until the April after the child is counted in the October census. A staffing update was given An update was given regarding a confidential situation relating to one pupil. This had also been discussed last FGB meeting. Attendance – Governors asked about attendance levels and how the school are supporting this. The Head shared that they continue to work with families and support good attendance in a range of ways. It was agreed that attendance is slightly improved with the warmer weather and staff are keeping a close eye on any patterns of lateness or non-attendance. One specific case was discussed as a follow-up to previous meeting discussions. A finance update was given – following a budget meeting with Ray Byford, there is still a shortfall of £20,000 in the budget for next year. Helen said they'd managed to find £10,000 of the original £30k shortfall, but are still £20,000 short. This cannot be met by redundancy because of a range of reasons, including protected characteristics. The Chair offered to write to the LA to explain the difficult situation the school are in. <p>Governors thanked HT for her report.</p> <p>b) School development plan – this will be brought to Summer 1 FGB</p>	SDP to Summer 1
9	Governor monitoring reports and/or visits to school None shared	
10	Safeguarding - Standing item Safeguarding visit had been booked	
11	Mental Health and Wellbeing - Standing item Governors asked after the wellbeing of staff. The Head shared that staff are tired at this point in the year.	
FINANCE		

12	Finance Premises Health and Safety The SFVS was APPROVED	Chair to sign and return to LA
STAKEHOLDER CONNECTIONS		
13	Updates from wrap around care provider As discussed during item 4 - action 18	
14	Updates from HSA The Chairs of the HSA had recently become aware of the personal liability linked to their roles, for anything that happens within the swimming pool. This is a situation they are not comfortable with and which can be reduced through conversion to a Charitable Incorporated Organisation (CIO). This is now being looked into. There are also ongoing issues with the pool. The Head was clear that her remit is exclusively around the statutory requirement to provide swimming for pupils and is supportive of the HAS continuing to workout the best plan for the pool going forward (It was noted that decommissioning the pool and returning the land to the original state may be the same cost as continuing to maintain the pool)	
15	AoB None raised	

The meeting closed at: 20:45

Date of next meeting: Tuesday 30th April 7pm at school

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[illegible]