



Hauxton Primary School
Minutes of
Extraordinary Full Governing Board Meeting
18th June 2024, 19.00 virtual

	Item	Actions
GOVERNOR BUSINESS		
1	<p>Welcome and Apologies for absence</p> <p>The meeting opened at 19.03</p> <p>The Chair welcomed everyone to the meeting</p> <p>Governors present: Georgie Statham (GS) - VC – chairing this meeting Helen Hurworth (HH) – Head, Bhavna Shah (BS), Jayne Lay (JL), Joshua Matthew (JM), Belinda Harvey (BH), Katie Buhecha (KB).</p> <p>Also present: Anna Caroe – clerk, Sasha Howard – Meldreth Headteacher</p> <p>Apologies were received and accepted from Simon Burgin (SB)</p> <p>The meeting was quorate with 7 members present.</p> <p>Governors introduced themselves to SH.</p>	
2	<p>Declarations of interest</p> <p>SH is the Headteacher proposed as interim.</p>	

3	<p>Discussion</p> <p>GS outlined the purpose of the meeting to discuss and potentially agree the interim arrangement with Meldreth.</p> <p>BH and GS had already been to a meeting with Meldreth CoG, SH, Chris Sutton and some Meldreth governors. This was positive and welcoming.</p> <p>BH added that she has made contact with Ray Byford to share an overview and take advice. He confirmed that in broad terms he would support this arrangement and has outlined some of the savings this represents.</p> <p>SH was invited to share. She outlined her background in Headship and involvement in education leadership, the cluster group and LA Heads. She shared her passion for the local schools and the challenges small schools are currently facing. SH said she has been studying for NPQEL (Exec Leadership qualification) for the last 2 years. She is very positive about the potential for being able to step into an oversight role while still staying involved in her current school.</p> <p>BH reminded governors that this is a discussion about the interim headship and whilst there may be scope for other development in future, this proposal is purely interim headship.</p> <p>BH thanked SH for the quality of work done to inform governors.</p> <p>HH shared that she and SH had met Lisa Valla (SIA) which was very productive and covered challenges and strengths of Hauxton. SH is aware of the challenges ahead for Hauxton and not fazed by them. HH endorsed SH's experience and commended the proposal. HH observed that the Governing Board is well resourced for the coming year.</p> <p>GS agreed that the proposal is strong and that it is positive to have a keen offer from SH.</p> <p>BH acknowledged that parents will have some concerns about operational matters but that an interim Head would be able to handle this competently.</p> <p>JS shared that from a staff perspective it is reassuring to have an offer from someone who understands the school already.</p> <p>BS raised a question regarding the EYFS teacher who would have the responsibility for day-to-day running of the school – how would this work if the teacher is called from the classroom to deal with something? Who would teach the children?</p> <p>SH acknowledged that it is tricky to answer as there are still parts of the school life she needs to learn about. There will be other members of staff who are able to respond to issues on the ground, who may not be the Head. GS shared that HH has applied to stay on in the school as a 0.6 FTE Assistant Head - sharing the role with Mrs Cook. This still results in savings for the school.</p>	
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	<p>BH shared that DSL cover is always in place in a school, even if leadership cover may not be there sometimes. A governor asked for clarification and BH explained.</p> <p>GS outlined the process from here on – both schools need to approve and then inform staff and parents.</p> <p>GS asked SH to update on where Meldreth is up to – Meldreth governors are in favour but now need to look through financial details, which is planned for tomorrow.</p> <p>SH has produced costings that show a maximum cost, factoring in HH's new role.</p> <p>JS asked how her return would affect the finances. SH said they have done a September model and a January model. JS would be grateful for a meeting to discuss her return. HH said KIT visit can be used for this.</p> <p>KB asked what will the SENDCo role look like for Hauxton as this has been a challenge this year. SH answered that there is capacity at Meldreth to have a staff member working across the 2 schools, but also now that HH is staying on, she can carry on with this for Hauxton and utilise her knowledge and experience of the families and pupils.</p> <p>KB asked what 'interim' means – whether just one year?</p> <p>BH answered that it is a year, but can be ended at any time by either side. Beyond that, the GB must explore options for leadership beyond that year of interim.</p> <p>GS reminded governors that the school does need to consider federation or academisation due to finances and this could be covered at FGB.</p> <p>KB asked what would happen if one party withdrew – would the school end up in a state of emergency?</p> <p>BH shared that it remains a risk that no-one can predict and sometimes Heads need to return to their school for reasons beyond their control. The notice period is 4 weeks, and the LA would support schools to secure another interim.</p> <p>GS outlined that if the Board choose to not go with this proposal, the school would need to start again, looking for another interim. She shared that she thinks that would put the school in a worse position.</p> <p>GS asked whether there were any further questions – there were none.</p>	
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4	<p>Ratification</p> <p>A vote was taken and was agreed unanimously.</p> <p>Governors discussed the (confidential) proposed salary figures that BH and GS have seen and shared with Ray Byford. They agreed that the proposal represented the maximum cost and there may be further savings. This arrangement represents savings for both schools and is important for demonstrating progress against the deficit.</p> <p>The exact figures were not shared with the full Board but will be shared with the pay committee once confirmed.</p> <p>GS confirmed the next steps are for her to sign the contract on behalf of the Board.</p> <p>Governors agreed that the Pay committee (comprising BS, KB and GS) would</p> <p>meet this term to sign off on the salary after Meldreth have done so.</p> <p>Governors agreed that both schools would need to inform parents at the same time. GS has drafted a letter informing parents. SH said they would agree on a date as soon as possible. This could be by the end of the week.</p> <p>AC will let LA know about the approval.</p>	
5	<p>AoB</p> <p>None raised</p> <p>The governors thanked Sasha for her work on the proposal and welcomed her to Hauxton. They thanked Helen for staying on in the AHT role.</p> <p>Governors were very positive about the arrangement for the coming year.</p>	

The meeting closed at: 19:45