



**Hauxton Primary School**  
**Minutes of Full Governing Board Meeting**  
**9<sup>th</sup> July 2024, 19.00 hybrid**

	Item	Actions
GOVERNOR BUSINESS		
1	<p><b>Welcome and Apologies for absence</b></p> <p>The meeting opened at 19.02</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Governors present: Simon Burgin (SB) – Chair Helen Hurworth (HH) – Head Jayne Lay (JL) Georgie Statham (GS) Joshua Matthew (JM) – from 19.07 Bhavna Shah (BS) Katie Buhecha (KB) Belinda Harvey (BH) - online</p> <p>Also present: Anna Caroe – clerk Sasha Howard – incoming Interim Head Mandy Flaherty – prospective governor Kudzai Makuku - prospective governor</p> <p>No apologies were received The meeting was quorate.</p> <p><b>Declarations of interest</b> BS – family owns the wrap-around childcare business.</p> <p>Introductions – governors and participants introduced themselves around the table</p> <p>JM joined at 19.07</p>	
2	<p><b>Minutes from previous meeting</b></p> <p>Minutes from FGB on 30<sup>th</sup> April 2024 were approved and agreed as a true record of the meeting</p>	Chair to sign minutes on Gov Hub
3	<b>Matters Arising</b>	

Update on actions:

<b>Summary of actions from 19 March meeting</b>	
Add 22/23 year minutes to Governor page of website - DONE	Clerk
Safeguarding training - ONGOING	JM KB
Chair and Head to have a follow up conversation about curriculum - CLOSED	Chair / Head
Working party to plan for monitoring work - DONE	BS GS
Bring previous forms over to GovHub for review – ONGOING	Clerk
Govs to access curriculum monitoring training - ONGOING	All governors <b>BS GS done</b>
Health and Safety walk - DONE	SB

<b>Summary of actions from 30 April meeting</b>	
Sign minutes using Gov Hub function -DONE	Chair
Edit governor appointment details on website, GIAS and GovHub – DONE 1.5.24	Clerk / school office
Send induction information to new governors – DONE – 1.5.24	Clerk
Write to BH to confirm appointment – DONE – 1.5.24	Clerk
Office staff to undertake DBS/section 128 checks -DONE	Office staff
New governors to complete declarations and confirmations on GovHub	BH KB
Provide Governance guide as a pdf – DONE 1.5.24	Clerk
Provide guidance and bespoke training as required. - DONE	Governance Advisor (AC)
Develop understanding of link roles and develop monitoring or visit plans for summer term and 24/25 year.	All governors
Ask SIA about changing close time of register - DONE	Head
SEND visit to be scheduled - DONE	BS
H&S visit to be scheduled (as above) - DONE	SB
Safeguarding visit to be scheduled - ONGOING	KB
Write to parents regarding Leadership of school and future plans - DONE	Chair Head
Research time scales and processes of both academisation and federation. CLOSED – WORKING PARTY SET UP (SEE BELOW)	Clerk

	Contact other schools to find out more about their experiences of both options DONE	Chair
	Board to set a virtual meeting to further discuss – Chris Sutton to be invited, to be invited - DONE	Head to email CS
	Contact Anglian Learning for info pack and invite to meeting as above – DONE – Rachael Johnston has visited	Chair to contact AL
	Add budget papers to GovHub - DONE	Head

#### STRATEGIC DIRECTION

4	<p>Governor Business</p> <p>4a) <b>Meeting dates for 24/25</b> - GS shared the proposed meeting dates and that Board are moving to Circle model, which means no committees . 8 meetings are proposed as per the plan circulated. Meldreth meets on Tuesday so GS proposed that Hauxton moves to Thursdays at 19.00. Standing items will be on all agendas, but topics/focus for each meeting will be set, as drafted on the plan (informed by NGA resources). GS asked governors to feed back on the proposal – governors responded positively. Governors agreed to ‘road test’ for the first half year and review mid-year.</p> <p>4b) <b>Link roles / Monitoring</b> for next year – this has also been planned out to ensure coverage and focus on pupil progress and attainment. A plan had been circulated. GS shared that link governors need to be allocated and 7 roles have been outlined. Governors agreed these roles and the plan of monitoring visits draft. The plan will be reviewed once the SDP is finalised, so that visits correlate with the strategic priorities. Link roles were allocated:</p> <p>KM – health and safety  MF – SEND  KB - wellbeing  BH - safeguarding  BS/GS - finance  GS – EYFS (to be passed to next new governor on appointment)  JM – PP</p> <p>Skills audit responses had been reviewed – governors were thanked for filing that in. Some gaps were identified and GS proposed that the Board develop an induction policy – SH has shared a draft one from Meldreth – mentors can be allocated and the LA training programme can be utilised. GS shared that a culture of asking questions and learning would be established so that knowledge can grow. The clerk</p>	
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	shared details about the training programme and the resources available to the Board.	
5	<p><b>Academisation/Federation discussion</b></p> <p>The school has a £61k deficit now, based on new structure. A deficit licence has been granted. A recovery plan has not yet been settled so there will be more work to be done with the LA.</p> <p>The Chair expressed concern that the budget situation is so severe for a large number of schools.</p> <p>A governor asked whether this could be symptom of a larger issue. The chair shared about fluctuating pupil numbers over the years and how the school has been able to survive. However, numbers are dropping now. 135 children in the village – 81 attend Hauxton. Cost of living is high in South Cambs.</p> <p>A governor shared that the LA won't write off deficits and have reduced funding within the LA. A change of government might make positive change.</p> <p>HH shared that finance will be built in to the strategic plan and be monitored closely by governors.</p> <p>SH shared that there are plans ready to support positive growth at the school.</p> <p>A governor asked whether the falling roll is wider spread across nationally? Yes – birth rate has dropped.</p> <p>A governor asked whether this is to do with opening and closing times. A governor answered about wrap around care influencing school choice for parents, as well as the extra curricular / wider offer.</p> <p>BH left the meeting at 19.40</p> <p>KB is a trustee of the pre-school next door who are struggling to run as a charity. She declared an interest, and asked whether school could consider taking the preschool on. HH noted that Meldreth has the nursery on board and is financially viable. SH shared that she has experience of bringing a pre-school on board. Governors agreed that a breakfast club may run at a loss for a couple of years while it gets established, but that parents are in need of the opportunity to drop children off early as they have been with Nursery. HH shared that the earlier the breakfast club opens, the sooner prospective parents can factor that into their decisions. 6/20 pupils who looked around have come here for Reception 2024. Other local schools are oversubscribed.</p>	SH will bring information to the working group

	<p>GS shared that a working group should be set up to focus on the future options so that FGB is not taken up with these discussions disproportionately.</p> <p>Governors discussed funding at a national and local level and the challenges this raises.</p> <p>BH rejoined the meeting at 19.50</p> <p>Anglian Learning may be invited in to provide information to governors in the Autumn term so that governors can decide whether this is an option for the school.</p> <p>BH suggested that the interim arrangement should be allowed to run before decisions are made. Governors agreed that there should be some actions to show stakeholders that progress is being made.</p> <p>SH shared that Meldreth have decided not to academise and that the FGB will be exploring federation through this coming year. Their FGB has decided they want to choose their own leadership structure and hold on to more autonomy.</p> <p>Governors shared views around the benefits of federation and the opportunity available to the school through the interim leadership.</p> <p>The working group comprises: KB GS MF JM BH</p> <p>SH may also attend but any potential conflict of interest would be noted.</p> <p>The group will focus on defining some parameters and sourcing information. SH was asked to share information from Meldreth with the working group.</p>	
6	<p><b>Policy approval</b></p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Complaints</li> </ul> <p><b>Both policies were APPROVED</b></p>	
HOLDING LEADERS TO ACCOUNT		
7	<p><b>Headteacher's Business</b></p> <p>The report had been circulated prior to the meeting.</p> <p>The Head highlighted the drop in pupil numbers that might drop further over the summer.</p> <p>Attendance for Y2 looks low but HH shared some reasons for that with a pupil on a long term reduced timetable. 'Late before register closes'</p>	

	<p>is an ongoing issue despite lots of work from the school. Further work will need to be done.</p> <p>A governor asked about issuing fines for late/absence. HH said it was a difficult decision due to the negative effects of fining on stakeholder engagement and keeping good relationships with parents. HH shared that parents are not as bothered about attendance since Covid.</p> <p>A governor asked about difference between register codes I and M – HH said M is medical appointments, and I is illness. HH said that medical appointments are not too much of a problem. A governor asked for clarity around the 'late' before / after the register closes. HH shared that there is a 10 minute 'grace' period exists and children are marked as absent if after register closes, but Late is where the register is still open.</p> <p>SDP – HH highlighted EYFS data – this is ok compared with National – she invited questions.</p> <p>Staffing update – one teacher is leaving (Y2/3/4) at end July. HH staying on as AHT 3 days a week, teaching in class and SENDCo. This contract is for one year. Another member of staff will teach the other 2 days in that class. This brings the school closer to the required number of teachers, although still over-staffed and unable to process redundancies. This provides some savings for the school. The agency TA is not needed in Sept, which is also a saving. PPA cover is slightly reduced as ECT time is not needed. Sport cover is a day lower too.</p>	
8	<p><b>Governor monitoring reports and/or visits to school</b></p> <p>GS/BS/KB visit – verbal report – this visit covered a variety of topics, a walk around, an induction and time to ask/answer questions. Governors had found it very valuable.</p> <p>A governor asked about action points from the visit – there were none, but it facilitated an understanding of the school and what happens here. Monitoring visits were discussed and governors feel more equipped in their role.</p>	
9	<p><b>Safeguarding - Standing item</b></p> <p>A governor asked whether there was a regular scrutiny/questioning at FGB each time and suggested a regular update each meeting from HT so that it is reported on each time. BH highlighted that safeguarding should be in everything and on every visit report.</p> <p>KB will do training next week. She asked whether there is evidence of the last visit or what has gone before. It was shared that a previous</p>	

	<p>governor was doing a half termly visit and did one before leaving but KB challenged that there has been no visit since she left.</p> <p>BH shared about the safeguarding wheel diagram.</p> <p>SH said Safeguarding will be on the agenda next meeting and the new schedule will be set up for visits and reporting.</p>	
10	<p><b>Mental Health and Wellbeing</b> - Standing item</p> <p>High needs pupils do affect staff wellbeing and HH is trying to arrange a breadth of staff to work with them, but change triggers the pupil. Incidents harming staff are being logged and LA alerted. All incidents are logged – a specialist place has been approved but not allocated yet.</p> <p>Staff are tired at this time in term.</p>	
FINANCE		
11	<p><b>Finance Premises Health and Safety</b></p> <p>A short verbal report was shared by GS – BromCom is being introduced for information management – further details on the FPHS minutes.</p> <p>Caretaker contract had been approved.</p> <p>This committee has now closed.</p>	<p>Actions from the meeting need to be brought over to FGB – clerk</p> <p>SB needs to write H&amp;S report from visit.</p>
STAKEHOLDER CONNECTIONS		
12	<p><b>Updates from wrap around care provider</b></p> <p>The new provider has started – no paper (error on agenda) – the service is much improved, no safeguarding concerns with the procedures, better relationships with parents and higher care of pupils. Stakeholders are pleased.</p>	
13	<p><b>Updates from HAS</b></p> <p>Successful summer fair, 50<sup>th</sup> anniversary of the school, lots of community involvement, £1100 profit.</p> <p>Swimming pool management still needs to be sorted and a plan will be arranged with SH.</p>	
15	<p><b>AoB</b></p> <p>HH highlighted that she could stay on in attendance at FGBs next year but would not be an Associate member as these are appointed to</p>	

	<p>committees and the Circle model doesn't have those. The Board agreed that this would be helpful for succession and handover.</p> <p>Pay committee has signed off SH contract.</p> <p>Complaints training was recommended to governors stepping into Chairing or VC roles.</p> <p>KB shared that an overview of governance structure would be helpful.</p>	
16	<p><b>Election of Chair and Vice Chair – led by the Clerk.</b></p> <p>The Chair informed the Board of his resignation – with immediate effect.</p> <p>The Board thanked Simon for his contribution to governance at Hauxton over many years.</p> <p>The Board appointed MF and KM to the 2 co-opted vacancies.</p> <p>The Clerk invited nominations for the role of Chair or co-chair. Two nominations were received for the role of Co-chair:</p> <p>GS was nominated by herself and seconded by HH</p> <p>BH was nominated by GS and seconded by HH</p> <p>A vote was taken by a show of hands. BH and GS were appointed unanimously to the roles of Co-chairs, effective immediately and expiring at the first meeting of the 25/26 year.</p> <p>The Clerk invited nominations for the role of Vice Chair</p> <p>JM nominated himself, and was seconded by KB.</p> <p>JM was appointed unanimously to the role of Vice Chair.</p> <p>SB wished everyone all the best for the future and commended the school and team to the Board.</p> <p>GS thanked HH for all she has done this year as Head, and the clerk for her support.</p>	<p>Clerk to update GovHub</p> <p>Office to do email addresses and GIAS</p>

The meeting closed at: 20:50

Date of next meeting: tbc

Actions



<b>Summary of actions from THIS meeting – due by NEXT meeting unless otherwise stated</b>	
New governors to complete declarations and confirmations on Governor Hub	<b>MF KM</b>
UPdate GovHub with new roles and appointments – DONE 10.7.24	<b>Clerk</b>
Office to set up email addresses and update GIAS for changes in governors	<b>Office</b>
Actions from the FPHS meeting need to be brought over to FGB – DONE – see below	<b>Clerk</b>

<b>Summary of actions from 25 June FPHS meeting</b>	
sign approved minutes from 5th March and 23rd April	SB or GS
Share salary figures for new leadership model with SC.	GS
Write H&S report from visit.	<b>SB</b>