



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

	Item	Actions
GOVERNOR BUSINESS		
1	Welcome and Introductions The meeting opened at 19.13 The Chair welcomed everyone to the meeting.	
2	Apologies for absence Governors present: Georgie Statham (GS) – Co-chair – chairing this meeting Sasha Howard (SH) – Exec Head Jayne Lay (JL) Katie Buhecha (KB) Mandy Flaherty (MF) Helen Hurworth (HH) – observer Also present: Anna Caroe – clerk Apologies were received and accepted from Joshua Matthew (JM), Bhavna Shah (BS), Belinda Harvey (BH) - Co-chair No apologies were received from Kudzai Makuku. The meeting was quorate. Quorum is 50% rounded up to next whole number =5.	
3	Declarations of interest JL – staff pay – will leave room during those discussions Governors affirmed they have completed pecuniary interests on Governor Hub.	KM (absent) needs to complete pecuniary interests
4	Minutes from previous meeting Minutes from FGB on 9 th July 2024 were approved and agreed as a true record of the meeting	Chair to sign minutes on Gov Hub

5

Matters Arising from previous minutes

Update on Action List (appended to the agenda and reproduced here)

Safeguarding training –
ONGOING

Actions

JM MF KM still
tbc 19 sept

Summary of actions from 9July meeting – due by THIS meeting unless otherwise stated	
New governors to complete declarations and confirmations on Governor Hub <i>CLOSED – All governors have done this within the last year except KM as noted above. Governors were reminded to keep this current.</i>	MF KM
Update GovHub with new roles and appointments – <i>CLOSED 10.7.24</i>	Clerk
Office to set up email addresses and update GIAS for changes in governors – <i>addresses have been issued - CLOSED – co-chairs may look into chair@ emails in future</i>	Office
Provide information on academisation and federation to the working group - <i>CLOSED</i>	SH

Summary of actions from 25 June FPHS meeting	
sign approved minutes from 5th March and 23rd April - <i>CLOSED</i>	SB or GS
Share salary figures for new leadership model with SC. - <i>CLOSED</i>	GS
Write H&S report from visit. - <i>NOT DONE but closed as SB left – reschedule visit with KB as she has done training. KM could join. New action noted within this meeting below.</i>	SB

Summary of actions from 30 April meeting	
New governors to complete declarations and confirmations on GovHub - <i>CLOSED</i>	KB

	<div>Develop understanding of link roles and develop monitoring or visit plans for summer term and 24/25 year. - <i>CLOSED</i></div> <div>Safeguarding visit to be scheduled - BS DONE - <i>CLOSED</i></div>	<div>All governors</div> <div>KB</div>	
	<div>Summary of actions from 19 March meeting</div> <div><div>Safeguarding training - <i>ONGOING</i></div><div>Govs to access curriculum monitoring training - <i>CLOSED</i></div></div> <div><div>JM MF KM still tbc 19 sept</div><div>All governors</div><div>BS GS done</div></div>		
6	<div>Governor summary</div> <div>BH intended to lead this but sent apologies due to last-minute car trouble. A report had been shared prior to the meeting outlining the co-chair division of responsibilities, and tasks completed since the last meeting. GS summarised that BH will write a summary report before each meeting and GS will chair the meetings. Governors accepted the report.</div>		
STRATEGIC DIRECTION			
7	<div>Governor Business</div> <div><div>a) The Instrument of Government was agreed. The Standing Orders will be reviewed for next meeting.</div><div>b) The Clerk outlined a reminder of governors’ acceptance of corporate responsibility.</div><div>c) Governors were reminded to read the Code of Conduct and agree to it on GovHub by next meeting</div><div>d) Meeting dates for 24/25 GS highlighted a few changes to the previous list – every meeting is 7pm Thursdays, but every 2nd is online for staff wellbeing. The final meeting is intended to be in school on an afternoon. This was agreed.</div><div>e) Risk Register SH shared that risk is part of her HT report, and that at Meldreth they have discussed the work involved in a detailed business risk register, so a few of the key risks are typically reported as headlines each meeting. SH agreed to bring an example to the next meeting. Cyber security was discussed and LJ will/has completed the training.</div></div>		<div>GS to review SOs for next meeting</div> <div>Govs to agree to Code of Conduct using GovHub</div> <div>SH to bring risk register/example of Meldreth practice to next meeting</div>

	<p>f) GIAS has been updated with new governor details.</p> <p>g) Governors discussed some of the Training and development courses on offer and agreed to book a selection between them. Governors considered induction processes and GS shared that references should be requested for governors and backdated across the past year. SH advised that there are no specific restrictions on who can be a referee but that there is a template that Tara (office administrator) will send out.</p> <p>h) A record of governor attendance at meetings for the previous academic year must be published on the website. The clerk agreed to update last year's with the final few meetings and begin one for this year.</p> <p>GS also shared that EDI data may be collected and asked governors for their views on this. SH has created a Google form with the questions and invited governors to return the forms anonymously. Governors agreed this was a positive initiative. Governors will fill in and return the survey. SH will collate the data and publish a summary on Governor Hub.</p>	<p>JL to do cyber training?</p> <p>References to be submitted by next meeting</p> <p>Survey to go out and be returned</p>
8	<p>MAIN FOCUS: School Strategic Plan 2024-25 and governor work plan/discussion of priorities for school improvement</p> <p>SH shared that a strategic plan has been written in conjunction with HH, JL and others. This gives a picture of where the school is, what has been achieved and what needs to be done this year. It is a live document so evidence and updates will be added throughout the year. There is a whole school action related to each Ofsted area.</p> <p>SH guided governors to look at the areas on p.4 (summary) which each have a target, these are: improve reading and writing attainment, pupil attendance, interventions for rich learning opportunities, disadvantaged and lower attainers, mastery maths curriculum, school viability options, monitoring impact of provision for EYFS.</p> <p>Governors responded positively.</p> <p>A governor asked about intervention programmes and whether these are new or whether it is now more needed.</p> <p>JL said that provision has always been there for children who needed them in different ways.</p> <p>SH shared that NTP tutoring funding has stopped so it's now more important that the school's provision ensures children are all ready for their next learning steps.</p> <p>HH outlined how provision is focussed around the needs of each child. This can sometimes mean staff are already trained for what is needed, and</p>	<p>Schedule finance visit (BS GS)</p> <p>General visit to be scheduled (BH)</p> <p>H&S walk to be booked KM KB</p> <p>Clerk to send resources to support governor visit planning and reporting</p>

	<p>sometimes they will need training. Phonics interventions are part of the scheme and built in. Other interventions need more careful scheduling. The staff present agreed that timely interventions are important. MF asked for clarity on who the SENDCo is – it is HH and she will be the staff member overseeing the intervention programmes.</p> <p>A governor asked about the maths mastery work.</p> <p>SH shared that they plan to take a close look at the maths curriculum and ensure the curriculum is embedded.</p> <p>Monitoring – BH is overseeing monitoring but was not in attendance at meeting.</p> <p>Governors looked at the 'Monitoring Visits 2024/25' document that had been circulated prior to the meeting. GS shared that some visits have been added in to monitor specific foci, and safeguarding half termly visits are listed. BH has done a safeguarding visit already this half term.</p> <p>A Finance audit needs scheduling (GS BS)</p> <p>A curriculum/getting to know the school visit will also be scheduled for all governors (BH)</p> <p>The governor visit template is to be used for reports. The clerk offered to send round some resources to support governor visit planning and reporting. SH queried the number of visits now listed and governors agreed to review this after half a term – potentially being aware of visits from School improvement visits as well and the impact on staff wellbeing. It was noted that SIA notes of visits can come to governors as evidence of school improvement.</p> <p>Interim Head arrangements regarding safeguarding – SH is DSL – HH JL and S Cooke are DDSLs and can all be available for a concern, should it occur.</p>	
9	<p>CONFIDENTIAL MINUTE – see separate record</p> <p>A meeting was proposed to further discuss the practical tasks – date tbc KB agreed to lead the group.</p>	<p>Meeting to be scheduled for working group KB</p> <p>GS contact Chris Sutton for info.</p>
10	<p>Policy approval</p> <p>Safeguarding and Child Protection 2024 – This is the LA policy tweaked for Hauxton.</p> <p>A governor highlighted that it said Meldreth in 4.2</p> <p>SH will alter this and Governors APPROVED the policy subject to this edit.</p>	

	<p>Attendance – new requirements have come into force – 10 half days absence in a 10 week rolling period, trigger a duty of care for early support. The penalty notice has increased, but there is a reduction if it is paid promptly. If holiday/unauthorised absence is repeated, the fine is increased. For a third offence parents will be taken to court.</p> <p>Governors appreciated the ‘roadmap’ that had been circulated. SH shared that she made it to illustrate the new policy clearly.</p> <p>Governors were told that the school gate is open early and should be locked at 8.55, however this takes too much time from the office staff and can increase anxiety of younger children. Governors agreed the times that registers open and close. Staff will be available to take charge of the children at 8.45.</p> <p>A governor asked about late pupils and whether certain strategies might make them later. HH shared that it is usually the same families who are late daily.</p> <p>SH shared that a new visitor management system will require all visitors to sign in to drop their children off late.</p> <p>A governor referred to previous discussions about opening the register for longer and that governors had agreed not to at that time.</p> <p>Governors discussed the legal school day time and were satisfied the requirements for this were being met – the day starts at 8.45 and that’s the time children are expected to arrive.</p> <p>The policy was APPROVED subject to minor edits on register timings.</p> <p>Governor Visits – APPROVED with no queries</p> <p>Governor Induction – APPROVED with no queries</p> <p>Appraisal and Capability – NOT INCLUDED as on revisiting it there was no need for review and the document reflects the latest information.</p>	
HOLDING LEADERS TO ACCOUNT		
11	<p>Headteacher’s Business</p> <p>SH shared a verbal report around the start of term - that school is 3 weeks in, everyone has returned happy. Two new children are on roll, in YR and Y1.</p> <p>The new staffing and classroom change seem to be working well.</p> <p>Y5/6 are enjoying being in their new environment.</p> <p>SH is very much enjoying being part of the school and praised the staff, parents and community.</p> <p>Staff are adapting to the days SH is in Hauxton and at Meldreth and are taking on some decision-making and autonomy.</p> <p>Incidents of staff sickness has been challenging, as they often are.</p>	

	A governor asked about a member of staff's wellbeing. HH responded to keep governors informed.	
12	<p>Governor monitoring reports and/or visits to school</p> <p>A planning meeting took place during the summer BH/HH/GS/SH with a school walk around.</p> <p>A safeguarding visit was undertaken by BH – the report has been shared with governors.</p>	
13	<p>Safeguarding - Standing item</p> <p>Governors considered they had already covered the agenda items in other sections These were listed as :</p> <ul style="list-style-type: none"> • Verbal update from HT • Ensure new governor checks are in progress • Arrange safeguarding training for governors • Ensure governors complete confirmations re: updated KCSiE 2024 	
14	<p>Mental Health and Wellbeing - Standing item</p> <p>KB shared that there is no wellbeing visit scheduled on the plan and asked about what had happened previously. She noted that to link with the strategic plan (which details a staff survey) she could visit for a chat about the staff survey and staff appraisal systems. It was agreed that a meeting to ascertain a monitoring starting point in the Autumn term would be helpful. The staff survey has been done. KB wants to understand mechanisms for EAPs and wellbeing support available to staff.</p> <p>Governors discussed Mental Health First Aid training, and whether it was available within training programmes – the clerk advised that it's not within the governance programme. MF recommended the course and is MHFA trained. SH has done Senior Mental Health Lead Training.</p> <p>KB will set up some visits across the year in line with the discussion.</p>	KB will set up some wellbeing link visits across the year
FINANCE		

15	<p>Finance</p> <p>Governors were unable to receive budget reports or start of year position as Cambs schools have not had access to SBS since June. SH has spoken to the new Director for Education about it.</p> <p>She shared that an explanation was that SBS had not been doing what the corporate finance team wanted from it so they asked for changes, but that has taken a long time.</p> <p>Sophie Cox has done the training for the updates but only got access to SBS today. The LA have prioritised schools with deficits (for getting access) but this is challenging as there is not a lot of peer support for S Cox while she gets used to the new systems. This is causing stress and frustration for the admin team.</p> <p>A governor asked whether there is a risk that governors may not have access to finance data for a while. SH said there has not been access since June = 3 months.</p> <p>The school is also moving to BromCom (from SIMS) but other local schools use this and can offer support.</p> <p>The pay panel can be convened as salary information has been released. Appraisals need to have happened then the panel can meet SH to let governors know. KB GS BS confirmed membership.</p> <p>PE/Sport Premium funding report for 2023/24 - and integrated plan for coming year (should have been published on school website by 31 July) is now written (overdue). This shows the impact of spending from last year. Staff now need to ensure the finance system reflects the spend, but lack of access to SBS has held this up. To be brought to next meeting.</p>	<p>Convene pay panel KB GS BS</p> <p>PE/Sport Premium funding report for 2023/24 - next meeting</p>
STAKEHOLDER CONNECTIONS		
13	<p>Evaluation of communications with stakeholders and agreement of plan for stakeholder engagement</p> <p>Set dates for parent survey in Autumn term</p> <p>A governor asked about the purpose of the proposed parent survey and whether this term is the best to run this. HH suggested postponing to after half term alongside parent consultation meetings, which increases response</p>	<p>KB MF KM bios for website</p> <p>Photos to be sent in from all</p>

	<p>rate. An online form style has also helped increase response rates. Governors agreed to do the survey in mid-November so that parents have some experience from this year to reflect on. SH suggested using the Ofsted parent view questions. This allows for benchmarking against national picture. GS suggested adding some school-specific questions as well. SH shared that this can be helpful especially for children with SEND, and these can be questions asking parents what support of information they would like.</p> <p>A staff survey as part of staff induction has been done and was briefly discussed.</p> <p>Governors agreed to send in photos for website/lanyards and plan some introductions in the newsletter to raise awareness of who governors are.</p>	<p>SH to order coloured lanyards for govs</p>
14	<p>Updates regarding wrap around care provider</p> <p>SH explained that the LA has a government funded support programme for schools who are starting a wrap around care initiative. Hauxton has an after school club but needs breakfast/before-school provision and SH has made a business case for obtaining the grant (estimated at £15,000). The grant pays for the shortfall while the initiative starts up and may run at a loss. As this won't cost the school anything, SH proposed that school starts this and runs from within school with 2 staff who would start at approx 7.45am.</p> <p>Governors responded positively. Some minor points were clarified.</p> <p>Parents would pay per session and this would eventually cover costs once places were filled.</p> <p>Governors APPROVED this scheme and noted it was ideal it is funded.</p> <p>It is planned to start in January.</p> <p>After school club is going well.</p>	
15	<p>Updates from HSA</p> <p>SH noted that there is a meeting tomorrow.</p>	

	CIA has been approved – certificate had been circulated – the committee can now apply to change and has advice from someone who has been through the process before.	
15	AoB – CONFIDENTIAL MINUTE	

The meeting closed at: 21.29

Date of next meeting: Thursday 17th October 2024 7pm **online**

Actions

Summary of actions from 19 September meeting – due by NEXT meeting unless otherwise stated			
1	KM (absent) to complete pecuniary interests	KM	
2	Safeguarding training	JM MF KM	
3	Review SOs /add to next agenda	GS/ clerk	
4	Agree to Code of Conduct using Governor Hub	ALL	
5	Provide risk register/example of Meldreth practice	SH	
6	Complete cyber training (if not already done)	JL	
7	References to be submitted by next meeting	ALL	
8	EDI survey to go out and be returned	SH to issue ALL to respond	

9	Schedule finance visit	BS GS	
10	General visit to be scheduled	BH	
11	H&S walk to be booked	KM KB	
12	Clerk to send resources to support governor visit planning and reporting	Clerk	Done 20.9.24
13	Meeting to be scheduled for working group	KB	
14	Contact Chris Sutton for info.	GS	
15	Set up some wellbeing link visits across the year	KB	
16	Convene pay panel	KB GS BS	
17	PE/Sport Premium funding report for 2023/24 (on agenda for next meeting)	SH / clerk	
18	Provide bio for website	KB MF KM	
19	Photos	ALL	
20	Order coloured lanyards for governors	SH	