



**MINUTES OF THE FULL GOVERNING BOARD
AT HAVANNAH PRIMARY SCHOOL ON 7TH DECEMBER 2023, 12pm**

Governors Present:	John Sherwood (JS)	Chair of Governors
	Stef Williams (SW)	Head Teacher
	Olivia Barrie (OB)	
	Kath Bennett (KB)	
	Ann Holland (AH)	
	Andrina Jackson (AJ)	
	Bryony Millbourne (BM)	
	Maria Wilson (MW)	
Also in attendance:	Emma Fearn (EF)	
	Debra Ball (DB)	School Business Manager
	Marc Booker (MB)	Clerk to Governors

PART ONE: NON-CONFIDENTIAL BUSINESS

		Actions
3	<p>ELECTIONS OF CHAIR AND VICE CHAIR</p> <p>One nomination had been received for the post of Chair: John Sherwood. JS was duly elected for a term of twelve months.</p> <p><i>The meeting was chaired by JS from this point.</i></p> <p>One nomination had been received for the post of Vice Chair: Kath Bennett. KB was duly elected for a term of twelve months.</p>	
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Apologies had been received and accepted from Nic Blackmore, and Jo Overton.</p> <p>The following items of additional business were raised for discussion at the end of the meeting:</p>	

	<p>a) Proposal to Increase the Cost of School Meals (DB)</p> <p>b) Calendar for Governors (JS)</p> <p>c) Finance Update Hub Funding (SW)</p>	
2	<p>CONFLICT OF INTEREST</p> <p>The following pecuniary interests were declared:</p> <ul style="list-style-type: none"> • Maria Wilson: Governor, Brierley, and employee Cheshire East Council • Stef Williams: Governor, The Cornerstone Trust <p>No conflict of interest with the business of the meeting was noted.</p>	
4	<p>MEMBERSHIP</p> <p>a) The following changes to membership of the Board of Governors were noted:</p> <ul style="list-style-type: none"> • Kate Jones resigned her position as a Co-opted Governor on 13.7.23. • Maria Wilson had been appointed as a Co-opted Governor from 14.7.23. <p>b) The current vacancies to the Board were considered:</p> <ul style="list-style-type: none"> • one Co-opted Governor • one LA Governor <p>The Board discussed a proposal to change Maria Wilson’s designation as a Co-opted Governor to that of a Local Authority Governor subject to application to and the approval of Cheshire East.</p> <p>Action: MW to apply to CE as a Local Authority Governor.</p> <p>The Board further discussed other potential candidates for the role of Co-opted Governor including a Year 1 teacher (Jamie Leach) at Broken Cross Primary Academy and Nursery and SW’s contacts at Eaton Bank Academy and Congleton High School. Governors agreed that having a Governor on the Board who understood and could support Year 6 transition to high school would be valuable.</p> <p>Action: SW to contact Kate Jones (Broken Cross) and high school contacts.</p> <p>c) There were no terms of office due to expire before the next meeting.</p> <p>d)-f) These items were not applicable.</p>	<p>MW</p> <p>SW</p>

<p>5</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>a) The Part One Minutes of the meeting on 13.7.23 were confirmed as a true and accurate record.</p> <p>There were no matters arising from the minutes.</p> <p>Action: The Chair to sign a copy of the minutes before the next meeting, to be retained by the school.</p> <p>Governors reviewed the action log for 13.7.23 and actions were noted as complete or carried forward as follows:</p> <ul style="list-style-type: none"> • To add the Accessibility Policy to the website; SW to check period of validity and facilitate uploading by DB • To confirm documents on Governor Hub (Code of Conduct, KCSiE, Declarations of Interest); ALL GOVS to check completion. <p>All other actions had been completed.</p> <p>Governors noted the following matters arising from the action log:</p> <ul style="list-style-type: none"> • <i>Keeping Children Safe in Education (2023)</i> included new requirements on Governors and staff regarding filtering and monitoring standards for school devices and networks • SW has uploaded the Safeguarding Annual Refresher Training by the CE SCiES team for Governors to read <p>Action: All Governors to review Safeguarding Annual Refresher Training presentation.</p> <ul style="list-style-type: none"> • Staff members and Parent Governors potentially found meeting start times of 12pm and 2pm a challenge; this would be considered under Item 26 • SW shared the format of the Child-on-Child Abuse Report tracking sheet with Governors in the meeting • 2024-25 Term Dates had been uploaded on the School Website; feedback from the parental consultation would be used to help determine 2025-26 Term Dates; this would be further discussed under Item 24 • SW had attended a CE briefing on High Needs Funding led by Claire Williamson – the picture was challenging and there was a move away from funded 1:1 support to team working support and a shift in meeting additional needs at a mainstream level. This coincided with a change to how High Needs Funding would be expressed in EHCPs i.e., in terms of a financial amount in line with an allocated band as opposed to the number of hours. Given the financial environment that CE was in it was also looking increasingly unlikely that Havannah would receive the expected £50k for Enhanced Mainstream Provision. This had been discussed at the Leadership and Management meeting on 21.11.23 resulting in an action for the Chair to write to CE on 	<p>JS</p> <p>SW</p> <p>ALL GOVS</p> <p>ALL GOVS</p>
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	<p>behalf of the Governing Board. Governors recognised that Havannah was already demonstrating how it could deliver effective team led support for additional needs but asked the Chair and Headteacher to continue to push for the funding.</p> <ul style="list-style-type: none"> • Ofsted readiness was an important theme for the Governing Board – Governors noted that Ofsted expected them to understand the curriculum and how it delivered the School’s vision and values. This would form useful content for a Governor Development Day. 17.1.23, 9.30am-12.30pm was identified as a suitable time. <p>Action: SW to draft agenda for Governor Development Day</p> <ul style="list-style-type: none"> • Prior to attending the Governor Development Day it would be useful for Governors to complete the National College training course ‘Guidance for Governors preparing to meet an Ofsted Inspector’. Governors who have forgotten their login credentials can email SW who is the administrator. <p>Action: ALL GOVS to undertake NC Training Course re Ofsted</p>	<p>SW</p> <p>ALL GOVS</p>
<p>6</p>	<p>CHAIR’S ACTION</p> <p>No decisions had been taken by the Chair under the Chair’s Power to Act since the last Full Governing Board meeting.</p> <p>Governors confirmed to the Chair the delegated Power to Act on behalf of the Governing Body.</p>	
<p>7</p>	<p>COMMITTEES AND NOMINATED GOVERNORS</p> <p>a)-b) The membership of committees for 2023-24 was agreed as follows:</p> <p><u>Leadership and Management Committee</u> MW (Chair) JS NB AJ BM SW [DB]</p> <p><u>Teaching and Learning Committee</u> AH (Chair) OB MW KB JO SW [EF]</p>	

The Chair of the Committee provided a brief overview of the meeting. Governors noted:

- the dip in Reading outcomes at Key Stage 1 and in early Key Stage 2; this had been raised in conversations between the Headteacher and the School Improvement Partner (SIP) and was reflected in Priority 2 of the School Development Plan (SDP). Ready Steady Writing, a whole school scheme from EYFS to Year 6 was being used to support the reading and writing processes, there was a focus on reading for fluency and comprehension, not just pleasure, and closer working between the separate leads for phonics and reading were being actively encouraged
- the discussion about the link between 'disadvantaged' and poorer attendance/ late arrival to school which affected the impact of teaching and learning, as well as additionality
- the success of the *My Happy Minds* well-being programme.

As part of next steps, the Committee Chair would be re-visiting the School in January to look at the impact of reading strategies.

Challenge: Governors received a presentation on Power Maths in the Summer 2023, would it be possible to hear more about Ready Steady Writing?

Response: Yes, we can look at a suitable time at the Governor Development Day.

Leadership and Management Committee

A copy of the minutes of the meeting of 21.11.23 had been made available to Governors prior to the meeting.

The Chair of the Committee provided a brief overview of the meeting. Governors noted:

- the discussion on attendance including the causes of poor attendance and links to disadvantaged and Pupil Premium pupils; the question of whether the School should buy into the CE Traded Services package would be further discussed under 15
- changes to the cost of CE providing school meals; this would be further discussed under Item 26
- the review of the 3 Year Budget Plan; this was the first time that the School had budgeted for a deficit in Years 2 and 3. Governors had discussed the need for financial prudence in order to ensure that curriculum, safeguarding and health and safety needs could be fully met.

As part of next steps, the Committee Chair advised Governors of the fact that a number of schools were now formalising links between curriculum planning and budget planning in order to create an integrated budget plan. This would be further discussed.

EF left the meeting at 1.15pm

	<p>b)-c)</p> <p><u>Governor Link/ monitoring reports</u></p> <p><u>Disadvantaged</u></p> <p>MW had met with Mrs Birdsall. Their discussion included:</p> <ul style="list-style-type: none"> • whether or not one morning per week was sufficient for Pupil Premium (PP) management • how staff absence and the pressure of providing sufficient EAL and 1:1 support was impacting on support for PP activities, bearing in mind that PP was grant funded and the School had to be accountable for spending and able to track and assess impact • the link between pupil attendance and lateness on accessing additionality • the under-achievement of PP pupils in Reading, Writing and Maths outcomes, and how far financial resources were delivering an improvement <p>MW had also supported Year 2 pupils with their reading.</p> <p>Challenge: Was staff absence a concern? Response: There was a short period of intense staff absence (11 colleagues) caused by COVID earlier in the term.</p> <p>Challenge: What is the cause of poor PP outcomes? Response: There is a capacity issue – the SENDCo is also looking managing PP. This is being addressed by moving their other responsibility for Writing.</p> <p><u>Safeguarding</u></p> <p>Governors were informed that the Section 175 Safeguarding audit had been returned to the School but was technically still in draft form until, following its review, it was sent back to CE. A copy of the draft had been uploaded to Governor Hub.</p> <p>Action: SW to send final version back to SCiES and upload reviewed version to Governor Hub.</p> <p>d) Governors agreed to consider creating a formal Link Monitoring Schedule at the Governor Development Day.</p>	SW
10	<p>FINANCIAL/ COMPLIANCE MATTERS</p> <p>a)-g) Copies of the finance papers which were reviewed at the Leadership and Management Committee meeting on 21.11.23 were made available to the Full Governing Board in advance of the meeting.</p> <p>Governors to note that a copy of the annual accounts and audit certificate of the Unofficial School Fund had been uploaded to Governor Hub in June 2023.</p>	

	<p>h) The proposal to increase the price for the Havannah Hangout sessions would be brought back to the Spring 2024 FGB meeting.</p> <p>Action: CLERK to add proposal to increase the price for the Havannah Hangout to next FGB agenda.</p> <p>Governors noted that £7k of income was being transferred from the School Fund to Havannah Hangout.</p> <p>i) DB presented a Proposal to Increase the Cost of School Meals to the FGB.</p> <p>Governors noted that CE will increase the cost of school meals from 1 January 2024 as follows:</p> <ul style="list-style-type: none"> • the cost of a universal and pupil premium school meal will rise to £2.53 per meal in line with current government funding • the paid school lunch will rise by 15% (in the School's case, from £2.25 to £2.59 per meal – an increase of 34 pence). <p>It was proposed to increase the price of a paid school meal to £2.65, with effect from January 2024, 6 pence above the cost to School.</p> <p>The rationale for this proposal is as follows:</p> <ul style="list-style-type: none"> • that any higher increase could result in a drop in demand and lead to a deficit as opposed to the current forecast surplus • to pass on the full 34 pence cost increase would mean an unrealistic price increase from £2.50 to £2.84 • to do nothing would result in a deficit • there may be a second cost increase later in the year but so far not determined <p>Challenge: If there is a second increase on 1st April, would we better to raise prices once rather than twice? Response: We think it would be better to allow for incremental increased rather than face parents with one big increase.</p> <p>Governors approved the proposal to increase the price of school meals to £2.65 from 1st January 2024.</p> <p>Action: L&M to review any proposal for a second increase; DB to advise as necessary.</p>	<p>CLERK</p> <p>DB</p>
<p>11</p>	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher had shared her written report in advance of the meeting to the Full Governing Body. It covered:</p> <ul style="list-style-type: none"> • Staffing • Pupil Numbers and Mobility • Attendance and Punctuality 	

- Data Headlines
- School Development Plan Progress
- Finance
- Premises, Health and Safety
- Safeguarding and SEND

Governors were invited to ask questions.

Challenge: Re pupil numbers, what is ‘mobility’?

Response: This refers to pupils who have joined the school or left the school in-year or at the start of the year for Reception (join) and Year 6 (left). ‘Other Mobility’ can be down to very specific circumstances or in some cases where there has been an agreed request for a managed move. Havannah is full in some year groups and therefore we’ve been able to agree to such requests.

BM and AJ left the meeting at 1.45pm

Challenge: Re IDSR (Inspection Date Summary Report used by Ofsted), do we need to raise achievement of the higher standard in Key Stage 1 Reading and Maths, and in Key Stage 2 Writing? Will the new programmes e.g. Power Maths etc, support that intention or get the majority to the Expected Level? Should ‘stretching out the top end’ be a target for Governors to be talking about with staff?

Response: That would be a good question for Link Governors to raise with the Reading, Writing and Maths leads, but yes the schemes/ programmes are designed to enable the needs of all learners to be met.

Challenge: Under ‘successes’ the report references new and productive ways of working with local schools – what are these?

Response: Havannah has undertaken moderation exercises with Fallibroome Trust schools and Buglawton school. On the back of this, we have started a progress tracking exercise for a group of pupils across the year groups. It would be good for Link Governors to look at this.

Challenge: Re S175 and staff absence and well-being, is there a mechanism for staff to off-load/ gain support in relation to the experiences, stories and disclosures to which they are exposed? Do you have internal or external supervision? Some schools use staff absence insurance to provide supervision.

Response: Internally, the Headteacher has an open-door policy (and is also the DSL). TAs benefit from a rigorous appraisal system which allows them the time and space to discuss and share issues and concerns. They also attend a weekly TA session which is an opportunity to share issues and concerns too. Informal networks also play a key role at Havannah.

	<p>Challenge: This also applies to SENDCo and Safeguarding leads too. Response: Yes, we have also used staff INSET to address well-being, for example putting on Yoga or Zumba.</p> <p>Governors and staff present agreed that it was easy to become desensitised.</p> <p>Challenge: under data headlines, Key Stage 2 Reading, it says that the Headteacher and SIP discussed how Accelerated Reader is aligned to National Curriculum expected standards. Is it being explored? Response: This is an area still to be done. We've only just completed the deep dive; progression from phonics to reading is not a clear or linear progression. Disadvantaged pupils are also affected by, for some, a lack of home support or access to resources or role models at home.</p> <p>Challenge: Is the link to libraries still going? Response: Yes, we take pupils down to the library. In school, there are also Reading Ambassadors and the Reading Retreat acts like a library space. The PTA have invested in books. But there is question as to how many disadvantaged pupils use these resources. SW would like to bring back after-school reading for PP.</p> <p>Challenge: Re improvements to fencing/ security, can Governors see the plans? Response: Yes, we have the three quotes in now.</p> <p>Action: DB to share plans with Governors.</p> <p>Challenge: Re S175, does the School carry out an online check of candidates? Response: We carry out a social media search but not an online check of 'court appearances' or 'court convictions'.</p> <p>Action: DB to note advice from CE HR re online search of candidates; S175 to be updated by SW.</p> <p>Challenge: Are all of the HR folders up to date in terms of references for employees or are risk assessments in place for long-serving employees without file references? Response: Yes in terms of being up to date but risk assessments haven't been completed in all cases.</p> <p>Action: DB to review risk assessments/ template to use</p> <p>There were no further questions.</p>	<p>DB</p> <p>DB/ SW</p> <p>DB</p>
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12	<p>PUPIL PERFORMANCE</p> <p>This was covered in Item 11.</p>	
13	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>This was covered in Item 11 and was widely discussed at the Teaching and Learning Committee on 14.11.23.</p> <p>The FGB formally gave approval to the 2023-24 SDP.</p>	
14	<p>SCHOOL IMPROVEMENT PARTNER</p> <p>This was covered in Item 11.</p>	
15	<p>ATTENDANCE</p> <p>A presentation on CE's Traded Services offer re attendance support had been made available to Governors in advance of the meeting.</p> <p>Governors noted that the School was making full use of the Cheshire East toolkit and had bought back attendance support via CHESS. Governors were aware that the School was working hard to understand which pupils were of concern (e.g. persistent absence below 90%), what their barriers to attendance were and what the School could do about it.</p> <p>The Headteacher advised Governors that Ofsted would review the link between attendance and performance at Havannah. Attendance had also been flagged as part of the review of Disadvantage pupils. Governors were asked whether the School should buy-back the CE Attendance and Children Out of School Service (ACOOS) which would offer an enhanced support mechanism and to seek a price for the service to be implemented from the Spring term 2024.</p> <p>Governors approved this strategy.</p>	
16	<p>SAFEGUARDING</p> <p>This was covered in Items 9 and 11.</p>	
17	<p>SEND/ ENHANCED MAINSTREAM PROVISION</p> <p>This was covered in Item 11.</p>	
18	<p>VULNERABLE PUPILS</p> <p>This was covered in Item 11.</p>	

19	<p>CHILD-ON-CHILD ABUSE</p> <p>Challenge: Can we put data for this into the Headteacher's report? Response: Yes, rather than reproduce the data in CPOMs, the report shown in Item 5 will be used.</p>	
20	<p>DIRECTOR'S REPORT</p> <p>Both the Teaching and Learning Committee and the Leadership and Management Committee had reviewed the CE Director's Report.</p> <p>Action: To remove from future FGB agendas.</p>	CLERK
21	<p>GOVERNOR DEVELOPMENT AND TRAINING</p> <p>This would form part of the agenda for the Governor Development Day.</p> <p>a)-b) Governors noted that there was no Training Link Governor. DB offered to maintain a list of Governor training undertaken.</p> <p>Action: DB to create list of Governor Training; SW to download National College data for DB to use to populate list.</p>	DB/ SW
22	<p>SCHOOL POLICIES</p> <p>The following policies were approved (or ratified) by the FGB:</p> <ul style="list-style-type: none"> • Music policy • Maths policy • Model Pay policy • Child Protection and Safeguarding policy 	
23	<p>PLANNED RESIDENTIAL VISITS</p> <p>Governors were advised that visits this year had been reduced to every other year group (Y2, Y4 and Y6) but that in Y6 only 10 out of 26 parents/ carers had made the first payment.</p> <p>Challenge: At what point would the visit become financially unviable? Response: We would have to accept losing the deposit but instead we could open up the visit to Year 5.</p> <p>Challenge: Will a reminder letter be going out to parents in the New Year? In the run up to Christmas some parents/ carers struggle to find the money. Response: Yes, a letter will be sent at the end of January.</p>	
24	<p>TERM DATES FOR 2024/25</p> <p>The 2024/25 dates had been published on the school website.</p>	

	<p>Challenge: Will the school continue with a two-week May half-term in 2025/26? Response: We do need to review this because of pupils who have siblings at other schools e.g. Eaton Bank.</p> <p>Governors supported engagement with Eaton Bank over holiday dates.</p> <p>Action: to consult parents on the arrangements for May half-term and analyse the number of holiday requests received at the end of the summer term and to feedback the results to Governors in time to set 2025/26 holiday dates.</p>	SW
25	<p>GOVERNANCE STATEMENT</p> <p>Governors noted that it was good practice to update the Governance Statement on an annual basis.</p> <p>Action: MW to share some good examples of Governance Statements</p>	MW
26	<p>MEETINGS</p> <p>The following FGB meeting dates were agreed:</p> <p>18.03.24, 2pm 08.07.24, 4pm</p>	
27	<p>ANY OTHER BUSINESS</p> <p>a) Proposal to Increase the Cost of School Meals (DB) This had been discussed under Item 10</p> <p>b) Calendar for Governors (JS) DB offered to set up a Gmail Calendar for Governors for the use of logging meetings and training dates and link visits</p> <p>Action: DB to set up Gmail Calendar for Governors</p> <p>c) Finance Update Hub Funding (SW) This had been discussed under Item 5.</p>	DB
	The Part One meeting ended at 2.20pm	

..... Chair

..... Date