



**MINUTES OF THE FULL GOVERNING BOARD
AT HAVANNAH PRIMARY SCHOOL ON 13th July 2023, 4pm**

Governors Present: John Sherwood (JS) Chair of Governors
 Stef Williams (SW) Head Teacher
 Olivia Barrie (OB)
 Kath Bennett (KB)
 Kate Jones (KJ)
 Ann Holland (AH)
 Bryony Millbourne (BM) *from 4.20pm*

Also in attendance: Maria Wilson (MW) Clerk to Governors
 Marc Booker (MB) Clerk to Governors

PART ONE: NON-CONFIDENTIAL BUSINESS

		Actions
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Apologies had been received and accepted from Nic Blackmore, Andrina Jackson and Jo Overton.</p> <p>The following items of additional business were raised for discussion at the end of the meeting:</p> <ul style="list-style-type: none"> a) Headteacher Performance Review Panel (SW) b) Solar Panel scheme (JS) 	
2	<p>CONFLICT OF INTEREST</p> <p>The following pecuniary interests were declared:</p> <ul style="list-style-type: none"> • John Sherwood: Member of the Labour Party; Member of 38 Degrees; Member of ICHEME • Stef Williams: Chair of MISP (Cheshire Maintained School Improvement Partnership) and Governor at The Yes Trust • Kate Jones: Deputy Head Teacher and SENDCo (Special Educational Needs and Disabilities Co-ordinator) at Broken Cross Primary School, Macclesfield. 	

	No conflict of interest with the business of the meeting was noted.	
3	<p>MEMBERSHIP</p> <p>The following changes to membership of the Board of Governors were noted:</p> <ul style="list-style-type: none"> • Olivia Barrie had joined the Board as Staff Governor with effect from 27.3.23 to 26.3.27 • Ann Holland’s term of office as a Co-opted Governor had been extended from 15.6.23 to 14.6.27 • Kate Jones would resign her position as a Co-opted Governor at the end of the meeting <p>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 appoint Maria Wilson as a Co-opted Governor on the basis that the Board was confident that she had the necessary skills and experience to undertake this role.</p> <p>Decision: To appoint Maria Wilson as a Co-opted Governor, with effect from 14.7.23</p> <p>Action: Clerk to update constitution on Gov Hub MW to submit DBS form so that check may be undertaken</p> <p>Kate Jones had identified a potential new governor who was a Year 1 teacher (Jamie Leach) at Broken Cross Primary Academy and Nursery and had expressed an interest in supporting local schools. His contact details were shared with the Chair and Headteacher who would invite the individual to observe a future meeting.</p> <p>Action: Chair to liaise with Headteacher regarding invitation to prospective governor to observe future meeting, as part of familiarisation process</p> <p>There was further discussion about Ed O’Neill, Headteacher at Eaton Bank Academy, having been contacted by Helen Scott (Havannah School Improvement Partner) to join the Board.</p> <p>The Board noted that no other terms of office were due to expire before the next meeting.</p> <p>The Headteacher and Governing Board thanked MW as Clerk to the Governors and KJ who had been a governor for over 7 years, for their significant contributions to the Governing Board of Havannah School. KJ would be greatly missed but the Board was delighted that MW was staying on in a different capacity.</p>	<p>CLERK MW</p> <p>JS</p>

	BM joined the meeting at 4.20pm	
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The Part One Minutes of the meeting on 16th March 2023 were confirmed as a true and accurate record.</p> <p>Action: The Chair to sign a copy of the minutes before the next meeting, to be retained by the school.</p> <p>The action log had been updated and was reviewed; it was confirmed that the status of the log was accurate.</p> <p>Action: The Clerk to carry forward any incomplete actions</p> <p>The following matters arising were noted:</p> <ol style="list-style-type: none"> i. in light of changes to the Governing Board’s membership, there was a need to further update the school website and GIAS to reflect changes ii. all Governors were required to read and sign the 2023 version of <i>Keeping Children Safe in Education</i>, which will apply from 1st September 2023. A copy would be uploaded to the school policies section of Gov Hub. 	<p>JS</p> <p>CLERK</p>
5	<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>However, the Chair provided a verbal update on matters highlighted in other committee meetings, for the benefit of the Full Governing Board:</p> <ul style="list-style-type: none"> • a positive Health and Safety review took place on 20th March 2023; no recommended actions • Compliance and Hygiene audit took place on 19th June 2023; no issues identified with security system or fire alarm • school finance remained ‘in the black’ this year, and the Chair was optimistic that the school would receive the £50k funding for the Hub. The School was however still awaiting a decision from CE • the public sector pay award was above the 5% which had been anticipated in this year’s budget; it remained to be seen how the difference would be funded • that the school’s pupil performance data was brilliant, except attainment in Writing <p>There followed a short discussion about the contribution of <i>Read Write Inc</i>, the school’s phonics scheme, and the influence of reading on writing; AH had met with Mrs Birdsall to talk about <i>Read to Write</i></p>	

<p>(endorsed by Helen Scott, SIP); OB explained that <i>Read to Write</i> was being trialled with mixed feelings - expectations of what could be covered in a lesson were ambitious; Helen Scott had suggested a review of writing to be completed by a colleague from Gawsforth Primary School; Governors expressed caution about changing too much in one year, since Power Maths was being rolled out as well.</p> <p>Challenge: Will Read to Write be used with Read Write Inc? Response: Read Write Inc is primarily a phonics programme. Read to Write follows on from this.</p> <ul style="list-style-type: none"> attendance rates at the School were just below 95%, and high for 'SEND pupils' (90%); the School has few persistent absentees but practice will be reviewed in 2023-2024 as attendance is part of Priority 3 on the School Development Plan (SDP). <p>Action: The Headteacher to contact Alex Cooper, CE project manager, regarding funding for Havannah's Enhanced Mainstream Provision (the hub).</p> <ul style="list-style-type: none"> the Congleton MAT meeting had not gone ahead despite the Board holding an EFGB on 5th July 2023 to discuss preliminary proposals; the White Paper required 10 schools, including 1 high school, so it was unlikely that a proposal encompassing 6 primary-only schools would go ahead; the CMAT meeting had been rescheduled to September JS advised Governors of the solar panel scheme introduced by Havannah Weir. Havannah Weir provide solar panels for public buildings and are currently working with HPS. 70 panels will be fitted, saving the school £2k-£3k, providing electricity at 75% of the current rate and enabling the School to become at least 60% carbon neutral. Profit made by the company goes to charity. The HPS PTA could apply for the £500 needed to purchase microscopes. The company is due to launch a share option which they will present to school in the Autumn. There is no obligation to subscribe. Subscriptions yield 4% interest so investors would reclaim their money over a 10-15-year period. The project should be ready to start in October 2023. <p>Challenge: Does HPS have to purchase the panels? Response: No, the panels are free.</p> <p>The company has already presented to the School Business Manager, SW and JS. It has already completed a scope survey.</p> <p>Challenge: Does the school need Local Authority permission? Response: The Local Authority was informed and responded positively within a week.</p>	<p>SW</p>
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	<p>The organising group would like to provide a further presentation on the scheme to the school in the Autumn term.</p> <p>Action: Chair to invite organising group to come into school and give an update on the scheme and its progress</p> <p>JS was thanked for liaising with Havannah Weir.</p>	<p>JS</p>
<p>6</p>	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p><u>Teaching and Learning Committee</u></p> <p>A copy of the minutes of the meeting of the 4th July 2023 had been made available to governors prior to the meeting.</p> <p>The Chair of the Committee fed back on the meeting held on 4th July 2023, which had included a detailed presentation by Miss Kitson on Maths Mastery and the <i>Power Maths</i> scheme where pupils are taught through whole-class interactive teaching – procedural fluency and conceptual understanding are developed in tandem, reinforced by intelligent practice. Time is spent developing deep knowledge of the key ideas that are needed to underpin future learning. Crucially, pupils have to master the concepts before they can progress with the programme. Governors had asked a series of questions about the implementation of the scheme and were reassured that learners of all abilities were able to make good progress through the scheme thanks to a mix of ‘interventions’ on the day and more challenging problem-solving extension work for higher-achieving pupils. The focus of work in 2023/24 would be to embed the programme.</p> <p>At the same meeting, Governors also received an update on pupil well-being and the <i>My Happy Minds</i> programme, led by Mrs Fearn. All staff had been trained and the programme had been in use for one year. The impact could be seen in improved emotional literacy, problem-solving, discussion of strengths and an increase in vocabulary-enhanced feelings.</p> <p>It was expected that The Behaviour Policy would be reviewed at the 4th July meeting. However, it was agreed that the Headteacher would be reviewing and rewriting the policy as part of the NPQ course that she was undertaking. The Committee agreed that the new policy would not be in place for September 2023 but instead its creation would form one of the outcomes of Priority 3 of the 2023/24 School Development Priorities.</p> <p>Writing will be a target for 2023-2024.</p>	

	<p><u>Leadership and Management Committee</u></p> <p>A copy of the minutes of the meeting of 22nd June had been made available to governors prior to the meeting. No questions were raised.</p> <p><u>Governor Link/ monitoring reports</u></p> <p>The Chair of the Teaching and Learning Committee had met with Mrs Birdsall to discuss the Read to Write scheme, which was being trialled in Years 2-5. Writing is recognised by the School as an area which requires further review in the Autumn term, particularly in view of 2023 pupil performance data for Key Stages 1 and 2, and the DfE’s intention to launch an evidence review of best practice in the teaching of writing.</p> <p><u>SEND</u></p> <p>The Link Governor for SEND had met with the Deputy Head who is the SENDCo. The Hub, Havannah’s Enhanced Mainstream Provision, to support SEND pupils was working well. Challenges identified included getting sustainable funding and staffing. It was recognised that the local authority’s SEND team was undergoing a period of transition which made it difficult to identify and rely upon named contacts or bring the Enhanced Mainstream Provision funding bid to its conclusion. This had already been raised elsewhere in the meeting.</p> <p><u>Safeguarding</u></p> <p>Governors were reminded that the Section 175 Safeguarding audit had been completed and submitted to CE. It was noted that the School was only able to identify partial evidence with regard to ‘safer recruitment’.</p> <p><i>Keeping Children Safe in Education 2022 states that:</i> <i>Governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.</i></p> <p>Governors were reminded that potential interview panellists should undertake this training.</p>	
7	<p>FINANCIAL/ COMPLIANCE MATTERS</p> <p>Copies of the finance papers which were reviewed at the Leadership and Management Committee meeting on 22nd June 2023 were made available to the Full Governing Board in advance of the meeting.</p>	

	<p>Decision: The Board ratified the Leadership and Management Committee’s approval (22.6.23) of the final budget for 2023/24, and the staffing structure.</p> <p>Decision: The Board ratified the Leadership and Management Committee’s approval (22.6.23) of the purchase of the 2023-2024 Bee Active contract.</p> <p>Decision: The Board approved the purchase of Cheshire East Services for Schools, including appointment of clerk to the governors, totalling £29,094.20.</p> <p>Decision: The Board approved the 2023-2024 staffing structure</p> <p>Action: Governors to verify that they have seen the finance documents by signing on Governor Hub.</p> <p>The Board received a paper copy of the annual accounts of the Unofficial School Fund and the audit certificate. This was signed in the meeting by the Chair and Headteacher. A digital copy was made available to the Full Governing Board in advance of the meeting.</p> <p>The SFVS had been previously approved by the FGB on 16th March 23 but it was confirmed to Governors that submission was made by the deadline of 31st March 2023.</p> <p>The Headteacher confirmed to Governors that the Section 175 Safeguarding Audit had been completed and would be submitted by the deadline of 19th July 2023.</p> <p>Action: To make available the completed S175 audit for review by the FGB.</p>	<p>ALL GOVS</p> <p>SW</p>
<p>8</p>	<p>HEADTEACHER’S REPORT</p> <p>The Headteacher had shared her written report in advance of the meeting to the Full Governing Body. Some of the commentary and data contained within it is highlighted under items 9 and 10 below.</p> <p>The Headteacher noted that the School had experienced a successful academic year, with notable achievements in high-stakes assessments, extra-curricular activities, and in staff development. Staff and pupil well-being remained both a key priority and key strength of the school community.</p> <p>Attendance Overall attendance for the Summer term was 94.7% (93.83% PP, 93% EHCP, 94% Sch Support), the same as in the Spring term.</p>	

	<p>The Chair noted that one pupil with poor attendance could have an impact of achieving the 95% target, since 1 pupil represented 0.47% of the roll (212 pupils).</p> <p>Roll (currently 212): Havannah was one of the few over-subscribed schools in the Congleton area for September 2023. The School had also experienced more in-year mobility with Year 2 pupils applying to join in Year 3. Governors discussed some of the reasons for this which included positive parental demand in some cases or the perception that another school was not meeting their child's needs.</p> <p>Challenge: What is the maximum number of pupils per class? Response: The School Admission Codes places a maximum of 30 pupils in KS1 where an ordinary teaching session is conducted by a single schoolteacher. There is no official maximum at KS2 but realistically the maximum number is 34/35.</p> <p>Review The Headteacher noted that Pupil Performance data would be fully reviewed in the Autumn term. It was unusual to have a FGB immediately after the data release. More time was needed to interpret and review the results.</p>	
<p>9</p>	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The Headteacher's written report included a section on progress towards objectives tracking across each of the three terms. This was made available to the FGB in advance of the meeting.</p> <p>The SIP, Helen Scott, and the Vice Chair met on 12th July 2023 with the Headteacher to review the Headteacher's Performance Objectives, taking into account achievement of the School Development Plan Priorities.</p> <p>The SIP provided comments which aligned against the SDP priorities and provided evidence of achievement:</p> <p>Priority 1 <i>End of Key Stage 2 outcomes are strong, and outcomes across school are very pleasing, especially in phonics. The impact of the work in maths is impressive. The progress in curriculum over time is evident, with end points now defined and quality of education continues to strengthen.</i></p> <p>Priority 2 <i>The development of the hub is putting your school on the map for its strength in inclusive practice.</i></p>	

	<p>The SDP for 2023-24 is at a draft phase, although governors have received a list of draft priorities contained in the Headteacher's report.</p> <p>Governors encouraged the Headteacher to consider the inclusion of outcomes for disadvantaged pupils across all three of the draft priorities. CE was 147/150 LAs when looking at outcomes for disadvantaged pupils.</p> <p>Action: to finalise the 2023-24 SDP for formal approval by the Governing Body at its next meeting</p>	SW
10	<p>PUPIL PERFORMANCE</p> <p>The Board received and discussed the school's internal data on pupil performance and considered the attainment and progress of different groups of pupils and how gaps in learning were being addressed.</p> <p>EYFS 2023 Overall Good Level of Development 82% National Average for GLD in 2022: 65.2% <i>The Headteacher noted that the Read Writing Inc scheme used by Reception had clearly made a positive impact.</i></p> <p>Governors commented on the strong writing results (93%) but conversely slightly less good reading results (86%).</p> <p>Action: to undertake further analysis as to why it is the case that writing results were better than reading, and to feedback to governors.</p> <p>Year 1 Phonics 2023 86% passed the screening 56% scored 39 or 40/40</p> <p><i>The Headteacher noted that of the 4 pupils who didn't pass the screening, 1 didn't follow the programme and 2 had underlying difficulties. The School had used its best staff to teach the bottom 20% of pupils. The impact of this strategy is reflected in the high percentage of passes and scores.</i></p> <p>Year 2 Phonics 2023 100% passed the screening – these were retakes</p> <p>Key Stage 1 Reading 2023 expected standard 62% 2023 greater depth 24%</p>	SW

	<p>Writing 2023 expected standard 55% 2023 greater depth 3%</p> <p>Maths 2023 expected standard 79% 2023 greater depth 17%</p> <p><i>The Headteacher commented that writing was low by comparison but this was a trend across the school and nationally. Reading was lower than expected but it needs to be remembered that Phonics performance in Year 1 is not an indicator of success in reading for comprehension and inference – phonics is about decoding.</i></p> <p>Challenge: if the Maths performance was so strong, why was the school investing in a new maths scheme? Response: It's probably too early to determine what impact Power Maths has had on these results. What we can say is that previously, there hasn't been as much maths fluency running across the school with some teachers using one scheme e.g. Twinkle, or another e.g. White Rose. Power Maths aligns resources with pedagogy. There were previous issues with maths results. Now is the time to embed changes in maths and then to measure their impact over time.</p> <p>Key Stage 2 Reading 2023 expected standard 85% 2023 greater depth 52%</p> <p>Writing 2023 expected standard 67% 2023 greater depth 3%</p> <p>Maths 2023 expected standard 85% 2023 greater depth 52%</p> <p>SPAG 2023 expected standard 79% 2023 greater depth 55%</p> <p>RWM combined 2023 expected standard 67% 2023 greater depth 3%</p> <p><i>The Headteacher noted the really good performance in Maths but Writing was still lower at 67% for the expected standard than the national result of 71%. The 3% greater depth result in Writing explains why the RWM combined greater depth score is similarly low.</i></p>	
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	<p>Challenge: How was the School addressing the dip after Key Stage 1?</p> <p>Response: Making use of 'Life after Phonics' programme and the Read to Write scheme being trialled in Years 2-5 which provides pupils with opportunities to develop vocabulary which leads on from Oracy work – you need to be a good reader to write fluently.</p> <p>OB left the meeting at 5.29pm</p> <p>Governors thanked members of staff for supporting the pupils to achieve this data.</p> <p>SW advised Governors that, according to an Ofsted Inspection timetable, HPS would be inspected in the Autumn Term 2025 window.</p>	
11	<p>SCHOOL IMPROVEMENT PARTNER (SIP)/ EXTERNAL ADVISOR</p> <p>The SIP, Helen Scott, and the Vice Chair met on 12th July 2023 with the Headteacher to review the Headteacher's Performance Objectives. The Headteacher had met Objectives 1 and 3, with Objective 2 designed to be undertaken over two years.</p> <p>The next review will take place on 2nd October 2023.</p>	
12	<p>TERM DATES FOR 2024/25</p> <p>CE had not formally sent out the term dates for 2024/25 at the time of the meeting, so work on confirming dates had not begun.</p> <p>Challenge: Will the school continue with a two-week May half-term?</p> <p>Response: This has worked for some parents, particularly for more disadvantaged parents looking to book cheaper holidays outside of normal school holidays but has proved more challenging if, for example, you have older children at a high school with different term dates. It would be useful to find out if there is still demand and to assess the impact on likely unauthorised absence rates if the policy was changed.</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.</p> <p>Action: to add to the agenda of the next Leadership & Management committee, discussion of Term dates 2024/25 based on the results of the parental consultation.</p>	<p>SW</p> <p>CLERK</p>
13	<p>GOVERNOR DEVELOPMENT AND TRAINING</p>	

	<p>The Governing Board noted that the following governors had undertaken development and training: KS had attended <i>Improving Disadvantaged CE Outcomes</i>, 3rd July 2023</p>	
14	<p>SCHOOL POLICIES</p> <p>The Headteacher had removed 'old' policies from the website and uploaded new versions where they had been approved. It was apparent, based on the feedback from governors, that some policies e.g. attendance, still contained out of date protocols. It was felt that a full review of the policy schedule for 2023-24 was necessary, particularly as it was identified that some policies would have to be reviewed more frequently because of their dependencies or links to other DfE publications e.g. <i>Keeping Children Safe in Education</i> was update annually and impacted on the detail contained in a number of policies.</p> <p>Action: to review the policy schedule for 2023/24 and to indicate whether the Board or delegated authority was responsible for giving approval.</p> <p>Action: to add the Accessibility Policy to the website.</p>	<p>SW</p> <p>SW</p>
15	<p>MEETINGS</p> <p>The following Autumn term meeting dates were agreed: Teaching and Learning 14th November 2023, 2pm Pay 21st November 2023, 9.30am Leadership and Management, 21st November 2023, 2pm FGB 7th December 2023, 2pm</p> <p>Proposed further dates and times would be circulated.</p> <p>Action: to circulate proposed dates and times for Spring and Summer term meetings</p>	<p>CLERK</p>
16	<p>ANY OTHER BUSINESS</p> <p>a) Headteacher Performance Review Panel (SW) Governors recognised the need to ensure that the Headteacher's Performance Review Panel should consist of more than one governor and not to include the Chair in the first instance.</p> <p>Action: MW, BM and AH to join Review Panel on 2nd October 2023.</p> <p>KJ and BM left the meeting at 5.55pm</p> <p>b) Solar Panel scheme (JS) This had been discussed under Item 5.</p>	<p>MW, BM, AH, SW</p>

	The Part One meeting ended at 6pm	

..... Chair

..... Date