



Huntington Community Primary School
Aldford Road, Huntington, Chester, CH3 6EA

The Governing Body of Huntington Community Primary School

**Minutes of a Full Governing Body Meeting held on
Wednesday 24th June 2025 at 17.30pm.**

Members of the Governing Body

Name	Category of Governor	End date	Designated Role	Present
Duncan Rose	Headteacher	Ex Officio	Headteacher	✓
Louise Gibson	Co-opted	18.03.2029		✓
Megan Lloyd	Co-opted	18.03.2029		✓
Sian Winston	Co-opted	18.03.2029		✓
Caroline Willis	LA	14.03.2027	Vice Chair SEP 25	✓
Claire Callaghan	Parent	08.06.2025		✓
Amanda Robinson	Parent	16.04.2027	Chair DEC 26	✓
Fiona Fenton	Parent	16.04.2027		Apologies
Jen Jones	Parent	03.12.2028		✓
Kira McMillan	Parent	14.12.2028		✓
Nicola Harrison Smith	Staff	15.03.2026		✓
Vacancy	Co-opted			
In attendance				
Rachel Fisher	SBM			✓
Lisa Nicholson	D. Headteacher			✓
Stephen Ewell	Clerk			✓

1. APOLOGIES

Apologies had been received in advance of the meeting from Fiona Fenton.

RESOLVED:

- That the apologies received from Fiona Fenton be accepted.
- That the meeting was deemed quorate.



2. DECLARATIONS OF PECUNIARY INTEREST

Louise Gibson informed Governors that she worked for CWAC and that she was not aware of any conflict with matters to be discussed during the meeting.

RESOLVED: Governors noted Louise Gibson's declaration.

3. GOVERNING BOARD MEMBERSHIP

Governors considered the revised Instrument of Government which had been circulated by the Clerk in advance of the meeting. The number of Parent Governors was reduced by one to four and the number of Co-opted Governors was increased by one to five. Governors were in agreement that this would provide the FGB with more flexibility when recruiting Governors.

RESOLVED: That the revised Instrument of Government be approved.

Governors noted that Clare Callaghan's term of office as Parent Governor had now expired. Claire indicated that she was keen to continue supporting the school and would be happy to fill one of the Co-opted Governor vacancies. Claire left the meeting as Governors considered the matter.

Governors agreed the appointment of Clare Callaghan as Co-opted Governor and noted there was now one remaining Co-opted Governor vacancy.

RESOLVED: That Claire Callaghan be appointed Co-opted Governor for a four-year term of office.

Governors considered the requirement to appoint a Vice-Chair and Caroline Willis stated that she was keen to continue in the role. Caroline Willis left the meeting as Governors considered the matter.

RESOLVED: That Caroline Willis be appointed Vice-Chair until the end of her term of office as LA Governor in March 2027.

The Headteacher requested that the new Governors provide a brief CV which he would upload to the school website.

ACTION: New Governors to provide a brief CV to the Headteacher.

4. MINUTES OF PREVIOUS MEETING

The part one minutes of the previous meeting held on 19th March 2025 had been circulated in advance of the meeting.



RESOLVED: that the part one minutes of the meeting held on 19th March 2025 were confirmed to be a true record.

The minutes would be signed in Governor Hub.

5. MATTERS ARISING

There were no matters arising.

Governors reviewed the actions carried forward from the previous meeting.

Item	Action	Who	Timescale
19 MARCH 25 Item 5	Further review of cascade information in the Critical Incident Plan.	Headteacher.	Completed #1
19 MARCH 25 Item 5	Behaviour Policy updated for SEN/Zones of Regulation.	Headteacher	Ongoing #2
19 MARCH 25 Item 5	Breakfast Club funding explored/applied for. Further information required.	Headteacher	Completed #3
19 MARCH 25 Item 9	Review Link Governor roles at summer FGB meeting.	FGB	Completed On Agenda
19 MARCH 25	Headteacher to confirm with H/R if suspended staff receive full pay.	Headteacher	Completed #4

#1. The Headteacher shared the Critical Incident Plan on screen and added that CWAC had confirmed that this was the latest version. Governors discussed and noted that there is also a Governors WhatsApp group. Governors agreed that the plan would be changed to the Headteacher notifying the Chair of an incident and that there would be a message posted on the Governors WhatsApp group.

#2 The Headteacher is planning to visit a school in Birkenhead and to review their policy. The school Behaviour Policy will then be reviewed further, before reverting to the FGB.

Governors discussed the matter, and the Chair noted that the staff need to be clear on what the boundaries in behaviour are.

Q. *Do all the challenging children have Individual Behaviour Plans?*
A. *Not all of them.*

Q. *Is there any support provided by CWAC on behaviour management?*

A. *Not really – the school has received some advice from Archers Brook.*

The Headteacher informed Governors that there has been a high level of violence from one particular SEND child, and professionals have confirmed that he should be in specialist provision. Governors agreed that the school has a duty of care for the Headteacher and staff.

#3 Governors discussed the Breakfast Club trial which had commenced in some schools after Easter, and that feedback had been mixed with schools that already have a Breakfast Club stating that there had been a negative impact and increased cost to the school. The DfE have not yet announced the next stage of the trial.

#4 The Headteacher confirmed that staff do receive full pay if suspended.

6. SCHOOL STRATEGIC IMPROVEMENT PLAN (SSIP)

The School Strategic Improvement Plan sets out the strategic direction of the school, and there are seven separate plans in the following areas:

- Behaviour and Attitudes
- Curriculum and Foundation Subjects
- English
- Maths
- EYFS
- Personal Development
- Leadership and Management

There has been some progress this year, but there remain some actions to be completed. Governors were requested to review the latest plans which are in the folder in Governor Hub and revert with any questions. Link Governors should review the appropriate SSIP plan before their Link Governor visits.

RESOLVED: Governors received the SSIP update.

7. LINK GOVERNOR ROLES AND COMMITTEE MEMBERSHIP

The Chair stated that Link Governor roles should be linked to the SSIP, and visits should take place once a term and a report produced and uploaded to Governor Hub.

Governors discussed and noted that RE does not necessarily fit in with PSHE and RSE.

Q. *Is Personal Development linked to Staff Wellbeing?*

A. *There is some link, but it is much broader than this in terms of staff development.*

Q. *What does the Health and Safety Governor entail?*

A. *The Health and Safety Governor will attend the annual CWAC review, as well as undertaking a separate walk round of the school as required. It is a recommended Governor role.*

The Chair added that there is a pro-forma form in Governor Hub for submitting Link Governor reports, and a teacher list will be circulated.

Governors reviewed the Link Governor roles and determined the following.

Link Governor Role	Governor
Safeguarding and Prevent.	Louise Gibson
SEND	Amanda Robinson
Behaviour	Amanda Robinson
Communication With Parents	Fiona Fenton
Early Years	Megan Lloyd
Pupil Premium/Sports Premium	Jen Jones
Maths	Caroline Willis
English/Phonics/Literacy/Reading	Caroline Willis
Science	Amanda Robinson
Foundation Subjects	Amanda Robinson/Fiona Fenton
Health & Safety	Sian Winston
Website Compliance/GDPR	Claire Callaghan
PSHE/RE/RSE	Kira McMillan
Personal Development	Kira McMillan
Staff Wellbeing and Student Wellbeing.	Jen Jones / Kira McMillan

Finance and Personnel Committee

Duncan Rose
Clare Callaghan – Chair
Fiona Fenton
Amanda Robinson

Sian Winston
Jen Jones
Megan Lloyd

Curriculum Committee

Duncan Rose
Caroline Willis – Chair
Louise Gibson
Fiona Fenton
Amanda Robinson
Kira McMillan
Nicola Harrison Smith

Governors confirmed there would no longer be a separate Premises, Health and Safety Committee and these matters and any appropriate policies would be reviewed at the FGB meeting.

Governors discussed marketing and Megan Lloyd suggested that a working group be set up to focus on marketing the school. The Marketing Working Group would comprise;

Megan Lloyd
Sian Winston
Fiona Fenton

8. UPDATES FROM COMMITTEE MEETINGS

The following Committee meetings had taken place during the Summer Term.

- Finance & Personnel Committee 7th May 2025.
- Curriculum Committee 21st May 2025.
- Premises, Health & Safety Committee 11th June 2025.

The minutes from the committee meetings had been circulated in advance of the meeting. Nicola Harrison Smith noted that although she had stated in the Premises, Health & Safety Committee that there are three Epi Pens, the correct number is four.

Governors reviewed the actions carried forward from the Committee meetings.

Finance & Personnel Committee

Item	Action	Who	Timescale
	No actions carried forward.		

Curriculum Committee

Date	Action	Responsibility	Update
21 MAY 25 Item 6	Headteacher to review providing Year on Year Group Attainment comparison data for future meetings.	Headteacher	Ongoing.
21 MAY 25 Item 9	Headteacher to provide a summary of Extra Curricular Clubs analysed by Year Group and take-up.	Headteacher	Ongoing. #1
21 MAY 25 Item 9	Megan Lloyd to draft a pro forma layout for the weekly communication and contact the Headteacher after Half Term.	Megan Lloyd	Completed. #2

#1 Governors were in agreement that it would be good to know how many extra-curricular activities were being provided.

#2 Governors discussed the draft communication, and the Deputy Headteacher noted that potentially some of the curriculum information in the draft should be removed, as this was all included on the school website. There is also a requirement to ensure that producing the communication weekly does not become too onerous for staff.

Megan Lloyd added that she could potentially support in the production of the communication on a weekly basis. The Headteacher would consider this.

Governors noted that it would be good for the school to become active again on social media, with plans in place to start posting on Instagram and FaceBook.

Q. *What is the timetable for going live again on social media?*

A. *The school should be set up in the next few weeks, and all staff will be provided with access.*

Q. *How often has the school posted in the past?*

A. *At least once a week from each class, and often more frequently than this.*

Governors were in agreement that staff should continue posting themselves, and that they should simply post rather than creating “stories”. In addition, the option to comment on posts should be disabled so that it is simply information sharing from the school to the parents and community.

Premises, Health & Safety Committee

Date	Action	Responsibility	Update
5 JUNE 24 Item 5	Headteacher to arrange removal of the container.	Headteacher	Ongoing #1
5 MARCH 25 Item 5	Headteacher to obtain quotes for acquiring a back-up generator.	Headteacher	Ongoing

11 JUNE 25 Item 7	Headteacher to ensure that all Year 6 pupils have been assessed for their swimming competence.		Completed #2
11 JUNE 25 Item 8	Headteacher to check whether CEPD staff have had appropriate Anaphylaxis training.		Completed #3
11 JUNE 25 Item 6	School to develop a specific procedure for staff going onto the school roof.		Ongoing #4

#1 This action will be completed over the summer break, and the container will either be removed or sold.

#2 The SBM has confirmed the feedback from parents, and there is a list of all pupils who don't meet the swimming standards.

#3 The Headteacher had emailed CEPD, who had responded confirming training had been completed for some staff. The school has requested that all appropriate staff complete the online training course.

#4 Governors discussed the matter and noted that it may be worthwhile engaging a professional company to undertake the gutter cleaning on an ongoing basis. A Governor added that it may cost as little as £250 for two visits a year.

RESOLVED: that the update and minutes from the Finance and Personnel Committee, Premises Health and Safety Committee and Curriculum Committee be received.

9. FINANCE

The Manual for Internal Financial Procedures (MIFP) and Scheme of Delegation had been reviewed and approved at the recent Finance Committee meeting.

RESOLVED: Governors approved the Manual for Internal Financial Procedures (MIFP) and Scheme of Delegation.

10. HEADTEACHER'S REPORT

The Headteacher's Summer Term Report had been circulated to Governors in advance of the meeting. The report was shared on screen. The Headteacher took Governors through the report and highlighted the following areas:

Pupil Numbers - The overall number on roll has increased by 3 pupils since the last report, with 5 new starters and 3 leavers due to relocation. The total on roll is now 366 excluding Nursery.

Attendance – ‘Overall attendance’ shows an improvement over the same period last year (95.5% v 95.0%), and ‘Unauthorised absence’ has reduced from 1.1% to 1.0%.

Governors reviewed the latest Attendance metrics with comparisons to national average, and LA figures as detailed below:

Overall		Disadvantaged	
School	95.8%	School	94.8%
National	94.8%	National	94.8%
Local Authority	95.1%	Local Authority	95.1%
SEND		Note SEND – of the 92 pupils with SEND, if just 2 children with very low attendance are removed from the school figure it increases to 95.9%.	
School	95.0%		
National	94.8%		
Local Authority	95.1%		

The Headteacher added that there are no concerns over Attendance, and the school will continue to ensure there is focus on improving Attendance going forward.

The Report also included an update on Partnership Links, and a summary of school life and sports activities, school visits and visitors to school with illustrative photos.

Q. Have there been any further concerns raised over the removal of the Year 5 residential trip?

A. The school had originally stated there would be three-day trips for Year 5, but they did miss one day trip in the Autumn Term.

Q. Could they do a more fun thing day trip, rather than with a particular curriculum focus.

A. Yes, could possibly do something at the start of the academic year for the new Year 5 in the Autumn Term with a more team building focus.

Q. Will there again be no residential for Year 5 next academic year?

A. Yes, cost concerns remain for parents and also the school needs to consider staff wellbeing in terms of the amount of additional time that is required to support residential trips.

RESOLVED: Governors received the Headteacher’s Report.

11. POLICIES FOR REVIEW

The following policies had been circulated in advance of the meeting:

Finance & Personnel:

Allegations of Abuse against Staff
Staff Disciplinary Policy/Procedure
Staff Grievance Policy/Procedure
Staff Code of Conduct

Premises and Health & Safety:

Supporting Pupils with Medical Conditions

The Headteacher noted that the policies had already been approved at the appropriate committees, and there had been one small change to the wording of the Supporting Pupils with Medical Conditions Policy which had now been updated.

RESOLVED: Governors approved the five policies presented to the meeting.

12. LINK GOVERNOR REPORTS

There were no Link Governor Reports for Governors to consider.

13. SCHOOLS BULLETIN

The June 2025 Schools Bulletin had been circulated in advance of the meeting.

The following areas were highlighted:

- Ensuring Every Child Can Swim: A Primary School Responsibility.
- Food Allergen Awareness in Schools: A Governor's Duty of Care

Governors were satisfied that this responsibility was covered through the monitoring and approval of the appropriate school policies.

- Governor training opportunities.
- Edsential Update for Governors.



The Chair stated that this was a really useful article, and in particular for the recently appointed Governors, and that she would circulate the article to all Governors following the meeting.

RESOLVED: Governors received the School Bulletin update.

14. COMMUNICATIONS TO CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no matters to be brought to Governors' attention.

15. DATES AND TIMES OF NEXT MEETINGS

Governors reviewed and approved the proposed meeting dates for 25/26:

Finance	Wednesday	01/10/2025	17:30
Curriculum	Wednesday	12/11/2025	17:30
FGB	Tuesday	02/12/2025	17:30
Finance	Wednesday	28/01/2026	17:30
Curriculum	Wednesday	11/02/2026	17:30
FGB	Wednesday	18/03/2026	17:30
Finance	Wednesday	06/05/2026	17:30
Curriculum	Wednesday	20/05/2026	17:30
FGB	Wednesday	24/06/2026	17:30

16. AOB

A number of AOB items had been raised in advance of the meeting for Governors to consider:

Traffic Calming and 20mph zone.

The matter had been discussed at the recent Premise, Health and Safety Committee. The Headteacher had completed the CWAC survey, and Louise Gibson confirmed that Huntington was on the CWAC list of schools to be considered for the speed limit reduction, unless certain adverse criteria are met.

The Headteacher will follow up on the signage on the approaches to the school, and Governors noted the school was not allowed to install its own signage.

Attendance / lateness policies (as appropriate) - To review in the light of the ongoing numbers of children arriving late to school every morning.

The Chair had raised concerns regarding the number of children arriving late, but before the register closes at 9:30am. Governors discussed the matter and were concerned over the disruption to the other children in class when there are late

arrivals. The school could potentially change the start time, but it is likely that the issues will continue. Changes to staffing will now result in parents having to wait with their children in the foyer, and this may have a positive impact on behaviour.

Q. *Is lateness recorded currently?*

A. *They have to sign the children in, and they are recorded as late on the system.*

The Headteacher confirmed that there are a number of repeat offenders, and Governors requested that a list of repeat offenders be compiled and the Headteacher to contact the parents to ask for reasons for why they are late.

ACTION: Headteacher to compile a list of frequently late children and to contact the parents.

Marketing

The Headteacher and Jen Jones had attended a marketing presentation from a company that can provide a range of high-quality marketing materials for the school including posters and books. Some examples were handed out for Governors to review.

They will also solicit testimonials from current parents to support the marketing message. Governors agreed the marketing materials were of very high quality and noted that the overall cost would be circa £4k to £5k.

Q. *How many posters would the school receive?*

A. *Plenty – more than sufficient.*

Q. *Do they also provide digital support?*

A. *Yes, digital marketing is provided as well.*

Megan Lloyd had prepared a Marketing Plan for the school and the document was shared on screen. This will be the structure of what the Marketing Working Group will focus on. Governors discussed the comprehensive plan and noted that there was the potential for the school to replicate what the marketing company was offering but at a fraction of the cost, with only some printing and small software costs.

Megan can also support with a Website Refresh to ensure the website is welcoming, easy to navigate, and includes a dedicated “Starting Reception” page with key information regarding the Admissions Process, Open Days and FAQs.

Parent testimonials and success stories could also be added to the website, and a Virtual Tour Video included for parents who are unable to visit in person.

Governors thanked Megan for all her hard work in producing the Marketing Plan.

There were no further non-confidential matters raised at the meeting.

PART ONE ACTION LIST

The following actions would be carried forward.

Item	Action	Who	Timescale
19 MARCH 25 Item 5	Behaviour policy updated for SEN/Zones of Regulation.	Headteacher	
24 JUNE 25 Item 3	New Governors to provide a brief CV to the Headteacher.	New Governors	
24 JUNE 25 Item 16	Headteacher to compile a list of frequently late children and to contact the parents.	Headteacher	
5 JUNE 24 PHS Item 5	Headteacher to arrange removal of the contents of the container.	Headteacher.	
5 MARCH 25 PHS Item 5	Headteacher to obtain quotes for acquiring a back-up generator.	Headteacher	
11 JUNE 25 PHS Item 6	School to develop a specific procedure for staff going onto the school roof.	Headteacher	

Curriculum Committee

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21 MAY 25 Item 6	Headteacher to review providing Year on Year Group Attainment comparison data for future meetings.	Headteacher	
21 MAY 25 Item 9	Headteacher to provide a summary of Extra Curricular Clubs analysed by Year Group and take-up.	Headteacher	