



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Wednesday
24th November 2021 at 7pm via Teams.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Revd Sheila Anthony (SA), Lizzi Fabisz (LF), Scott Grant (SG)(entered the meeting at 7.37pm), Mark Hodge (MH), Jane Moore (JM) and Carol Peilow (CP).
Apologies	Linda Dingle (LD), Sue Vickery (SV), Anthea Kenna (AK) (Governance Advisor) and Nhlanganiso Nyathi (NN)
In attendance	Louise Todd (Clerk).

Action points from this meeting			
3.1	Clerk to add new governors to NGA membership	Clerk	By next meeting
5.1	Chair to review current training provision for governors to cover any training gaps on the board.	AW/LT	By next meeting
5.3	All to identify one action for the whole group in terms of training and development	All	By next meeting
6.1	Chair to ask NN if he is interested in becoming the wellbeing link governor	AW	By next meeting
6.1.1.	Chair to organise a meeting with the new governors for an informal catch up	AW	Spring term
6.1.2	Head to ask curriculum leads to produce a crib sheet on their subject area for governors to use during Ofsted	PB	Open
6.2	Chair to send dates of future meetings to SENCO so she can present on SEND provision	AW	By next meeting
7.1	Chair to ask AK for clarity regarding the Pay Policy and committee structures and annex G	AW	By next meeting
Action points from meeting held 19th October 21			
7.1	Head to amend Mobile Phone policy and circulate to governors for email approval.	PB	By next meeting
Action points from meeting held 15th September 21			
8.1	Head to organise a meeting with Chair and NN to discuss Diversity Link role.	PB	By next meeting
13	Head to feedback once FFT has been in contact regarding training dates for package 3 with a view to building up to a 3 hour module.	PB	Open
Action points from meeting held 7th July 21			
6.4 updated	Governors to complete 360 review of chair and to review self-evaluation review (see emails from AW sent 24 th and 27 th October) Clerk to chase outstanding reports	SG, LD, SV, NN	By next meeting
Action points from meeting 3rd March 21			



11.1	All to send a short biography to the Head for website	AW, SA, LF, SG, LD, SV, NN	Open
12.2	Website – SA to check new website for compliance regarding SIAMS	SA	Open

	Minutes	Action
1	<p>Welcome and Apologies The Chair welcomed all to the meeting.</p> <p>Apologies were accepted from LD, AK, SV NN was not present. Addendum: NN sent apologies after the meeting. SA gave the opening prayer. The meeting was quorate.</p>	
2	<p>Meeting Requirements 2.1 Declarations of interest There were no declarations of interest.</p> <p>2.2 Approval of the minutes of the FGB meeting held 19th October 2021 and agreed actions update The minutes of the last meeting were circulated prior to the meeting and can be found in the secure area on Teams. The minutes were agreed as an accurate record and will be signed by the Chair when restrictions on holding face-to-face governor meetings are lifted.</p> <p>Action Points from meeting held 19th October 21 7.1 Head to amend Mobile Phone policy and circulate to governors for email approval. – ongoing 8.1 Clerk to notify Governor Services of LD’s reappointment – completed, close.</p> <p>Action Point from meeting held 15th September 21 2. Declaration of interests – all completed with thanks, close. 8.1 Head, Chair and NN to create a role for diversity link governor – Head to arrange a 20 minute meeting between himself, Chair and NN – ongoing 13. Head to approach FFT for potential training dates for package 3 with a view to build up to a 3 hour module. –the Head has chased again and still waiting to hear back from FFT – open.</p> <p>Action Points from meeting held 7th July 21 6.4 Governors to complete 360 review of chair and complete Self-evaluation review – Updated – Clerk to chase outstanding reports, see also item 5.3</p> <p>Action points from meeting held 9th June 21 9.2 MA to contact deputy head to confirm gaps in audit and revisit audit to check new website is compliant. – MA has stepped down from the governing body. The school’s Area Governance Advisor will complete this on 29th November, see item 5.2. Close</p> <p>Action points from meeting held 28th April 21</p>	<p>PB</p> <p>PB</p> <p>LT</p>



	<p>4.1 Fencing costs – see item 4.1 – close</p> <p>Action Points from meeting held 3rd March 21 11.1 Website biography – all to write a short biography and send to Head. CP, MH JM and LF have completed. Clerk to check progress - ongoing 12.2 SA to check compliance regarding SIAMS once new website is launched and SIAMS link appointed – SA was not in attendance at the last meeting – ongoing</p>	<p>AW, SA, SG, LD, SV, NN</p> <p>SA</p>
<p>3</p>	<p>Matters arising 3. Standing down of Melissa Allen The Chair notified governors that Melissa Allen decided not to re-stand for parent governor. Nominations from the parent community have been invited with no response. Another advert has since been circulated and some interest has been generated. The Chair is happy to speak to any potential candidates.</p> <p>3.1 National Governance Association The Chair notified the board that the annual subscription to the National Governance Association has been renewed. Governors mentioned difficulty logging onto the Learning Link. Addendum: Registration instructions for the Learning Link were circulated to governors on 25/11/21. Any governor having difficulties registering to contact the clerk.</p> <p>Action Point 3.1 Clerk to add on new governors to NGA membership.</p>	<p>LT</p>
<p>4</p>	<p>School Improvement</p> <p>4.1 Head's Update The Head's report, the results from the Holywell Mock Reading Deep Dive from 11th October 21 and the Cost Centres report for October were circulated prior to the meeting and can be found in the secure Teams area.</p> <p>Main points are:</p> <ul style="list-style-type: none"> • It is a challenging time at the school because of the level of staff absences and COVID. The Head updated governors on the latest number of cases. • School roll – 199 – this is close to capacity. • Attendance – This is good in relation to other schools and the current COVID situation however, the figures are not as strong when compared to pre-COVID levels. • The Head explained the current situation around Education, healthcare plans (EHCPs). • Assessments are currently underway for Y2 to Y6. This will be reported next time. • The Head explained the performance data within the report. Main points are: <ul style="list-style-type: none"> ○ Phonics screening is currently underway and is going well. ○ KS2 have been less affected by the pandemic, some results are in line with the top 5% of Fisher Family Trust data. Tests are going well. 	



	<ul style="list-style-type: none"> ○ The greater depth side of targets are not as strong as hoped, this is due to the school's priority of ensuring pupils reach the expected standard. ● Teachers have been working hard on displays, the local authority (LA) have advised. ● The Head outlined his plans to use the bungalow for the preschool, this in turn would free up spaces for wraparound care and the library and would resolve the perimeter fence issue. He has shared his plans with the local authority who have shown interest. There is now a feasibility study. The Head's next step is to involve the preschool manager. <p>4.2 Finance Update</p> <ul style="list-style-type: none"> ● The amount of budget spent on supply teaching this term has impacted on the budget. ● The school has £2k for school recovery and approximately £2k for a dedicated tuition fund, he outlined the criteria in more detail. ● The tuition is aimed at Y6 in maths, however, there have not been as many sessions as hoped because the supply teacher involved has had to be diverted into the classroom. The Head hoped it would improve next term. ● The strategy document for Pupil Premium is currently being finalised and will be ready by the end of the year. 	
SG entered the meeting at 7.37pm		
	<p>4.3 Staffing Update</p> <p>The current TA structure was circulated prior to the meeting.</p> <ul style="list-style-type: none"> ● A new TA has been appointed. ● The new TA structure is working well especially in terms of pupil wellbeing, which has seen an increase in children needing interventions. ● The Head explained a change in staffing and a personnel issue in the school kitchen which is being dealt with by the catering provider. ● At present, morale is low, staff are doing their best, senior leaders are being supportive during this difficult time. ● The governing body briefly explored, without LF, the performance management scales and head's recommendations which were unanimously approved. ● There is no inflationary pay rise for teachers this year. <p>The Chair invited questions:</p> <p>QUESTION: Is there anything we need to know about how the safeguarding issues have been managed, are there any concerns.</p> <p>There are no concerns.</p> <p>Governors requested the Head to amend his report and input the number of safeguarding incidents for the record. Addendum: this was amended and circulated on 25.11.21.</p> <p>The Chair asked MH if he was happy to be more involved in analysing the monthly reports, budget planning and reporting back to governors alongside SV. He had no concerns with the current budget situation and was happy to</p>	



	<p>get more involved, including attending end of year meetings with the Finance Officer and the local authority.</p>	
5	<p>Governor Development 5.1 Analysis of skills results The results of the recent skills audit were circulated prior to the meeting. Governors discussed the desirable skillset for the current parent governor vacancy. According to the results of the skills audit, this would be data, financial planning, budgeting and benchmarking. It was noted that the advert for the vacancy has highlighted the gaps left by Melissa Allen, which are wellbeing and early years. Governors discussed the gaps in training. The Chair will review the training programme from Governor Training and the Learning Link and see if any of the gaps can be covered. He will liaise with the clerk. Governors were encouraged to notify the Chair of any gaps.</p> <p>5.2 Self-Evaluation Review of the GB and 360 Review of Chair's performance The template was circulated prior to the meeting. The Chair appreciated that the new governors would find it difficult to answer some of the questions. He will produce a report to discuss at greater length at the next meeting, the objective would be to see as a group where improvements could be made. Governors were asked to feedback any comments to the Chair.</p> <p>5.3 Governor Action and Activity Plan There will be a governance Pre-Ofsted check by the Area Governance Advisor at the LA. The results will be shared in a meeting with the Chair and Head on Tuesday 30th November. There will then be a written report of the findings which will be circulated to governors. The Chair will produce a preliminary document identifying governor actions and activities going into the spring term. Currently, most objectives have been completed. The Chair asked governors for contributions in updating the action plan, the main foci will be Ofsted preparation, induction and training of new governors, and developing the link monitoring role in relation to the work continuing in the Curriculum teams. Governors were asked to identify any particular area of focus, to identify one action for the whole group in terms of training and development in relation to their individual roles.</p> <p>5.4 Training gaps and needs including relevant training available Governors discussed training and whether the board was entitled to a free group session with the LA. The clerk understood that there was a charge for group training. The Chair highlighted the modules in the Learning Link, especially concerning Ofsted. Governors were strongly advised to complete the Ofsted training modules in preparation for an inspection. Addendum: The link to the modules, including one created by the LA were circulated by the clerk on 25/11/21.</p> <p>Action Points 5.1 Chair to review current training provision for governors to see if training gaps can be covered.</p>	<p>Agenda</p> <p>AW</p>



	<p>5.3 All to identify one action for the whole group in terms of training and development</p>	All
6	<p>Governor Reporting and Monitoring 6.1 Feedback from Curriculum Meetings The Chair outlined the expectation for governors attending curriculum meetings.</p> <ol style="list-style-type: none"> 1. It would be expected governors join as many meetings as possible. If the lead governor cannot attend, the second member would attend, please notify the Chair or SV if neither person can attend to ensure a governor is present at a team meeting. 2. To ensure there is a continual record of governor involvement in the Curriculum meetings. The lead link governor on each curriculum team will need to record the outcomes, decisions and particularly the agreed Governor monitoring focus to be completed between meetings. These governor reports are to be sent to the clerk to be circulated to all governors and then filed in the Teams folder. 3. Any governor in attendance at the curriculum meeting will leave the meeting with a clear understanding as to what the curriculum team and governor have agreed, in relation to any monitoring visit subsequently carried out. The school staff leader will take a lead in directing governors towards an area where they would like monitoring to take place. 4. The expectation is for a termly curriculum meeting with a governor in attendance. <p>Wellbeing group – SA and the Chair attended. It is hoped that NN will take on the wellbeing role vacated by Melissa Allen. The team may also accommodate the new parent governor if they express an interest in wellbeing. The team will then decide who will be the lead governor in the wellbeing curriculum team.</p> <p>Decision: It was agreed to tweak the Governor Visit form to fit the new monitoring role.</p> <p>The Chair directed the new governors to the NGA which contained more information on monitoring roles and governor responsibilities.</p> <p>Addendum: The Clerk sent out a glossary and further information about the role of the governor to the new governors on 25.11.21. All governors received a link module and worksheet on Ofsted and were encouraged to complete the module.</p> <p>The Chair had recently met with the SENCO, he suggested governors might ask staff the following :</p> <p><i>“If a link governor has been interviewed by the Ofsted team, what information would you feel that the governor was aware of and was able to talk to in relation to your staff responsibility. What would you hope a governor would say in relation to your responsibility? Can you produce a short document that identifies what all governors would be able to say in relation to Holywell school”?</i></p> <p>Governors being mindful of staff workload, requested the Head to ask Curriculum team leaders to produce a crib sheet, that contains useful</p>	



	<p>information to aid governors during an Ofsted Inspection. The Head agreed to allocate time to the relevant staff to make this possible.</p> <p>6.2 Link Governor Visit JM's visit report on English was circulated prior to the meeting. She found the meeting productive and useful. Questions were invited. The Head will comment on the actions of the report.</p> <p>The Chair also met with the new SENCO; he will produce a visit report to be circulated by the clerk. The SENCO will deliver a short presentation at the next FGB on SEND provision.</p> <p>Action Points 6.1 Chair to ask NN if he is interested in becoming the wellbeing link governor 6.1.1 Chair to meet with the new governors for an informal catch up 6.1.2 Head to ask curriculum leads to produce a crib sheet on their subject areas for governors to use during Ofsted. 6.2 Chair to send SENCO dates of future meetings in order to arrange the presentation.</p>	<p>Agenda</p> <p>AW</p> <p>AW PB</p> <p>AW</p>
7	<p>Policy Adoptions and Review The following policies were discussed at the meeting and were circulated prior to the meeting and can be found in the secure Teams area.</p> <p>7.1 Pay Policy – Annual The policy, the School Teacher's Pay and Conditions document were all circulated prior to the meeting. Governors discussed the committee structure dictated in the Pay Policy and how this aligns with the governor circle model. It was agreed for the Chair to ask AK for further clarity and for clarity around annex G. Decision: Governors approved the Pay Policy.</p> <p>7.2 Special Educational Needs policy and Information Report - annual Decision: Governors approved the SEN Policy and Information Report.</p> <p>Action Point 7.1 Chair to ask AK for clarity regarding the Pay Policy and committee structures and annex G</p>	<p>AW</p>
8	<p>Any Other Business There was no further business.</p>	
9	<p>Review of meeting – 5 points to feedback to parents via the newsletter.</p> <ul style="list-style-type: none"> • Governors acknowledge that staff are going through a difficult time. • Governors for all the curriculum teams were identified and the team meetings were discussed. • The parent election was discussed, governors looked at the skillset desired. • The skills audit was reviewed and gaps in training were identified, especially for the new governors. 	



	<ul style="list-style-type: none"> • There has been a marked increase in pupil numbers, governors are aware of the demand for places in the preschool. <p>Items for the next agenda</p> <ul style="list-style-type: none"> • SEND presentation • Assessment testing • Self-evaluation review <p>The Chair expressed his thanks to Melissa Allen for all her hard work and contribution to the governing body and the school.</p> <p>QUESTION: How is the Head coping with the additional challenges? It has been the most challenging time yet but it is fine. The Head is supported by a great team and the children and parent community have been fantastic.</p> <p>Governors offered the Head their help and support. Christmas activities will be virtual because the school is in an Enhanced Response Area for COVID. The Chair thanked governors for their time and commitment and wished them a happy Christmas.</p>	
11	<p>Date of next meetings Wednesday 26th January 22 Wednesday 23rd February 22 Wednesday 23rd March 22 Wednesday 4th May 22 Thursday 9th June 22 Thursday 14th July 22</p>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question. The meeting closed at 8.54pm

Chair's Signature:

Signed as a true record of the meeting