



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Wednesday
26th January 2022 at 7pm via Teams.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Revd Sheila Anthony (SA), Linda Dingle (LD), Lizzi Fabisz (LF), Scott Grant (SG), Mark Hodge (MH), Hannah Jones McVey (HM), Jane Moore (JM), Carol Peilow (CP) and Sue Vickery (SV)
Apologies	Nhlanganiso Nyathi (NN) (sent after the meeting), Anthea Kenna (AK) (Governance Advisor)
In attendance	Becky Cooper (Finance Manager – left the meeting at 7.32pm), Louise Todd (Clerk).

Action points from this meeting			
5.3	Head to send dates of next staff Curriculum meetings to all – week beginning 28 th February – governors to notify Head of availability	All	Open
6.1	Pre-Ofsted report recommendations to be actioned by following leads – addendum – Safeguarding – link governor – assisted by SA; compliance – volunteer required; monitoring - AW and Curriculum lead governors; training – SG – assisted by clerk.	HM, SA, AW, JM, LM, SG	By next meeting
6.2	Governors to look at “20 questions” document more carefully to think of answers, for discussion at next meeting	All	By next meeting
6.4.2a	Monitoring of Curriculum teams – lead governors for each Curriculum team to identify monitoring focus and action to be completed before the next team meeting, forward to AW by 23/2/22	JM, SA, LM	By next meeting
6.4.2b	Monitoring of SDP – Lead governors for each of the 5 objectives of SDP to identify monitoring focus and action, forward to AW by 23/2/22	SV and Cur lead governors, AW, CP, NN	By next meeting
6.4.2c	Link governor monitoring for all other links – Health and safety, SIAMs, Finance - to identify focus and action, forward to AW by 23/2/22	CP, SA, SG, SV, HM	By next meeting
6.4.3	Governors to notify clerk of any training completed in relation to the Ofsted training circulated on 19 th January by the clerk – Roles and responsibilities slides or video/ Learning Link modules on Ofsted – Ofsted Inspections – Step by Step (45 minutes) and Ofsted and the new inspection framework (45 minutes)	All	By next meeting
8.2	Governors to watch GDPR in schools training video (emailed on 28/1/22) and inform clerk	SG/AW/LD/SV/CP/MH/NN/HM	Open
Action points from meeting held 24th November 21			



5.3 updated	All to identify one area of training in relation to link responsibility and sign up to a relevant training course	All	By next meeting
6.1 updated	Chair to ask NN if he is interested in becoming the wellbeing link governor	PB	Actioned 31.1.22
6.1.1. updated	Chair to organise a meeting with NN and HM for an informal catch up	AW	Open
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
Action points from meeting held 7th July 21			
6.4 updated	Governors to contact Chair if they have any suggestions for development for him and/or any ideas that the governing board can do better as a collective	All	Open
Action points from meeting 3rd March 21			
11.1	All to send a short biography to the Head for website	SA, SG, LD, SV, NN, HM,	Open
12.2 updated	SA, CP and Head to meet and revamp SIAMS part of the website	SA, CP, SA	Open

	Minutes	Action
1	<p>Welcome and Apologies The Chair welcomed all to the meeting especially to the new parent governor Hannah Jones McVey.</p> <ul style="list-style-type: none"> • Apologies were accepted from AK • NN was not present, he sent his apologies the next day. • SA gave the opening prayer. • The meeting was quorate. 	
2	<p>Finance and Budget Update by Becky Cooper The latest cost centres report for December was circulated prior to the meeting and uploaded to the Teams secure area. Main points are:</p> <ul style="list-style-type: none"> • There is a small carry forward at the moment, however, this will decrease in January when the impact of using supply teachers to cover COVID absence will show in the budget. • There are no concerns from BC or the local authority (LA) regarding the budget. <p>QUESTION: Are we up to date with collecting afterschool club charges? Yes, parents pay monthly, we are also up to date with dinner money.</p> <p>BC explained the anomaly in the school meals line. This is due to COVID. There has been an increase in the uptake of school meals as the catering company have been proactive promoting school dinners.</p>	



	<ul style="list-style-type: none"> • Ray Byford, the Senior Finance Advisor from the LA is due to meet BC, SV and MH for an initial planning session. • MH has attended a finance course run by Governor Training. • Key dates for the budget - 31st March - year end 4th April - accounts to be submitted. Budget will be ratified by mid-May. • BC has started the process for completing the Schools Financial Value Standard. She will email to the clerk for circulation when ready for approval, to sign off at the March FGB meeting. She can also guide MH through the document. <p>QUESTION: Are there any ambitious objectives to include when setting the budget. Hope to fund through other schemes such as Sports Premium and the PTA, mainly carpets and IT provision. Governors encouraged the Head to be openminded in moving forward in various projects.</p> <p>2. Preschool rent The next item is subject to a confidential minute.</p>	<p>Agenda March</p>
	<p>BC left the meeting at 7.32pm</p>	
<p>3</p>	<p>Meeting Requirements 3.1 Declarations of interest There were no declarations of interest.</p> <p>3.2 Approval of the minutes of the FGB meeting held 24th November 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 24th November 21 3.1 Clerk to add new governors to NGA membership – completed, action closed 5.1 Chair to review current training provision for governors to cover any training gaps on the board. The focus for ongoing training needs to be Ofsted readiness, on agenda. Action closed. 5.3 updated. All to identify one action for the whole group in terms of training and development. – The Chair will close this request. The process of reviewing the governing body was not effective. Governors to identify one area of training for their own self development in relation to their link area of responsibility. The next step is to sign up for one of the training sessions when available. The aim would be to produce a comprehensive training programme and sit alongside the group work in relation to the Ofsted inspection. Ongoing 6.1 Chair to ask NN if interested in becoming the wellbeing link governor. NN has not responded to emails. It was agreed as safeguarding link, it was important to make contact and investigate the issue. Addendum: NN was contacted on 27/1/22. A meeting has been arranged between him and the Head on Monday 31st January. Open.</p>	<p>All</p> <p>AW</p>



	<p>6.1.1 Chair to organise catch up meeting with new governors – the Chair had met with CP and due to meet MH soon. A meeting with NN and HM to be organised. Ongoing.</p> <p>6.1.3 Head to ask curriculum leads to produce a crib sheet on their subject areas – a comprehensive overview of the majority of subjects can be found in the curriculum section of the website. Governors were encouraged to look at their area of the website. Action closed.</p> <p>6.2 Chair to agree a date with SENCO to present at a future FGB – due to present at the next meeting. Action closed.</p> <p>7.1 Chair to clarify with AK queries from Pay Policy. After discussion between the Head and Chair, this has been resolved. Action closed.</p> <p>Action Point from meeting held 19th October 21 7.1 Head to amend Mobile Phone policy and circulate to governors for email approval. –agenda next meeting - ongoing</p> <p>Action Point from meeting held 15th September 21 8.1 Head, Chair and NN to create a role for diversity link governor – open</p> <p>13. Head to approach FFT for potential training dates, it was decided that the Head can provide his own training and will present at a future FGB, action closed.</p> <p>Action Points from meeting held 7th July 21 6.4 Governors to complete 360 review of chair and complete self-evaluation review – on agenda – the Chair thanked all responses received. Updated - Governors were asked to contact him with any notes of developments he could take or /and what the governing board could do better as a collective. Open.</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, LF, AW and MH. Updated – Head will send out an example to the rest of the governors to ensure consistency in format – open</p> <p>12.2 SA to check compliance regarding SIAMS once new website is launched and SIAMS link appointed – Updated – SA met with CP and reviewed the website. It was agreed for CP, SA and the Head to meet and address the issue – ongoing.</p>	<p>AW</p> <p>PB</p> <p>PB</p> <p>All</p> <p>PB</p> <p>SA, CP</p>
4	<p>Matters arising The next item is subject to a confidential minute.</p>	
5	<p>School Improvement</p> <p>5.1 Head's Update The Head gave a verbal report. The latest NGA guidance concerning priorities around school recovery and COVID was circulated prior to the meeting.</p> <p>There are no major outbreaks of COVID so far. The Head gave a staffing update including the catering and estate management, there were no concerns.</p>	



	<p>5.2 Attainment and progress The Head explained the latest assessments in Y6 and Y2. These year groups are using previous SATS papers whilst the rest of the year groups are using NFER tests. He went through the data in detail.</p> <ul style="list-style-type: none"> • Governors noted that results for Y2 and Y6 are based on what is expected by the end of the year versus what is expected at the end of the <i>autumn term</i> for the rest of the year groups as they used bespoke NFER tests. • Senior leaders are not concerned at year groups 3,4 and 5. • The tutoring paid for by recovery funding is targeting maths at Y6, which is the main concern. • Y2 have been most impacted by COVID. Senior leaders are looking at how to move forward with this group especially through their KS2 years. • Y5 are above their targets for maths and reading. • Y3 are achieving their targets. • Y1 teacher assessment is based on reception outcomes. Results are not as concerning as Y2 for reading and maths. <p>5.3 Spring term objectives from the School Development Plan</p> <ul style="list-style-type: none"> • Move towards more holistic activities in the curriculum, for example trips, outdoor teaching. • Some foundation subjects are being monitored through Pupil Voice. • Strengthen links between governors and the SENCO, through her presentation at the next meeting. The Head outlined the latest education, healthcare plans due in the school. • Performance management review for teachers. • Another curriculum meeting for governors to participate in early March. • Diversity is being pushed in assemblies • Mental health – The SENCo and Head are undertaking mental health training and are looking at developing the Mental Health plan. • Embedding more wellbeing activities across the school • The Head is booked onto a safeguarding course this term. • A staff survey will be conducted soon, as part of the Mental Health plan • Children are being surveyed to gauge their wellbeing as part of monitoring. So far, positive responses have been collected. <p>Governors discussed the rise in the number of EHCPs. This is due to new children entering the school. They were reassured that the new SENCo is very efficient, managing well and is very experienced. There were no further questions.</p> <p>Action Points 5.3 Head to send dates of next Curriculum meetings for circulation. Addendum: Completed – meetings to be held week beginning 28th February – governors are requested to notify the Head of their availability.</p>	All
6	<p>Governor Development 6.1 Pre-Ofsted Governance Check by the Local Authority The report was circulated prior to the meeting.</p>	



<p>The Chair felt it was a positive document with no significant shortcomings. Decision: Governors were asked to take responsibility for the recommendations in the report. This would be to either action the recommendation or oversee that the action is completed. Deadline by next meeting.</p> <p>The Chair highlighted governors to the recommendation to enhance the collective capacity to hold senior leaders to account. To remedy this, he proposed that questions were sent to the Head before the meeting, this would allow governors to fully probe any issues and to demonstrate they are fulfilling their duty of actively holding the school to account. This would then be evidenced in the minutes.</p> <p>The clerk signposted governors to the NGA Learning Link who have two 15 minute modules called “ Holding to account: How to question and challenge” and “Holding to account: How to conduct courageous conversations”.</p> <p>Governors discussed the current regulations and when they would be allowed into school. At present, they would be allowed in areas that were not ring fenced, as long as masks were worn and a lateral flow test was taken. The termly briefing may give further guidance, which will be reported back at the next meeting.</p> <p>6.2 Ofsted Readiness Training – feedback The slides from the Getting Ofsted Ready course, the Preparation for Ofsted and “20 questions Ofsted may ask governors” were circulated prior to the meeting. Decision: Governors were asked to look more carefully at the “20 questions” document for the February meeting. The aim would be to discuss the questions so that an answer can be compiled. This can then be used as a crib sheet.</p> <p>6.3 Self-Evaluation Review of the GB and 360 Review of Chair’s performance This was discussed at item 3</p> <p>6.4 Governor Action and Activity Plan – Spring term The updated plan which has been red, amber, green rated was circulated prior to the meeting and was uploaded onto the Teams secure area.</p> <p>6.4.1 Action Plan Objective 3 – Monitoring and Evaluation - Curriculum Links The link governor list has been updated; governors were asked to check it is correct. Governors discussed the importance of safeguarding and having a safeguarding and wellbeing link governor in light of NN’s absence from the last couple of meetings. It is important that this is prioritised. Addendum: The clerk contacted NN on 26.1.22 and NN has arranged a catch up call with the Head on 31.1.22</p> <p>Governors discussed appointing a link governor for training. They would work with the support of the clerk to identify training needs of governors and signpost them to relevant training.</p>	<p>Agenda</p>
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Decision: Addendum: 26.1.22 after the meeting, SG volunteered for the role.

Decision: Early years link to replace Melissa Allen – HM agreed to take on the role.

Decision: HM was also happy to step into the safeguarding and wellbeing role in the short term if NN did not have the capacity for this.

6.4.2 Reporting back from Curriculum Team meetings

It was agreed that a consistent approach was needed for reporting back from meetings.

The Head would like to see the reports before they are circulated to the governors.

Decision: Agreed format - The objective is for the lead governor to identify the key focus for governor monitoring from the meeting for the next period of time.

At the end of each meeting, the report will focus on that priority identified going forward and the key points discussed at the meeting. The report is checked by the Head before it is taken to the next FGB meeting.

Addendum: The dates for the next Curriculum meeting were circulated by email on 28-01-22 and are scheduled for week beginning 28th February.

STEM meeting – LD attended the meeting. She commented that it was difficult to write up because of the amount of information relayed due to the range of subjects discussed. MH also attended and stated it was an interesting meeting.

The Head reassured that agendas of future meetings will be tightened, with more focus on a particular subject. The meetings will be termly.

6.4.3 Action Plan Objective 4 – Ofsted Preparation

Prior to the meeting, governors were emailed links to training around Ofsted. Governors are expected to complete the training. This needs to be recorded. Please see action point 6.4.3

Governors returned to the monitoring Curriculum meetings

- There may be a clearer focus at Curriculum meetings moving forward.
- The Chair would like to draw up a month by month schedule of monitoring over the academic year.
- The Chair will adapt the Head's monitoring programme for staff.
- The Head explained the key 5 objectives of the School Development Plan, this will give an indication as to which governors are involved in the monitoring.
- Objective 1 – First quality teaching - SV and curriculum lead governors to monitor.
- Objective 2 – SEND provision – AW
- Objective 3 – School management systems - CP
- Objective 4 – Diversity – NN
- Objective 5 – Wellbeing/mental health - NN



	<p>6.4 Training gaps and needs including relevant training available The Governor Conference will be held virtually on Sat 12 March, 9:30am – 1pm. The governing body has 2 free spaces. The Chair will attend, other governors were encouraged to attend. Other courses of interest include:</p> <ul style="list-style-type: none"> • Analysing and using Data – Wednesday 9th February 6-8pm virtually or at Ely on Tuesday 29th March at 6.30pm. • Improving outcomes for disadvantaged pupils – online Tuesday 8th February 4.30-6.30 and Tuesday 29th March at 6.30pm. • How do we govern the school curriculum – webinar from Governors for schools – www.governorsforschools.org.uk/resources/webinars> <p>6.6 Governor Communication Decision: It was agreed for governors to check their emails once a week as a minimum in order to improve email communication.</p> <p>Action Points</p> <p>6.1 Pre-Ofsted report recommendations to be actioned by following leads – addendum – Safeguarding – link governor – assisted by SA; compliance – volunteer required; monitoring - AW and Curriculum lead governors; training – SG – assisted by clerk.</p> <p>6.2 Governors to look at “20 questions” document more carefully to think of answers, for discussion at next meeting</p> <p>6.4.2a Monitoring of Curriculum teams – lead governors for each Curriculum team to identify monitoring focus and action to be completed before the next team meeting, forward to AW by 23/2/22</p> <p>6.4.2b Monitoring of SDP – Lead governors for each of the 5 objectives of SDP to identify monitoring focus and action, forward to AW by 23/2/22</p> <p>6.4.2c Link governor monitoring for all other links – Health and safety, SIAMs, Finance - to identify focus and action, forward to AW by 23/2/22</p> <p>6.4.3 Governors to notify clerk of the training completed in relation to the Ofsted training circulated on 19th January by the clerk – Roles and responsibilities slides or video/ Learning Link modules on Ofsted – Ofsted Inspections – Step by Step (45 minutes) and Ofsted and the new inspection framework (45 minutes) by next meeting</p>	<p>HM, SA, AW, JM, LM, SG</p> <p>All</p> <p>JM, SA, LM</p> <p>SV, JM, LM, SA, AW, CP, NN, CP, SA, SG, SV, HM</p> <p>All</p>
7	<p>Governor Reporting and Monitoring</p> <p>7.1 SEND report by AW The report was circulated prior to the meeting and can be found in the Teams secure area. AW was pleased with the handover between the old and new SENCo and felt the new SENCo was managing her workload well.</p> <p>7.2 Feedback from Curriculum meetings The humanities report was circulated prior to the meeting and can be found in the Teams secure area.</p>	



	<p>The draft STEM report has been submitted to the Head for checking before circulating. SA's report is ongoing.</p> <p>7.3 Health and Safety The Head felt the outstanding health and safety task was the fire risk assessment. An Invacuation and evacuation practice was conducted recently.</p>	
8	<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>8.1 Accessibility Plan Agreed to defer to summer term as it needs a significant update.</p> <p>8.2 Data Protection Policy SA and JM have completed GDPR training. Clerk to check who has yet to access the training and inform the Chair. Defer policy to end of spring term</p> <p>8.3 E-Safety Policy Addendum: the appendices were circulated to governors on 28/1/22. Defer to next meeting or approve online</p> <p>8.4 Administration of medication policy The Head explained the storage of epi pens in the school. Decision: Governors approved the Administration of medication policy</p> <p>Action point 8.2 Governors to watch GDPR in schools training video (emailed on 28/1/22) and inform clerk</p>	<p>Summer term</p> <p>End of spring term</p> <p>Agenda FGB</p> <p>SG/AW/ LD/SV/ CP/MH/ NN/HM</p>
9	<p>Any Other Business There is a new system to replace PRIDE. The Head will present on this at a future meeting.</p>	Forward Planner
10	<p>Review of meeting – 5 points to feedback to parents via the newsletter. The 5 points are being published in the newsletter, which can be found on the website and is being circulated to governors.</p> <ol style="list-style-type: none"> 1. Governors welcomed the new parent governor, Hannah, on to the board. 2. Governors received positive news about the budget. 3. Governors agreed a protocol for communication 4. Governors looked at current monitoring and plans for the spring term 5. Governors discussed the importance of safeguarding and the safeguarding link governor's role. <p>The Chair will be in touch with MH, HM and NN.</p> <p>Items for the next agenda</p> <ul style="list-style-type: none"> • SEND presentation • Bungalow 	
11	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Wednesday 23rd February 22 –face to face - to be confirmed nearer the time • Wednesday 23rd March 22 - SFVS approval • Wednesday 4th May 22 – Budget approval 	



	<ul style="list-style-type: none">• Thursday 9th June 22• Thursday 14th July 22	
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Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 9.14pm

Chair's Signature:

Signed as a true record of the meeting