



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Wednesday
23rd February 2022 at 7pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Revd Sheila Anthony (SA), Linda Dingle (LD)(virtual), Scott Grant (SG), Mark Hodge (MH), Hannah Jones McVey (HM), Carol Peilow (CP) and Sue Vickery (SV)
Apologies	Nhlanganiso Nyathi (NN), Anthea Kenna (AK) (Governance Advisor), Lizzi Fabisz (LF) .
In attendance	Louise Todd (Clerk).

Action points from this meeting			
Item	Action	Lead	Status
4	Attendance processes – Chair to monitor	AW	Open
4.1	MH and Chair to meet with Head to discuss Pupil Premium funding	AW/MH	Open
4.4	Head to upload English visit and SEND PowerPoint onto Governor Hub for governors to discuss using the Noticeboard function	PB	Completed
5.1	Chair to collate the <i>NGA 20 questions</i> document, signposting to the website and upload to Governor Hub noticeboard for discussion.	AW	Open
5.2	Chair, Head and Clerk to convene a meeting to streamline the policy spreadsheet.	AW PB LT	By end of term
7.3	Head to contact PSHE service asking to reword paragraph 5.3.2 of the Anti-bullying policy and bring policy back to next meeting for ratification.	PB	By next meeting
7.4	SG to talk to site manager to check final draft of Health and Safety	SG	By next meeting
Action points from meeting held 26th January 22			
2	Preschool rent – awaiting further information	PB	Open
4	Bungalow – meeting to be convened between Head, Chair and LA	PB/AW	
6.1	Pre-Ofsted report - recommendations to be actioned by following leads –Safeguarding – HM – assisted by SA; compliance – volunteer required; monitoring - AW and Curriculum lead governors; training – SG, website audit - AW	HM, SA, AW, SG	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 after the next team meeting, forward to AW by 23/3/22	SV, AW, SA, LD	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.	PB, SV and Cur leads	By next meeting



	Head to circulate current version of SDP	governors, AW, CP	
6.4.2c	Link governor monitoring for all other links – Health and safety, SIAMs, Finance, Safeguarding - to identify focus and action, forward to AW	CP, SA, SG, SV, HM	By next meeting
8.2 updated	Head to contact Data Protection officer to query GDPR training as training given focused on cybersecurity.	PB	Open
Action points from meeting held 24th November 21			
6.1 updated	Head to contact NN and offer him an associate governor position. All to consider potential candidates for associate governors.	PB All	Open
Action points from meeting 3rd March 21			
11.1	All to send a short biography to the Head for website	MH, SV	Open
12.2 updated	SA, CP and Head to meet and revamp SIAMS part of the website	SA, CP, PB	Open

	Minutes	Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed all to the first face to face meeting since the pandemic started.</p> <ul style="list-style-type: none"> • Apologies were accepted from AK, LF, NN • SA gave the opening prayer. • The meeting was quorate. • The Chair notified governors that Jane Moore has resigned as of 18th February 22. The Chair sent his grateful thanks for Jane's contribution and long service to the school, especially in English. 	
2	<p>SEND Update</p> <p>The update has been deferred to the next meeting. The PowerPoint produced by the SENCo was circulated to governors prior to the meeting and was uploaded to Governor Hub.</p> <p>The Chair requested governors review the PowerPoint, which explores the provision of SEND at the school and compares the school's data with national and local averages.</p> <p>Governor Hub</p> <p>The Chair proposed that Governor Hub is used as a tool to coordinate discussion outside of meetings. This would be through the discussion board and would allow evidence of challenge to be collected for Ofsted.</p> <p>The Clerk gave a brief overview of the platform and its main functions.</p> <p>Decision: Governors agreed to use Governor Hub moving forward, this includes the agenda and papers for future meetings to be uploaded to Governor Hub.</p> <p>Decision: Agenda for next meeting – The SENCO will discuss the progress of SEND pupils and has requested a Q and A discussion.</p>	Agenda
3	<p>Meeting Requirements</p> <p>3.1 Declarations of interest</p>	



	<p>There were no declarations of interest.</p> <p>3.2 Approval of the minutes and confidential minutes of the FGB meeting held 26th January 22 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 Governor Hub. The minutes were agreed as an accurate record and were signed by the Chair.</p> <p>Action Points from meeting held 26th January 22 2. (From confidential minutes) The finance officer, SV, MH and Head to discuss preschool rent and feedback at next FGB – Awaiting further information around utilities and rates until a decision is made. It was agreed for the preschool to be given fair notice should the rent increase. Open 4 (From confidential minutes) Head, Chair and Local Authority (LA) to explore options for the bungalow – date of meeting to be convened shortly - open 5.3 Head to send dates of staff curriculum meetings, completed, it will be 1st March. It was noted a vacancy for a lead governor for Humanities has arisen as JM has left. Action closed. 6.1 Pre-Ofsted report by Governor Services - recommendations to be actioned by lead governors – HM, SA, AW, LD, SG plus a volunteer is needed to review the compliance section.</p> <p>Question: Are we up to date with the security fencing? Yes, we have evidence from emails and HM in her capacity as temporary safeguarding governor, has been informed.</p> <p>Website compliance – English, computing, PE and RE are not on the website. Updated: Chair to conduct website audit. Addendum: Clerk sent the audit to AW on 24.2.22</p> <p>6.2 Look at 20 questions documents – on agenda, action closed. 6.4.2a Monitoring of Curriculum Teams – Lead governor to identify monitoring focus and action. SV will conduct a wellbeing focus; she will go on a learning walk around the school to see evidence of wellbeing. The Head suggested the generic theme of the community to help identify focus, for example, <i>in what ways do the curriculum areas promote community and will the school be involving the community in those areas.</i> SV will attend wellbeing team, CP will attend creative arts, LD will attend STEM, AW will attend humanities. Addendum: HM confirmed her attendance on 24/2/22</p> <p>Question: Can you give me some examples that I would see regarding the community. Through people coming into the school and the school going out into the community. Update: Governors to confirm their focus by the end of the next curriculum meetings due on 1st March, send to the Chair – open.</p> <p>6.4.2b Monitoring of SDP (School Development Plan) – lead governors for each of the 5 objectives to identify monitoring focus and action. The Head's latest version of the SDP identifies the governors aligned to the 5 objectives. CP has met with the Head; she will send her report to the Head for checking</p>	<p>SV, MH, PB</p> <p>PB, AW</p> <p>HM, SA, AW, LD, SG</p> <p>AW</p> <p>SV, CP, LD, AW</p> <p>ALL</p>
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	<p>before circulation. Updated: Head to circulate current version of SDP – ongoing.</p> <p>6.4.2c Link governor monitoring for all other links: health and safety, SIAMS, finance, safeguarding – to identify focus and action and forward to AW. It was agreed finance could monitor funding such as Pupil Premium, Recovery Premium, Sports Premium.</p> <p>6.4.3 Governors to notify clerk of training completed in relation to Ofsted – The Chair had attended Ofsted training from the LA and had viewed the two NGA modules. CP has looked at Step by Step and New framework modules. HM had also viewed one of the modules. Governors discussed Ofsted inspections and what to expect. Action closed.</p> <p>8.2 GDPR training – CP had viewed this and felt it did not cover data protection only cybersecurity. Updated – Head to contact Data Protection Officer to query training. Clerk asked for the ratification of the Data Protection policy to be moved forward. Ongoing.</p> <p>Action Points from meeting held 24th November 21</p> <p>5.3. Governors to identify one area of training for their own self development. SG has agreed to be the link governor for training. Governors were asked to contact SG about training matters. Ofsted is the current training priority. Action closed.</p> <p>6.1 Chair to ask NN if interested in becoming the wellbeing link governor. The Head has been in touch with NN, he has requested a sabbatical for 3 months. HM will be safeguarding governor for the short term; she was thanked by the Chair. The clerk explained the options to governors to cover NN's responsibilities. It was agreed the main difficulty is the current lack of numbers, which makes it difficult to share the workload; this is of a concern considering the impending Ofsted inspection.</p> <p>Decision: After consideration, governors agreed to contact NN and offer him an associate position, with the option to re-join as a governor at a later point. This would leave the vacancy of a local authority governor.</p> <p>The Chair would like to recruit several associate governors to help share the workload. It was agreed the gaps are safeguarding, diversity, English, humanities, disadvantaged pupils and compliance. Governors discussed recruiting from the parent community. A foundation governor to replace Jane Moore is currently being recruited. Action Updated – Head to contact NN to explain situation, governors are asked to consider potential associate governors - ongoing</p> <p>6.1.1 Chair to organise catch up meeting with NN and HM, see action 6.1 - action closed.</p> <p>Action Point from meeting held 19th October 21</p> <p>7.1 Head to amend Mobile Phone policy – on agenda, action closed.</p> <p>Action Point from meeting held 15th September 21</p> <p>8.1 Head, Chair and NN to create a role for diversity link governor – see 6.1 close</p> <p>Action Points from meeting held 7th July 21</p> <p>6.4 Governors to contact Chair with any notes of developments for the governing body. The Chair has received feedback and will be producing a chair's report moving forwards. Action closed.</p>	<p>PB</p> <p>SG, SA, CP, SV, MH, HM</p> <p>PB</p> <p>PB</p>
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	<p>Action Points from meeting held 3rd March 21 11.1 Website biography – all to write a short biography and send to Head. Only a few outstanding, suggested photos are taken of governors when they visit the school and uploaded with the biographies - Open 12.2 CP, SA and the Head to meet and revamp SIAMS on website – meeting currently being convened, ongoing.</p>	<p>MH, SV CP, SA, PB</p>
<p>4</p>	<p>School Improvement</p> <p>4.1 Head's Update The Head's report was circulated prior to the meeting.</p> <ul style="list-style-type: none"> • COVID – the LA will inform heads of revised regulations by the end of the week. Some may remain until Easter. • Roll – 201 – there is some demand for places in year groups that are at maximum capacity. • It is likely reception will reach their PAN in September. • Attendance is at 91.9%. This is low due to the COVID outbreak, otherwise attendance is improving. <p>Question: What about the underlying absences that are not related to COVID? During the autumn term, we lost the attendance officer and there was no capacity to take on a replacement. We now have a new attendance officer and have started attendance meetings with families. We have robust evidence on who we are following up.</p> <p>Question: Does this mean your attendance policy can now be actioned. Yes, and this is being actioned weekly.</p> <p>The Chair suggested all governors familiarise themselves with the Attendance policy. The Head explained the GRT community impacted on attendance but this can be evidenced.</p> <p>The Chair will visit the school to monitor the attendance process.</p> <p>Question: How do we know the attendance figures stand up to other schools The LA send out a weekly spreadsheet containing data for the other schools, generally we are favourable. Fischer Family Trust also have a comparison, again our figures are favourable.</p> <p>4.2 Safeguarding Monitoring SA conducted a check on the Single Central Record (SCR) on 16th December 21. There were no significant concerns and any minor concerns have been resolved. HM and the Head have met this term to discuss safeguarding. They looked at the safeguarding processes in school, the LA audit, the SCR and the transitions to secondary. They discussed how this is reported to governors.</p> <p>There are no concerns.</p>	



	<p>All volunteers who have been recently recruited are undergoing online safeguarding training and will not be able to enter any voluntary work at the school until this has been completed.</p> <p>Children have had assemblies on online safety and mental health. There have been no exclusions.</p> <p>4.3 Pupil Premium There is a large cohort of Pupil Premium pupils in Y6 which will have an impact on the funding in 23-24 as a significant amount of funding will be lost.</p> <p>QUESTION: Will what's left be able to deliver the same service to the remaining children? Yes, because the funding is not aligned to people's jobs and roles, it funds training, resources, music, trips and uniforms.</p> <p>Question: In terms of monitoring this, what would be a useful aspect of the provision to monitor, who would be the best person in school to talk to and what would be the best focus of the discussion? It would be the Head; to monitor the impact of the spending and what are the spending plans moving forward?</p> <p>Question: Is there information on the website? Yes, and it is useful to know of the spending plans moving forward.</p> <p>Decision: MH and AW will look at the impact and the financial aspect of the funding.</p> <p>Budget – it is looking healthy due to an additional funding that was not expected, plus there has been supplementary funding for COVID. The Head explained the main headlines of the budget. There is scope to have a plan for staffing. The Finance team is due to meet Ray Byford from the LA on 21st March 22.</p> <p>External monitoring – the English advisor's report was circulated prior to the meeting and can be found on Governor Hub. It was a positive report but there are concerns around the Y2 cohort. The actions from the report are being implemented</p> <p>There will be assessments later on in the term.</p> <p>Staffing – the Head is due to meet with the LA school improvement advisor next week to discuss staffing ideas. The Chair and SG volunteered to be on the interviewing panel for the deputy head position. Governors discussed the staffing ideas in more depth.</p> <p>Action Points 4. Chair to monitor attendance processes 4.3 MH and AW to meet with Head to discuss Pupil Premium funding.</p>	<p>AW MH AW</p>
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	<p>4.4 Head to upload English visit and SEND PowerPoint onto Governor Hub for governors to discuss using the Noticeboard function – addendum – completed 25.2.22</p>	
5	<p>Chair’s Report 5.1 Ofsted Preparation – 20 questions The document was circulated prior to the meeting and can be found on Governor Hub. Governors noted that the website is a good resource to answer many of the 20 questions. Governors requested the document was turned into a crib sheet, signposting the website when relevant.</p> <p>Action Points 5.1 Chair to collate the 20 questions document, signposting to the website and upload to Governor Hub noticeboard for discussion. 5.2 Chair, Head and Clerk to convene a meeting to streamline the policy spreadsheet.</p> <p>Governors were reminded of the Ofsted training on Monday 28th February 6pm. Governors requested the training be recorded and all present gave their consent for this. The Head resent the invite on 25.2.22</p>	<p>AW</p> <p>AW PB LT</p>
6	<p>Governor Reporting and Monitoring 6.1 Early Years Framework by HM HM had an informal introduction meeting with the Early Years Lead, she will send her report to the Head for checking before it is circulated.</p> <p>6.2 Feedback from other meetings SA had completed her report on Creative writing, she had sent to the Head for checking before circulation.</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 Mobile Phone policy – deferred from last meeting 7.2 E safety policy – deferred from last meeting</p> <p>7.3 Anti-bullying The policy is based on the LA PSHE service model. There was concern about paragraph 5.3.2 on page 13 regarding prejudiced related incidents and lifestyle. There is lack of clarity as to whose lifestyle the paragraph is referring to. Decision: It was agreed to ask the PSHE service to reword this paragraph. – Defer to next meeting</p> <p>7.4 Health and Safety The Head shared the amendments suggested by the Site manager. SG also suggested further amendments. The document is a model one from the Key. It was noted the pixelated quality of the logo on the policy. Defer to next meeting</p> <p>7.5 Acceptable use of IT</p>	<p>Agenda FGB</p> <p>Agenda FGB</p>



	<p>Decision: It was agreed this has been superseded by the E-safety policy, agreed to discard the policy.</p> <p>Decision: Governors approved E-safety, mobile phone policies</p> <p>Action Point</p> <p>7.3 Head to contact PSHE service asking to reword paragraph 5.3.2 of the Anti-bullying policy and bring policy back to next meeting for ratification.</p> <p>7.4 SG to talk to site manager to check final draft of Health and Safety policy.</p>	<p>PB</p> <p>SG</p>
8	<p>Any Other Business</p> <p>There was no further business</p>	
9	<p>Review of meeting – 5 outcomes to parents via the newsletter.</p> <p>The 5 points are being published in the newsletter, which can be found on the website and is being circulated to governors.</p> <ul style="list-style-type: none"> • A number of safeguarding policies were scrutinised and deferred or approved. • Governors adopted Governor Hub • Governors sent their thanks to Jane Moore for her dedicated service to the school. • The School is in a positive financial position and the budget is being planned for the next academic year. • Governors discussed Ofsted <p>Items for the next agenda</p> <ul style="list-style-type: none"> • SFVS - approval 	
10	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Wednesday 23rd March 22 - SFVS approval, The finance officer will attend as well as the SENCo. SV sends apologies. • May, June and July's meetings to be re-arranged. <p>Chair expressed his thanks to LD for attending virtually.</p>	<p>Agenda</p>

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 9.10pm

Chair's Signature:

Signed as a true record of the meeting