



# Holywell CE Primary School

Full Governing Board Minutes of the meeting held Monday 24<sup>th</sup>  
April 2022 at 7pm on Teams

<b>Present</b>	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Lizzi Fabisz (LF), Hannah Jones McVey (HJM), Carol Peilow (CP), Madeleine Piggott (MP) and Scott Grant (SG – entered the meeting at 7.35pm)
<b>Apologies</b>	Revd Sheila Anthony (SA), Linda Dingle (LD), Nhlanganiso Nyathi (NN) and Mark Hodge (MH).
<b>In attendance</b>	Becky Cooper (BC)(left the meeting at 7.49pm), and Louise Todd (LT - Clerk).
<b>Not Present</b>	Sue Vickery (SV)

<b>Action points from this meeting</b>			
Item	Action	Lead	Status
5.4	Head and Chair to draft a response to the bungalow proposal and circulate to governors before submitting to the LA.	PB/AW	By end of term
6.1	Head to circulate dates for next Curriculum team meetings.	PB	ASAP
6.2	Chair to meet with MP to discuss her role	AW	Open
9	Head to contact LA fire safety officer about fire risk assessment.	PB	Open
<b>Action points from meeting held 26<sup>th</sup> January 22</b>			
2	Preschool rent – awaiting further information	PB	Open
<b>Action points from meeting held 24<sup>th</sup> November 21</b>			
6.1 updated	Clerk to write to NN regarding his future commitment as a governor	LT	By end of half term
<b>Action points from meeting 3<sup>rd</sup> March 21</b>			
11.1	SV to send a short biography to the Head for website	SV	Completed
12.2 updated	CP to rewrite parts of the SIAMS section on the website and send to SA and PB for checking	PB	Open

	<b>Minutes</b>	<b>Action</b>
1	<p><b>Welcome and Apologies</b> The Chair welcomed all to the meeting and introduced MP, the new foundation governor.</p> <ul style="list-style-type: none"> <li>• Apologies were accepted from AK, NN, SA, LD and MH</li> <li>• SV was not present</li> <li>• CP gave the opening prayer.</li> <li>• The meeting was quorate.</li> <li>• There were no declaration of interests relating to items on the agenda.</li> </ul>	
2	<p><b>Finance</b> <b>2.1 Budget Update 2021-22 – year end.</b> Paperwork relating to year end was circulated prior to the meeting.</p>	



	<p>BC gave an overview of the figures. Governors discussed wraparound care and the Sports premium. There is a carry forward of £11k. Some of this includes the Sports Premium but this is ringfenced.</p> <p><b>2.2 Approval of budget 2022-23</b> BC presented the final budget figures for 2022-23, all paperwork had been circulated prior to the meeting. The figures were shared onscreen. Main points are: BC, Ray Byford from the local authority (LA) and SV initially met to draft the budget. MH was also involved in budget planning. Since the initial meeting there have been a number of staff changes, which the Head explained to governors. These changes will be announced to the parent community during the summer term. The Head is waiting for the final vacancy to be appointed before announcing all of the changes.</p> <p>Governors requested the Head to announce the staffing changes before half term. Governors discussed the class allocation of the new members of staff and were mindful of the challenges faced by the current Y2.</p> <p>Other staffing costs remain stable. BC has prudently forecasted an increase in energy costs, this is currently an unknown increase. The Sports Premium includes the carry forward from the previous year. Pupil Premium funding is based on the October census; therefore this will not increase until the next October census is taken. Some of the older stocks of IT will be replaced.</p> <p><b>QUESTION: The cost of fuel for utilities, is there a threat assessment on the cost of inflation on achieving an in year budget?</b> No we do not negotiate our own utility contract; this is tied into the LA contract. The school has to pay for broadband and insurance.</p> <p>Governors also looked at costs for catering, sport coaches and the new sport's package, SEND and universal free school meal's funding.</p>	
	<p>SG entered the meeting at 7.35pm</p>	
	<p>There is a forecast of a carry forward of £53.5k for March 23. Questions were invited.</p> <p><b>Question: Do you think the healthy budget is because of the increase in the pupil roll?</b> Yes, each child generates £5k in funding. We have a full cohort for reception and a waiting list for September.</p> <p><b>QUESTION: Is that level of reserve unusual?</b> It is a forecast and not expected to end with that level of reserve.</p> <p><b>QUESTION: Can you spend the reserve on capital?</b> We have to gain consent from the LA to carry forward capital funding. There were no further questions</p>	



	<p>Resolution: the Governing Body unanimously approves the School Budget Plan for the financial year 2022-23. Total expenditure of £943.5k with a predicted carry forward of £53.5k</p> <p>AW thanked BC on behalf of the governors for all her hard work.</p>	
	BC left the meeting at 7.49pm	
3	<p><b>Meeting Requirements</b></p> <p><b>3.1 Approval of the minutes of the FGB meeting held 23<sup>rd</sup> March 22 and agreed actions update</b>          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 will be signed by the Chair electronically via Governor Hub</p> <p><b>Action points from meeting held 23<sup>rd</sup> March 22</b>          2.2 MH to contact AW to confirm SFVS and SFVS to be approved – completed, action closed.</p> <p><b>Action points from meeting held 23<sup>rd</sup> February 22</b>          4. Attendance processes report – AW has completed and will upload to Governor Hub in due course. Governors were encouraged to post comments around the report, this will be picked up at the next meeting. Action closed.          7.3 Anti-bullying policy – revised wording to be approved. On agenda          7.4 SG to talk to site manager to check final draft of Health and Safety policy.- completed, minor amendments were made and the policy was recirculated prior to the meeting. Governors discussed the amendments, in particular the frequency of checking the fire exit routes are clear. It was agreed to add this as part of the fire alarm check.          Decision: Governors approved the Health and Safety policy.</p> <p><b>Action Points from meeting held 26<sup>th</sup> January 22</b>          2. Preschool rent – The preschool were going to check the rent – PB to check progress. Ongoing.          4 Bungalow update – on agenda.          6.1 Website audit - AW – the audit has been completed; the audit report will be signed off at the next meeting. Action closed.          6.4.2b Monitoring of SDP (School Development Plan) – updated version is now on Governor Hub. Completed, action closed.          8.2 GDPR training –the training is scheduled for Wednesday 8<sup>th</sup> June at 6pm. Action closed.</p> <p><b>Action Points from meeting held 24<sup>th</sup> November 21</b>          6.1 Head to contact NN. It was agreed for the clerk to send a letter to NN asking him to contact the school and consider a move to an associate governor. Ongoing.</p> <p><b>Action Points from meeting held 3<sup>rd</sup> March 21</b>          11.1 Website biography – SV outstanding. Addendum: SV’s biography was received in March. Action completed.</p>	<p>Agenda</p> <p>PB</p> <p>Agenda</p> <p>LT</p> <p>SV</p> <p>CP</p>



	12.2 CP, SA and the Head to meet and revamp SIAMS on website – CP will rewrite section and send to SA and Head for checking. Ongoing	
4	<b>Matters arising</b> There were no matters arising.	
5	<p><b>School Improvement</b></p> <p><b>5.1 Head’s Update</b> The Head gave a verbal report. The latest version of the School Development Plan was uploaded to Governor Hub prior to the meeting. Main points are:</p> <ul style="list-style-type: none"> <li>• Collapse of the sewer outside of the school could cause further disruption. Parents have been understanding. There is a problem with the sewer under the school that will be repaired at the same time.</li> <li>• The school has reverted to “normal” pre-COVID projects such as art and science week. The Head updated governors with the latest guidance.</li> <li>• Safeguarding – the Head is attending domestic violence training on 4<sup>th</sup> May. He outlined some issues with the older cohort that is currently being resolved.</li> <li>• The SENCo has been named Senior Mental Health Advisor. She conducted staff training on mental health last week which was part of staff wellbeing. She is communicating with parents more on wellbeing and have further plans in place. She is taking a more formal approach and consulting with parents and pupil voice about wellbeing matters.</li> </ul> <p><b>5.1.2 Playground scheme</b> The Head explained the proposed budget, which will cost approximately £20k and will use PE Sports Premium funding. The project will encompass staff training, parent’s consultations and assemblies for children. They will also work with staff to ensure it is implemented correctly. The timeline for installation is October half term.</p> <p><b>QUESTION: What does the money cover, how many years’ support will it bring?</b> It will cover the initial outlay, there will be an ongoing cost of £800 per year.</p> <p><b>QUESTION: Is there provision to build on leadership skills for older children?</b> It will be part of that as well as part of active lunchtimes. The new PE scheme will also explore leadership.</p> <p>Decision: Governors approved the proposal.</p> <p><b>5.2 Assessment Data</b> The Spring term assessment data has now been collated. The Head will provide brief training in assessments at the next FGB. The latest data was shared onscreen and results for expected and greater depth were explained.</p> <ul style="list-style-type: none"> <li>• Y1,3,4 and 5 were tested on where they are now.</li> <li>• Y2 and 6 had end of year tests.</li> </ul>	Agenda



	<ul style="list-style-type: none"> <li>• Y6 have shown good progress in reading and maths. However, they are not quite where they were predicted to be pre-COVID and there is not enough time to cover lost learning.</li> <li>• Y2 are the most covid affected year group, they are making progress</li> <li>• Y4 and Y5 are ahead from where they were forecast to be in reading, maths and grammar, punctuation and spelling.</li> <li>• Y3 are a little behind in reading but ahead in maths.</li> <li>• Y1 had their first test and performed really well considering they have lost education due to COVID.</li> </ul> <p><b>5.3 Safeguarding</b> The Head explained the new reporting system, Prejudice Reporting for Education that replaces PRIDE. He explained in detail how issues are recorded and data collected. He had shared this information with HJM on her recent safeguarding visit.</p> <p><b>QUESTION: How is the reporting received?</b> Staff would bring the matter to the Head; he would investigate and record on the database.</p> <p><b>QUESTION: Would the teacher investigate an allegation?</b> No, the Head would investigate.</p> <p><b>QUESTION: Have the children been taught about the various categories of prejudice.</b> They would be confident on race, colourism and gender, but may not on sexual identity and religion.</p> <p><b>QUESTION: Would that be taught through the curriculum or in assembly?</b> Some of it would be in assembly. This was explained further.</p> <p>Decision: It was agreed for HJM and Head to discuss next steps and to ensure it continues to be part of HJM's safeguarding monitoring.</p> <p><b>5.4 Bungalow</b> The Head outlined the proposal from the LA and this was carefully considered, taking into account the pros and cons for the school and pupils. Governors were cautious and agreed it may not be in the best interest of the children. Decision: It was agreed for the Chair and Head to draft a response to the LA outlining governors' concerns and circulate to governors for approval before submitting.</p> <p><b>Action Point</b> <b>5.4 Head and Chair to draft a response to bungalow proposal, outlining the concerns of the governing board and circulate to governors before submitting to the LA.</b></p>	PB/AW
6	<p><b>Chair's Report</b> The report from the Chair was uploaded to Governor Hub prior to the meeting.</p>	



	<p><b>6.1 Curriculum Teams</b>          Dates for the next meetings were decided today. Head to circulate.          Lead governors for each team were asked to attend the meetings.</p> <p>Decision: Chair to meet with MP to discuss her interests and skills and suitable roles for her within the board.          It was agreed for CP to be MP's mentor.</p> <p>Decision: It was agreed for the focus of the Curriculum meetings to continue to be on community, in particular to see how plans are developing.</p> <p>Decision : The Head proposed a Governor Day for Friday 8<sup>th</sup> July, where governors and the senior leadership team will meet with an agenda to agree on the governor impact over the past 12 months and to help formulate the school development plan for the year ahead.</p> <p>Governors were asked to attend and to notify the Head and Chair if they could only attend for a small part of the day so that the agenda could be adjusted.          Addendum: 26-04-22 – the date of the Governor Day was circulated to all governors.</p> <p><b>Action Points</b>  <b>6.1 Head to circulate dates for next Curriculum team meetings</b>  <b>6.2 Chair to meet with MP to discuss her role.</b></p>	<p>PB          AW</p>
<p>7</p>	<p><b>Governor Reporting, Monitoring and Development Updates</b>          The following monitoring reports were uploaded to Governor Hub prior to the meeting: Early Years, Single Central Record Audit both by HJM, Pupil voice and art by CP, STEM by LD and external monitoring reports by the local authority on maths, English and art.</p> <p>There were no further questions.</p> <ul style="list-style-type: none"> <li>• HJM is due to visit Early Years this half term to view a numeracy and phonics session.</li> <li>• She had no concerns regarding the Single Central Record.</li> <li>• CP's Pupil Voice report on art is complete but was not circulated, it was agreed to defer to next meeting.</li> </ul> <p><b>7.3 Governor Action Plan (GAP) Progress for Spring term</b>          There were no updates</p> <p><b>7.4 Governor Training – Summer Update</b>          The training record was circulated prior to the meeting. SG will send out upcoming training for May and June.</p>	<p>Agenda</p>
<p>8</p>	<p><b>Policy Adoptions and Review</b>          The following policies were discussed at the meeting and were circulated prior to the meeting (except 8.1 and 8.2 – these had been previously circulated)</p>	



	<p><b>8.1 Anti-bullying</b> – the suggested wording and the response from the PSHE service was discussed. A couple of agencies were notified. The Head will respond to the PSHE link at the LA - approved.</p> <p><b>8.2 Health and Safety</b> - approved</p> <p><b>8.3 Early Careers policy</b> – statutory – the policy needs personalisation - approved</p> <p><b>8.4 Lone working policy</b> – it was noted that a risk assessment was required every time a member of staff worked alone, this was not being implemented.</p> <p>Governors discussed the keyholder list and for the Head to insert a sentence about protocol around fire safety; however it was noted that this contradicts the protocol in the Health and Safety policy - it was agreed to defer to next meeting for further discussion.</p> <p>Decision: Governors approved Anti-bullying, Health and Safety and Early Career's policy.</p>	Agenda policies
9	<p><b>Any Other Business</b></p> <p>The fire risk assessment is overdue a review, the caretaker is aware of this.</p> <p>Action point</p> <p>9. Head to investigate further and to contact LA fire safety officer.</p>	PB
10	<p><b>Review of meeting – 3 outcomes to parents via the newsletter.</b></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"> <li>• A number of policies were discussed</li> <li>• Plans for the staffing structure in September were explained to governors.</li> <li>• Governors signed off the budget.</li> <li>• The new reporting for prejudicial behaviour was explained to governors</li> <li>• The new playground project was introduced and approved.</li> </ul>	
11	<p><b>Date of next meetings</b></p> <ul style="list-style-type: none"> <li>• FGB - Tuesday 7<sup>th</sup> June at 7pm in person. It was agreed to arrange July's meeting at the June meeting.</li> <li>• The school production is on 3<sup>rd</sup> and 5<sup>th</sup> May, please contact LF for tickets.</li> <li>• GDPR training – Wednesday 8<sup>th</sup> June 22 at 6pm</li> <li>• Governor Day – Friday 8<sup>th</sup> July 22</li> </ul>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 9.11pm

Chair's Signature:

Signed as a true record of the meeting