



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Tuesday 6th
June 2022 at 7pm at the school

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Linda Dingle (LD – entered the meeting at 7.10pm), Mark Hodge (MH), Carol Peilow (CP), Scott Grant (SG) and Sue Vickery (SV).
Apologies	Revd Sheila Anthony (SA), Madeleine Piggott (MP), Hannah Jones McVey (HJM), Anthea Kenna (AK – Governor Advisor) and Lizzi Fabisz (LF).
In attendance	Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
5.1	Attendance – Head to share email from LA around attendance data	PB	Open
6.1	Head to contact NN to discuss equality and diversity advisory role	PB	Before end of term
6.2	Nomination for LA governor. Clerk to inform Governor Services, Head to inform candidate. Await decision from the LA committee before final ratification by governors.	Clerk	Complete wait for decision
7.3	Governors to attend Curriculum team meetings, Lead governors to think about what aspect to focus on, use action points from the SDP and apply these to the work of the team. Discuss impact of previous objectives and any outstanding issues	Lead governors	Wk. beg 4 th July 22
7.4	All governors to watch webinar from Governors for Schools, the link and slides were circulated by the clerk on 8 th June 22.	All	By next meeting
7.4.1	Head and Chair to devise an agenda for Governor Day and circulate.	PB/AW	By 8 th July 22
8.1	SG to amend risk assessment for Lone working policy to fit the school.	SG	By next meeting
8.1.1	Head to check Health and Safety policy against DfE updates	PB	Open
Action points from meeting held 25th April 2022			
5.4 updated	Currently on hold – awaiting response from local authority - Head and Chair to draft a response to the bungalow proposal	PB/AW	On hold
6.1 updated	Head to remind staff leads to circulate dates for next Curriculum team meetings to link governors.	PB	Before end of June
6.2	Chair to meet with MP and possibly CP (if available) for induction meeting	AW	Open
Action points from meeting held 26th January 22			
2	Preschool rent – awaiting further information	PB	Open

	Minutes	Action
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1	<p>Welcome and Apologies The Chair welcomed all to the meeting.</p> <ul style="list-style-type: none"> • Apologies were accepted from AK, SA, HJM, LF and MP. • CP gave the opening prayer. • The meeting was quorate. • There were no declaration of interests relating to items on the agenda. 	
2	<p>Meeting Requirements</p> <p>2.1 Approval of the minutes of the FGB meeting held 25th April 22 and agreed actions update The minutes of the last meeting were circulated prior to the meeting and can be found on Governor Hub. The minutes were agreed as an accurate record and will be signed by the Chair electronically via Governor Hub</p> <p>Action points from last meeting 5.4 Head and Chair to draft response to the bungalow proposal and circulate to all before submitting to the LA . So far no feedback from the local authority (LA) has been received. Agreed to wait for feedback before producing a response – Open.</p>	
	LD entered the meeting at 7.10pm	
	<p>6.1 Head to circulate dates for next Curriculum team meetings – Updated - the Head will remind staff team leaders to confirm meeting dates with governors. It will be in the first week in July, approximately between 3.45-5pm. Ongoing.</p> <p>6.2 Chair to meet with MP to discuss her role – an informal conversation has taken place. Chair will organise a formal meeting with MP and CP (MP's buddy) if possible. Ongoing.</p> <p>9 Head to contact LA fire safety officer about fire risk assessment. Completed, the meeting is set for 28th June with SG. Action closed.</p> <p>Action Points from meeting held 26th January 22 2. Preschool rent – ongoing</p> <p>Action Points from meeting held 24th November 21 6.1 Clerk to write to Nhlanganiso Nyathi about his future commitment as a governor – on the agenda, action closed.</p> <p>Action Points from meeting held 3rd March 21 11.1 Website biography –SV's biography was received in March. Action completed. 12.2 CP, SA and the Head to meet and revamp SIAMS on website. Completed, the Head read out the revised piece. Action closed.</p>	<p>PB</p> <p>AW</p>
3	<p>Matters arising There were no matters arising.</p>	
4	<p>Assessment Data Training</p>	



	<p>The Head gave a short overview of assessment data presented on the Fischer Family Trust (FFT) website. All governors logged into the website. Main points are:</p> <ul style="list-style-type: none"> • The school will conduct summer assessments next week. KS1 SAT results will be on FFT in a couple of weeks, Y6 SAT results are not out until July. • There are gaps in the data if pupils were not on the roll at KS1 during the pandemic as there was no statutory testing. During this time, the school conducted their own testing and the data outcomes have been uploaded to FFT. • Governors discussed how the school is closing the gaps in maths to ensure pupils are where they should be. • FFT can break down data into categories, such as gender, Pupil premium, SEND. • Governors are requested to contact the Head if they would like their own login. Governors attending the meeting were content with using the generic governor login. It is not possible for governors to change the data once on the website. • FFT also provides attendance data. • The package is good value, the LA also uses FFT and FFT works with the pupil management software used by the school. MH was interested to know the cost of the package. 	
5	<p>School Improvement</p> <p>5.1 Head's Update</p> <p>The Head's report and the Pupil Premium statement were uploaded to Governor Hub prior to the meeting.</p> <p>Main points are:</p> <ul style="list-style-type: none"> • Enrichment activities have increased, the Head listed the activities and events taking place during the summer term. • Governors are welcome to attend the new intake parents' evening next Thursday evening at 7pm. • KS1 assessments will be moderated on Friday. • The EDRA advisor from the Dioceses is due to visit the school on 21st June. • Week beginning 26th June is STEM week, this involves career talks by parents to Y5 and Y6. • The Curriculum team meeting for Wellbeing is due on Thursday 30th June – at 3.30pm. • 20th July is the date of the final assembly, governors are invited to say goodbye to the long serving teachers who are leaving the school. <p>Governors welcomed all the events.</p> <p>Roll – Next week the roll will increase to 203.</p> <p>Question: How many pupils have joined the school over the year? In the last couple of years, there has been an increase of 20 pupils, this is from pupils moving into the area, plus 2 years of a full PAN (published number to admit) for reception.</p>	



Attendance is at 93.3% for year, this has improved since last term.

Question: How does the figure compare locally and nationally?

The Head will email the comparative data from the LA to all governors. This is sent weekly by the LA. He shared the data onscreen and gave a brief overview.

5.2 Safeguarding

The issue with the boundary fence has been resolved.

Governors carefully discussed the concern over social media use by the older pupils at the school. To help mitigate cyber bullying, the SENCo had recently spent time in the class to survey the pupils, collate and discuss their views. Governors agreed it would be prudent to have class lessons on social media with the older cohorts before any problems arose. This is already happening but it can be made more bespoke.

5.2.1 PRFE (Prejudice Reporting for Education)

The Head presented an overview on PRFE, which replaces PRIDE. This is where staff can log prejudicial behaviour online. He gave a demonstration on how this information is recorded. Definition guidelines for degrees of severity were explained.

Decision : Any incidences to be reported in the Head's report at future meetings.

The new playground scheme is ready to be implemented.

5.3 KS1 SATS outcomes

The Head shared the raw data at this stage.

- Y2 have approximately 33% working towards expected in maths.
- Approximately 60% of pupils are at expected or at greater depth in maths.
- Reading – 70% have reached expected or at greater depth.
- Writing – 60% have reached expected or at greater depth.

Governors discussed the figures in context of the demographic of the cohort.

Question: Will the demographic of the cohort be taken into account on your overall SATS scores?

No the school will not be able to make a case. There are no league tables this year. The results give us the challenge ahead for the children to make progress in KS2. The results will be submitted to the LA later in the month and the school is being moderated.

The feedback from the Y6 SATS has been positive and that the tests were fair.

5.4 Staff Structure for September.

The Head shared the staff structure for September, which has also been shared with the parent community.



	<p>Question: Does the Y3 teacher have the specific skills to support the cohort. Yes, the teacher is experienced and has primarily taught in Y2 and Y3.</p> <p>Question: Will you allocate TAs to Y3? There will be full time support in that class as well as reception, Y1 and Y2.</p> <p>The new Assistant Heads will attend the Governor Day.</p> <p>5.4.1 Staff Wellbeing The SENCo has boosted staff morale by implementing some work around wellbeing in the staff room. New furniture for the staff room is being considered.</p> <p>5.5 Pupil Premium The statement is on the website. There are a significant number of Pupil Premium pupils in Y6 which will impact on the budget moving forward when they leave the school. The Head shared the document and gave a brief overview.</p> <ul style="list-style-type: none"> The school is closing the gaps in phonics, by purchasing resources around reading. The National Tuition programme is being used to identify children who require extra tuition and using the funding to allow the children access to enrichment and cultural opportunities. <p>Question: Is the speech and language interventions when pupils enter the school? Yes it is for lower down the school.</p> <p>Action point 5.1 Head to share email from the LA around attendance to all governors</p>	PB
6	<p>Chair's Report and Governor Business</p> <p>6.1 Resignation of Nhlanganiso Nyathi (NN) as LA governor. NN has agreed to resign as LA governor and take on an associate role, it is hoped he will be able to advise on equality and diversity issues. Decision: Governors approved the appointment of NN as an associate role for 1 year – to be reviewed June 2023.</p> <p>6.2 Appointment of Local Authority Governor first stage. The clerk has received two nominations for this role, the relevant application forms from both candidates had been circulated prior to the meeting. Governors discussed each candidates' skillset and experience carefully.</p> <p>Decision: Governors agreed to nominate Alex Gordon as Local Authority Governor to the local authority and offer an associate governor position to the other candidate.</p>	



	<p>In light of NN's resignation, HJM has agreed to continue as safeguarding link governor for the short term. The role will be reconsidered after the Ofsted inspection.</p> <p>Action Point 6.1 Head to contact NN to discuss equality and diversity advisory role 6.2 Clerk to inform Governor Services, Head to inform candidate. Await decision from the LA committee before final ratification by governors. Completed.</p>	PB
7	<p>Governor Reporting, Monitoring and Development Updates The following monitoring reports were uploaded to Governor Hub prior to the meeting: Art Conversation visit 25th March by CP, Creative Arts monitoring visit 22nd March by CP, Arts week attendance by CP, Jubilee Day Assembly by CP, School Play visit by CP, Visit by SA.</p> <ul style="list-style-type: none"> • The website audit conducted by the Chair was uploaded to Governor Hub prior to the meeting. • HJM had submitted a report around her EYFS visit, which the Head will look at before it is circulated. To be discussed at the next FGB. • Governors expressed their delight and enjoyment of the recent play. • Website audit – the Chair conducted the audit and is confident the website is compliant apart from an outstanding item for the SENCo. <p>Governors queried the Pupil Premium strategy on page 4 which is red and green. This was outstanding but has now been actioned.</p> <p>7.2 External Monitoring The Early years monitoring report from the local authority was uploaded to Governor Hub prior to the meeting. Governors were pleased with the report, there were no further questions.</p> <p>7.3 Governor Action Plan (GAP) Progress There are a number of ongoing outcomes from last term, this includes:</p> <ul style="list-style-type: none"> • Attendance at Curriculum team meetings. • SG to conduct the Health and Safety audit. • Ongoing safeguarding business. <p>Action: The Chair asked the lead governors of the Curriculum teams to think carefully about what aspect to focus on in the meeting and to talk about the impact and look at any other issues from previous meetings.</p> <p>Feedback from governor leaders is that the focus from the Head was useful. The Head clarified that he would state the focus for the meetings rather than the staff lead.</p> <p>Action: Lead governors to use action points from the School Development Plan and apply these to the work of the Curriculum teams. The Head to clarify the focus moving forwards.</p>	<p>Agenda</p> <p>Cur Team Leads</p> <p>Cur Team Leads</p>



	<p>The Safeguarding monitoring report will be an agenda item at the next meeting.</p> <p>7.4 Governor Training – Summer Update The training record was circulated prior to the meeting. SG will align the latest training available with the training record and suggest courses to governors.</p> <p>The Chair encouraged governors to watch the latest webinar from Governors for schools which is about the White paper from the government and how it will impact on governance. The clerk will circulate the slides and the link to the training. Addendum: Completed 8/6/22</p> <p>Governors were highlighted to one of the main outcomes of the report which is that all schools will be part of a multi academy trust by 2030. This will need consideration. It was agreed to discuss at the next meeting.</p> <p>The Diocese has a series of workshops running on 22nd-23rd June. One of the workshops will look at sustainable school structure, which is part of the White Paper. Governors were encouraged to attend.</p> <p>The Chair and Head will plan an agenda for Governor Day.</p> <p>Action Points collated 7.3 Governors to attend curriculum team meetings, think about what aspect to focus on, use action points from the SDP and apply these to the work of the team. Discuss impact of previous objectives and any outstanding issues. 7.4 All governors to watch webinar from Governors for Schools, the link and slides were circulated by the clerk on 8th June 22. 7.4.1 Head and Chair to devise an agenda for Governor Day and circulate.</p>	<p>Agenda</p> <p>Agenda</p> <p>All</p> <p>All</p> <p>PB/AW</p>
<p>8</p>	<p>Policy Adoptions and Review</p> <p>8.1 Lone working policy – the policy was uploaded to Governor Hub prior to the meeting. This was deferred from the last meeting due to the question of a risk assessment and the protocol in case of a fire. The Head shared the screen and presented a template of a risk assessment that could be adopted. SG will amend the policy to fit the school. Decision: It was agreed for the Fire Officer from the LA to look at the fire safety element during her visit.</p> <p>Governors approve the Lone working policy on condition the risk assessment is amended to fit the school and the Fire Officer confirms the protocol for fire safety.</p> <p>It was noted the Department for Education has updated the Health and Safety policy. The Head will check the updates.</p> <p>8.2 Accessibility plan Defer to next meeting.</p> <p>Action Points</p>	<p>Agenda</p>



	<p>8.1 SG to amend the risk assessment for lone working to fit the school</p> <p>8.1.1 Head to check Health and Safety updates from DfE against the policy.</p>	<p>SG PB</p>
9	<p>Any Other Business</p> <p>The Chair enquired about a collection for the staff leavers that governors could contribute to.</p> <p>The Chair agreed to thank the staff leavers formally at the final assembly.</p>	
10	<p>Review of meeting – 3 outcomes to parents via the newsletter.</p> <p>The 5 points are being published in the newsletter, which can be found on the website.</p> <ul style="list-style-type: none"> • Governors acknowledge and thank the contribution of the teachers who are leaving this term. • Governors have agreed the candidate to be forwarded to the LA for the LA governor appointment. • Governors have appointed an associate governor with an expertise in safeguarding and equality and diversity. • Governors were given training around data • Governors were given an overview on the new PRFE online recording system of prejudicial incidents. <p>Governors returned to discussing monitoring for this term.</p> <p>Decision: It was agreed it would be useful for LD to attend a handover meeting with the maths lead.</p> <p>It was agreed that Alex Gordon would be a good appointment for the English link governor which is currently vacant.</p>	
11	<p>Date of next meetings</p> <ul style="list-style-type: none"> • FGB – Thursday 14th July at the earlier time of 6pm • GDPR training – Wednesday 8th June 22 at 6pm • Governor Day – Friday 8th July 22 	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 9.08pm

Chair's Signature: *Alan Whitaker*

14/7/22

Signed as a true record of the meeting