



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Thursday 14th July 2022 at 6pm at the school

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Revd Sheila Anthony (SA – entered the meeting at 6.23pm), Lizzi Fabisz (LF), Scott Grant (SG), Mark Hodge (MH), Hannah Jones McVey (HJM) and Sue Vickery (SV).
Apologies	Linda Dingle (LD), Carol Peilow (CP) and Madeleine Piggott (MP).
In attendance	Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
7.2.1	Chair to recirculate spring and summer term objectives of the GAP for individual governors to red, amber, green rate it (RAG).	AW	Next meeting
7.2.2	All governors to consider development objectives and actions for priorities for 22-23 to be fed into the GAP.	All	Next meeting
7.2.2	All governors to consider their own training gaps and inform AW and SG	All	Next meeting
7.3	Clerk to look at alternative models for self-evaluation and send to Chair to consider	Clerk	Next meeting
8.5	To send out FGB dates for 22-23	Clerk	End of summer term
9	Head to circulate final version of Accessibility Plan to governors via email for approval and to send the Equality policy and Equality information and objectives to NN for review.	Head	Next meeting
Action points from meeting held 6th June 22			
8.1 updated	SG to send final risk assessment for Lone working policy to Head for inclusion in the policy	SG	By next meeting
8.1.1 updated	Head to check First Aid policy against DfE updates	PB	Open
Action points from meeting held 25th April 2022			
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
1	<p>Welcome and Apologies</p> <p>The Chair welcomed all to the meeting.</p> <ul style="list-style-type: none"> • Apologies were accepted from LD, CP and MP. • The Chair informed governors that LD is resigning at the end of the school year. 	



	<ul style="list-style-type: none"> • The Chair asked for a couple of moments of reflection time in the absence of a prayer. • The meeting was quorate. • The clerk declared an interest in item 8.6 which was accepted by the governing body. 	
2	<p>Meeting Requirements</p> <p>2.1 Approval of the minutes of the FGB meeting held 7th June 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 5.1 Head to share the local authority (LA) email around attendance, completed, action closed.</p> <p>Challenge: Can you explain the big dip in attendance a couple of weeks ago. This was due to the GRT community being absent for a traditional event in their calendar.</p> <p>6.1 Head to contact NN to discuss the link equality and diversity role – completed, the Head will have termly in person meetings, the first one will be on 4th October. A report will be produced at the end of each meeting. Action closed. 6.2 Clerk to oversee LA governor process – on agenda, action closed. 7.3 Governors to attend curriculum team meetings – on the agenda. Governors congratulated staff on an exceptional set of enrichment activities. Action closed. 7.4 All governors to watch webinar from Governors for schools on the White Paper – completed, action closed. Governors were also encouraged to watch the seminar produced by the Dioceses; this was mentioned during Governor Day. 7.4.1 Head and Chair to devise agenda for Governor Day, completed, action closed.</p> <p>8.1 (updated) SG to amend risk assessment for Lone Working policy – almost complete, SG will send Head his notes for final version – ongoing. 8.1.1 (updated) Head to check Health and Safety policy against DfE updates – addendum: after checking, it was the First Aid policy that had DfE updates. The Clerk sent the updates to the Head to check policy is compliant on 18/7/22 – ongoing</p> <p>Action points from meeting held 25th April 22 5.4 Bungalow proposal – governors were updated during the recent Governor Day. Action closed. 6.1 Head to remind staff team leaders to circulate dates of next Curriculum team meetings, completed, action closed. Decision: Governors requested dates are set well in advance and if possible, a year's schedule of Curriculum team meetings would be welcomed.</p>	<p>SG</p> <p>PB</p>



	<p>6.2 Chair to meet with MP to discuss her role – ongoing</p> <p>Action Points from meeting held 26th January 22 2. Preschool rent – the Head updated governors; he has had a positive conversation with the preschool manager who will take the proposal to the preschool committee – ongoing.</p>	<p>AW</p> <p>PB</p>
	SA entered the meeting at 6.23pm	
3	<p>Matters arising There were no matters arising.</p>	
4	<p>School Improvement</p> <p>4.1 Head's Update The Head's report was uploaded to Governor Hub prior to the meeting. Main points are:</p> <ul style="list-style-type: none"> • It has been a very busy summer in the school with many school events. • Roll – currently at 205, it is estimated it will increase to 209 in September. There are places in Y4 but currently the school is oversubscribed in reception with appeals in place. • Covid – this has recently impacted staff rather than pupils. There are other non-Covid illnesses currently in circulation. • Attendance – the Head is managing the process of significant pupil absenteeism and explained the context in more detail. • There were no exclusions • Pupil Premium funding will decrease as the current Y6 cohort have a significant percentage of Pupil Premium children. <p>4.2 Annual Child Protection and Safeguarding Monitoring Report The report was uploaded onto Governor Hub ahead of the meeting and was shared on screen. Main outcomes of the report are:</p> <ul style="list-style-type: none"> • The new assistant head will become the Designated Safeguarding Lead once his training has been completed, until then there will be 2 designated safeguarding leads. • Governors considered the number on the board trained in safer recruitment, these are SG, SA and HM. AW will also attend training. • Governors carefully considered the gaps in safeguarding training; the Head will look through the new training material for staff in September to see if peer on peer abuse is included. HJM will note to check. • Governors discussed a recent incident which was handled well by staff. • Governors were reassured there have been no further incidents around the perimeter of the school. • Governors discussed the collection of children at the end of day. The Head will remind parents about the protocol. 	



- HJM checked the Single Central Record (SCR) that morning and discussed a safeguarding scenario and the transfer of documents from Y6 to secondary.
- It was noted that a recent webinar on safeguarding suggested the SCR should be checked twice a year. The LA recommend once a term.
It was agreed to continue to check the SCR once a term.

There were no further questions.

Decision: Governors approved the report.

4.3 SEND Update

The number of Education, Health Care Plans are increasing with another one currently in process of approval.

The next minute is part of a confidential minute.

4.4 Resources Update

Governors congratulated the Head on the new water feature.

The budget is on track, the Head would like to use some of the budget to increase TA support in KS2 if the budget allowed.

The Head gave a brief headline on the fire risk assessment that was conducted at the end of June, he went through the recommendations in the report. The report was uploaded to Governor Hub prior to the meeting.

Question: Is there a process to explore costing of outcomes from the report and embedding in the budget?

Yes for the long term outcomes.

The Finance Officer is exploring the possibility of the LA funding the repairs. Governors discussed the criteria of employing workers to repair the outcomes and acknowledged that a member of the parent body could be employed if they had the right credentials.

4.5 SATS Outcomes

The Head was very pleased with the results. The results are still to be inputted into Fisher Family Trust.

The main headlines are:

- Maths – the school had predicted this would be the weaker subject.
- The Head shared a comparison table on screen, showing the results from a number of local schools, the data was anonymous.
- The results compare very favourably.
- The Y2 teacher, who is in her first year, had a moderation visit from the LA. They concluded her moderation was accurate and every judgement was agreed, the LA described her judgements as a “dream moderation”.

4.6 School Development Priorities (SDP)



	<p>The Head updated governors. Senior leaders have decided to streamline the curriculum teams to three teams for next year.</p> <ul style="list-style-type: none"> Wellbeing – comprising of the arts team, this would work better with the new staff structure in line with wellbeing. Music will be the main area of development, including looking at expertise in the community and the redevelopment of the choir. Governors discussed the current curriculum scheme used and was notified that Jaranga will be funded by the LA next year. It was agreed it was worth exploring using the two schemes. STEM – including investigative practical science Humanities – with field work in geography and RE and more trips into the local community, also looking at different places of worship. <p>Targets will be reformulated over the summer with the senior leadership team (SLT) .</p> <p>Other priorities include:</p> <ul style="list-style-type: none"> Reviewing the library and ensure book corners are back in the classes. Target wraparound clubs and the bungalow Focus on sustainability, there may be a link in the community that can support the school in accessing funding streams. Mental health and wellbeing projects Catch up and how the school can help children coming out of Y2 progress through their KS2 journey Monitoring, especially ensuring it is robustly timetabled to support governors. <p>There were no further questions.</p>	
5	<p>Safeguarding</p> <p>5.1 Annual Child Protection and Safeguarding Monitoring Report This was discussed at item 4.2</p> <p>5.2 Confirmation of Safeguarding link governor It was confirmed that HJM has agreed to continue as Safeguarding Link governor. The Chair thanked her for her excellent work and her commitment to the role.</p> <p>5.3 Fire risk assessment This was discussed at item 4.3</p>	
6	<p>Chair's Report</p> <p>The Chair opened discussion on the collective ability of the board to find time to fulfil roles, including attending meetings, and how this can be addressed moving forward.</p> <p>Governor discussed and explored ways of making the board more effective including, setting dates of meetings in advance, holding meetings on alternative days of the week, the merits of the circle model of governance in comparison to a committee structure.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> Governors to read all documents sent out with the agenda. 	



	<ul style="list-style-type: none"> • Governors to consider sending the Head questions ahead of the meeting, to allow preparation and to make it easier to evidence challenge. • Allow all meetings to be hybrid for those who cannot attend in person. • Fix dates of curriculum meetings in advance and factor in a walk around/spend time in a year group as part of the meeting. • Ensure governors are aware that their employer must give them a reasonable time off work to allow them to perform their governor duties, this could be paid or unpaid. 	
7	<p>Governor Reporting, Monitoring and Development Updates The EYFS visit held on 5.5.22 by HJM was uploaded to Governor Hub prior to the meeting.</p> <p>7.1 Governor Monitoring</p> <p>The Chair confirmed the following governor members of the Curriculum teams</p> <ul style="list-style-type: none"> • Wellbeing – HJM, SA, CP • Humanities – Alex Gordon, SV, SA (and CP if focus of discussion is around RE) • STEM – MH, MP • AW and SG to cover as and when. <p>Governors discussed potential candidates for appointing to the governing board, especially to the co-opted position which is soon to be vacated. The Chair is due to arrange an informal meeting with one interested parent.</p> <p>7.1.1 Early Years monitoring report The Chair thanked HJM for her report. HJM briefly outlined the main points of her report:</p> <ul style="list-style-type: none"> • The main focus was on phonics; however the whole provision is impressive, particularly the talking maths approach. • Governors discussed the consistency of staff's approach to behaviour across the school and how staff support each other. <p>7.2 Governor Action Plan (GAP) Progress Most of the actions around monitoring are complete.</p> <ul style="list-style-type: none"> • The Chair proposed to recirculate the spring and summer term actions and ask governors to red, amber, green rate it before returning to AW for consolidation. • The Chair requested governors to send him any development actions and objectives for the board to focus on in the next academic year. • One of the objectives will be to ensure the monitoring of the curriculum of the school development plan is sufficient. • In addition, the Chair asked governors to consider their training needs and share this with him and SG. The aim would be to create an overview to see if there are any training that can be conductive collectively as well as individually. This includes developing the role of Vice Chair. 	



	<ul style="list-style-type: none"> • Succession training was raised. • This will be presented at a future meeting and an action plan created. <p>7.3 Governor Self-Evaluation The Chair acknowledged the difficulty of completing the self-evaluation form last year due to the number of new governors. The Chair will look at different models and complete a form for this year. This will feed into the annual impact statement.</p> <p>7.4 Governor Training – Summer Update The training record was circulated prior to the meeting. SG and SA attended the Governors for schools webinar on Safeguarding in 2022. AW attended an Ofsted preparation seminar. The clerk signposted governors to the latest update from the Department for Education at School governance update: July 2022 - GOV.UK (www.gov.uk)</p> <p>Action points</p> <p>7.2.1 Chair to recirculate spring and summer term objectives of the GAP for individual governors to red, amber, green rate it (RAG).</p> <p>7.2.2 All governors to consider development objectives and actions for priorities for 22-23 to be fed into the GAP.</p> <p>7.2.3 All governors to consider training gaps and inform AW and SG</p> <p>7.3 Clerk to look at alternative models for self-evaluation and send to Chair to consider – by next meeting.</p>	<p>AW</p> <p>All</p> <p>All</p> <p>LT</p>
8	<p>Governor Business</p> <p>8.1 Resignation of Linda Dingle The Chair announced that LD is resigning at the end of term, this leaves a co-opted vacancy. See 7.1 for further discussion.</p> <p>8.2 Appointment of Alexander Gordon as LA governor. Alex Gordon's application had been approved by the LA committee</p> <p>Decision: Governors unanimously ratified the appointment of Alex Gordon as LA governor, start date 1st September 22</p> <p>8.3 Confirmation of Madeleine Piggott as foundation governor Governors felt there was an error in MP's start date. Addendum: after checking, MP's start date has been confirmed as 1st April 22 as the Dioceses gave her preliminary approval and ratified her application at the recent July meeting.</p> <p>8.4 Term of office dates for 22-23 There were no terms of office due to expire in 22-23</p> <p>8.5 Meeting dates for 22-23 Action: Clerk to send out dates for 22-23</p> <p>8.6 Renewal of Camclerks/Governor Training Service Level Agreement (SLA) The clerk left the meeting for this item</p>	



	<p>Decision – Governors approved the renewal of the SLA for Camclerks and Governor training. Addendum: The Head sent the form to Governor Services after the meeting.</p> <p>Action point 8.5 Clerk to send out dates for 22-23</p>	LT
9	<p>Policy Adoptions and Review All policies except 9.1, 9.3 and 9.8 were uploaded onto Governor Hub prior to the meeting.</p> <p>9.1 Accessibility Plan Decision: It was agreed to approve via email and to formally record it in the minutes of the September meeting.</p> <p>9.2 Data Protection policy Decision: Governors approved the Data Protection policy</p> <p>9.3 Equality information and objectives This is a model policy from the Key to School Leaders. The Head to insert objectives and send to NN to review. Action – Defer to next meeting.</p> <p>9.4 Supporting pupils with medical needs Decision: Governors approved the Supporting Pupils with medical needs.</p> <p>9.5 Appraisal and Capability policy Decision: Governors approved the Appraisal and Capability policy</p> <p>9.6 Disciplinary procedure relating to misconduct for all employees Decision: Governors approved</p> <p>9.7 Appraisal and Performance management for teachers Decision: Governors approved the Appraisal and Performance management for teachers</p> <p>9.8 Equality policy Decision: Defer to next meeting to allow NN to review policy.</p> <p>Action Point 9. Head to circulate final version of Accessibility Plan to governors via email for approval and to send the Equality policy and Equality information and objectives to NN for review.</p>	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>PB</p>
10	<p>Any Other Business There was no other business</p>	
11	<p>Review of meeting – 5 outcomes to parents via the newsletter.</p> <ol style="list-style-type: none"> 1. Governors ratified Alex Gordon as the new local authority governor. 2. Governors thoroughly discussed safeguarding and were given a positive example of safeguarding in practice at the school. 	



	<ol style="list-style-type: none">3. Governors received positive news regarding KS2 SAT results.4. Governors congratulated the school about the new water feature.5. Governors discussed and agreed the draft School Development Plan objectives.	
12	Date of next meetings <ul style="list-style-type: none">• FGB – Tues 27th September at 6pm	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 8.01pm

Chair's Signature:

Signed as a true record of the meeting