



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Thursday 20th
October 2022 at 6pm at the school and on Teams

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Revd Sheila Anthony (SA – entered the meeting at 6.20pm), Lizzi Fabisz (LF – entered the meeting at 6.20pm), Scott Grant (SG), Mark Hodge (MH), Hannah Jones McVey (HJM – entered the meeting at 6.34pm), Carol Peilow (CP), Madeleine Piggott (MP) and Mike Leasure (ML)
In attendance	Louise Todd (LT - Clerk) and Becky Cooper (on Teams - left the meeting at 6.31pm).

Action points from this meeting			
Item	Action	Lead	Status
6.1	Head to change colour of consent forms - safeguarding	PB	Open
6.2	To produce a list of safeguarding questions for governors to ask children and teachers during school visits	AW, PB, HJM	Open
7.1	Head to produce a tab on the website signposting support for families impacted by the cost of living crisis.	PB	Open
7.2	Chair to circulate presentation slides from Sue Bowman's Ofsted training	AW	As soon as possible
7.3	Clerk to launch skills audit	LT	By end of term
Action points from meeting 27th September 22			
2	NN and MP to confirm their pecuniary interests by form or Governor Hub.	NN, MP	By next meeting
7	MP to confirm she has read the Responding to Prejudice Related Incidents policy (located in the papers of the FGB 27 th September) SV to confirm she has completed the online safeguarding module - https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc link ML to send his safeguarding certificate to the Head	MP, SV, ML	Open
9 updated	Finance team to look at Scheme of Delegation from another school to see if suitable to adopt	MH SV BC	Open
13.4 updated	To review Remote Learning policy at next meeting	PB	Agenda
Action points from meeting held 14th July 2022			
7.3 updated	Governors to look at the Self-Evaluation form and feedback comments to the Chair - URGENT	All	Next meeting
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 gave a warm welcome to the new co-opted governor, Mike Leasure and to Madeleine Piggott as it was her first in person meeting.</p> <ul style="list-style-type: none"> • There were no apologies • CP opened the meeting with a prayer. • The meeting was quorate, with BC joining the meeting through Teams. 	
2	<p>Declaration of pecuniary interests relating to items on the agenda</p> <p>There were no declarations.</p>	
3	<p>Finance and Budget Update</p> <p>BC updated governors on the current budget situation.</p> <p>Teacher pay awards – the finance management system, Orovia has been updated to include the pay awards as it stands at present. This has meant there is a small carry forward of £7k based on the last set of accounts and what is to be spent for the rest of the year. This may reduce down to £3k, depending on an outstanding Education, Health Care plan (EHCP).</p> <p>BC has submitted the accounts to LA with no feedback yet, there is uncertainty as to whether the national insurance decrease will increase the budget.</p> <p>The Finance Working party met last Thursday and will continue to meet regularly moving forward.</p> <p>BC explained the current contracts for the utilities, she is confident the current utility provider provides best value.</p>	
	SA and LF entered the meeting at 6.20pm	
	<p>Broadband – this has increased by £2k. The school is considering replacing the current provider but has until November to secure another provider. The increase in cost will impact on next year's budget.</p> <p>Question: Has there been any further guidance from the local authority (LA) around schools overspending budgets. There has been no guidance. The Head added that all Cambridgeshire heads have asked for the predicted budget positions for the next 3 years.</p> <p>Question: In reference to the letter (sent to schools by Jonathan Lewis, Director of Education in July), around financial controls and best practice, is there an update around financial delegation? It is essential that the day to day decisions the Head makes around additional expenditure from the budget is protected and that he is accountable, what should this look like?</p>	



	<p>BC has researched and asked other schools and has been sent a template Scheme of Delegation that she will forward to the Chair and Finance Team (addendum – forwarded on 1/11/22).</p> <p>The next minute is a confidential minute.</p> <p>The Chair thanked BC for her update.</p>	
	BC left the meeting at 6.31pm	
4	<p>Meeting Requirements</p> <p>4.1 Approval of the minutes and confidential minutes of the FGB meeting held 27th September 22 and agreed actions update The minutes and confidential minutes of the last meeting were circulated prior to the meeting and can be found on Governor Hub.</p> <p>The minutes were agreed as an accurate record and will be signed by the Chair electronically via Governor Hub.</p> <p>4.2 Action points from last meeting 2. NN and MP to confirm their pecuniary interests for the Register of business interest on Governor Hub– Updated – Clerk to contact NN</p>	NN, MP
	HJM entered the meeting at 6.34pm	
	<p>3. BC to conduct a rough calculation of budget costs, to include proposed staffing pay awards. Completed, close.</p> <p>3.1 Head to organise a regular budget meeting between himself, BC, SV and MH – completed, meetings will be monthly/half term. Action closed.</p> <p>7. The following governors have now read and understood the Keeping Children Safe in Education part 1 – SA, SV, MP. Prejudice Related Incidents – how the school deals with these – ML and SA have confirmed they have read the policy. MP to confirm</p> <p>Governor Code of Conduct – SV, SA and MP confirmed they have read and understood and will abide by the code.</p>	MP
	SV entered the meeting at 6.35pm	
	<p>Safeguarding online module – AW, CP, SG, MH have completed. ML, HJM and MP have completed a similar course at work. ML to send the Head his certificate/ SV to complete.</p> <p>Updated – clerk to check all governors have completed actions.</p> <p>8. New school hours to be added to the website – completed, action closed.</p> <p>9. Finance team to look at recommendations in the LA Audit letter for Finance Committees to ensure best practice is followed. Updated – to look at Scheme of Delegation to see if it can be adopted - ongoing</p> <p>10.1 Governor roles - AW to talk to Mike Leasure about the humanities curriculum team role – completed, ML agreed to join the Humanities curriculum team.</p> <p>Alex Gordon has resigned as local authority governor. The Head has been in contact with the parish council to gauge any interest in the role. The current membership is as follows: STEM – MP and MH plus vacancy Wellbeing – HJM and CP</p>	ML SV Finance Team



<p>Humanities – ML and SV Chair and Vice Chair to attend meetings as and when necessary.</p> <p>The following link governors were confirmed: Safeguarding - HJM SEND, Pupil Premium and Looked after children - ML Early Years – HJM Curriculum assessment – SV SIAMS – CP with MP informally Health and Safety – SG Head’s Performance Review Panel – SG, SV and CP Salary review – SV MH MP – to meet once a year Wellbeing – HJM Diversity/Equality – NN Finance – SV and MH Ofsted – SG Training – SG</p> <p>10.1.2 LF to follow up outcomes in recent LA advisor website audit. The LA school improvement advisor and the Head have recently looked at the website. The uniform, charging and remissions and accessibility policies are to be added (addendum: completed on 21st October 22). The deadline for the Pupil Premium report is December. The PE and Sports Premium will be reviewed at the next FGB. LF will look at PE. Closed.</p> <p>13. Clerk to upload approved policies to website – completed. 13.4 Head to check if Remote Learning policy should be more generic. Completed. References to Covid need to be removed. To review at the next meeting. Ongoing.</p> <p>4.2.1 Action points from meeting held 14th July 2022 7.2.1 Governors to look at the GAP and send any comments to the Chair for final version – completed, the Chair will collate and present proposals around how the action plan is moved forward at the next meeting, action closed.</p> <p>7.2.3 Governor Training – governors were asked to review the latest prospectus from the LA and inform the Chair and SG of which courses have been booked. This will form part of the governor training plan. ML has booked onto the New to governance course, SG – Taking the Chair. The Chair encouraged governors to attend the Getting Ofsted Ready course from the LA and to look at the Learning Link modules on Ofsted. He will attend the Getting Ofsted Ready course. Action Closed.</p> <p>7.3 Governors to look at Self-Evaluation form and feedback comments to Chair – Ongoing – the Chair will collate and present at the next meeting.</p> <p>Action points from meeting held 6th June 22 8.1 Lone Working policy – on agenda, action closed.</p> <p>Action points from meeting held 25th April 22 6.2 Chair to meet with MP to discuss her role – ongoing</p>	<p>PB</p> <p>All</p> <p>AW</p>
--	--------------------------------



	<p>Action Points from meeting held 26th January 22 2. Preschool rent – open</p>	
5	<p>Matters arising There were no matters arising.</p>	
6	<p>School Improvement</p> <p>6.1 Head’s Update The Head gave a verbal update, a written report will be presented at the next meeting. Main points are:</p> <ul style="list-style-type: none"> • 206 on roll – the school's capacity is 210 • Attendance – 95.8% - which is slightly lower than hoped due to a number of illnesses in circulation. <p>Question: Are we close to the national average? Action : The Head will report back at the next meeting.</p> <p>The Head presented the attendance figures for each year group. Attendance is being monitored but it is too early in the term to follow up any concerns.</p> <ul style="list-style-type: none"> • Safeguarding – HJM and the Head met, they looked at the Single Central Record to ensure it is up to date. • Volunteers are being inducted next week and will commence with safeguarding training. • It was noted that the consent forms need to change colour. The Head will action. • SEND – 25 pupils are currently on the register, 3 with EHCPs and a fourth in progress. The SENCo has more robust identification systems in place. • Pupil Premium spend – £250 on pens and phonic books. The Head is researching the purchase of a handwriting scheme. • Premises – the Site Manager created a new door into the kitchen to mitigate extreme heat in the summer. • The school has completed an evacuation and will practice an invacuation this week. • Assessments – the Head will present the data on Fischer Family Trust at the next meeting. • Pupil Premium Statement will be presented at the next meeting. • Quality of Education - Teaching observations have been conducted in maths with the maths lead. 5 out of 7 classes were observed, it has been very successful. <p>6.2 Safeguarding Update HJM reported from her meeting with the Head:</p> <ul style="list-style-type: none"> • The meeting was spent looking through different areas of the spring Action Plan. 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p>



	<ul style="list-style-type: none"> • HJM asked governors to ask a safeguarding question to a pupil or teacher when conducting monitoring visits. • HJM has been given a set of questions from the Head, the Chair will also help with the list of questions for governors to ask. <p>Decision: It was agreed for safeguarding and visits to check the Single Central Record, should be conducted termly rather than half termly. HJM is regularly in school and in regular conversation with the Head so any arising issues can be dealt with quickly.</p> <p>Governors discussed best practice for safeguarding reporting, as suggested in the online safeguarding training. This includes an annual safeguarding report and a link governor report to be produced termly. This can be written or verbal, which can be recorded in the minutes.</p> <p>Decision: Agreed the safeguarding link governor report would be once a term towards the end of term/first meeting of next term.</p> <p>Governors suggested they would like to hear reported the number of referrals. The clerk explained the LA are currently updating their safeguarding reporting table for headteachers.</p> <p>Staff CPD – LF is currently undergoing an NVQ in middle leadership, Guy Turner is undergoing designated safeguarding lead and assistant head’s training. Katherine Mullee has achieved level 4 in emotional wellbeing All staff and midday supervisors will achieve a level 2 qualification in play due to the launch of the play pods.</p> <p>Performance management reviews are currently in process with the assistant heads and SENCo leading them.</p> <p>Self-Evaluation Form (SEF) – the Head is reviewing this with the LA school improvement officer. There will be a copy available at the next meeting, Early Years and elements of personal development have been rated as “outstanding” with other areas rated as “good”.</p> <ul style="list-style-type: none"> • School Development Plan has had the 4 objectives and success criteria refined. • Health and Safety – governors discussed the lighting outside the school. • Fire risk assessment – Most outcomes in lists A and B have been completed, the Head will share with SG outside the meeting. • Pupil Premium/School Led tutoring – this is being spent on an intervention teacher who teaches phonics, maths and writing to small groups. • Parish council – the planning development near the school has been appealed and is back on the agenda, the Head has been asked to resubmit the objection by 4th November. <p>Action Points 6.1 Head to change colour of consent forms</p>	<p>Agenda</p> <p>PB</p>
--	--	-------------------------



	<p>6.2 Produce list of safeguarding questions for children and teachers – AW, PB, HJM</p>	<p>AW, PB, HJM</p>
<p>7</p>	<p>Chair's Report</p> <p>7.1 Cost of living crisis – support for families – for discussion Governors discussed what they can do to help families in difficulty. Staff informally review this issue every week. There are 16 families who have free school meals.</p> <p>Question: In terms of the energy crisis, are there any cost saving arrangements? One class has been assigned an eco-warrior; this could be rolled out to each classroom. Governors discussed cleanliness in terms of identifying vulnerable families. This also included second hand uniforms and how to ensure families in need have access to this and to information about accessing foodbanks. It was also noted that charges for parent events run by the PTA should be carefully considered to ensure they are fully inclusive.</p> <p>Decision: It was agreed to have “Cost of living crisis” as a standing agenda item. Also to produce a tab on the website to contain information for families who are in need of support and to raise awareness of this area of the website through the school newsletter.</p> <p>Question: Would you automatically know the families who are struggling and can you communicate with them via teachers. Yes if the systems are working, we would know our Pupil Premium children.</p> <p>Question: Do you know of families who should be claiming Pupil Premium but are not. We hope that the pastoral system would pick this up. Pride is often a barrier to claim Pupil Premium. It was agreed to find out best practice in other schools.</p> <p>7.2 Ofsted The Head and Chair have been in conversation about how prepared governors are for an Ofsted Inspection and if an inspection is imminent. The Chair is mindful that there has been a lot of turnover in governors since the last Ofsted training from the School Improvement Advisor. The Head has asked the School Improvement Advisor for further training, governors were asked to prepare to respond at short notice of any dates circulated for training. The Chair to circulate the slides of a presentation, governors were asked not to share them.</p> <p>7.3 Agenda planning for FGB – Autumn term meeting The Suggested Agenda items for Autumn term from Governor Services was red, amber, green rated and uploaded to Governor Hub prior to the meeting. The Chair went through each objective, the following are still to action and are red:</p>	



	<ul style="list-style-type: none"> • Annual Monitoring Plan • Data and targets – for next meeting • Catch up funding – completed at this meeting. • GDPR audit – the Data Protection Officer is due to conduct an audit – ongoing. • SEND termly report – for ML • School Development Plan – Broad and balanced curriculum – ongoing through FGB and Curriculum teams. • Pupil Premium Report – November meeting • Website audit – to be conducted in December and to report to FGB in January, LF to action – forward planner. • Review school ethos and values – the Head has worked with SA and it is working well and is embedded. Decision: Agreed to revisit in 2024 – forward planner. • Policies on Governor Hub and reviewed – policy spreadsheet to be circulated for the next meeting. • Attendance – to be examined in groups especially free school meals – next meeting. • PE Sports premium – to add impact – the plan needs to be put through Curriculum teams first, forward planer for January. • Skills audit – clerk to action with a January deadline. <p>Action Points</p> <p>7.1 Head to produce a tab on the website signposting support for families impacted by the cost of living crisis.</p> <p>7.2 Chair to circulate presentation slides from Ofsted training</p> <p>7.3 Skills audit – clerk to action</p>	<p>PB</p> <p>AW</p> <p>LT</p>
8	<p>Governor Reporting, Monitoring and Development The Governor Action Plan for spring summer 22, and the template for the Governing Body Self-Review Evaluation form were uploaded to Governor Hub prior to the meeting.</p> <p>8.1. Governance Action and Activity Plan –autumn term objectives This was discussed at item 4. The Chair will collate and present any actions for autumn and spring term at the next meeting.</p> <p>8.2 Governing Body Self-Review Evaluation All governors who have been in post longer than 6 months to send the Chair their thoughts in order to improve the board’s performance. See action point from 14th July 22.</p> <p>8.3 Governor Visits – feedback on visits HJM gave a verbal report on her recent monitoring visit on arts and music with CP. She also met with the Early Years Lead and looked at data, plans for the year and observed a forest school session. The cohort are very confident and she will look at how progression is measured and will write a written report. Governors discussed the remit of EAL (English as an additional language) there are a small number of EAL children in reception, which is a new development for the school. It was suggested the Head could discuss with NN at his next meeting to seek best practice.</p>	<p>Agenda</p>



	<p>SEND - The Chair will arrange a meeting with the SENCo, he will then feedback and handover to ML.</p> <p>Creative Arts – CP looked at the action plan for arts and music for this year. She will be part of regular meetings to monitor and has had a learning walk to look at the diversity of art. She also observed a violin lesson.</p> <p>RE – SA participated in a Q and A session around her Christian faith with Y6 who were very engaged. HJM and CP attended a walk and tour of the church with SA, which was very good.</p> <p>Governors discussed displays without context and examined the different arguments for them. Governors discussed the forthcoming music month.</p> <p>Equality and Diversity - NN and the Head had a virtual meeting and looked at staffing, community and curriculum, he was satisfied with the Equality policy objectives. There will be a meeting in March to review. Governors were informed that a parent has obtained 100 books by authors of colour for the library.</p> <p>Play pod – The Chair was shown the play pod. It will be open to parents in November.</p> <p>The Chair has had a walk around the school and looked at the reorganisation of the library books and has spoken to the new assistant heads, who feel settled and happy at the school. He will write a report.</p> <p>Governors discussed the most effective way to review the red, amber green of the Governor Action Pan. This was demonstrated by CP's review of the creative arts and includes:</p> <ul style="list-style-type: none"> • Discuss with the Head, look at role within team, discuss with curriculum lead and report back. • Identify priorities of the Lead and the team and determine whether these objectives have been fulfilled. • Colour code report with red, amber, green with the end column describing the individual actions which have taken place. <p>There will be an expectations placed upon Curriculum Area lead staff to write a list of priority actions for their subject reflecting the priorities in the SDP. This will be part of curriculum team meetings. Subject leads will write in the monitoring plan the objectives for governors. In the Governor Action Plan, the Chair will write up the sequential process and governors are asked to follow this.</p> <p>8.4 Governor Training This was discussed at item 4</p>	
9	<p>Staff and Pupil Wellbeing and Mental Health Update Staff wellbeing is currently good and is being discussed during performance management meetings.</p>	



	<p>There is nothing of concern around pupil wellbeing. Governors asked about the wellbeing of the Head. This is currently good, there is a good team at the school.</p>	
10	<p>Policy Adoptions and Review The Mental Health policy, the final risk assessment from the Lone Working policy, the Adult Code of conduct, the Charging and Remissions, the Attendance policy and the SEN Policy and Information Report were uploaded onto Governor Hub prior to the meeting.</p> <p>Decision: Governors approved the following policies: 10.1 Mental Health policy 10.2 Accessibility Plan – to review every 4 years 10.3 School Uniform policy 10.4 Lone working policy –final risk assessment 10.5 Adult Code of conduct 10.6 Charging and Remissions 10.7 Attendance policy 10.8 SEN Policy and Information Report</p> <p>Decision: For discussion at next meeting, do governors understand the policies, would it be beneficial to allocate policies to individual governors to scrutinise in greater detail and to lead the discussion on the policy. Governors were asked to consider the most effective way to review moving forward.</p> <p>Governors asked the Head to highlight any changes to future policies moving forward to make reviewing easier.</p> <p>10.3 School Uniform policy Governors discussed about uniform containing the school logo and appropriate uniform at out of school events.</p>	
11	<p>Any Other Business SG presented the fire risk assessment and informed governors of the outcomes. SG will check if the fire risk assessment needs updating to reflect the statutory fire regulations. Governors discussed SG’s potential conflict of interest in terms of his employment</p>	
12	<p>Review of meeting – 5 outcomes to parents via the newsletter.</p> <ol style="list-style-type: none"> 1. Governors welcomed Mike and said goodbye to Sheila and Alex. 2. Governors discussed the impact of the cost of living crisis on families and asked the Head to create a new tab on the website for information. 3. The Safeguarding link gave an update from her recent meeting with the Head. 4. Governors reviewed and approved a number of policies. 5. Governors discussed monitoring visits and agreed good practice for writing reports <p>The Chair thanked SA for all her hard work at the school during the past 14 years. She will be greatly missed.</p>	



13	Date of next meetings 6pm FGB 3 - Tuesday 15th November 22 FGB 4 - Thursday 19 th January 23 – on Teams only FGB 5 - Tuesday 28 th February 23 FGB 6 - Thursday 23 rd March 23 FGB 7 - Tuesday 2 nd May 23 FGB 8 - Thursday 8 th June 23 FGB 9 - Tuesday 11 th July 23	
----	--	--

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 8.42pm

Chair's Signature – *Alan Whitaker*

signed on Governor Hub

Signed as a true record of the meeting