



# Holywell CE Primary School

## Full Governing Board Minutes of the meeting held Tuesday 15<sup>th</sup> November 2022 at 6pm at the school and on Teams

<b>Present</b>	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Mark Hodge (MH – entered the meeting at 6.05pm), Hannah Jones McVey (HJM – entered the meeting at 6.08pm), Carol Peilow (CP), Mike Leasure (ML) and Sue Vickery (SV).
<b>Apologies accepted</b>	Revd Sheila Anthony (SA), Lizzi Fabisz (LF), Scott Grant (SG) and Madeleine Piggott (MP)
<b>In attendance</b>	Louise Todd (LT - Clerk) and Becky Cooper (via Teams - left the meeting at 6.12pm).

<b>Action points from this meeting</b>			
<b>Item</b>	<b>Action</b>	<b>Lead</b>	<b>Status</b>
0	Approve Pay policy	Clerk/ Agenda	Next meeting
5.4	Head to circulate link to governor FFT training on 24 <sup>th</sup> November	PB	By 24 <sup>th</sup> November
8.2	Head, Chair and Clerk to meet to allocate policies to link governors	PB, AW, LT	By next meeting
9.1	Head to add additional column and alphanumeric label in the SDP to allow governors to cross reference and record their visit to ensure it meets priorities and SDP objectives.	PB	Next meeting
9.1.1	Head to give ML's contact details to the Humanities staff lead	PB	By 5 <sup>th</sup> December
<b>Action points from meeting held 20<sup>th</sup> October 22</b>			
6.2 updated	Head to send his document to AW and HJM for checking before circulating to all governors	PB	By next meeting
7.1 updated	Head to raise awareness of the Help for Hardship tab on the website and to inform parents on how to claim for Pupil Premium.	PB	By next meeting
7.3 updated	Governors to complete skills audit form and return to the clerk	All	By next meeting
<b>Action points from meeting 27<sup>th</sup> September 22</b>			
2	NN and MP to confirm their pecuniary interests by form or Governor Hub.	NN, MP	By next meeting
7	MP to confirm she is aware how the school manages prejudice reporting by reading the Prejudice reporting policy	MP	Open
9 update d	Finance team to look at the draft Scheme of delegation to consider adopting	MH SV	Open
<b>Action points from meeting held 25<sup>th</sup> April 2022</b>			
6.2	Chair to meet with MP and possibly CP (if available) for induction meeting	AW	Open
<b>Action points from meeting held 26<sup>th</sup> January 22</b>			
2	Preschool rent – awaiting further information	PB	Open



	Minutes	Action
0	<b>Teachers and support staff pay awards for approval</b>	
	<p>The Chair welcomed all to the meeting and thanked BC for attending at short notice.</p> <p>The pay awards paperwork from the school's HR provider was uploaded to Governor Hub prior to the meeting.</p> <p>The pay awards have been agreed in principle by the unions and the government and schools have been advised to ratify the uplift. For teachers' pay this is a 5% pay increase, this has been factored into the budget.</p> <p><b>Decision: Governors approved the 5% uplift to teacher's pay for 22-23</b></p> <p>Support staff pay will have to be back dated from April 22. BC explained in more detail.</p>	
	MH entered the meeting at 6.05pm	
	<p>Support staff's annual leave will increase to a minimum of 5.6 weeks per year, this would only effect new support staff in the first 3 years of their contract and will have a minimal impact on budget.</p> <p>From April, all support staff will get 1 additional day's extra annual leave, this will have a small impact on budget. BC explained the calculation for leave for part time staff.</p>	
	HJM entered the meeting at 6.08pm	
	<p><b>Proposal: Governors agree to approve additional leave from 3<sup>rd</sup> April 23.</b></p> <p><b>Decision: Governor approved the additional leave for support staff and approved the support staff uplift.</b></p> <p>EPM are still updating the Pay policy, which will include the pay award and annual leave addition. BC predicted it would be ready by January.</p> <p><b>Action</b></p> <p><b>0. Approve Pay policy at next meeting – agenda.</b></p>	Clerk
	BC left the meeting at 6.12pm	
1	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>The Chair welcomed HJM and MH to the meeting.</li> <li>CP gave a prayer.</li> <li>Apologies accepted were from SA, SG, LF and MP</li> <li>The meeting was quorate</li> </ul>	
2	<p><b>Declaration of pecuniary interests relating to items on the agenda</b></p> <p>Governors discussed the Head's involvement in the pay awards item but felt as the senior leader it was essential he stayed during discussions.</p>	
3	<p><b>Meeting Requirements</b></p> <p><b>3.1 Approval of the minutes and confidential minutes of the FGB meeting held 20<sup>th</sup> October 22 and agreed actions update</b></p> <p>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><b>4.2 Action points from last meeting</b></p> <p>6.1 Head to change colour of safeguarding consent forms – completed, action closed.</p> <p>6.2 Chair, Head and HJM to produce a list of safeguarding questions governors to ask children and teachers during school visits – <b>Updated: The Head to circulate his document to HJM and the Chair for checking, it was agreed this would provide a sufficient amount of questions - ongoing</b></p> <p>7.1 Head to produce a tab on the website signposting support for families impacted by cost of living crisis. – Completed, the Head has produced a “help with hardship” page on the parents’ tab. He has an additional document from the Key for school leaders to upload onto the tab. <b>He will inform parents through his updates and to include clarification about when parents can claim for Pupil Premium support. Governors requested the Head to carefully word the text to ensure it is inclusive but generic. Ongoing</b></p> <p>7.2 Chair to circulate presentation slides from Sue Bowman’s Ofsted training, completed, action closed.</p> <p>7.3 Skills audit – the form was emailed out today. <b>Updated: Governors were asked to complete the form by 31<sup>st</sup> December 22 and email to the clerk, to review results at the next meeting.</b></p> <p><b>Action points from meeting held 27<sup>th</sup> September 22</b></p> <p>2. NN and MP to confirm their pecuniary interests for the Register of business interest - The clerk had not heard back from NN, MP still to action - ongoing</p> <p>7. MP still to confirm she has read the Responding to Prejudice Related Incidents policy. SV has completed online safeguarding module from the Key, It was agreed that ML could submit a note from his headteacher to state that he has completed updated safeguarding training. Ongoing</p> <p>9. Finance team to look at Scheme of delegation to adopt – the team will meet this week to review - ongoing</p> <p>13.4 Remote Learning policy for adoption – on the agenda, action closed.</p> <p><b>4.2.1 Action points from meeting held 14<sup>th</sup> July 2022</b></p> <p>7.3 Governors to look at Self-Evaluation form and feedback comments to Chair – Decision: Governors agreed to review each section at FGB, to identify any development points, clerk to ensure it is a standing agenda item. Action closed.</p> <p><b>Action points from meeting held 25<sup>th</sup> April 22</b></p> <p>6.2 Chair to meet with MP to discuss her role – ongoing.</p> <p><b>Action Points from meeting held 26<sup>th</sup> January 22</b></p> <p>2. Preschool rent – no update, it has been referenced in the School Development Plan but is not a priority.</p>	<p>PB</p> <p>PB</p> <p>All</p> <p>NN/MP</p> <p>MP</p> <p>ML</p> <p>AW</p>
4	<p><b>Matters arising</b></p> <p>There were no matters arising.</p>	
5	<p><b>School Improvement</b></p>	



<p>The Head's report, the draft Pupil Premium Strategy Statement, attendance data by group, Data Summary and the schedule for performance management were all uploaded to Governor Hub prior to the meeting. The Ofsted Inspection Data Summary Report was tabled at the meeting. <i>Addendum: It was circulated as a digital copy on 16/11/22</i></p> <p><b>5.1 Head's Update</b> The Head tabled the current version of the School's Evaluation Form (SEF).</p> <p>The Ofsted Inspection Data Summary Report (IDSR) was tabled, the Head explained the report, governors were signposted to the strongest data, which was that the attainment at KS2 was in the highest 20% of schools for reading at 93% reaching age related expectations. Governors felt the document was a useful overview of the school's data.</p> <p>Decision: Governors were asked to raise any questions or concerns at the next meeting.</p> <p><b>Other headlines:</b></p> <ul style="list-style-type: none"><li>• Roll is unchanged from the last meeting at 206 pupils</li><li>• <b>Attendance</b> is at 95%. Attendance data for each year group was presented in the report, the Head expanded on the figures. The data has been skewed by a very small number of pupils who have complex needs. Most of the attendance data is in line with national.</li></ul> <p>The Head shared the Attendance document from the Fisher Family Trust (FFT). The data is broken down into groups around gender, free school meals and SEND pupils.</p> <ul style="list-style-type: none"><li>• Free school meals attendance data is lower, this is due to one child which skews the data.</li><li>• Most groups are aligned to FFT national figures.</li><li>• Persistent absence – at this time of year it is easy for pupils to fall below the threshold for persistent absence due to figures being taken at the start of the academic year rather than a rolling calendar.</li><li>• The Attendance officer at the school flags children of concern and she is aware of each individual case.</li></ul> <p><b>Question: Why is our attendance good, is there positive work taking place?</b> <b>The school's attendance officer, as part of her pastoral role, supports children reluctant to go into school. She and the Head will start to send formal warnings soon.</b></p> <p><b>5.2 SEN</b> The school will align with the national average for the number of SEN pupils as there is an additional child with an Education, Healthcare Plan (EHCP). However, one EHCP will be moving to specialist provision in January.</p> <p><b>5.3 Pupil Premium grant</b> The strategy statement was uploaded prior to the meeting.</p>	Agenda FGB
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<p>The school has received additional funding due to the increase in numbers claiming Pupil Premium, plus the numbers of Pupil Premium Plus/Looked after children in addition to recovery funding. This equates to £10k extra. Governors discussed the criteria for service children, which does not apply to the school's current cohort.</p> <p>The Head explored the strategy statement, which was shared onscreen, this included the table of challenges, intended outcomes and their success criteria and an overview of spending.</p> <p>The Head outlined plans to boost teaching assistants in Y4-Y6 using the additional funding. This would support disadvantaged children in these year groups.</p> <p><b>Question: If we were not able to do this, would this prompt criticism of the school in terms of staffing?</b></p> <p><b>There would be questions about why it has not been done. There has always been a plan to share TA hours in Y4-Y6 but this would have been delayed due to the increased staffing costs in the budget, however, the increase in Pupil Premium funds has resolved this issue.</b></p> <p>Recovery funding will fund an intervention teacher, the funding will be topped up using Pupil Premium money. It will also pay for PIXL.</p> <p>Governors discussed how trips were funded for Pupil Premium children. Any money left over for trips can be carried forward but this is avoided if possible. The School Led Tuition funding will be clawed back.</p> <ul style="list-style-type: none"><li>• Governors noted that headteachers were being balloted for industrial action for January.</li><li>• The next minute is a confidential minute.</li></ul> <p><b>5.4 School performance and standards</b></p> <p>The data summary document from FFT was shared onscreen and uploaded to Governor Hub prior to the meeting.</p> <p>The Head explained the documents, the Y6 data is based on end of year tests, which will impact on performance. It does show progress between September and November. Pupils with free school meals (FSM) were the exception. This is evidence that support in Y6 would benefit this cohort, who are all new to the school.</p> <p>There is rapid progress in maths, and children are responding well. Governors congratulated the maths lead.</p> <p>Governors discussed how the school manages parental expectations on how their children were progressing in class. They discussed good practice, especially during transition years between the key stages.</p>	
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	<p><b>Challenge: With Y6 maths, progress for all pupils is at 2.6, can you compare with previous years, would they normally go up?</b>  <b>Assessments were conducted in week 2, which is always a lower start.</b></p> <p><b>Question: How is the estimate calculated?</b>  <b>Through looking at KS1 data and comparing with the top 20% schools using FFT, from this they calculate the achievement figure. To achieve a score of 100 equals age related expectations, and 110 equals greater depth. This affects the colour coding.</b></p> <p><b>Question: The annual Y6 point improvement, is that correct?</b>  <b>Yes but this would need double checking.</b></p> <p><b>Question: It would be interesting to know where we will end up after a proper assessment.</b>  <b>Yes we would get that prediction.</b></p> <p><b>Challenge: The differences in Y6 is quite pronounced when compared with other year groups.</b>  <b>We are conducting different tests, Y6 are doing mock SAT tests, other years had Pixl tests.</b></p> <p>It was noted that Y2 had gaps and had been negatively impacted by COVID and lockdowns. The data would be ready next time.</p> <p><b>Question: Have they changed the national average to reflect COVID.</b>  <b>No they have not taken that into account.</b></p> <p>FFT will have an online training session for governors at 1.30pm, on November 24<sup>th</sup>. The Head will send out the link to the training.</p> <p><b>5.5 Staffing Update</b></p> <ul style="list-style-type: none"> <li>The caretaker has resigned but will be employed moving forward in ad hoc projects around the school. Governors discussed the difficulty of recruiting caretaking staff and alternative solutions.</li> <li>Staff performance management is currently underway.</li> </ul> <p>There were no further questions</p> <p><b>Action Point</b>  <b>5.4 Head to circulate the link to the FFT training.</b></p>	PB
6	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>All governors were asked to complete the new PREVENT awareness module.</li> <li>Most governors have received updated safeguarding training, only a couple were now outstanding.</li> <li>There was nothing of concern to report.</li> </ul>	
7	<p><b>Chair's Report and Governor Business</b></p>	



	<p><b>7.1 LA Governor Vacancy Update</b>          There was no update from the parish council, the Head had followed up and was awaiting a response.  <i>Addendum: 16/11/22 the response was that there was no capacity in the parish council at present but it would be continually raised at future meetings.</i>          Governors were asked to notify the chair if they had any contacts who would be suitable for the role.</p> <p><b>7.2 Ofsted</b>          Training for Ofsted by the Governance Advisor will be delivered shortly, the date to be confirmed.          MH had attended the Getting Ofsted ready course from the LA and had uploaded the slides onto Governor Hub.</p> <p>Decision: It was agreed to convene two meetings to ensure all governors can attend either meeting to help prepare for an inspection.</p> <ul style="list-style-type: none"> <li>• HJM, MH, ML, SV to attend Monday 5<sup>th</sup> December – 5pm-6pm</li> <li>• It was hoped MP and SG can join CP for a meeting on Wednesday 14<sup>th</sup> December at 3.30pm.</li> </ul> <p>The Chair will check the dates to see which meeting he can attend.</p> <p><b>7.3 National Governance Association Renewal</b>          Decision: Governors approved the renewal of the National Governance Association subscription.</p>	
8	<p><b>Policy Review and Approvals</b></p> <p><b>8.1 Pay Awards</b>          This was discussed at item 0.</p> <p><b>8.2 Policy Spreadsheet</b>          The current version of the spreadsheet was uploaded to Governor Hub prior to the meeting.          Governors discussed the most effective way of managing policies to ensure they were diligently reviewed.          Decision: It was agreed that the Head, Chair and Clerk meet to review the policies and decide which are model policies that have already been legally reviewed, for example by the school's HR provider, the Key to School Leaders or the LA so that governors are clear where the policy originated from. From this list, the Chair would allocate policies that are heavily customised, for example, teaching and learning ones and to allocate a lead governor to the policy.</p> <p><b>8.3 Remote Learning policy</b>          The policy was uploaded to Governor Hub prior to the meeting. Any specific references to Covid have been removed.          Decision: Governors approved the policy</p> <p><b>8.4 Relationships Education including Sex Education policy</b>          The policy was uploaded to Governor Hub prior to the meeting. LF had a meeting with the PHSE advisory service and they reviewed the policy, only the title needed changing (previously named RSE policy).</p>	





	<p>Decision: Governors approved the policy</p> <p><b>Action point</b>  <b>8.2 Chair, Head and clerk to meet to review policies and identify customised policies local to the school for allocation to a lead governor.</b></p>	<p>PB, AW          LT</p>
<p>9</p>	<p><b>Governor Reporting, Monitoring and Development</b>          The Governor Action Plan for spring, summer 22 was uploaded to Governor Hub prior to the meeting.</p> <p><b>9.1. Governance Action and Activity Plan –Actions for spring/summer term</b>          AW tabled the Governor Action Plan in hard copy, this included a document containing the top 6 priorities and the Link Governor Monitoring process. These 6 areas have been identified as a priority and the plan has been red, amber and green rated; only a small number of areas are red or amber.</p> <p>The Chair proposed documenting the process of monitoring so that it is consistent and staff are familiar with the process, especially in the work of the curriculum teams. This is documented in the <a href="#">Link Governor Monitoring process</a>, which is in the Governor Monitoring folder on Governor Hub. Governors are requested to follow the process in order to consistently fulfil their role as a Curriculum Team Link Governor. Other Link Governors are also requested to follow the process.</p> <p>All governors to consider the link governor monitoring process for individual roles and the curriculum team roles.</p> <p>Governors discussed the proposal, including the difficulty of asking challenging questions when a governor is not from an educational background, and the advantages of working together as a team to ease the workload.          It was noted that the slides from the Getting Ofsted Ready training contains questions. <i>Addendum – The slides and a set of questions from the NGA have been loaded into the <a href="#">Governor Monitoring</a> folder on Governor Hub.</i></p> <p>The clerk suggested the procedures were formalised into the Governor Visit policy. <i>Addendum: the current policy reviewed in 2019 and a model policy from the Key to School Leaders was sent to the Chair on 16/11/22.</i></p> <p>The <a href="#">proforma for visits</a> can be found in the Governor Monitoring folder on Governor Hub.</p> <p>Decision: Governors agreed to follow the procedures set out in the Link Governor Monitoring process when conducting a visit.</p> <p>A document containing the <a href="#">link governor roles</a> as of November 22 was tabled at the meeting. Addendum: This has subsequently been uploaded to Governor Hub.          Governors were requested to familiarise themselves with the <a href="#">School Development Plan</a>, especially with objectives 1 and 2 (see table below).</p>	





Objective 1	The high-quality teaching throughout the school in literacy and mathematics is further strengthened through clearer diagnostic assessment practices and stronger links to targeted academic support.		
Objective 2	The school's emphasis on the development of the whole child is clarified through a 'school offer' relevant to every child.		
<p>The Chair explored the other priorities in the Governor Action Plan, including priority 6 – Governor training opportunities – all governors to complete PREVENT awareness training.</p> <p>The Chair presented his expectations, which are:</p> <ol style="list-style-type: none"> <li>1. Look at the list of 6 priorities in the Governor Action Plan that you will undertake as either a link governor or as a member of the curriculum team.</li> <li>2. Link this with one of the SDP objectives.</li> </ol> <p><b>Action: The Head was asked to add an additional column and add an alphanumeric label to each line in the SDP, in order for governors to reference a particular aspect of the SDP, as well as the Priority Action in the Governor Action Plan when writing up their monitoring visit.</b></p> <p>Governors discussed the frequency of monitoring visits, the Chair proposed at least one monitoring visit between each curriculum team meeting. This was felt to be difficult to achieve for some governors.</p> <p>The Chair proposed that individual governors determine their own capacity to contribute to the overall process and manage visits in the optimum way that would enable them to fulfil their role as a governor. It was acknowledged that governors and the school would need to be flexible.</p> <p>The calendar of curriculum visits are 5<sup>th</sup> December, week beginning 6<sup>th</sup> March and week beginning 26<sup>th</sup> June 23. The staff team leader would decide the time of day to ensure as many team members as possible could attend the meeting. The Head appreciated this could be difficult for governors. The staff curriculum leads will contact governors with the date and times. The Head will give ML's contact details to the Humanities staff lead.</p> <p><b>9.2 Governing Body Self-Review Evaluation</b> This was discussed at item 4.2.1</p> <p><b>9.3 Governor Visits – feedback on visits</b> The following visit reports were uploaded to Governor Hub prior to the meeting</p> <ul style="list-style-type: none"> <li>• Creative Arts - CP</li> <li>• Q and A session on CP's faith with Y6</li> <li>• Y1 Visit to the church - CP</li> <li>• RE meeting - CP</li> <li>• Choir lessons visit – CP</li> <li>• Visit with Early Years – HJM</li> </ul> <p>Questions were invited</p>			



	<p>CP will attend further music lessons moving forward.</p> <p><b>9.4 Governor Training</b> The training log from Governor Hub was circulated prior to the meeting. Governors are asked to check their record is complete and up to date.</p> <p><b>Action Points</b> 9.1 Head to add additional column and alphanumeric label in the SDP to allow governors to cross reference the SDP and the Priority Action when recording their governor visit. 9.1.1 Head to give ML's contact details to the Humanities Staff Lead.</p>	<p>PB</p> <p>PB</p>
10	<p><b>Staff and Pupil Wellbeing and Mental Health Update</b> A series of four questions on wellbeing have been integrated into the performance management reviews, this was implemented by the SENCo. It is working well; the cycle of reviews have started and the organisation of it was uploaded onto Governor Hub prior to the meeting.</p> <p>LF presented an anti-bullying assembly and further PSHE sessions are planned this week. The play pod is successfully up and running and there has been positive feedback from pupils.</p>	
11	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Governors congratulated Ama Okai for her impressive work on the library, which has made a significant difference. Governors noted that a lot of thought and work had gone into the project.</li> <li>• The school fair will be held on 25<sup>th</sup> November 22</li> </ul>	
12	<p><b>Review of meeting – 5 outcomes to parents via the newsletter. Items for next agenda</b></p> <ol style="list-style-type: none"> <li>1. Governors congratulated Ama Okai for her work on the reading corner/library</li> <li>2. Governors approved the staff pay awards and Pay policy</li> <li>3. Governors scrutinised the Pupil Premium statement</li> <li>4. Governors were presented with the latest attendance data.</li> <li>5. Governors discussed the most effective way of monitoring</li> </ol>	
13	<p><b>Date of next meetings 6pm</b> FGB 4 - Thursday 19<sup>th</sup> January 23 – on Teams only – 7pm FGB 5 - Tuesday 28<sup>th</sup> February 23 FGB 6 - Thursday 23<sup>rd</sup> March 23 FGB 7 - Tuesday 2<sup>nd</sup> May 23 FGB 8 - Thursday 8<sup>th</sup> June 23 FGB 9 - Tuesday 11<sup>th</sup> July 23</p>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 8.09pm

Chair's Signature – Alan Whitaker

Signed as a true record of the meeting – 19/01/23