



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Thursday 19th January 2023 at 7pm on Teams

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Lizzi Fabisz (LF), Scott Grant (SG), Mark Hodge (MH), Hannah Jones McVey (HJM – entered the meeting at 7.05pm, left at 9.14pm), Carol Peilow (CP), Mike Leasure (ML) and Sue Vickery (SV - entered the meeting at 7.11pm).
Apologies accepted	Madeleine Piggott (MP)
In attendance	Louise Todd (LT - Clerk), Becky Cooper (BC – left the meeting at 7.20pm), Elinor McNeill (EM - appointed Local Authority governor at item 1, entered the meeting at 7.18pm).

Action points from this meeting			
Item	Action	Lead	Status
6.2.4	Chair and Head to meet to discuss monitoring around objective 3 of the SDP	AW PB	Open
6.2.6	Head to produce a report from FFT around gender in writing, reading and maths for next meeting	PB	28 th Feb 23
7	Add safeguarding questions to monitoring report template	PB	Open
8	Clerk to action outstanding actions from website audit.	LT	By next meeting
8.1	Head to send LF the current electronic version of the website audit.	PB	By next meeting
8.2	Head to ask the Equality link governor to look at equality on the website	PB	March 23
10.2	Individual governors to update the Governor Action Plan and send to the Chair for uploading onto Governor Hub.	All	By next meeting
Action points from meeting held 15th November 22			
5.4 updated	FFT training – Head to request inhouse training for governors	PB	Open
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
Action points from meeting held 20th October 22			
7.1 updated	Head to raise awareness of the Help for Hardship tab on the website a	PB	By next meeting
7.3 updated	MP to complete skills audit form and return to the clerk	MP	By next meeting
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 is aware how the school manages prejudice reporting by reading the Prejudice reporting policy	MP	Open
9 updated	Chair, Head and Clerk to review and amend the draft Scheme of delegation before circulating to all governors for review and adoption	PB AW LT	Open



Action points from meeting held 25 th April 2022			
6.2	Chair to meet with MP and possibly CP (if available) for induction meeting	AW	Open
Action points from meeting held 26 th January 22			
2	Preschool rent – awaiting further information	PB	Open

	Minutes	Action
1	The Chair welcomed all to the meeting and went to item 3 of the meeting.	
2	<p>Appointment of local authority governor – Mrs Elinor McNeill The clerk confirmed that she had submitted Mrs McNeill's application to the local authority as requested by the governing body. Decision: Governors confirmed Mrs McNeill as a local authority governor and asked the clerk to send an appointment letter. Addendum: Completed 20-01-23 The Chair went to item 3 Budget and Finance Update.</p>	
3	<p>Budget and Finance Update The cost centres report for December 22 was uploaded to Governor Hub prior to the meeting. BC gave an update:</p> <ul style="list-style-type: none"> BC met with SV last week to discuss the budget. There will be a small carry forward this year. 	
	HJM entered the meeting at 7.05pm	
	<ul style="list-style-type: none"> Since the last meeting, another TA has been appointed on a named child contract supporting an EHCP (Education, Health Care Plan). The school is waiting for funding to come through from an increase in hours for an Education, Health Care Plan. The funding will be backdated from July. This has not been factored into the budget. There is a significant health and safety issue in the kitchen with the boiler. Maintenance errors has delayed repair. The school is looking to change its property and Management company. 	
	SV entered the meeting at 7.11pm	
	<ul style="list-style-type: none"> Quotes from three property and management companies will be reviewed at FGB in April, with the objective of approving one quote in order to transfer to a new supplier. BC had no concerns around the monthly budget management report. There may be additional capital funding for eco projects in January. However, the funding may only be up to £14k and is a one-off payment. The school is allowed to spend this on general capital if it cannot be spent on energy saving projects. At this stage, there are a few ideas on how to spend the money. Governors discussed the feasibility of solar panels and priority capital spending on the building, including windows for KS1. It was noted the funding could be used for the bungalow. <p>School budgets The draft school budgets have been sent to schools.</p> <ul style="list-style-type: none"> At present, the deficit is estimated to be £20k, without the increase in the roll it would have been £80k. BC, the Head and the finance working party are due to meet with the local authority finance manager on 23rd January 23. 	Agenda April FGB



	<p>7.3 Skills audit forms – SV has completed, MP outstanding - ongoing</p> <p>5.4 Action points from meeting held 27th September 22 2. NN and MP to confirm their pecuniary interests for the Register of business interest - The clerk had not heard back from NN or MP – Updated: CP will follow up with MP 7. MP still to confirm she has read the Responding to Prejudice Related Incidents policy. - ongoing 9. Finance team to look at Scheme of delegation to adopt – completed, the document is a significant piece of work. Updated – Chair, Head and Clerk to review document before circulating to all governors for approval – ongoing</p> <p>5.6 Action points from meeting held 25th April 22 6.2 Chair to meet with MP to discuss her role – not actioned - open</p> <p>5.7 Action Points from meeting held 26th January 22 The next minute is part of the confidential minute</p>	<p>MP</p> <p>NN/MP</p> <p>MP</p> <p>PB AW LT</p> <p>AW</p>
6	<p>School Improvement</p> <p>6. Head’s report (verbal)</p> <p>6.1 Attainment and progress report</p> <p>This week, the Y6’s have completed assessments therefore the results were not ready by the time of the meeting. Y6 are tested every 2 months.</p> <p>The other year groups were tested in October, the results are:</p> <ul style="list-style-type: none"> ● Y5 – Reading 96% achieved ARE (age related expectations), 61% achieved greater depth. ● Y5 – Maths 96% achieved ARE, 54% greater depth. ● Y4 – Reading 84% ARE and 42% greater depth ● Y4 – Maths 90% and 42% greater depth ● Y3 – Reading 89% ARE, 47% greater depth ● Y3 – Maths 93% ARE and 46% greater depth ● These test scores are strong and surprising as it was perceived that this year group was the most impacted from the lockdowns. ● Y6 target for the end of year is for: <ul style="list-style-type: none"> ● Reading – 85% ARE and 48% greater depth ● Maths – 88% ARE and 44% greater depth. ● In September reading was at 55% ARE, this has now anecdotally jumped to the mid-70s, the target for May 23 is 85%. ● Maths was 38% in September; this figure has increased to 48% in November with no children reaching greater depth. ● Y2’s assessment figures are low; this cohort has been heavily affected by COVID and there have been staffing issues since November. In addition, like Y6, they are being tested using an end of year test and so some of the things covered in the test has not been learned or secured yet. These figures should rise with each test. 	



	<ul style="list-style-type: none"> • The Head was concerned it would be challenging to show progress due to the staffing situation. • There is no data for Y1 • Reception is on track to achieve their target for GLD (good level of development). <p>Challenge: We understand the circumstances around Y2, are you feeling confident that this can be addressed? We have continued with interventions. Another set of data is needed as the current set is out of date. We are hoping to assess in the mornings, from then we will work out the main priorities. It is a priority to resolve this situation.</p> <p>Question: Is there anything governors can do to support the school? Just be aware and informed and continue asking me at the next meeting when there will be more data.</p> <p>Question: How is the Y2 classroom being covered in the afternoons? The priority is to provide consistency for the children so we are using level 3 Tas to cover as it is difficult to source a supply teacher for this time. There will always be two members of staff in the classroom.</p> <p>Question: Who is producing the planning for the support? The existing teacher.</p> <p>Question: With two assessments showing improved scores. Does the line of trajectory on the graph hit the target within the timeframe? Once the first set of data has been released, we will know where we are in relation to the targets.</p> <p>Question: What are the targets based on? They are based on Fischer Family Trust data, their prediction is based on KS1 data and other contextual factors like gender, birthday (e.g. summer term born children). We use the top 20% as our target with further teacher input into the context of the child.</p> <p>6.2 School Development Plan (SDP) Progress 6.2.1 Teaching and assessment Assessment is ongoing. The Assessment and Intervention lead is very thorough. She is looking at improving the formative reading assessment by looking at phonics and decoding. The Assessment and Intervention Lead identified that materials had not been updated, this is being rectified. She has also trained the TAs involved to improve reading assessments process.</p> <p>Governors congratulated the Assessment and Intervention Lead who has made a big difference in a short period of time.</p> <p>For the maths formative assessment, the Assessment and Intervention Lead has brought in a handwriting and the English programme</p>	<p>Agenda FGB</p>
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	<p>6.2.2 Whole School Curriculum Offer – update The foundation curriculum leaders are ensuring they are clear about their subject offer. This was part of training by the LA (local authority) School Improvement Officer during inset day.</p> <p>6.2.3 Mental Health The Head had a meeting with the mental health team to focus on reducing and managing the workload of the Mental Health Lead. There are two new practitioners working at the school and the Mental Health Lead has a masters student shadowing her.</p> <p>The main foci for the spring term is the performance management interim reviews, focussing on curriculum teams, implementation of class blogs, engaging parents, maximising the use of Seesaw and investing in i-pads for the classrooms.</p> <p>The school has purchased MyConcern, staff will be trained in using it soon.</p> <p>6.2.4 Resources update The Head has been in conversation with the Dioceses around the bungalow, the building is in a poor condition, one option is to demolish the building. The Head will approach the building developer David Smith to gain funding for a new building as the building works in the village is having a direct impact on the school.</p> <p>After school club has increased to 40 plus children and is starting to become disruptive due to the noise. It was hoped that this will settle down once the weather gets warmer. This was discussed further.</p> <p>Question. in terms of governor monitoring of the School Development Plan objectives, is this being sufficiently addressed in Curriculum Teams to ensure governors have the opportunity to monitor particular areas or do we need to make specific arrangements? Objective 1 – sufficiently addressed, this will mainly involve ML in his capacity as SEND link governor. ML will have seen most of this during his monitoring visits. <i>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.</i> Objective 2 – sufficiently addressed <i>The school's emphasis on the development of the whole child is clarified through a 'school offer' relevant to every child.</i> Objective 3 – FGB level rather than Curriculum teams Communication at all levels of the school and involving all stakeholders is further enhanced so that all are clear on the school's directions and related actions and understand their role in supporting and contributing to this. Objective 4 – FGB level rather than Curriculum teams The school's organisation and environment reflects the needs of its learners and the wider community.</p>	
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	<p>Action – Chair and Head to meet to look at objective 3 to see how best to utilise governor team to ensure the objective is appropriately monitored. It was suggested that EM could help.</p> <p>6.2.5 Staffing An additional TA in Willow class has been employed. The recruitment of a site manager is ongoing due to the difficulties in recruiting. Governors discussed the alternative options should the situation continue.</p> <p>6.2.6 Inspection Data Summary Report The report had been tabled at the last meeting, governors were given the time to review in more depth.</p> <p>Question: Are the differences in gender in writing, reading and maths being tracked? Yes, the FFT breaks down into the categories of gender, the Head can produce a report.</p> <p>Action points 6.2.4. Head and Chair to meet discuss monitoring of objective 3. 6.2.6 Head to produce a report from FFT around gender in writing, reading and maths for next meeting.</p>	PB AW PB
7	<p>Safeguarding Update HJM reported back.</p> <ul style="list-style-type: none"> • She checked the Single Central Record at the beginning of this term for the autumn term. There were a couple of queries and she is confident the Office Manager has everything in hand. • She met with the Head last week and looked at MyConcern. They discussed how the school will transfer from paper to electronic. She was impressed with MyConcern. • Another governor shared their experience of moving from a paper based system to a digital one. • The safeguarding questions have been shared and will be place into the report template. • The Head read them out and they were shared onscreen. They will be shared with other governing bodies to show good practice. <p>Governors discussed the difficulties of asking safeguarding questions to reception and KS1 children and what being safe actually means. Governors noted that this is covered in a PSHE unit for Y1 and Y2, so children should be able to answer the question. The Chair thanked HJM for her work.</p> <p>Action Point 7. Add safeguarding questions to monitoring report template.</p>	PB
8	<p>Chair's Report and Governor Business</p> <p>8.1 Ofsted</p>	



	<p>The school does not have a validated phonics scheme, however, the scheme that the school uses has been adapted and personalised and there are strong arguments to support it if challenged by Ofsted.</p> <p>The Clerk shared the priorities that Ofsted are looking at which are phonics, early learning and persistence absence.</p> <p>8.2 Website audit LF conducted a website audit. She shared the outcomes of the audit, this included a couple of updates to the governor and front pages and a couple of unsigned policies. Addendum: LF sent the outcomes to the clerk to resolve. The clerk suggested conducting another website audit looking at equality.</p> <p>Action Points 8. Clerk to action outstanding actions from website audit. 8.1 Head to send LF the current electronic version of the website audit. 8.2 Head to ask the Equality link governor to look at equality on the website.</p>	<p>LT PB PB</p>
<p>9</p>	<p>Policy Review and Approvals All policies and the policy schedule below were uploaded to Governor Hub prior to the meeting.</p> <p>9.1 Policy allocations Decision: Governors have been allocated a set of policies to review. The objective is to review the policy when it is due for renewal and raise any points at FGB. Governors can ask colleagues for assistance.</p> <p>At this point of the meeting, governors took a short break.</p> <p>9.2 Pay Policy Decision: Governors approved the Pay Policy 22-23</p> <p>9.3 E-Safety policy Governors discussed the use of memory sticks. All staff received cyber training last week. Decision: Governors approved the E-Safety policy.</p> <p>9.4 Teaching and Learning policy This is not due a renewal but has been updated to reflect the changes in the senior leadership team and current practice.</p> <p>Question. Would current staff feel the policy belongs to them? Yes they would.</p> <p>Governors requested point 4.4 to be amended to make explicit that at no point are pupils isolated and shamed. Decision: On condition this is amended, the policy was approved.</p> <p>9.5 Administration of medicine policy</p>	



	<p>Governors discussed point 13, auto injectors and the administration of them to pupils without a prescription. The Department of Health guidance makes it clear they should not be used on pupils without a prescription. It was agreed for the Head to follow up and clarify. Addendum: Completed 23/1/23 via email, amended policy to return to next FGB for ratification.</p>	<p>Agenda FGB</p>
10	<p>Governor Reporting, Monitoring and Development 10.1 Governing Body Self-Review Evaluation (standing agenda item) The GB Self review on culture was uploaded to Governor Hub prior to the meeting. Decision: Due to time constraints, it was agreed to defer to next meeting</p> <p>10.2. Governance Action and Activity Plan – Spring term objectives The action plan is to be updated by individual governors following the most recent round of governor visits and curriculum team meetings.</p> <p>10.3 Governor Monitoring CP's visit reports including music lessons, reception nativity and the wellbeing curriculum team meeting 5th December 22 were uploaded to Governor Hub prior to the meeting. Governors are to raise any points with Curriculum Leaders independently.</p> <p>10.3.1 SEND Governor Visit – Mike Leasure The visit report was uploaded to Governor Hub prior to the meeting. The SEND Link Governor ML was impressed with how SEND pupils are being supported. Governors discussed the provision in relation to supporting parents in understanding pupils with SEND. It was suggested that the SENCO engage in training for parents</p> <p>10.3.2 Curriculum Teams meeting feedback HJM met with the Early Years today and gave a verbal report. She looked at data, which is on track. It was noted the impact of COVID with baseline data can be seen compared with previous years. There is a high level of complex needs in the reception class.</p> <p>10.4 Governor Training The Governance Advisor from the LA will be conducting training around Ofsted and monitoring on Thursday 2nd February 23 at 7pm on Teams.</p> <p>PREVENT training – the majority of governors have completed the awareness course.</p> <p>10.5 Key training points from training attended There were no updates</p> <p>Action Points 10.2 Individual governors to update the Governor Action Plan and send to the Chair for uploading onto Governor Hub. 10.4 Clerk to chase outstanding PREVENT training - completed</p>	<p>Agenda FGB</p> <p>All</p>
11	<p>Staff and Pupil Wellbeing and Mental Health Update</p>	



	<p>The SENCO led the mental health day, this was based around pupils in the morning and staff in the afternoon, it was a successful day. New mental health trainees have been appointed.</p> <p>11.1 Cost of living crisis (standing agenda item) No further update, the website had already been discussed at item 5</p>	
12	<p>Any Other Business Industrial action The Head updated governors on the latest situation. He hoped to clarify next week. The LA has provided guidance. The Chair asked to be kept up to date in order for governors to support the school.</p>	
13	<p>Review of meeting – 5 outcomes to parents via the newsletter. Items for next agenda</p> <ol style="list-style-type: none"> 1. Governors welcomed Elinor McNeill to the governing body. 2. A set of effective safeguarding questions governors can ask during monitoring visits have been finalised and will be shared to other boards as best practice. 3. Governors feel the questions will enable them to feel more confident that the children feel safe. 4. Governors signed off a number of policies and asked for more clarification around the use of adrenalin auto injectors. 5. Governors were updated around the new website area called “help for hardship” to support parents during the cost-of-living crisis. 	
	HJM left the meeting at 9.14pm	
13	<p>Date of next meetings 6pm in person at school FGB 5 - Tuesday 28th February 23 FGB 6 - Thursday 23rd March 23 FGB 7 - Tuesday 2nd May 23 FGB 8 - Thursday 8th June 23 FGB 9 - Tuesday 11th July 23</p> <p>Training on Ofsted/Monitoring to be arranged with the Governance Advisor for Thursday 2nd February 23 at 7pm.</p>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader’s response. The meeting closed at 9.14pm

Chair’s Signature – *Alan Whitaker*

Signed as a true record of the meeting

Date: 28-02-23