



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Thursday 23rd
March 2023 at 6pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Scott Grant (SG), Mark Hodge (MH), Mike Leasure (ML), Elinor McNeill (EM), Hannah Jones McVey (HJM) and Carol Peilow (CP).
Apologies accepted	Lizzi Fabisz (LF).
In attendance	Becky Cooper (School Business Manager BC – left the meeting at item 4) and Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
5.3	CP to follow up with the PCC regarding the foundation governor vacancies.	CP	Open
12	Chair to contact SENCO and Wellbeing officer about outcomes from his online course – Balancing needs of SDP with wellbeing.	AW	Open
Action points from meeting held 19th January 23			
6.2.4	Chair and Head to meet to discuss monitoring around objective 3 of the SDP	AW PB	Open
8.2 updated	Clerk to look for an equality and diversity checklist for the school website	Clerk	By next meeting.
10.2	Individual action plans - CP to follow up with LF	CP	By next meeting
Action points from meeting held 15th November 22			
5.4 updated	FFT training – awaiting response from FFT	PB	Open
9 updated	Chair and Head to review and amend the draft Scheme of delegation before circulating to all governors for review and adoption	PB AW	Open
Action points from meeting held 26th January 22			
2	Preschool rent – awaiting further information	PB	Open

	Minutes	Action
1	<p>Welcome from the Chair The Chair welcomed all to the meeting. 1.2 Apologies were accepted from Lizzi Fabisz. 1.3 CP led the opening prayer. 1.4 The meeting was quorate.</p>	
2	<p>Declaration of pecuniary interests relating to items on the agenda There were no declaration of interests.</p>	
3	<p>Budget and Finance Update</p> <p>3.1 Premises. BC reported back to governors, key points are:</p> <ul style="list-style-type: none"> BC, the Head and the cleaner are all looking after the school site whilst there is a site officer vacancy. 	



- There are issues with the block drains which are being investigated after Easter by Dinorod, this is due to excess toilet paper and grease.
- The boilers are fully functioning.
- Notice has been given to the property management company.
- A new digital phone system for safeguarding purposes is being installed during the Easter holidays. There will be a phone in every class for internal communications.
- The grounds team will continue until a site manager has been appointed.
EM informed the board of a potential funding opportunity and will discuss with the parish council.
- The tree surgeon will be in school during Easter, the LA will cover costs.
- The bungalow will be demolished during one of the school holidays (date to be confirmed) following further investigation into the building which found the building to be in a poor state of repair.

Governors were informed of the extra capital spending this year on energy saving projects.

Governors discussed the demolition of the bungalow and the use of the potential space it will create.

During half term, surveyors from the local authority (LA) inspected the school to assess its overall energy efficiency. They will send a report within 6 months, BC has also met them virtually. It was noted they were concerned with the safeguarding fence.

An asbestos specialist will visit the school as part of a county wide series of visits. Staff have received asbestos training.

3.2 Finance

BC had a finance meeting with Ray Byford of the LA. The catering contract expires on 4th April 23, it will be extended for one year, after which it will go out to tender.

Governors discussed the quote, which was double the current payment, they considered the position of the current catering staff, which includes a staff member employed by an agency.

The school subsidises meals as the current price does not cover costs. This means the school has had to increase the cost of school meals by 20p. This has helped decrease the original quote.

Governors discussed the take up of school lunches in KS2. It was noted that only 25% have a school dinner, this is a considerable drop off from KS1.

Question: Is the drop off in take up in KS2, exacerbated by the cost-of-living crisis?

It has always been the same and is due to the end of universal free school meals in KS1. It will be interesting to see if it drops next year as the current year 2 are the first cohort to have had the existing caterers throughout their time at the school.



	<p>Governors discussed the uptake of school meals, which can differ slightly, on census days and the motivation for parents to choose pack lunches. To be cost effective, the school needs to be above 130 meals a day, at present it is between 80 and 90 meals.</p> <p>3.3 Budget The current prediction is a carry forward of £4.5k. She outlined income due that has been delayed, this includes an insurance claim and an Education Health Care Plan (EHCP). Both costs will come out of this year's budget and will leave a balanced budget with a current reserve of £500. Wraparound care is doing well and having a positive impact on the budget.</p> <p>The Department for Education (DfE) has clawed back £580 from the catch-up premium, BC has followed this up and is awaiting a response as to why the money has been clawed back.</p> <p>Question: Can you compare this outturn with previous outturns? <i>The school started the year with a reserve of £120k.</i></p> <p>Question: The trend cannot continue. <i>The pay awards for all support staff are built into the budget and this was not built into last year's budget.</i></p> <p>Question: If the teachers have industrial action would this produce a more favourable outturn. <i>It has not been budgeted for; the possible pay award has been budgeted plus pension contributions have decreased.</i></p> <p>3.1 Approval of Schools Financial Value Standard (SFVS). The SFVS was uploaded to Governor Hub prior to the meeting. Decision: Governors approved the SFVS for 22-23 – signed by chair and submitted on 24th March 23.</p> <p>The Chair thanked BC for balancing the budget and for working over the weekend to produce the year end.</p>	
	<p>BC left the meeting</p>	
<p>4</p>	<p>Meeting Requirements</p> <p>4.1 Approval of the minutes of the FGB meeting held 28th February 23 and agreed actions update. The minutes of the last meeting were circulated prior to the meeting and can be found on Governor Hub. It was noted that Elinor McNeill was not recorded as in attendance at the meeting. On condition this is rectified, the minutes were agreed as an accurate record and will be signed by the Chair.</p> <p>4.2 Action points from last meeting 10.1.1 Clerk to amend the name of the SENCO in the SEND policy and reload onto the school website, complete, action closed.</p>	



	<p>10.2 Chair to post questions from Ofsted training onto Governor Hub noticeboard, this has been actioned and governors are encouraged to respond. Action closed.</p> <p>4.3 Action points from meeting held 19th January 23 6.2.4 Chair and Head to discuss monitoring objective 3 of the School Development Plan (SDP) – not actioned – ongoing. 8.2 Head to ask the Equality Link governor to look at equality and diversity on the website. Updated: Clerk to check resources for a proforma – Addendum: 27.3.23 Clerk researched but could not find a proforma – ongoing. 10.2 Individual governors to update the Governor Action Plan and send to Chair for uploading to Governor Hub – CP will ask LF as she was updating the action plan at their meeting. The Chair will create an additional folder for the action plans on Governor Hub - ongoing.</p> <p>4.3 Action points from meeting held 15th November 22 5.4 Head to request inhouse training for governors from Fischer Family Trust – the Head is still awaiting a response - ongoing.</p> <p>4.3 Action points from meeting held 20th October 22 7.3 MP to complete Skills audit forms – agreed to close, see item 5.1.</p> <p>4.4 Action points from meeting held 27th September 22 2. NN and MP to confirm their pecuniary interests for the Register of business interest. Updated - agreed to close, see item 5. 7. MP still to confirm she has read the Responding to Prejudice Related Incidents policy. Agreed to close, see item 5. 9. Chair and Head to review Scheme of delegation document before circulating to all governors for approval - ongoing</p> <p>4.6 Action points from meeting held 25th April 22 6.2 Chair to meet with MP to discuss her role - agreed to close, see item 5.1.</p> <p>4.7 Action points from meeting held 26th January 22 2. Preschool rent – the Head gave an update; the Dioceses will support the Head around calculating a fair price due to increasing utility costs. Ongoing.</p>	<p>PB AW</p> <p>LT</p> <p>CP</p> <p>PB</p> <p>PB AW</p>
5	<p>Matters Arising</p> <p>5.1 Resignation of Madeleine Piggott as Foundation Governor The Chair gave notice that Madeleine Piggott has resigned as foundation governor.</p> <p>5.2 Appointment of Madeleine Piggott (MP) as an associate governor. MP has indicated a desire to remain connected to the school through the role of an associate governor; this would be trialled for a year. Governors carefully considered the proposal especially reflecting on the school’s previous experience with associate governors that has had minimal impact. They discussed the role and how it could benefit the board through sharing tasks, especially concerning monitoring.</p>	



	<p>Decision: Governors approved the appointment of Madeleine Piggott as associate governor for one year only – term of office – 23rd March 23 to 22nd March 24. She will not have any voting rights at meetings.</p> <p>5.3 Resignation of Nhlanganiso Nyathi as associate governor. The chair confirmed that Nhlanganiso Nyathi had resigned as an associate governor.</p> <p>5.3.1 Foundation Governor Vacancy MP resignation will leave a vacancy for a foundation governor in addition to the ex-officio vacancy. The Chair and Head met with the Dioceses clerk as part of an introductory meeting. She would enquire about potential candidates for the role who may not have a direct link with the school. This was felt to be prudent as the board has a high proportion of parents at present. Decision: Governors agreed to wait until the parish recruits for the ex-officio foundation governor.</p> <p>Governors discussed the recent surveys sent from the Dioceses. The Chair felt the questions were too abstract and so difficult to answer. He contacted the Dioceses Clerk, who has invited him to discuss further at a Zoom meeting.</p> <p>Action point 5.3 – CP to follow up with the PCC regarding the foundation governor vacancies.</p>	CP
6	<p>School Improvement 6. Head’s report The report was uploaded to Governor Hub prior to the meeting. Key points are:</p> <ul style="list-style-type: none"> • Roll – there are currently 205 on the roll. • The school has been asked to go over PAN in September, making an intake of 31 children. • There has been a small number of leavers, mainly composed from the GRT community who have moved site. <p>6.1 Attendance The FFT data report on Attendance up to 10th February was uploaded to Governor Hub prior to the meeting. Questions were invited.</p> <p>Governors requested for the Head to produce a report concerning pupils on the SEND register and to ensure, this is split into a broad range of categories, including gender, English as an additional language, children in care, post children in care, children with an EHCP and on the SEN register. Action: Agreed – for next meeting.</p> <p>Attendance is good, the Head had an attendance meeting this week and a very low number of letters were sent.</p> <p>Question: Is there an absentee in Y6 with 24%.</p>	Agenda FGB



The Head explained the context of the data, there are no concerns, the data means that 24% of the non-attendance involves children with attendance below 90%.

6.2 Safeguarding

The Safeguarding chart, breaking down the number of concerns from MyConcern and organising them into categories was uploaded to Governor Hub prior to the meeting.

The Head reminded governors of who are the Designated Safeguarding Lead and Attendance officer.

Staff are being trained in using MyConcern.

Safeguarding chart - At the recent safeguarding review, the auditor had suggested best practice with MyConcern which the Head will take on board.

Governors asked about a recent incident at the forest school. The Head assured governors that the response by the Early Years Lead was proportionate and supported by the parent community.

Governors considered the incident carefully but were satisfied with the school's actions.

6.2.1 Safeguarding Audit

The LA conducted a Safeguarding review this week, it was an intense process. HM as safeguarding link governor came in to support the school. The auditor spoke to children, staff, observed lunchtimes, looked at the Single Central Record and checked policies.

The Head received her report today. It is red, amber, green rated, all amber outcomes are straightforward to action.

Other outcomes are:

- Governors to review the safeguarding wheel in order to gain an understanding of the school's safeguarding culture.
- Reports from Medical Tracker should be shared at governor meetings so any trends can be identified.
- To ensure there is adequate reporting of the type of concerns on MyConcern – the Head assured governors this will evolve as staff become familiar with the software. It was noted governors can request the sort of data they would like to see.

6.2.2 Safeguarding Wheel

A diagram of the safeguarding wheel was handed out to governors.



	<p style="text-align: center;">Safeguarding Children in Education</p> <p>All governors want every child at their school to do as well as they are able, and to achieve this, children need to be safe, secure and happy. However, this is more than a noble aspiration: it is a statutory requirement, under the Education Act 2002. Some people think that safeguarding is the new word for child protection, it is incorrect. Child protection, deals with a minority of children who are at risk of, or who are suffering significant harm. Safeguarding applies to all children covering everything that happens in your school. Does your governing body incorporate safeguarding into all aspects of its work? The diagram below illustrates this point.</p> <p style="text-align: center;"><small>Produced by Education Safeguarding Team (Aug 2018)</small></p> <p>HJM gave an overview of the wheel. This could be part of an Ofsted Inspection. During the audit, the auditor helped HJM prepare for and understand the type of questions she may be asked at an inspection.</p> <p>Governors need to be aware of all the elements of safeguarding and confident that the board has an overview of them. Governors were unsure that they had an overview of safeguarding around trips and visits.</p> <p>Governors would like to develop their understanding of behaviour and bullying through examining trends and patterns in MyConcern reports. Decision: Agreed to look at this at the next meeting.</p> <p>HJM conducted a pupil voice today in KS2. Report to be shared at next meeting.</p> <p>Governors considered their responsibilities in relation to the wheel. Governors ask safeguarding questions to pupils on walk arounds and ensure whistleblowing posters and first aid kits are visible during visits.</p> <p>The Chair thanked the Head and HJM for the considerable amount of time spent on safeguarding matters, it will ensure governors are better informed and more confident.</p> <p>6.3 Inclusion Report The following reports from the SENCO were uploaded to Governor Hub prior to the meeting: Governor Infographic on SEND, Governor Infographic on Children in Care (CIC), SEN register, Mental Health action plan.</p> <p>The Head invited questions; he informed governors that an EHCP had recently been approved.</p>	<p>Agenda</p> <p>Agenda</p>
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Question: What is IGP on the Infographic?

This is children who have previously had a social worker.

There were no further questions.

Other points from the report:

- There have been no exclusions.
- The largest proportion of Pupil Premium children is in the reception class ensuring that funding is more sustainable than last year, which had a large cohort of Pupil Premium children in Y6.

6.4 Assessment data

An analysis of the assessment data for Y6 and Y3 to Y5 was uploaded prior to the meeting.

The main highlight of the data is the progression in Y6 and Y2.

Governors requested the data to be broken down further into SEND and Children in Care groups, including children with an EHCP and children on the SEND register.

6.5 SDP update– RAG rated.

The red, amber, green rated SDP was uploaded to Governor Hub prior to the meeting.

The Head outlined all objectives that were still at amber and their current status.

Objective	Status
Extend the clearer delineation of formative assessment tasks to other subjects beginning with RE	Completed for RE but not for every subject included computing.
Use of structured spelling programme incorporated in PIXL	Yet to fully embed.
All staff and governors, retrained in how to use FFT (school assessment data tracking system)	Awaiting response from FFT for governor training.
The reading resources in school are reorganized (especially in KS2) to ensure that children are reading a wider variety of genres at their level and encouraging greater depth reading behaviours.	In progress, books are arriving in school.
Mental health action plan to identify targets for the year to develop the Mental health and well-being support available to children	There is a mental health meeting with parents next week.
School website to reflect school offer	Still in progress
Subject leader role is reviewed and promoted	Progressing well but not embedded.
There is a clear and planned agenda, with governor monitoring focus, for termly curriculum teams meetings.	Improving, with an increase of governors visiting classrooms to complete monitoring activities.

Agenda



Enrichment mapping across the curriculum	In progress but more work is needed
Plan the for the implementation of the Junior Duke of Edinburgh scheme.	To look at in summer term.
Embed Forest School in Key Stage one and plan its extension into Key Stage two	Looking to implement in KS2
Children know how they are taught to keep themselves safe in and out of school, through their curriculum and the strong safeguarding culture of the school.	Looking at strengthening beyond PHSE, for example in geography and history.
There is increased number and scope of leadership roles for pupils including play leaders, school captains etc.	In progress
Performance Management meetings link to the SDP and hold leaders to account for their subject leadership role	This is in progress, but more work needed. Some staff have not had a meeting yet.
Governors have a clear rationale for their team meeting monitoring.	Still evolving.
A half termly safeguarding update to parents.	Still evolving.
There is an effective school council in place, and they have opportunities to impact on school life.	Work in progress, to embed more meetings of the school council.
Staff briefing covers fortnightly events to ensure that staff are aware of upcoming events in a timely manner	The Head is considering a more effective system to achieve this.
Simple surveys are used to gain accurate parent voice.	A phonics survey was conducted recently, work in progress.
Discussions with pre-school take place to establish a vision for the future.	Currently delayed.
Contact local businesses/families to identify any possible support available.	The Head has contacted local developers with no response.
<p>6.5.1 Phonics Scheme The Head informed governors that since the last meeting, the School Improvement Advisor has visited the school and observed a lesson. She is still concerned about the school's unvalidated phonics scheme.</p> <p>Governors debated the main concern, which is that an unvalidated scheme could result in a poor Ofsted judgement. They reflected that the school's scheme is an adopted version of the unvalidated scheme heavily amended by the school. All parent voice and pupil voice relating to phonics has been positive and the current outcomes for phonics are also positive. After an in-depth discussion, governors agreed that they had enough evidence to present to Ofsted supporting the Head's decision to maintain the current scheme.</p>	
<p>6.6 Staffing</p>	



	<p>The Head is hoping to interview for a site office next week and requested for a governor to sit on the interviewing panel for the midday supervisor vacancy.</p> <p>6.7 Mental Health Link Governor Decision: Governors appointed EM as the mental health link governor. The SENDCO will be able to support EM in her role.</p> <p>6.8 PE Equipment report and Quote for approval. The PE equipment Inspection report and the Quotation for PE equipment were uploaded to Governor Hub prior to the meeting. The Head outlined the report and informed governors that following on from the last meeting, all PE equipment had been checked.</p>	
7	<p>Safeguarding Update Safeguarding was discussed in detail at item 6.2</p>	
8	<p>Chair's Report and Governor Business</p> <p>8.1 Governing Body Self-Review Evaluation <i>Action: Agreed to defer to the next meeting.</i></p> <p>8.2 Evaluation of skills audit <i>Action: Agreed to defer to the next meeting.</i></p>	Agenda
9	<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 Children in Care (Cic) and Children Previously in Care (Cpic) policy Governors requested comparative data around the destination of leavers of the school who are children in care or children previously in care. Decision: Head agreed to include this data in his head's report for the autumn term.</p> <p>9.2 Complaints Policy The school has been advised by the LA to defer the Complaints policy until the new model policy has been released, this should be imminent.</p> <p>9.3 Governor Induction policy</p> <p>Decision: Governors approved the Children in Care and Children Previously in Care policy and the Governor Induction policy.</p>	Forward planner
10	<p>Governor Reporting, Monitoring and Development</p> <p>10.1 Governor Monitoring – monitoring for spring term 2. All reports had been uploaded to Governor Hub prior to the meeting. This includes:</p> <ul style="list-style-type: none"> • RE monitoring report – CP • PE monitoring report – CP • Genr8 monitoring report - CP. • Literacy monitoring report – SV looked at the phonics scheme. • HJM also conducted a pupil voice monitoring visit. <p>10.1.1 SIAMS – RE Monitoring Report</p>	



	<p>CP reported that she and the RE lead are looking at how the school is compliant under the SIAMS framework. The school is due an inspection next year. CP, the RE lead and the Head attended a training session in SIAMS last week, it was reported that the inspection timetable is behind schedule.</p> <p>10.2 Governor Training There was nothing to report.</p>	
11	<p>Staff and Pupil Wellbeing and Mental Health Update Governors were concerned to hear the increase in the cost of school meals. Question: Are you sure that families eligible for free school meals are taking it up. <i>The numbers are increasing and there is signposting on the website.</i></p> <p>Question: Has support for residential trips been undertaken? <i>Yes, financial reasons are not the reason why pupils are not participating in the residential. It was noted that there is a high uptake in trips.</i></p>	
12	<p>Any Other Business Governors asked after the headteacher's wellbeing after the recent news concerning the death of a headteacher after a downgrading of her school from an Ofsted Inspection. They requested the Head to pass onto staff that governors offer their full support and asked if there is anything else they can do to support senior leaders and staff. The Head felt very supported and will pass their comments onto staff.</p> <p>The Chair attended an online course called Balancing needs of the SDP with school staff wellbeing, he will have a conversation with the SENDCo and Wellbeing Lead about the outcomes of the course that may help staff.</p> <p>Action Point 12. Chair to contact SENCO and Wellbeing officer about outcomes from his online course – Balancing needs of SDP with wellbeing.</p>	AW
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 received a positive financial report from the Finance Manager and are assured the school is seeking best value. 2. Governors appointed a mental health link governor. 3. Governors welcomed a positive safeguarding report from the LA and discussed the safeguarding wheel to ensure they are more informed and confident they are fulfilling their statutory duties around safeguarding. 4. Governors received a concise School Development Plan, so they are aware of the areas of improvement the school is currently focussing on. 5. Governors were informed of the changes to the reporting systems around vulnerable pupils, this will help to identify any trends and patterns and allow governors to see a more detailed breakdown of data, to ensure the right provision is in place to support vulnerable students. 	



13	Date of next meetings 6pm in person at school FGB 7 - Tuesday 2 nd May 23 – to approve the budget and to set a date for strategy meeting. FGB 8 - Thursday 8 th June 23 FGB 9 - Tuesday 11 th July 23	
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Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question. The meeting closed at 8.10pm

Chair's Signature – *Alan Whitaker*

Signed as a true record of the meeting.

Date – 2/5/23