



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Tuesday 6th
June 2023 at 6.10pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Lizzi Fabisz (LF), Scott Grant (SG – entered the meeting at 6.17pm), Mark Hodge (MH), Mike Leasure (ML), Elinor McNeill (EM), Hannah Jones McVey (HJM – entered the meeting at 6.42pm), Carol Peilow (CP) and Sue Vickery (SV).
Apologies accepted	There were no apologies.
In attendance	Carl Jenkins (CJ - observer) and Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
5	Head to present qualitative data around anti-bullying and feeling safe at the next FGB.	PB	Next meeting
5.1.5	Governors requested antibullying to be part of the SDP, which was agreed by the Head.	Head	Open
7.2	SG to review training on offer and make suggestions to individual governors.	SG	Open
8.5	SG and PB to look at amendments to Health and Safety policy	PB SG	Next meeting
9.1	HJM, SV and SG to write up their visit reports and send to Head for checking.	HJM, SV, SG	Next meeting
9.3	Clerk to circulate meeting dates to Head and Chair ahead of the next meeting.	LT	Next meeting
Action points from meeting held 2nd May 23			
5.1 updated	Clerk to share an exemplar term of reference for a committee and to notify Madeleine Piggott.	LT	Completed
7.1	Chair and Safeguarding Lead to monitor the progress of the outcomes of the Safeguarding Audit report.	HJM, AW	Ongoing
8.1	Head to email suggested dates for Strategy Day	PB	Open
Action points from meeting held 23rd March 23			
5.3	CP to follow up with the PCC regarding the foundation governor vacancies.	CP	Open

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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			
10.2 updated	Individual action plan monitoring proforma to be sent to the Chair	MH, SV	By next meeting
Action points from meeting held 15th November 22			
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, especially to Carl Jenkins who was observing the meeting with a view to becoming a governor. The Chair explained the rules regarding observing the meeting. CJ introduced himself. It was noted that a parent election is required for when HJM leaves at the end of term. 1.2 There were no apologies. 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 The Clerk declared an interest in item 7.2, the evaluation of the governance professional. Governors agreed that she could stay in the meeting whilst this was discussed.</p>	
3	<p>Meeting Requirements 3.1 Approval of the minutes and confidential minutes of the FGB meeting held 2nd May 23 and agreed actions update. The minutes of the last meeting were circulated prior to the meeting and can be found on Governor Hub. The minutes were agreed as an accurate record and will be signed by the Chair.</p> <p>3.2 Action points from last meeting 3. Governors are encouraged to visit the school and sample the school dinners. Updated: It was agreed to sample school dinners as part of the Strategy Day – action closed. 5.1 Clerk to investigate succession planning for the safeguarding governor role. Completed. The Chair explains that as the board operates using the Circle Model, there is no committee structure. The Department for Education</p>	
	SG entered the meeting at 6.17pm	
	stipulates that associates can only be allowed in a committee structure model of governance. This will have implications for Madeleine Piggott, who is an associate governor.	

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	<p>The next minute is part of a confidential minute.</p> <p>To resolve the issue of the circle model/associate governor, the board could appoint an Associate Member's Committee.</p> <p>The board reflected on how Ofsted may challenge them with this, however, it was agreed that the board had a wide range of skillsets and was carrying 2 vacancies for foundation governors, as well as a parent governor vacancy at the end of the summer term.</p> <p>It was agreed the main issue was succession planning for the Safeguarding link governor because of the importance of the role. There is an opportunity for CJ to shadow HJM before she leaves at the end of term.</p> <p>Updated: Clerk to share an exemplar term of reference for a committee and to notify Madeleine Piggott – completed 8/6/23 .</p> <p>6.4 Head to produce MyConcern report on SEN, gender, English as an additional language, ethnicity. – It was agreed to move to the Safeguarding item to discuss this.</p> <p>7.1 Chair and Safeguarding Lead to monitor the progress of the outcomes from the Safeguarding Audit report – not actioned, ongoing.</p> <p>7.2 SEN, Safeguarding Leads and Head to work on collating more statistical evidence regarding the pupil voice results. – Completed. It was agreed to discuss this and 6.4 as part of the Safeguarding item.</p>	
(6)	<p>Safeguarding</p> <p>The next item is part of a confidential minute.</p>	
	HJM entered the meeting at 6.42pm	
3.2	<p>Meeting Requirements</p> <p>Action Points from last meeting continued</p> <p>8.1 Head to email suggested dates for Strategy Day. – Completed, the day will be held on Thursday 13th July between 12-4pm to allow for a school dinner. Action closed.</p> <p>3.21 Action points from meeting held 23rd March 23</p> <p>5.3 CP to follow up with PCC regarding the foundation governor vacancies- in progress – open. CP reported back, it will be on the agenda at the next PCC meeting. It was noted that the committee do not meet frequently. Recruitment is underway to appoint a replacement for the Rev'd Sheila Anthony. The school will be involved in the recruitment process on 28th June and there is a possibility that the successful candidate will be in place by the autumn term.</p> <p>12. Chair to contact SENCO and Wellbeing Officer about outcomes from his online course – Balancing needs of SDP with wellbeing. Not actioned - ongoing.</p> <p>3.22 Action points from meeting held 19th January 23</p> <p>8.2 Head to check with website provider that the website complies with accessibility requirements. – Completed, the website has a high visibility section. Action closed.</p> <p>10.2 Individual governors to update the Governor Action Plan and send to Chair for uploading to Governor Hub –MH, SV to action - ongoing</p> <p>3.4 Action points from meeting held 15th November 22</p>	<p>CP</p> <p>AW</p> <p>MH SV</p>

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	<p>5.4 Inhouse training for governors from Fischer Family Trust – confirmed as Thursday 21st September, virtually between 4-5pm. Head to book. Action closed.</p> <p>9. Chair and Head to review and amend draft Scheme of delegation – to action.</p> <p>3.5 Action points from meeting held 26th January 22</p> <p>2. Preschool rent – no update since the last meeting.</p>	AW PB
4	<p>Matters Arising</p> <p>There were no matters arising.</p>	
5	<p>School Improvement</p> <p>5.1 Head’s Report (verbal)</p> <p>5.1.1 School lunches – objective to discuss further and consider a plan to move forward.</p> <p>It was agreed that the topic of school lunch would be a good survey for School Council to conduct. The prebooking system has been launched, it is primarily to stop food waste and ensure meals do not run out by the end of lunchtime. A new chef has started this week who will focus on consistent portion sizes. It was agreed that school dinners needed to be relaunched and children encouraged to taste the food.</p> <p>5.1.2 Health and Safety</p> <p>SG conducted a Health and Safety walk with the Finance Officer and the Head, there were no major concerns. Minor issues include:</p> <ul style="list-style-type: none"> • Some COSHH items to be resolved. • Some risk assessments need tweaking. • Lack of caretaking is becoming an issue taking up 10% of the Head’s time. It would be desirable to recruit before the autumn term. • Governors discussed options to make the role more attractive, and conducting an advertising campaign around the village. • The school will undergo a deep clean over the summer. • The issue of the fence is ongoing. <p>5.1.3 Pupil Premium update</p> <p>The new budget will be reported on next time. It will be similar to this year’s spending.</p> <p>5.1.4 Staffing updates</p> <p>No teachers have resigned this summer. The school has recruited for a new Education, Health Care Plan and there may be another plan in the pipeline. The main issue is the site manager vacancy, which was discussed at 5.12.</p> <p>5.1.4 Ethos</p> <p>The Head, CP and the RE lead attended a Dioceses Course. Main points are:</p>	Agenda

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	<ul style="list-style-type: none"> • The school prayer has been tailored to reflect the school’s ethos. Children were invited to write the prayer and the prayer is an amalgamation of these submissions. • A new logo will be launched, it was shared on screen. It is hoped it will be part of the new reception intake uniform in September. There would be no pressure for parents to purchase uniform containing the new logo as it will be phased in. • There would be no need for a consultation as the uniform would not change. • Governors requested that stakeholders are engaged with this due to the importance of the logo and to inform them of the process, the link with the new prayer and to highlight that there is no need to purchase a new uniform. <p>5.1.5 Plans for next academic year School Development Plan (SDP) The priorities will be defined on the Strategy Day, at present the priorities are:</p> <ul style="list-style-type: none"> • Writing - teaching and assessment. • Working scientifically, the definition of this will be explored on Strategy Day. • Greater emphasis on outdoor learning for KS2 • Implementation of the STEPs training course, which is a therapeutic behaviour system. • Bungalow – unchanged from this year due to the lack of progress. There has been no engagement from David Wilson homes. • Decision: Governors requested that antibullying be part of the SDP, which was agreed by the Head. 	
7	<p>Chair’s Report and Governor Business</p> <p>7.1 Agree date for next Governor Strategy Day in summer term 2 The date has been set as Thursday 13th July – 12-4pm.</p> <p>7.2 Governing Body Self – Review Evaluation The review had been uploaded to Governor Hub prior to the meeting.</p> <p>Governance Professional and Skills and Diversity section</p> <ul style="list-style-type: none"> • The clerk left the meeting whilst the governor professional role was discussed. Skills audit section – it was agreed that a skills audit is undertaken regularly. Governors are addressing any skills gaps. Recruitment has not been difficult. Governors were encouraged to upskill using the NGA Learning Link or attending local authority (LA) courses. The board regularly undertake training as a whole for example FFT Training. • The section is mostly green with some amber. • Action – SG will review the training on offer and make suggestions. • The clerk suggested governors access the Equality, Diversity and Inclusion suite of modules on the Learning Link and this could be a required objective for all governors (addendum: the latest list of modules were circulated after the meeting). <p>Decision: Governor development and collaboration section for next time.</p>	Agenda

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	<p>7.3 Evaluation of skills audit Defer to the next meeting</p> <p>Action 7.2 SG to review training on offer and make suggestions to individual governors.</p>	SG
8	<p>Policy Review and Approvals All policies were uploaded to Governor Hub prior to the meeting.</p> <p>8.1 Early Careers Teacher – Induction policy This is a model policy from the Key to school leaders. Decision: Governors approved</p> <p>8.2 Governor Visit policy Decision: Governors approved</p> <p>8.3 Anti-bullying policy Governors explored how policies are checked to ensure they are up to date with the correct links. The majority of policies are model policies. It was noted that in section 1.5 there is a reference to the KCSiE 2021, it was agreed to change to “the current version of KCSiE”. Decision: Governors approved</p> <p>8.4 Statement of Behaviour The Head explained the Statement of Behaviour principles which feeds into the Behaviour Policy. The school will adopt the STEPS model of managing behaviour in due course, once undertaken the Statement of Behaviour and the Behaviour policy will need to be aligned to the new model. Decision: Governors approved</p> <p>8.5 Health and safety policy The Health and Safety link governor flagged a couple of minor amendments: <ul style="list-style-type: none"> • The regulatory Fire Safety Act 2021 – SG to check this. • The site officer is named as responsible in and out of school hours, it was suggested a temporary amendment is needed due to the role being vacant. It was agreed to amend to “in the case that the site manager is absence, the Headteacher” • All references to COVID management to be removed. The Head will check if there is official guidance on this. • Section 18.3 – notifying parents – this may need rewording. The Head will check. Decision: Agreed to defer to next meeting.</p> <p>8.6 Grievance procedure – EPM procedure Decision: Governors approved</p> <p>Action 8.5 SG and PB to look at amendments to Health and Safety policy</p>	<p>Forward planner</p> <p>Agenda</p> <p>PB SG</p>

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9	<p>Governor Reporting, Monitoring and Development</p> <p>9.1 Governor Monitoring – monitoring for summer term 2.</p> <ul style="list-style-type: none"> • HJM has attended a phonic session for reception and Y1, she observed exceptional concentration and focus from pupils. There was high energy in the class, and she was showed the progression in Y1. • SV supported Y6 SATS and spent time with the Phonics Lead. The Lead consistently links phonics thematically with the curriculum. • SG conducted a Health and Safety walk. <p>9.2 Governor Training This was discussed at item 7.2</p> <p>9.3 Meeting dates for 23-24 The clerk will circulate potential dates to the Head and Chair. It was agreed to hold meetings on Thursdays.</p> <p>Action</p> <p>9.1 HJM, SV and SG to write up their visit reports and send to Head for checking.</p> <p>9.3 Clerk to circulate meeting dates to Head and Chair ahead of the next meeting.</p>	HJM, SV, SG LT
10	<p>Staff and Pupil Wellbeing and Mental Health Update including cost of living (standing agenda item)</p> <p>Pupil wellbeing was discussed in depth at item 5 - Safeguarding Governors asked after the Head's wellbeing, which is secure.</p>	
11	<p>Any Other Business</p> <p>There was no other business</p>	
12	<p>Review of meeting – impact of meeting, items for next agenda</p> <ul style="list-style-type: none"> • Governors had looked forensically at safeguarding issues and have requested further evidence to ensure that pupils feel safe at the school. • Governors had signed off a number of policies, including the Anti-bullying policy. • Governors considered a new logo encompassing the school values and ethos as part of their remit to ensure clarity of vision, ethos and strategic direction. • As part of effective governance, succession planning was discussed to ensure a robust handover once the Safeguarding Link governor steps down. 	
13	<p>Date of next meeting FGB 8 – Tuesday 11th July 23 – 6pm in person at the school</p> <p>Other dates: Strategy Day - Thursday 13th July between 12-4pm Sports Day - 29th June 23 FFT training – virtual – Thursday 21st September 23 – 4-5pm.</p>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question. The meeting closed at 8.25pm

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Minutes approved by the full governing board and signed by the chair:

Chair.....*Alan Whitaker*.....

Date11/07/23.....

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