



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Tuesday 2nd
May 2023 at 6.05pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Lizzi Fabisz (LF), Scott Grant (SG), Mark Hodge (MH), Mike Leasure (ML), Hannah Jones McVey (HJM), Carol Peilow (CP) and Sue Vickery (SV).
Apologies accepted	Elinor McNeill (EM).
In attendance	Becky Cooper (School Business Manager BC – left the meeting at 7.30pm) and Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
3	Governors are encouraged to visit the school and sample school dinners.	SV	By next meeting
5.1	Clerk to investigate succession planning in terms of the safeguarding and parent governor role.	LT	By next meeting.
6.4	Head to produce reports on MyConcern on SEN, gender, EAL, Ethnicity, for June's FGB. Governors to post any queries on Governor Hub.	PB	Next meeting
7.1	Chair and Safeguarding Lead to monitor the progress of the outcomes of the Safeguarding Audit report.	HJM, AW	Ongoing
7.2	SEN Lead, Safeguarding Lead and Head to work on collating more statistical evidence regarding the pupil voice results. ML will send his questions for a survey to PB.	ML, HJM, PB	Open
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
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			
8.2 updated	Head to check with website provider that website complies with accessibility requirements.	Head	By next meeting.
10.2 updated	Individual action plan proforma to be sent to the Head	LF, MH, SV	By next meeting
Action points from meeting held 15th November 22			
5.4 updated	FFT training – awaiting date of training	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

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Action points from meeting held 26 th 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 EM. 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 3.1 Budget 2022-2023 The budget spreadsheet was uploaded to Governor Hub prior to the meeting. BC reported back to governors, key points are:</p> <ul style="list-style-type: none"> • The carry forward from 2022-2023 will be minimal, at present it is £122.50 but will be £6k once other funding has come in. • Income from the after-school club has increased due to an increase in use. • The school is looking to appoint a caretaker in September after difficulties in recruiting for this term. This is presently being covered by the Head, BC and the cleaner. The grounds people will be retained for another year. • The predicted carry forward at 23-24 will be £16k, which includes the carry forward of £6k from this year. • The budget does not include funding for another EHCP which is due soon. <p>Governors discussed support staff variances that would impact on the budget and potential cost savings in the curriculum provision should further savings be required.</p> <ul style="list-style-type: none"> • The current pay award has been built into the budget, but this has been voted against by unions, the Department for Education (DfE) has made it clear they will not fund a higher pay award. <p>Question: How have you estimated energy costs? <i>We have been assured by the local authority (LA) that our costs won't increase, we are currently in a fixed rate.</i></p> <p>Question: What is the level of return we will get from our insurance for sickness cover? <i>We only insure teaching staff, and they have to be off for more than 10 days. The pay out varies yearly but the level of return is good.</i></p> <p>Governors discussed the additional cost to insure support staff and agreed that the cost was too high.</p> <p>Challenge: Why do the proceeding years show a deficit when we have balanced the budget for 23-24.</p>	

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There are a lot of unknowns that can impact on the budget, including numbers on the roll and increases in funding so it is difficult to predict a 3-year budget.

Question: Is there anything we would have wanted to include that we were not able to.

No, we will have a new audio for the hall using the carry forward and the capital budget.

Catering is now in year 4 and will go out to tender for next April 2024. Governors considered their duties in relation to school lunches. The DfE recommends governors work with senior leaders to look at the whole school policy around school lunches.

Governors had a robust conversation about school lunches, including, the statutory requirement to provide hot dinners, asking for support from the Dioceses, the consequences of not being able to find a provider. They considered moving the catering in house but decided that was not a realistic option.

Decision: It was agreed to consider further and be clear as a board on the statutory requirements, including if it is a legal duty to provide hot meals to pupils not on free school meals. In addition, governors are to investigate whether there is any accountability for this when costs are rising, and the school has a tight budget.

Governors agreed they had a moral obligation to provide a hot meal for families who could not afford to do so.

Governors were informed of the number of school meal uptake, which is steady at 75 to 85 per day, however, the tender was based on 125 meals a day. The caterers have not been able to fully launch their provision in the parent community. It was noted that universal free school meals does not have a full uptake.

The school will implement a pre-booking system for all year groups to help reduce waste and resolve the portion control issue. The details of this was discussed further. The Head will write to parents to inform them of the pre-payment system. It was noted that not all parents were engaged with this.

Governors would like to look at this in depth and survey parents to find out their views on school lunches, including the pre-payment system and how the school moves forward.

Governors explored the reasons why there was a low uptake, this could also be due to children wanting a pack lunch so they could eat quickly without having to queue and therefore have more play time.

Decision: It was agreed for governors to consider further at the next meeting, with the objective of producing a firm proposal.

Agenda

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<p>Action – Clerk to research further guidance and statutory requirement – completed and sent to Chair, Head and HJM on 3rd May.</p> <p>3. SV will visit the school and sample the school dinners.</p> <p>BC informed governors of the changes in the accounting software which means she is unable to submit the budget in time for 12th May deadline as she has to have training first on the new software. The change in software comes at a very challenging time of year for Finance Officers.</p> <p>Governors challenged whether the school was obtaining best value for money in their contracts and service level agreements, for example Governor Services and Governor Training and the budget spent on telephone calls. It was suggested that governors produce a training plan which would include a set of training criteria for each governor based on their role, to be completed within a certain time frame.</p> <p>It was noted that the LA Finance Officer had scrutinised the budget and he was satisfied with the overall balance. Governors diligently discussed staffing costs and the curriculum budget.</p> <p>The Chair suggested governors develop a mechanism where they evaluate the value of all the lines of expenditure linked to a contract or linked to the delivery of the curriculum to the children and evaluate the impact of the spend in financial terms. However, it was challenged that this would be difficult to quantify and could add additional pressure on staff workloads.</p> <p>Governors were satisfied that they were fulfilling their role at overseeing the financial performance of the school and making sure that money is well spent. The Finance working group robustly scrutinise the budget and the FGB allows other governors to challenge and ask questions before the approval process is finalised.</p> <p>Action: BC will demonstrate the phone system on SG's next health and safety walkabout.</p> <p>After a robust debate, governors were reassured that the school has a contingency plan in place should the budget go into a deficit.</p> <p>Resolution: the Governing Body unanimously approves the School Budget Plan for the financial year 2023-2024.</p> <p>AW thanked BC for her work.</p> <p>Governors were given an update around the preschool rent. A third party is now involved in investigating the original lease and will liaise with all parties. Governors were updated on the current costs of the use of the building by the preschool.</p> <p>3.2 Approval of property management company.</p>	<p>SV</p>
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	This is now being dealt with in house due to the vacant site manager post. BC has Health and Safety support from the LA.	
	BC left the meeting at 7.30pm. Governors agreed to a brief refreshment break.	
4	<p>Meeting Requirements</p> <p>4.1 Approval of the minutes of the FGB meeting held 23rd March 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 clerk to include SV as present on the minutes; 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 5.3 CP to follow up with PCC regarding the foundation governor vacancies- in progress – open. 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>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) – completed, the Chair will feedback via email, action closed. 8.2 Clerk to look for an equality and diversity checklist for school website – the clerk could not find a checklist however; the website should comply to accessibility requirements. Updated: Head to check with website provider. The clerk informed governors of the new DfE requirement for the diversity of the board to be published on the website. It was agreed to delay any implementation until further guidance was released. 10.2 Individual governors to update the Governor Action Plan and send to Chair for uploading to Governor Hub – AW had not had any since the last meeting. The STEM curriculum group have not met and the Humanities only met last week. LF will submit her action plan, she has forwarded it to HJM and CP. Action plans have been received from SG, HJM, CP, ML. Ongoing.</p> <p>4.4 Action points from meeting held 15th November 22 5.4 Inhouse training for governors from Fischer Family Trust – governors discussed the best days for this. The Head will suggest Thursdays, he will ask if the session can be recorded so all can access it. Ongoing. 9. Chair and Head to review and amend draft Scheme of delegation – to action.</p> <p>4.5 Action points from meeting held 26th January 22 2. Preschool rent – discussed at item 3 - open.</p>	CP AW PB PB PB/AW
5	<p>Matters Arising</p> <p>5.1 Notice of Resignation of Hannah Jones McVey as parent governor at the end of the summer term.</p>	

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	<p>The Chair informed governors that HJM has given notice of her resignation and will leave on 23rd August. She will leave a vacancy of safeguarding governor. As this is a key role, it would be desirable for her successor to shadow her before she leaves. The Chair had already had some interest in the role by a strong candidate. There was a difficulty with finding a suitable space on the board as there are only 2 foundation governor vacancies, and one of these is ex-officio.</p> <p>Action: The clerk to investigate further and liaise with the chair.</p>	LT
6	<p>School Improvement 6.1 PE and Sports Premium</p> <p>LF uploaded the following documents prior to the meeting: Evidencing the impact of the primary PE and Sports Premium, 2021-2022 and 2022-2023 versions and the Five Key indicators.</p> <p>LF briefly explained how the school was meeting each key indicator, main points are:</p> <ul style="list-style-type: none"> • The report has been uploaded onto the website; the fund is approximately £18k this year. • For Key Indicator 1 - The school purchased new sports equipment based on the new PE scheme. • For Key Indicator 2 - The cross curricular orienting scheme was renewed which will embed active learning across the school. At present, all KS2 are undergoing the scheme with plans to use it in Y3 as a unit and Y4,5 and 6 as part of maths, English and history as a different active way of teaching a lesson. • For Key indicator 3 – the PE coach has undertaken CPD in PE and dance. She also assists with the administrative side of PE and helps run competitions. • Key indicator 4 – this has not been looked at for this year. • Key indicator 5 – There is a wide range of inter school competitions and this will continue for next year. • A digital tool will be released in the next academic year for the fund. • The current document on the website is a working document, with the Impact Statement still to be produced. • There is approximately £4k left over in the funding which will be spent on Key Indicator 4. • Swimming will be updated in the summer term for Y3 and Y5 with a catch up for Y6. <p>AW thanked LF for her report. Questions were invited.</p> <p>Question: How do your percentages in swimming compare with other schools? <i>Most pupils can swim 25metres as they attend private swimming lessons.</i></p> <p>Question: Why is the PE Coach not mentioned in the 2021 report. <i>The funding only partially funds her, and this started in 2022.</i></p> <p>Governors were reminded that the document is on the website.</p>	

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	<p>It was noted that Sports Day is on 29th June. Governors discussed the inter school tournaments, parents are occasionally invited and are relied upon for providing transport.</p> <p>There were no further questions.</p> <p>6.2 Head’s report – verbal The report from the LA School Improvement Advisor regarding phonics was uploaded to Governor Hub prior to the meeting.</p> <p>6.3 Phonics scheme This is part of a confidential minute.</p> <p>6.4 Data from Myconcern At the last meeting, governors requested data from Myconcern on SEN, gender, ethnicity and English as an additional language. These will be sent out for the next FGB in June. Governors were asked to post queries on the Governor Hub noticeboard.</p> <p>Action 6.4 Head to produce reports from MyConcern for June’s FGB.</p>	<p>Agenda FGB</p> <p>Head</p>
7	<p>Safeguarding Update 7.1 LA Safeguarding Audit The recent audit from the LA around the leadership of safeguarding was uploaded to Governor Hub prior to the meeting. The Chair reminded governors of their duty to monitor the school’s implementation of the outcomes in the audit, which is red, amber and green rated. He requested that dates are put against the actions that have turned green.</p> <p>7.2 Safeguarding – Pupil Voice – HJM HJM’s Pupil Voice report on safeguarding was uploaded to Governor Hub prior to the meeting. Governors robustly considered the concerns of KS2 pupils which were flagged up in her report. They reflected on the older pupils’ concept of bullying. It was noted Y4 and Y6 have completed a PSHE unit in bullying. The Head reassured governors that all incidents are reported on MyConcern, and this would be a good way of monitoring the situation.</p> <p>Governors would like to see a survey for KS2 to unpick the comments and to see how all children, especially younger ones are using the term “bullying”. They discussed the most effective way of surveying pupils, including a wellbeing survey with emojis. The SENCO has conducted a wellbeing survey during Wellbeing Day through an activity in KS2, she met with selected children on Friday lunchtimes to talk about emotions.</p> <p>Governors considered the differences in responses between the key stages.</p>	

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	<p>Governors discussed the results of the pupil voice, it was felt there was a lot of anxiety around the curriculum and meeting objectives. Another meeting is needed to discuss art.</p> <p>10.1.1 Governor Monitoring – monitoring for summer term The main priority is to ensure the activity action plans are up to date. The Strategy day will give a clear idea of monitoring objectives for next year in order to produce an annual calendar.</p> <p>10.2 Governor Training Deferred to next meeting.</p>	
11	<p>Staff and Pupil Wellbeing and Mental Health Update including cost of living (standing agenda item) The Head reported that the SENCO and Wellbeing Lead are very busy at the moment ensuring pupils wellbeing are secure. It was noted that the phonics scheme has put additional pressure on staff and for all governors to check staff wellbeing during monitoring visits.</p>	
12	<p>Any Other Business There was no other business.</p>	
13	<p>Review of meeting – impact of meeting, items for next agenda</p> <ol style="list-style-type: none"> 1. Governors will ensure the provision of school lunches will meet the needs of all pupils. 2. Governors approved the budget to ensure funding is appropriately allocated to allow continual improvement in school and enriching curricular activities for pupils. 3. Governors addressed the outcomes of the safeguarding pupil voice to ensure pupils feel safe in school. 4. Governors robustly discussed the phonics scheme and are satisfied it will have the most impact on pupils. 5. Governors discussed succession planning to ensure an effective handover, especially in regards to safeguarding. 	
13	<p>Date of next meetings 6pm in person at school FGB 8 – The meeting has been rescheduled for Tuesday 6th June 23 FGB 9 - Tuesday 11th July 23 – this meeting may need to be moved to allow EM to attend.</p>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question. The meeting closed at 8.32pm

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

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

Date06/06/23.....

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