



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Tuesday 27th
September 2022 at 6pm at the school and on Teams

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Lizzi Fabisz (LF), Scott Grant (SG - entered the meeting at 6.07pm), Mark Hodge (MH), Hannah Jones McVey (HJM), Carol Peilow (CP) and Sue Vickery (SV).
Apologies accepted	Revd Sheila Anthony (SA), Madeleine Piggott (MP) and Alex Gordon (AG)
In attendance	Louise Todd (LT - Clerk) and Becky Cooper (left the meeting at 6.27pm).

Action points from this meeting			
Item	Action	Lead	Status
2	AG, HJM, NN, MP plus Mike Leasure (see item 12.4) to confirm their pecuniary interests by form or Governor Hub.	AG, HJM, NN, MP, ML	By next meeting
3	BC to conduct a rough calculation of budget costs – to include the proposed staffing pay awards.	BC	By next meeting
3.1	Head to organise a regular budget meeting between himself, BC, SV and MH.	PB, BC, SV, MH	As soon as possible
7	Clerk to ensure all governors confirm they have read the KCSiE, Governor Code of Conduct, are aware how the school manages prejudice reporting and have completed the safeguarding module https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc link	Clerk	Open
8	Head to add the new school hours to the website.	PB	Open
9	Finance team to look at recommendations in the LA Audit letter for Finance Committees to see if the school follows best practice.	MH SV BC	Open
10.1	Head to check SA can join Head's performance management review on 6 th October	PB	By 6 th October
10.1.2	LF to follow up outcomes in recent LA Advisor website audit.	LF	Open
10.1.3	AW to talk to Mike Leasure about the humanities curriculum team role	AW	Open
13	Clerk to upload approved policies to the website	LT	Next meeting
13.4	Head to check if Remote Learning policy should be more generic.	PB	Next meeting
Action points from meeting held 14th July 2022			



7.2.1 updated	Governors to look at the GAP and send any comments to AW for collating a final version.	All	Next meeting
7.2.3 updated	Governors are asked to attend LA courses suggested by the Chair and SG and let them know when they have booked on a course.	All	Next meeting
7.3 updated	Governors to look at the Self-Evaluation form and feedback comments to the Chair	All	Next meeting
Action points from meeting held 6th June 22			
8.1 updated	Lone working policy for ratification next meeting	Clerk/PB	By next meeting
Action points from meeting held 25th April 2022			
6.2	Chair to meet with MP and possibly CP (if available) for induction meeting	AW	Open
Action points from meeting held 26th January 22			
2	Preschool rent – awaiting further information	PB	Open

	Minutes	Action
1	<p>Welcome and Apologies The Clerk welcomed all to the meeting.</p> <ul style="list-style-type: none"> • Apologies were accepted from SA, AG and MP • The clerk asked CP to open the meeting with a prayer. • The meeting was quorate and was hybrid. 	
2	<p>Declaration of pecuniary interests relating to items on the agenda There were no declarations. The clerk asked governors to submit their pecuniary interests either by a form or to confirm via their profile on Governor Hub. Hard copy forms received from PB, AW and SV. Action points 2. AG, HJM, NN, MP plus Mike Leasure (ML - see item 12.4) to confirm their pecuniary interests by form or Governor Hub.</p>	AG, HJM, NN, MP, ML
	SG entered the meeting at 6.07pm	
3a	<p>Election of Chair for the academic year of 2022-23 The clerk had received a confirmation from AW that he is happy to continue as chair. He was asked to leave the room during the voting process. SA proposed by email, SV seconded</p> <p>Decision: Governors unanimously approved the election of Alan Whitaker as Chair of governors for the academic year of 2022-2023</p> <p>AW proceeded to chair the meeting, he welcomed all to the meeting and thanked BC for attending the meeting.</p>	
3b	<p>Finance and Budget Update BC updated governors.</p> <p>3bi. Energy Costs The school is tied into a tariff well below the price cap until the new financial year. This might effect the budget in April and possibly in September 23. At present, she has no concerns and has had reassures by the energy company.</p>	



	<p>She understood the Department for Education (DfE) is looking to provide support to schools.</p> <p>Question: Is there anything we ought to start doing now to ease difficulties in April? A lot is dependent on the support from the DfE. The energy company is looking into it. BC can email the manager of the energy company directly if there are any questions.</p> <p>Governors felt reassured and would like to look at sustainable energy and how it can be funded moving forward.</p> <p>The next business is part of a confidential minute.</p> <p>Action BC will conduct a rough calculation of costs for governors.</p> <p>Decision: Governors agreed it would be prudent to have regular meetings between the finance team of SV and MH with the Head and BC so they can monitor spending closely. It was agreed to convene an emergency FGB if it was needed.</p> <p>The Chair thanked BC for attending and for effectively managing the budget.</p> <p>Action Points 3. BC to conduct a rough calculation of budget costs – to include the proposed staffing pay awards. 3.1 Head to organise a regular budget meeting between himself, BC, SV and MH.</p>	<p>Forward planner</p> <p>BC</p> <p>BC, SV, MH, PB</p>
4	<p>Election of Vice Chair for the academic year of 2022-23 SA proposed for Scott Grant to be appointed Vice Chair. AW seconded SG left the room whilst governors voted.</p> <p>Decision: Governors unanimously approved the election of Scott Grant as Chair of governors for the academic year of 2022-2023</p>	
5	<p>Meeting Requirements</p> <p>5.1 Approval of the minutes of the FGB meeting held 14th July 22 and agreed actions update The 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. After discussion, it was agreed that as the minutes were on the website and parents could request hard copies, there was no need for a hard copy to be signed at the meeting.</p> <p>Action points from last meeting 7.2.1 Chair to recirculate spring and summer term objectives of the GAP for individual governors to red, amber, green rated – completed, governors were asked to feedback within the next 2 weeks so they can be collated. Updated</p>	<p>All</p>



	<p>7.2.2 All governors to consider development objectives and actions for priorities for 22-23, merge with 7.2.1.</p> <p>7.2.3 All governors to consider their own training gaps and inform AW and SG. Updated – The Chair has noted the training possibilities in the new prospectus, which is on Governor Hub. He will consult with SG and circulate a list of suggested training courses to individual governors. It is suggested governors attend the courses but it is not compulsory. Governors were asked to review this and inform the Chair and SG which courses they will attend. This will form part of a governor training plan. Ongoing</p> <p>7.3 Clerk to look for alternative models for self-evaluation – completed and on the agenda. Updated: Governors were asked to look at the model and feedback comments to the Chair by half term. Ongoing</p> <p>8.5 Clerk to send out FGB dates for 22-23 – governors agreed to have January’s FGB on Teams. November’s meeting has been moved to 15th November. The Chair asked governors to attend as many meetings as possible. Action closed.</p> <p>9. Head to circulate final version of Accessibility Plan to governors via email for approval – this will be ready for the next meeting. The Head updated governors on the objectives currently in the Plan that will enhance access – On agenda.</p> <p>The Equality policy and Equality information and objectives to NN for review. The policy is on the agenda and will be shared with NN when he meets with the Head. Action closed.</p> <p>Action points from meeting held 6th June 22</p> <p>8.1 updated. SG to send final risk assessment for Lone working policy to Head for inclusion in the policy – completed and sent to Head, will return to FGB for final ratification - ongoing</p> <p>8.1.1 Head to check First Aid policy against Department for Education (DfE) updates. On the agenda, action closed.</p> <p>Action points from meeting held 25th April 22</p> <p>6.2 Chair to meet with MP to discuss her role – not actioned - open</p> <p>Action Points from meeting held 26th January 22</p> <p>2. Preschool rent – ongoing</p>	<p>All</p> <p>All</p> <p></p> <p>PB</p> <p>AW</p> <p>PB</p>
6	<p>Matters arising There were no matters arising.</p>	
7	<p>Safeguarding</p> <p>7.1 KCSiE – changes for 2022 Governors were signposted to Appendix 2, which contains useful definitions. Governors were asked to confirm they have read and understood Part 1 via Governor Hub or inform the clerk via email.</p> <p>7.2 Safeguarding and Child Protection Policy for ratification Decision: Governors approved the Safeguarding and Child Protection policy 2022</p> <p>7.3 Responding to Prejudicial Incidents Policy for approval</p>	



	<p>This is a new policy from the local authority. It was agreed for governors who did not attend the training at June's FGB to read the policy as it is comprehensive.</p> <p>Decision: Governors approved the Responding to prejudicial incidents policy</p> <p>7.4 Safeguarding Training Governors were asked to complete the online training at https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc_link</p> <p>Once logged in for the first time, governors will be asked to create a password. The module is bespoke training specifically for governors. All governors must have a knowledge of safeguarding and the school's safeguarding process and ensure it is embedded in the culture of safeguarding. The safeguarding link governor will meet this term with the Head.</p> <p>Action Point 7. Clerk to ensure all governors confirm they have read the KCSiE, are aware how the school manages prejudice reporting and have completed the safeguarding module https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc_link</p>	LT
8	<p>School Improvement</p> <p>8.1 Head's Update The end of year data overview was uploaded to Governor Hub prior to the meeting. The Head gave a verbal update. Main points are:</p> <ul style="list-style-type: none"> • There is a full cohort in reception with 30. There is an open appeal which would take us to 31 if successful. The Head explained the process in more detail. • The reception cohort have settled in well and are now full time. • The children from the GRT community have now left the area. The school was sad to lose the children. Since they have left, 3 more children have joined and another has accepted a place so the roll is currently 205 and will be 206. • Attendance so far this year is at 97% • School hours – the school is in line with the statutory requirement outlined by the government's recent white paper. This is to be open for 6.5 hours per school day. <p>8.2 School Development Plan (SDP) Update – Priorities for 22-23 The overarching objectives for the SDP were uploaded to Governor Hub prior to the meeting. Many of these came from the Governor Day in July.</p> <ul style="list-style-type: none"> • The new English and maths leads are working hard. • The school will use PIXL for assessments, which is able to perform question analysis and give a more detailed breakdown of gaps. The Head explained in more detail. It will be used to enhance maths and 	



	<p>greater depth in reading. PIXL are very engaged with the school. The Head will ask his contact at PIXL for governor training.</p> <ul style="list-style-type: none">Objective 2 was covered during Governor Day and covers special needs and mental health in terms of the wider curriculum and enrichment. <p>Governors discussed the provision in more detail, this included the school's previous work at the school, exploring what a cultural curriculum offer looks like for the school and community, particularly experiences children may not get at home, including looking at other places of worship and enhancing trips.</p> <ul style="list-style-type: none">Communication – class blogs will go online in autumn term 2, staff are working 2 weeks ahead to ensure the school has the best possible mechanisms for communicating with parents.Objective 4 – The curriculum team meetings with governors will be held week beginning 5th December. <p>Governors discussed the music provision. Parent governors anecdotally fed back as to how successful the new provision and teacher has been in engaging staff and children. HJM will observe a music lesson.</p> <p>8.3 Pupil Premium and School Led Tutoring The reports will be shared when ready. The Head gave a detailed overview of the current spending criteria and budget. The School-led tutoring budget will be used on a tutor and focus on interventions. This has not yet started; teachers are currently considering which pupils will receive the tutoring. Pupil premium has been spent on staff training, musical instruments and other music provision, subsidising trips for Pupil Premium children, pastoral emotional wellbeing and PIXL.</p> <p>8.4 Attainment and improvement The attainment results for last year's statutory testing comparing county and national rates were uploaded to Governor Hub. Writing and maths are not in line with reading. This will be a priority and work has already started in maths and greater depth in reading.</p> <p>Question: How far off were we in terms of reaching expected targets. We reached targets in reading. The expected in writing and maths was in the 80s, this is due in part to the work of the previous Y6 teacher. We will improve the systems to cover this gap. The Head is pleased with the current KS2 team.</p> <p>KS1 in maths were below targets. Y3 is a main focus of intervention work, including how the cohort can catch up and unpicking the reasons why they were below.</p> <p>Comment: The impact of COVID is not something we can make an assumption for the reasons why targets were not achieved.</p>	
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	<p>We were moderated in KS1. Next year will see the end of KS1 as a measure as next year's Y2 will have undertaken the reception baseline.</p> <p>Question: Will those five objectives permeate and be tracked across the three curriculum groups. Objective 4/quality of education will be significant across all teams, as will objective 1. Objectives 3 and 5 will be more relevant to governors and only aspects of objective 2 will be relevant.</p> <p>Question: In terms of governor responsibilities to monitor progress areas, will that be through the curriculum meetings or through other means. Decision: It was agreed for the Chair and Head to discuss and then direct individual governors to the right areas.</p> <p>There were no further questions. Action Point 8. Head to add the new school hours to the website.</p>	PB															
9	<p>Chair's Report A letter from the local authority explaining best practice around finance was uploaded to Governor Hub prior to the meeting.</p> <p>Action: MH and SV with BC to look at the letter and judge whether governors need to incorporate the recommendations into practice.</p> <p>Ofsted All schools rated outstanding would have an inspection by 2025. It is unknown when the school will receive an inspection. The LA School Improvement Officer will send a presentation around Ofsted training to governors which must not be shared. Governor Training also offer Ofsted training, to be booked via Governor Hub. The Learning Link has modules around Ofsted. The Chair suggested an extra meeting could be convened to discuss Ofsted.</p> <p>Action Point 9. MH, SV with BC to look at recommendations in the LA Audit letter for Finance Committees to see if the school follows best practice.</p>	MH, SV, BC															
10	<p>Governor Reporting, Monitoring and Development Updates The list from last year was uploaded to Governor Hub. The following link governors were appointed.</p> <table border="1" data-bbox="296 1700 1318 1980"> <thead> <tr> <th>Link</th> <th>Governor</th> <th>Guidance</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>Hannah Jones McVey</td> <td>HJM will meet the Head to discuss her workload</td> </tr> <tr> <td>Early Years</td> <td>Hannah Jones McVey</td> <td></td> </tr> <tr> <td>Pupil Premium and SEND</td> <td>Mike Leasure (proposed)</td> <td></td> </tr> <tr> <td>Assessment</td> <td>Sue Vickery</td> <td></td> </tr> </tbody> </table>	Link	Governor	Guidance	Safeguarding	Hannah Jones McVey	HJM will meet the Head to discuss her workload	Early Years	Hannah Jones McVey		Pupil Premium and SEND	Mike Leasure (proposed)		Assessment	Sue Vickery		
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Head's Performance Management Review	Scott Grant, Sue Vickery, Sheila Anthony	The date is set for 6 th October after which Carol Peilow will replace SA.															
SIAMS	Carol Peilow	It was agreed for the ex-officio foundation governor to share the role when they are appointed.															
Wellbeing – senior lead	Alan Whitaker																
Diversity	Nhlanganiso Nyathi (NN- Associate governor)	Meeting with the Head on 4 th October															
Finance	Sue Vickery and Mark Hodge																
Website monitoring	Lizzi Fabisz	To conduct an annual website audit															
Salary review	Vacant	The Head will find out if a panel is needed or if the FGB can approve															
Complaints/Grievance/ Exclusions Panel	Sue Vickery, Alex Gordon, Carol Peilow																
<p>Curriculum, maths, PSHE and English will be covered by the Curriculum Teams so will not need an individual link governor.</p> <p>Decision: It was agreed to carry the vacancy of ex-officio foundation governor when SA leaves as she has recommended.</p> <p>Decision: The clerk suggested NN writes a report of his meeting with the Head before he leaves the building. He is welcome to attend FGB meetings.</p> <p>Decision: It was agreed that Ofsted was everyone's responsibility therefore it was discarded as an individual link role.</p> <p>Website audit – The Chair had conducted an audit during the summer term. The school's LA advisor had also conducted an audit and produced a report, it was agreed for LF to ensure the outcomes of the report were completed.</p> <p>10.1 Membership of Curriculum Teams</p> <table border="1"> <thead> <tr> <th>Team</th> <th>Members</th> <th></th> </tr> </thead> <tbody> <tr> <td>STEM</td> <td>Alex Gordon (to be confirmed), Madeleine Piggott, Mark Hodge</td> <td></td> </tr> <tr> <td>Wellbeing</td> <td>Hannah Jones McVey, Sheila Anthony</td> <td>With Carol Peilow when discussing art</td> </tr> <tr> <td>Humanities</td> <td>Mike Leasure, Sue Vickery, Sheila Anthony</td> <td>With Carol Peilow when discussing RE</td> </tr> <tr> <td colspan="3">Scott Grant and Alan Whitaker will be as and when needed</td> </tr> </tbody> </table>			Team	Members		STEM	Alex Gordon (to be confirmed), Madeleine Piggott, Mark Hodge		Wellbeing	Hannah Jones McVey, Sheila Anthony	With Carol Peilow when discussing art	Humanities	Mike Leasure, Sue Vickery, Sheila Anthony	With Carol Peilow when discussing RE	Scott Grant and Alan Whitaker will be as and when needed		
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	<p>The Head will send out any issues ahead of the curriculum meetings.</p> <p>10.1. Governance Action and Activity Plan –autumn term objectives The Action Plan was uploaded to Governor Hub prior to the meeting and was discussed at item 5.</p> <p>10.2 Governing Body Self-Review Evaluation The review, which was red, amber, green rated was uploaded to Governor Hub prior to the meeting. This was discussed at item 5.</p> <p>10.3 Governor Visits – feedback on visits conducted during the summer term and planning for autumn term, including website compliance. HJM will meet with the Early Years lead before half term and follow progression through the Forest School. The Chair will visit to welcome the new team, he encouraged other governors to do the same.</p> <p>10.4 External monitoring – English The report from the LA was uploaded to Governor Hub prior to the meeting. The outcomes will feedback to the Curriculum Teams.</p> <p>10.5 Governor Training – Webinars and online training available, training gaps, including FFT Aspire Course – 24/11/22 – 1.30pm-3pm The clerk informed governors that booking for all Governor Training courses was now via Governor Hub, she explained how to do this in more detail. FFT Aspire has a session for governors on 24/11/22 in the afternoon, governors are to inform the Head if they wish to attend.</p> <p>LA working party on Governance (including creation of standard suite of policies and procedures) – 3/10/22 – 10am-12pm The Chair will let the Head know if he can attend.</p> <p>Action Points 10.1 Head to check SA can join Head’s performance management review on 6th October 10.1.2 LF to follow up outcomes in recent LA Advisor website audit. 10.1.3 Chair to talk to Mike Leasure about Humanities team monitoring role</p>	<p>PB</p> <p>LF</p> <p>AW</p>
11	<p>Staff and Pupil Wellbeing and Mental Health Update The Head is confident that all process are in place to support pupil wellbeing. The SENCO has plans in place for staff wellbeing.</p> <p>Question: Who is overseeing the wellbeing of the Emotional Wellbeing Leader. The Head and SENCO. Governors felt reassured that the Emotional Wellbeing Leader was well supported.</p>	
12	Governor Business	



	<p>The following documents were uploaded onto Governor Hub prior to the meeting: Standing orders for 2022-2023 Governor Code of Conduct 2022-2023 Membership and terms of office Governor Link Roles as of summer 22. Mike Leasure's personal statement</p> <p>12.1 Approval of Standing Orders 2022-2023 Decision: Governors approved the Standing Orders 2022-2023</p> <p>12.2 Code of Conduct 2022-23 Governors were asked to confirm they agreed to abide by the Code of Conduct via Governor Hub. Decision: Governors approved the Governor Code of Conduct 2022-2023</p> <p>12.3 Membership, Instrument of Government and Terms of Office The current membership, Instrument of Government and terms of office were uploaded onto Governor Hub. There were no concerns.</p> <p>12.4 Proposal of appointment of Mike Leasure as co-opted governor Decision: Governors approved the appointment of Mike Leasure as co-opted governor. Start of term of office – 27th September 2022</p> <p>Action: Clerk to organise induction and security checks – addendum – completed on 280922.</p> <p>12.5 Head's performance management review This was discussed at item 10.</p>	
13	<p>Policy Adoptions and Review All policies except 13.1 and 13.5 were uploaded onto Governor Hub prior to the meeting.</p> <p>13.1 Accessibility Plan It was agreed to defer to October's meeting.</p> <p>13.2 Equality policy and Equality Information Objectives Decision: Governors approved the Equality policy and Equality Information Objectives.</p> <p>13.3 First Aid policy Governors discussed identifying trends and asked for a report/table to be included in the next Head's report.</p> <p>It was flagged that teachers had not been trained in using the medical tracker. The Head had felt it was an unrealistic expectation for teaching staff, however, he agreed it could be mentioned at the first aid training.</p> <p>Decision: Governors approved the First Aid policy.</p>	Forward Planner



	<p>13.4 Remote Learning policy Governors discussed whether to remove references to COVID and make it more generic to include closure due to snow. The Head will check.</p> <p>Decision: Governors approved subject to a possible amendment</p> <p>13.5 School Uniform policy – it was agreed to defer to October’s meeting. Governors requested the PE kit was stipulated in the policy.</p> <p>Action Point 13. Clerk to upload approved policies to the website 13.4 Head to check if Remote Learning policy should be more generic.</p>	LT PB
14	<p>Any Other Business Governors discussed the current cost of living crisis and asked the Head if there is anything else the school can do to support families. Decision: After discussion, it was agreed to discuss at the next meeting.</p>	Agenda
15	<p>Review of meeting – 5 outcomes to parents via the newsletter.</p> <ol style="list-style-type: none"> 1. Clearly defined roles for governors for this year 2. Governors have been informed of the objectives for the school for this year 3. Governors received a budget update from the Finance Officer and discussed the current energy and cost of living crisis and how they can support families at the school. 4. Governors approved a number of policies, including safeguarding and the equality policy. 5. Governors appointed a new co-opted governor 	
16	<p>Date of next meetings 6pm FGB 2 - Thursday 20th October 22 FGB 3 - Tuesday 15th November 22 – this is a new date FGB 4 - Thursday 19th January 23 – on Teams only 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>	

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader’s response. The meeting closed at 8.28pm

Chair’s Signature – Alan Whitaker

Signed as a true record of the meeting – 20/10/22