



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Tuesday 11th
July 2023 at 6.10pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Lizzi Fabisz (LF – entered the meeting at 6.16pm), Carl Jenkins (CJ), Mike Leasure (ML), Elinor McNeill (EM), Hannah Jones McVey (HJM), Carol Peilow (CP) and Sue Vickery (SV).
Apologies accepted	Scott Grant (SG) and Mark Hodge (MH).
In attendance	Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
4	Safeguarding – To consider the fencing and woodland area as an objective in the School Development Plan, and whether a working group is needed to establish the baseline of the objective and the success criteria.	AW	Open
5	Head to look at the data behind the -5.5% attendance figure in Y4 FSM.	PB	Next meeting
Action points from meeting held 2nd May 23			
7.1 Updated 11/7/23	Chair and Safeguarding Lead to monitor the progress of the outcomes of the Safeguarding Audit report.	CJ, AW	Autumn term 23
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			
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 Updated 11/7/23	Preschool rent – awaiting report from surveyor regarding a potential agreed rent between the two parties. Head to update at next meeting.	PB	September 23

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	Minutes	Action
1	<p>Welcome from the Chair The Chair welcomed all to the meeting. 1.2 Apologies were from SG and MH and these were accepted. 1.2.1 It was noted that LF may be late. 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 interests declared.</p>	
3	<p>Meeting Requirements 3.1 Approval of the minutes and confidential minutes of the FGB meeting held 6th June 23 and agreed actions update. The minutes and confidential 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 Matters Arising The Chair welcomed CJ to the role of parent governor. He will formally start on 1st September 23. Governors introduced themselves. The Chair explained the current vacancies on the board, which are ex-officio Foundation Governor and one Foundation Governor.</p> <p>3.3 Action points from last meeting 5. Head to present qualitative data around anti-bullying and feeling safe at the next FGB, on the agenda, action closed. 5.1.5 Governors requested antibullying to be part of the School Development Plan (SDP), completed, this was agreed by the Head, governors will look at this in more detail on Governor Day on 13th July 23. Action closed. 7.2 SG to review training on offer and make suggestions to individual governors. Completed, SG has forwarded the list of Learning Link modules and governors have agreed to identify the module that would benefit them, governors to inform SG and the Clerk on completion. Action closed. 8.5 SG and PB to look at amendments to the Health and Safety policy. CJ had a set of questions regarding the policy. It was agreed to discuss these outside the meeting and add the Head's answers to the questions to the meeting minutes. SG has recommended that all references to COVID are removed, this was agreed by governors. Action closed.</p>	
	LF entered the meeting at 6.16pm	
	<p>9.1 HJM, SV and SG to write up their visit reports and send to Head for checking. – HJM outstanding. Addendum: All completed on 13.07.23. Action closed. 9.3 Clerk to circulate meeting dates to Head and Chair ahead of the next meeting, completed, action closed. Addendum: The dates were circulated to all governors on 13th July. Governors to notify any clashes to the clerk and to confirm the dates at the September meeting, action closed.</p>	Agenda

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	<p>3.4 Action points from meeting held 2nd May 23 5.1 Clerk to share exemplar term of reference for a committee and notify MP about the associate governor role. Completed. The Chair explained the background to the action, - the school uses the circle model of governance, which does not allow committees, this means that associate governors cannot be appointed. However, there can be a working party/committee of associate governors which is why a sample terms of reference was circulated at the previous meeting. The Clerk explained that the Standing Orders are used to regulate the procedure of the governing board and these are approved at the September meeting.</p> <p>3.4 Action points from meeting held 2nd May 23 7.1 Chair and Safeguarding Lead to monitor the progress of the outcomes of the Safeguarding Audit–HJM has reviewed the Single Central Record and the Safeguarding Audit. Updated: CJ and the Chair will look at the progress in the Safeguarding Audit in the autumn term. 8.1 Head to email suggested dates for strategy day. Completed at the last meeting, action closed.</p> <p>3.5 Action points from meeting held 23rd March 23 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>3.6 Action points from meeting held 19th January 23 10.2 Individual governors to update the Governor Action Plan and send to Chair for uploading to Governor Hub – Governors were asked to retrospectively complete the monitoring form and reflect on their work. It will need to be linked to an objective in the School Development Plan or to their link role. Ongoing</p> <p>3.7 Action points from meeting held 15th November 22 9. Chair and Head to review and amend draft Scheme of delegation – to action.</p> <p>3.8 Action points from meeting held 26th January 22 2. Preschool rent – the Head gave an update - a surveyor has convened separate meetings with the school and preschool to establish current arrangements and to agree a potential rent. She will present a written report to the school and preschool, which will culminate in a formalised agreement by the end of term. Open</p> <p>It was noted that there is a new chair of the pre-school committee. Challenge: Governors questioned the length of time actions were taking and whether there were consequences for this. There is an audit trail through the</p>	<p>CJ/AW</p> <p>CP</p> <p>AW</p> <p>AW/PB</p> <p>PB</p>
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	<p>action grids in the minutes, however, it was agreed that any small steps in progress could be made more explicit in the minutes.</p>	
4	<p>Safeguarding 4.1 Pupil Wellbeing - Children feeling safe in school The Head shared on screen the website from the Anti-Bullying Alliance. He explained their scheme called United Against Bullying; key points are:</p> <ul style="list-style-type: none"> • The scheme is a 12-month strategy to mitigate bullying. • It looks at policies, staff training, high priority groups and maximising anti bullying. • The school will build an action plan through the scheme. • Pupils fill out a survey questionnaire, it is more specific and detailed than the school's recent survey to ensure valuable data can be extracted. <p>Governors explored the questions in more detail.</p> <p>Question: Can you break down data into groups, such as year groups, SEND etc? We are not sure yet but we would think there is a filter, parental permission is required for children to complete the survey.</p> <p>The school has already received over a 100 replies giving parental permission for their children to take part in the survey. A survey has been conducted and results will be released in the autumn term.</p> <p>Decision: Governors requested to review the results at the FGB in September.</p> <p>The school has an Action Plan already from the first audit completed by the Head and LF. They shared the dashboard, it was red, amber and green rated.</p> <p>School policies have scored high, however, staff training is in red.</p> <p>Question: What is the context behind the staff training score? We did not feel like we met many of the objectives, staff induction does not cover anti-bullying, neither do staff have access to resources or understand the law.</p> <p>Question: Did you expect good results from the audit. It is good to have a systemised approach, anti-bullying can be sporadic but this makes sure it is covered regularly.</p> <p>Challenge: During my visit, I judged the play and forest school areas to be outstanding, there are lots of opportunities for pupils to sensory regulate, but the fence is a serious safeguarding risk. Also, there are visibility issues around the wooded areas, the supervisors move well around the field but there are instances when children are playing but they are not observed. These issues need justifying from senior leaders. Governors discussed the issue, particularly relating to the trees.</p>	Agenda

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<p>Suggestions to resolve the issue included:</p> <ul style="list-style-type: none"> • Consider tree surgery • Emphasise pupil resilience and skillset through the forest school approach and teaching children the ability and skill to report bullying. <p>Governors discussed their concern that the site is not secure. The Head has invited the Director of Education at the local authority (LA) to visit the school, he will show him the boundary fence. Previously the school has been visited by site security advisors from the LA but there has been no action.</p> <p>Governors requested the Head to escalate the issue to the LA. It could be a potential safeguarding issue for Ofsted. The school could provide evidence that they are addressing the issue.</p> <p>Decision: Governors are aware of the situation and have diligently discussed it at the meeting, they request Senior Leaders to discuss the issue further with the LA.</p> <p>Proposal: Governors have requested that safeguarding is a priority in the SDP, governors are to consider whether the supervision and visibility issue of the field should also become part of the priority. Governors need to consider how this will be monitored to show robust evidence and that a clear strategy is in place.</p> <p>Governors debated whether it would be prudent to establish a working party to work alongside Senior Leaders to confirm the priority/safeguarding strategy.</p> <p>The Head reassured governors that it would be part of the SDP and the monitoring process of SDP.</p> <p>The school had a visit from the new education advisor from the Dioceses, they conducted a Pupil Voice in Y6, 4 pupils took part to discuss bullying. He shared the results on screen, the main outcome of the Pupil Voice is that pupils stated there was no bullying and any issues are resolved quickly.</p> <p>The Head referred to the list of safeguarding questions within the monitoring form and asked governors and visitors to ensure these were asked to pupils during visits.</p> <p>Decision: It was agreed to review the outcomes of the anti-bullying audit at the next meeting.</p> <p>4.2 Annual Safeguarding Monitoring Report The report was uploaded to Governor Hub prior to the meeting.</p> <p>Question: How often does the Designated Safeguarding Lead meet with the Safeguarding Governor, is it every half term?</p>	<p>Agenda</p>
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	<p>Yes, that is correct, sometimes it is a more informal meeting. A report of the meeting is not always produced but it is recorded in the minutes, sometimes as a verbal update.</p> <p>Governors discussed the meaning of question 49, <i>How does the governing body evidence that it regularly reviews the effectiveness of the schools' filtering and monitoring systems</i>. It was not clear whether the question refers to ensuring policies are in place or checking the system is in place and is working, which would be the responsibility of the IT service provider, who would provide a report to the Head.</p> <p>Governors were referred to the E-safety policy which references filtering and monitoring systems.</p> <p>Decision: Governors requested this report from the ICT Service was shared with them moving forwards.</p> <p>Question. Have all governors been trained in safeguarding.</p> <p>Yes, and this is recorded in the Single Central Record.</p> <p>Governors discussed the timeliness of governor reports, which were sent after the 5-school day recommended guideline. The reasons for this were explored, the Head's workload and capacity especially at the end of the summer term meant it was difficult to meet the required deadline.</p> <p>The Chair confirmed that if governors feel they have not been given sufficient time to review policies they can defer the decision and discussion to the next meeting. However, if enough governors have read the papers and there is enough to make quorate the paper will be approved.</p> <p>Governors were mindful of the Head's workload and the realities of running a busy school.</p> <p>Policies are allocated to link governors who can give an "expert's" review of the policy before it is brought to the meeting. The allocation table can be found on Governor Hub at GovernorHub</p> <p>Decision: Governors approved the Annual Safeguarding report.</p> <p>4.3 Updates in the Keeping Children Safe in Education from the Key</p> <p>A summary of updates to the KCSiE September 23 was uploaded to Governor Hub prior to the meeting.</p> <p>Action: Governors are required to read the whole document, it can be found at Keeping children safe in education 2023 (publishing.service.gov.uk)</p> <p>Governors considered how to evidence that changes in legislation have been implemented and have met statutory guidance. The majority of policies are model ones from the LA, the Key to school leaders or EPM, so any summary of changes is highlighted.</p> <p>Action</p>	
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	<p>4. Safeguarding – To consider the fencing and woodland area as an objective in the School Development Plan, and whether a working group is needed to establish the baseline of the objective and the success criteria.</p>	AW
5	<p>School Improvement 5.1 Head’s Report The report was uploaded to Governor Hub prior to the meeting. There are currently 200 pupils on the roll, 3 families have left the school since January due to relocation.</p> <p>5.1.1 Attendance The overall the figure is at 95.64% but the figure for the summer term has dropped to 95.59%. The Head highlighted the small number of pupils who did not attend school on Sports Day. Governors explored the reasons for this. The school actively conducts safe and well checks in specific cases.</p> <p>The Attendance data for the year to 30th June 23 broken down into gender, disadvantaged groups and SEND was uploaded to Governor Hub prior to the meeting. The data for English as an additional language and Looked after Children can be found in the Head’s report.</p> <p>5.1.2 SEND The Head updated governors on the number of children on the SEND register and number of Education, Health Care Plans (EHCP) at the school.</p> <p>5.1.3 Pupil Premium The grant for 23-24 is anticipated to be £21825, this may increase as it does not take into account the September 23 reception intake. The tutoring School Led funding has decreased to £877.50 The Pupil Premium Statement has to be published on the website by 31st December 23. The school is continuing with the School Led Tuition and interventions, most pupils receiving this are in receipt of Pupil Premium funding.</p> <p>Governors congratulated the Head on the success of the violins and viola tuition.</p> <p>Question: Why is there an overspend on the grant? The school needs to go over so it can demonstrate the grant has been spent.</p> <p>5.1.4 KS2 SAT Headlines 81% of Y6 pupils reached age related expectations in reading (ARE). The school had hoped for a figure in the mid-80s. One pupil was on the cusp. 30% achieved greater depth.</p> <p>Question: What is the national average for greater depth? This year’s figure has not been released. Last year the national figure for ARE was 69%.</p>	

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	<p>The clerk signposted governors to the news feed on Governor Hub, which is most likely to publish national figures.</p> <p>5.1.4.1 Writing 74% achieved expected. Writing is teacher assessed and this year the school was moderated. The Head was disappointed that no one achieved greater depth, the moderators felt there was not strong enough evidence.</p> <p>5.1.4.2 Maths 78% reached expected, 15% achieved greater depth. SPAG (Spelling, Punctuation and Grammar) – 81% achieved expected, 33% achieved greater depth.</p> <p>The school is reviewing 2 or 3 papers as it disagrees with the marking. Combined Reading, writing and maths is at 67%, last year it was 68%.</p> <p>Last year's results were:</p> <ul style="list-style-type: none"> • Reading – 93% expected, Greater Depth 29% • Maths – 79% expected, greater depth 33%. • SPAG – 93% expected. • Governors noted that the data is cohort specific. <p>Question: Are the results in line with national? They should be above national and county data.</p> <p>Decision: Agreed to compare with national and local data using Fischer Family Trust at September's meeting.</p> <p>Question: Is there anything in the data that will trigger a serious response and become a priority in the School Development Plan. Mainly writing, especially as we were moderated.</p> <p>Question: Is the Y6 cohort boy heavy? Yes.</p> <p>Question: Is this group associated with poorer writing results. Yes, and we can look at a gender breakdown in the results in September.</p> <p>Challenge: With the attendance summary, for Y4 free school meals (FSM), this is 5.5% under the national average, is there a reason behind the data, and the data for SEN in Y2 and Y5? The Y2 is a pupil that left at the start of the year but was previously placed on a reduced timetable. The effect of the reduced timetable still exists on the data due to the short time he attended school this year. The Y5 EHCP attendance is due to medical reasons.</p> <p>Question: The school's disadvantage and vulnerable pupils are in a minus. Yes, there is a crossover with disadvantaged and pupils on an EHCP.</p>	<p>Agenda</p> <p>Agenda</p>
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	<p>The Head will take a look at the reasons behind the data in Y4 FSM.</p> <p>Question: With Y6, everyone is below the average by 2-3%, does this coincide with the cohort last year?</p> <p>The Head did not think there was a connection, he explained the context behind the figures which was not connected to any disadvantaged group.</p> <p>Governors considered the data for FSM and EHCP to be satisfactory compared to the national average.</p> <p>The Head explained the processes for managing persistent absenteeism.</p> <p>Action 5. Head to look at the data behind the -5.5% attendance figure in Y4 FSM.</p>	Head
6	<p>Chair's Report and Governor Business</p> <p>7.1 Governing Body Self-Review Evaluation It was agreed to defer to the next meeting.</p> <p>7.2 Resignation of Hannah Jones McVey at the end of the summer term. EYFS and Safeguarding Lead This is HJM's last business meeting, although she will attend Thursday's strategy meeting. The Chair thanked her for all her hard work.</p> <p>7.3 Confirmation of the election of Carl Jenkins as parent governor start date 1st September 23 CJ will join the board formally on 1st September. He can also attend the strategy day and will also have an induction meeting with the Head and Chair.</p> <p>7.4 Evaluation of skills audit The results of the skills audit were circulated at a previous meeting. There were no significant gaps in skillset.</p> <p>7.5 Term of office dates for 23-24 SG's term of office as a parent governor will end on 5th Nov 23. He will be eligible to stand for re-election. The clerk informed the Head that an election will need to be held.</p> <p>The Chair's term of office ends on 2nd November 23, he is a co-opted governor. The Clerk asked him to build in succession planning and a robust handover should he wish to stand down. Vacancies left were for two foundation governors, one of which is exofficio.</p> <p>7.6 Finance audit from local authority. This had been received from the Director of Education and has been passed onto the Finance Working Group, SV and MH. The group is to start regular meetings with the Head in the autumn term, where the audit will be discussed in depth.</p>	Agenda

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8	<p>Policy Review and Approvals All policies except the privacy notices were uploaded to Governor Hub prior to the meeting.</p> <p>8.1 Health and safety policy Decision: After discussion, on condition all COVID 19 elements were removed from the policy, governors approved the policy.</p> <p>8.2 Supporting pupils with medical conditions – July 23 There were no changes to the policy. It was noted that there was no appendix attached to the policy. Decision: Governors agreed to defer until CJ has discussed his questions with the Head. Governors discussed their role relating to policies and were mindful of the boundaries between being strategic and being operational.</p> <p>8.3 Data Protection policy July 23 8.4 Freedom of information/Privacy Notices (not uploaded to Governor Hub) Decision: Governors agreed to defer until CJ had discussed his questions with the Head.</p> <p>8.5 Intimate Care policy Decision: Governors approved the policy. It was agreed for the SEND link governor to monitor the policy.</p>	Agenda
9	<p>Governor Reporting, Monitoring and Development 9.1 Governor monitoring reports for summer term 2 Reports were uploaded to Governor Hub prior to the meeting from ML, SV and SG. Addendum: the Clerk received HJM's on Early Years on 13/7/23.</p> <p>9.2 Governor Training The Clerk informed governors that the prospectus from Governor Services was not ready yet and she would notify governors when it is released on Governor Hub.</p>	
10	<p>Staff and Pupil Wellbeing and Mental Health Update including cost of living (standing agenda item) The Head reported that it has been a busy end of term. Staff enjoyed the recent mental health day.</p>	
11	<p>Any Other Business The Head explained the agenda for the Strategy Day.</p>	
12	<p>Review of meeting – impact of meeting, items for next agenda</p> <ul style="list-style-type: none"> • Governors received the Annual Child Protection and Safeguarding Report and robustly reviewed it. • Governors were informed about the new Antibullying Alliance scheme and the audit report. • Governors highlighted their concern around the safeguarding issue of the fence and the lack of visibility around the wooded area and requested the Head to escalate this issue to the local authority. 	

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	<ul style="list-style-type: none"> Governors explored the processes of the board and the receiving of the papers and requested papers were received 5 school days before the meeting. Governors reviewed the policies and discussed their roles around policy to ensure they were conducting their duties diligently. 																															
13	<p>Dates of next meetings</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Date – start at 6pm</th> <th>Items for discussion</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tuesday 19th September Addendum: Moved to Monday 25th September 23</td> <td>Housekeeping etc</td> </tr> <tr> <td>2</td> <td>Wednesday 18th October</td> <td></td> </tr> <tr> <td>3</td> <td>Tuesday 28th November</td> <td></td> </tr> <tr> <td>4</td> <td>Thursday 18th January</td> <td></td> </tr> <tr> <td>5</td> <td>Thursday 29th February</td> <td></td> </tr> <tr> <td>6</td> <td>Wednesday 20th March</td> <td>SFVS Approval</td> </tr> <tr> <td>7</td> <td>Thursday 2nd May</td> <td>Budget approval</td> </tr> <tr> <td>8</td> <td>Thursday 6th June</td> <td></td> </tr> <tr> <td>9</td> <td>Monday 15th July</td> <td>SATs results/end of year review</td> </tr> </tbody> </table>	Number	Date – start at 6pm	Items for discussion	1	Tuesday 19 th September Addendum: Moved to Monday 25 th September 23	Housekeeping etc	2	Wednesday 18 th October		3	Tuesday 28 th November		4	Thursday 18 th January		5	Thursday 29 th February		6	Wednesday 20 th March	SFVS Approval	7	Thursday 2 nd May	Budget approval	8	Thursday 6 th June		9	Monday 15 th July	SATs results/end of year review	
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Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question. The meeting closed at 8.04pm

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

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

Date25/9/23.....

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