



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Monday 25th
September 2023 at 6pm at the school.

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

Action points from this meeting			
Item	Action	Lead	Status
2	LF, SV, ML to confirm their pecuniary interest on Governor Hub or by the form.	LF, SV, ML, PB, MP	By next meeting.
3	Clerk to contact the Dioceses clerk to enquire as to whether the post can be delegated to a lay person for the interim period.	LT	Completed 27/9 awaiting response
5	Head to send CJ the model safeguarding monitoring calendar from the EDRA.	PB	By next meeting
7.1	Governors to complete the safeguarding online module https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc link by the next meeting.	All	By next meeting.
7.3	SV and MH to read the KCSiE and to confirm this via Governor Hub or email the clerk.	SV MH	By the end of the autumn term
7.4	LF to email CJ dates for antibullying assembly and mediation workshops.	LF	By next meeting
8.7	Chair to contact MP about her associate role	AW	By next meeting
9	Head to send out SEF and SDP ahead of the next meeting.	PB	Next meeting
10	Head, Chair, Clerk will look to see how the induction can be improved.	PB, AW, LT	Open
12.1	AW to have the governor monitoring programme in place	AW	End of autumn term

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12.2	All to look at Governor Services Training Programme on Governor Hub and the Learning Link to identify your own training programme.	All	By November meeting
Action points from meeting held 11th July 23			
4 – updated 25/9/23	Bungalow and fencing – Head and Chair to arrange a catch-up meeting.	AW/PB	Next meeting
Action points from meeting held 2nd May 23			
7.1 Updated 26/9/23	Chair and Safeguarding Lead to monitor the progress of the outcomes of the Safeguarding Audit report. CJ to meet with PB on 4/10/23	CJ, AW	Next meeting
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 Updated 25/9/23	Chair to contact SENCO and Wellbeing officer about outcomes from his online course – Balancing needs of SDP with wellbeing.	AW	Next meeting
Action points from meeting held 19th January 23			
10.2 Updated 25/9/23	All to update their individual action plans up to the end of the summer term 23 and submit to the Chair.	All	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 25/9/23	Preschool rent – Head to arrange an informal meeting with the new Chair of the Preschool committee.	PB	October 23

	Minutes	Action
1	<p>Welcome from the Chair The Chair welcomed all to the meeting. 1.2 Apologies were from SV and these were accepted. 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. The Clerk reminded governors to confirm their pecuniary interest via Governor Hub or through the form. Action: LF, SV, ML, PB to confirm their pecuniary interest.</p>	LF, SV, ML, PB
3	<p>3.1 Succession Planning The Chair announced that he wishes to step down once the school has had an Ofsted Inspection and a successor is in place. Governors were asked to consider taking on the role, this would allow sufficient shadowing and training can be put in place.</p> <p>3.2 Terms of office</p>	

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	<p>SG's term of office ends on 5th November. He is eligible to stand again and an election will be started next week. AW's term of office ends on 2nd November 23. The board also has 2 vacant foundation posts. Governors discussed the difficulties of recruiting foundation governors due to the strict eligibility criteria and the lack of co-opted vacancies. It was agreed for the clerk to contact the Dioceses for advice.</p> <p>Appointment of the Chair of Governors for 2023-2024 AW was nominated. Decision: Governors unanimously approved Alan Whitaker as chair for 2023-2024.</p> <p>Action 3. Clerk to contact the Dioceses clerk to enquire as to whether the post can be delegated to a lay person for the interim period.</p>	LT
4	<p>Appointment of the Vice Chair of Governors for 2023-2024 SG was nominated. Decision: Governors unanimously approved Scott Grant as Vice Chair for 2023-2024.</p>	
5	<p>Meeting Requirements 5.1 Approval of the minutes of the FGB meeting held 11th July 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>5.2 Action points from last meeting 4. Safeguarding – to consider the fencing and woodland area as an objective in the School Development Plan (SDP) and whether a working group is needed to establish the baseline of the objective and the success criteria. – The Chair volunteered to undertake this task. The Head has not heard back from the Director of Education who has agreed to visit the school to look at the fencing. The school is submitting a funding bid to the local authority for the fencing. The Head updated governors around the bungalow. The demolition is being planned; this will generate a set of separate issues. Action updated – Head and Chair will arrange a catch-up meeting - ongoing. 5. Head to look at the data behind the -5.5 attendance figure in Y4 FSM. – The Head explained the context behind the figures, which account for a very small number of children. Governors were reassured that support is in place for these families. Action closed.</p> <p>5.3 Action point from 2nd May 23 meeting. 7.1 Chair and Safeguarding Lead to monitor the progress of the outcomes of the Safeguarding Audit report. – Updated: CJ is to meet the Head on 4th October, he will then be in communication with the Chair to discuss how to move forward. Decision: It was agreed to send the revised safeguarding audit back to the lead officer at the LA to evidence that actions have been completed.</p>	<p>AW/PB</p> <p>CJ</p>

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	<p>5.4 Action point from meeting held 23rd March 23</p> <p>5.3 CP to follow up with PCC regarding the foundation governor vacancies- Updated: No progress, an incumbent for the ex-officio will visit the school on 16th October as part of the interview process. Open</p> <p>12. Chair to contact SENCO and Wellbeing officer about outcomes from the course Balancing needs of SDP with wellbeing – ongoing.</p> <p>10.2 MH and SV to send Individual action plan to Chair – It was noted that the previous safeguarding lead governor did not submit a plan. Governors were asked if actions have been completed, to update their plan up to the end of the summer term. There should be a record of the report. The plan will go on Governor Hub – open</p> <p>The Head will send a model safeguarding monitoring calendar to CJ.</p> <p>9. Draft scheme of delegation – open</p> <p>2 Preschool rent – the Head updated; the key intermediary personnel has left the LA therefore delaying the process. The Head explained that a third party is required to deal with this complex issue. Governors suggested the Head arrange an informal meeting with the new Chair of the Preschool Committee as a way of moving forward. Open.</p>	
6	<p>Matters Arising</p> <p>There was no matters arising.</p>	
7	<p>Safeguarding</p> <p>7.1 Statutory Safeguarding Training for Governors.</p> <p>Action: Governors (unless they have had training updates at another institution) are requested to complete the Safeguarding for governance module on the Key, this was emailed out on 27.9.23 at https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc_link</p> <p>All staff have read and understood the Keeping Children Safe in Education part 1 and have completed the annual safeguarding training.</p> <p>All staff including volunteers are required to complete the Safeguarding and Child Protection essentials for staff online training.</p> <p>7.2 Approval of safeguarding policies including</p> <p>7.2.1 Safeguarding and Child Protection Policy 2023-2024</p> <p>The document was uploaded prior to the meeting.</p> <p>The Safeguarding Link governor has reviewed the policy along with the Head and changes have been made.</p> <p>Decision: Governors have not seen this new version and requested access to it before they would approve the policy.</p> <p>It was noted that the school must contact the Preschool and request them to sign a letter to state the Preschool have a Safeguarding policy and Safeguarding Lead in place.</p> <p>In addition, it is due diligence for the school to ensure third parties have safeguarding systems in place.</p>	

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	<p>Governors discussed the most effective way of approving the policies. Decision: It was agreed that link governors should have sight of a policy due for renewal in good time in order to understand and approve it. Policies due for renewal will be flagged at the FGB meeting before the FGB meeting when the policy is due.</p> <p>Decision Governors approved the Safeguarding and Child Protection policy on condition that the new version is approved at the next meeting.</p> <p>7.2.2 Responding to Prejudice related Incidents The policy was uploaded to Governor Hub prior to the meeting. Decision: Governors approved the Responding to Prejudice related incidents policy.</p> <p>7.2.3 Code of conduct for all staff The school is awaiting the new version from the HR provider, agreed to defer.</p> <p>7.3 Keeping Children Safe in Education September 2023 The document was uploaded to Governor Hub prior to the meeting. Compliance: All governors except for MH and SV have read and understood the KCSiE.</p> <p>7.3.1 Check compliance with KCSiE Governors discussed the filtering and monitoring system called Smoothwall at the school and how it is working in practice. It is provided by the LA ICT service. The Head receives a weekly monitoring report and assured governors it was effective, he was able to evidence this with examples.</p> <p>Governors considered the issue of people other than staff logging into the network and the identification of devices especially in classrooms when used by pupils.</p> <p>Governors explored children’s access to age-appropriate material and whether that relates to hard copy as well as online, for example in books and newspapers. The Head can ask the safeguarding lead for their view on hard copy access, at present the school is in the process of complying and can evidence this through communications with its provider.</p> <p>Question: With the monitoring system, what is the process when you get a report? <i>The Head explained, there is a degree of discretion involved, he is able to discover more detailed information from the headline report.</i></p> <p>Decision: Governors requested the Head keep a record of any incidents.</p> <p>7.4 Outcomes of the anti-bullying audit including</p>	<p>Agenda</p> <p>Agenda</p>
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	<p>The Pupil survey results from the anti-bullying questionnaire was uploaded prior to the meeting. LF reported back:</p> <ul style="list-style-type: none"> • The results will be more valuable when the national averages are reported, which may be released before the next meeting. • There is a difference between pupils being bullied and those that are bullying. The score of 0.6 is low considering the range is up to 3. • Part of the action plan will be to embed how actions make other pupils feel and ensuring pupils understand their actions. • There is a difference in the survey for SEND pupils who are at 0.8 for being bullied compared to 0.6. This will be looked at with the SENCO and the pupils so that the school can explore how it can support vulnerable pupils. • Anti-bullying week will be held in October. • The SENCO has implemented “Wellbeing Fridays” during the last two terms, to help and understand pupils and to talk about emotions. • The Anti-bullying Alliance will deliver training through a webinar at a future staff meeting. • LF will share progress mid-way through the year and will redo assessments at the end of the summer term to monitor progress. <p>Question: Is there any actions the school will be implementing that would benefit from governors visiting and observing. Yes, LF is undergoing a PSHE course on pupil mediation, she hopes to conduct workshops with groups of peers in KS2, governors are welcome to observe these and attend the Anti-Bullying assembly. Action: LF to email CJ the dates in October.</p> <p>Actions 7.1 Governors to complete the safeguarding online module https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc link by the next meeting. 7.3 SV and MH to read the KCSIE and to confirm this via Governor Hub.</p>	<p>Agenda</p> <p>Forward Planner</p> <p>LF</p> <p>All</p> <p>SV MH</p>		
8	<p>Governor Business 8.1 GB Standing Orders 23-24 The Standing Orders for 23-24 were uploaded to Governor Hub prior to the meeting. The Clerk explained the diversity data and will also delete any mention of committees. Decision: Governors agreed to allow new governors to attend FGB meetings as long as they have started their DBS check.</p> <p>Decision: Governors approved the Standing Orders for 23-24.</p> <p>8.2 Review link roles The link roles from November 23 were uploaded to Governor Hub prior to the meeting. The following governors were allocated:</p> <table border="1" data-bbox="300 1749 1318 1785"> <tr> <td>Role</td> <td>Governor</td> </tr> </table>	Role	Governor	
Role	Governor			

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Safeguarding	Carl Jenkins
Wellbeing	Carol Peilow and Elinor McNeill
STEM (includes maths)	Elinor McNeill and Mark Hodge
Mental Health	Elinor McNeill
Humanities (includes literacy)	Mike Leasure and Sue Vickery
SEND/Pupil Premium/Looked After Children (LAC)/Supporting students working at greater depth and Vulnerable children	Mike Leasure
Early Years	Carol Peilow
Curriculum Assessment	Sue Vickery
SIAMS	Carol Peilow
Health and Safety	Scott Grant
Head's Appraisal Review	Scott Grant, Sue Vickery, Carol Peilow
Salary Review	Sue Vickery, Mark Hodge
Diversity and Equality	Alan Whitaker (interim – the remit is to make sure equality is effective across all curriculum subjects.
Finance	Sue Vickery, Mark Hodge
Ofsted	All governors
Training and governor development	Scott Grant

8.3 Agree required panels for the coming academic year : Complaints panel, Staff grievance and disciplinary appeals panel, suspensions, exclusions panel.
Decision: Governors agreed this would be on a case-by-case basis.

8.4 Confirm committee for Headteacher's Appraisal Review and arrange date of meeting.
The committee will meet in November 2023.

8.5 Approval of Governor Code of Conduct for 23-24
The Governor Code of Conduct for 23-24 was uploaded prior to the meeting. It was confirmed that the Vice Chair would lead or delegate any investigation into the Chair.
Decision: Governors agreed to abide and adopt the Code of conduct for 23-24.

8.6 Review terms of office and vacancies
This was discussed at item 3.

8.7 Approve terms of reference for associate committee
Governors discussed whether this was now necessary, there is one associate governor, their term of office ends in March. The Chair will follow up to see if she is still interested in continuing.

8.8 Instrument of government (for reference only)

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	<p>The Instrument of government was uploaded to Governor Hub prior to the meeting. Decision: All agreed. Action 8.7 Chair to contact Associate governor about her role.</p>	AW
9	<p>School Improvement The School Development Plan priorities for 23-24 and the End of year data were uploaded to Governor Hub prior to the meeting. The Head gave a verbal report, it has been a good start to the term with minimal changes to staffing.</p> <p>9.1 Premises. The Head updated governors on the demolition of the bungalow and the rigid health and safety procedures on site. It is hoped that the Direction of Education will visit the site after half term and will discuss next steps with the Head. The Head shared the suggested letter from the LA that would be circulated to parents ahead of the works explaining the process.</p> <p>Governors discussed the letter and the health and safety implications of the work. Question: Who is directly responsible for the demolition and who will monitor and supervise on site? <i>The LA will use sub-contractors and the school will receive all correct documentation.</i></p> <p>Question: Will there be disclosure for those on site? <i>Yes, for all the workers on site.</i></p> <p>Question: Who will review and manage the risk assessments? <i>These will be reviewed by the LA. The Head has requested that parents are notified of this in the letter.</i></p> <p>It was noted that if the demolition did not go ahead this half term, then it would be pushed into next year.</p> <p>Question: Are we required to consult with the school's immediate neighbour. <i>The neighbour had been consulted.</i></p> <p>9.2 School Development Plan The Priorities for 23-24 were uploaded to Governor Hub prior to the meeting. Main points:</p> <ul style="list-style-type: none"> • Writing – the school is purchasing a new scheme to support greater depth and writing in structure. • The cluster level writing moderation was not successful as greater depth pupils were moderated down by the LA. The LA moderator will now work with the staff lead to mitigate this issue moving forward. • A greater depth project in maths will be implemented. 	

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	<p>Question: Is the plan different to the original plan as science is not one of the priorities. The document shows the headlines, <i>objective 3 To continue to develop the school's foundation curriculum offer so that all subjects provide the children with inspiration, opportunity and depth will include science, MFL and RE specialist teaching across the school, as well as Forest School and outdoor learning.</i></p> <p>Question: How will these priorities be delivered, will there be smart targets? <i>Yes, the document is just the overview, the Head will forward the SDP when it is ready.</i> Action: Head to forward the full document for the next meeting.</p> <p>9.3 Assessment Data The End of year data was uploaded to Governor Hub prior to the meeting.</p> <p>Challenge: Why is greater depth in reading, writing, maths combined at 0. <i>This is because there was no greater depth in writing, the school has to score greater depth in reading, writing and maths to achieve a score above 0. More work is needed in greater depth, the school was moderated this year and not every school is moderated.</i></p> <p>Question: Is maths part of your SDP? <i>Yes, particularly greater depth, we will use an LA greater depth project in maths.</i></p> <p>Question: Will the project be across the school? <i>Yes, it will look at the building blocks of maths but it is mainly KS2.</i></p> <p>Question: The results look good except for greater depth, when will you conduct interim tests? <i>These have already been completed for Y6, for other year groups there will be an assessment week in October.</i></p> <p>Question: Are you happy with the results? <i>Yes, but there are areas for improvement.</i></p> <p>Question: Was last year's Y6 cohort boy heavy? <i>Yes, we submitted 6 reviews and 2 were successful, these were for greater depth in reading and maths.</i></p> <p>9.4 School Self-Evaluation Form (SEF) The SEF was shared on screen, it is divided into strengths and areas of development and divided into Ofsted categories. The Leadership and Early Years section is still to be reviewed.</p>	<p>Agenda</p>
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	<p>9.5 Attendance The school is improving its systems to support children with low attendance through weekly staff attendance and safeguarding meetings with the DSL and use of the letter scheme. The attendance of children causing concern is tracked. The school's Attendance Officer is proactive with families and is on site at the start of the school day to support reluctant children. The school also conducts home visits. The Head shared onscreen the final attendance data compared with county and national for 22-23. The school is above county, regional and national figures and is below county, regional and national in persistent absenteeism figures.</p> <p>Question: Is there anything else that the school can do? <i>The school will have to start fining families who take unauthorised holidays.</i></p> <p>Question: In terms of equality, there are an increasing number of pupils from different countries who travel in term time in order to keep costs down and to visit family. <i>At present the Head has discretion but this may be removed in time by the LA. The school has a high number of unauthorised holiday absence and this impacts the school as there is no time for the pupils involved to catch up. Governors discussed the exceptions to this and the value of overseas trips.</i></p> <p>Governors were informed there is one space available in the reception class. Actions 9. Head to send out SEF and SDP ahead of the next meeting.</p>	PB
10	<p>Chair's Report</p> <p>10.1 Feedback from Strategy meeting and outcomes. The main discussion at the Strategy meeting was around the SDP which has been discussed at item 9.</p> <p>10.2 Succession Planning This has been discussed at item 3.</p> <p>10.3 Governing Body Self-Review Evaluation Objective – to review the Governor Development and Collaboration section. The Chair went through each objective and governors considered the school's current position.</p> <p>10.3.1 Induction and Development It was agreed for this to be at amber. Governors requested a buddy system to be put in place to support new governors and for a pack to be developed, which would include a training plan for new governors. It was suggested the buddy could meet weekly with the new governor to help them navigate the role. There is also no handover when a link governor vacates the role.</p>	

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	<p>10.3.2 Collaboration. CJ is using the noticeboard on Governor Hub to disseminate main points from training undertaken. Decision: It was agreed to use Governor Hub noticeboard more for communication.</p> <p>Action: 10. Head, Chair, Clerk will look to see how the induction can be improved.</p>	PB, AW, LT
11	<p>Policy Review and Approvals</p> <p>11.1 Review policy schedule for 23-24 The policy schedule was uploaded to Governor Hub prior to the meeting. It was noted that the Whistleblowing policy dates of renewal did not align. Addendum: This was checked and corrected after the meeting.</p> <p>11.2 Proposal to implement a policy pro-forma CJ proposed to implement a policy proforma with a series of generic questions around the policy which the lead policy officer can complete. This would save time in the meeting. It would mainly fall on the Head to update the proforma and he is happy to do this. Decision: Governors agreed to trial the proforma for three months, then to review to ensure it does not impact negatively on the Head's workload and time.</p> <p>11.3 Policies to be reviewed</p> <p>11.3.1 Supporting pupils with medical conditions Agreed to defer due to staff sickness which has delayed the policy.</p> <p>11.3.2 Data Protection Agreed to defer due to staff sickness which has delayed the policy.</p> <p>11.3.3 Complaints Policy 23 The policy was uploaded to Governor Hub prior to the meeting. After discussion, governors agreed to ask for written representation only for panel Stage 3 meetings. Governors requested the statistics from formal complaints to be reported in the Head's report to spot any patterns or trends. It was noted that all complaints that have reached Stage 3 are always reported to the GB. Decision: Governors approved the Complaints Policy.</p> <p>11.3.4 Allegations of abuse against teachers. Agreed to defer due to staff sickness which has delayed the policy.</p> <p>11.3.5 Early Years policy The policy was uploaded to Governor Hub prior to the meeting. Governors discussed the terminology in the policy when discussing gender. It was agreed that any changes would only be made if there was a change in guidance from the Department for Education.</p>	

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	<p>Page 5 reference to mobile phones and cameras should signpost the safeguarding policy.</p> <p>Decision: Governors approved the Early Years policy.</p> <p>11.3.6 First Aid Agreed to defer due to staff sickness which has delayed the policy.</p> <p>11.3.7 Suspension and permanent exclusion September 23 Agreed to defer.</p>	
12	<p>Governor Reporting, Monitoring and Development</p> <p>12.1 Governor monitoring for 23-24 The Chair requested that governors are clear on their own development and how each of the responsibilities for link governor is an opportunity to identify how governors monitor that aspect of the SDP. Governors are to complete the activity proforma and report on that following the monitoring exercise. The proformas will be collated by the Chair into one document and this will evidence governors' programme of activity for next term.</p> <p>Action: 12.1 To have the Governor Monitoring programme in place by the end of term.</p> <p>12.2 Governor Training SG encouraged governors to revisit the Preparation for Ofsted course as there were updates and an inspection is pending.</p> <p>Action 12.2 All governors were asked to look at Cambridgeshire and Peterborough Governor Services training programme on Governor Hub, the NGA Learning Link to identify their own programme. This will be collated into one document.</p>	<p>AW</p> <p>All</p>
13	<p>Staff and Pupil Wellbeing and Mental Health Update including cost of living (standing agenda item) There are no concerns. The Head reported an increase in the number of Pupil Premium which is higher than expected.</p> <p>Question: Is there a staff survey due? <i>There will be one due soon.</i> Governors requested this item to be moved up the agenda moving forward.</p>	
14	<p>Any Other Business There was no other business.</p>	
15	<p>Review of meeting – impact of meeting, items for next agenda</p> <ul style="list-style-type: none"> • Governors received the Safeguarding and Child Protection policy and were satisfied that the school complies with the latest Keeping Children Safe in Education guidance. • Governors will implement a more robust policy review format which will make meetings more effective. 	

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	<ul style="list-style-type: none"> • Governors approved a number of policies, including the statutory safeguarding policies. • Governors discussed SAT and attendance data and greater depth. <p>Items for the next agenda Anti-bullying update.</p>																												
16	<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>2</td> <td>Monday 16th October</td> <td>ML send apologies</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	2	Monday 16 th October	ML send apologies	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 8.49pm

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

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

Date16th October 2023.....

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