



# Holywell CE Primary School

Full Governing Board Minutes of the meeting held Monday 16<sup>th</sup>  
October 2023 at 6pm at the school.

<b>Present</b>	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Scott Grant (SG), Mark Hodge (MH – entered the meeting at 6.07pm), Carl Jenkins (CJ), Elinor McNeill (EM), Carol Peilow (CP) and Sue Vickery (SV).
<b>Apologies accepted</b>	Lizzi Fabisz (LF) and Mike Leasure (ML)
<b>In attendance</b>	Louise Todd (LT - Clerk).

<b>Action points from this meeting</b>			
<b>Item</b>	<b>Action</b>	<b>Lead</b>	<b>Status</b>
4.1	PB to add the link grid column in the SDP for governors to reference	PB	By next meeting
8.3	SV, MH and the Head will set a date for the next Finance meeting.	SV MH PB	By next meeting
<b>Action points from last meeting</b>			
2	ML to confirm their pecuniary interest on Governor Hub or by the form.	ML	By next meeting.
3 Updated 18/10/23	Clerk to contact the Dioceses clerk to enquire as to whether the post can be delegated to a lay person for the interim period. Completed 27/9, no response – chased 18/10/23	LT	Open
7.1	Governors to complete the safeguarding online module <a href="https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc_link">https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc_link</a> by the next meeting.	All	By 31 <sup>st</sup> October 23
7.3	MH to read the KCSiE and to confirm this via Governor Hub or email the clerk.	MH	By the end of the autumn term
8.7	Chair to contact MP about her associate role – updated – completed - awaiting response	AW	Open
10	Head, Chair, Clerk will look to see how the induction can be improved.	PB, AW, LT	Meeting set for 20/11/23
12.2	All to look at <a href="#">Governor Services Training Programme</a> on Governor Hub and the <a href="#">Learning Link</a> to identify your own training programme.	All	By November meeting
<b>Action points from meeting held 23<sup>rd</sup> March 23</b>			

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5.3	CP to follow up with the PCC regarding the foundation governor vacancies.	CP	Open
12 Updated 16/10/23	Chair to organise meeting with SENCO team.	AW	Next meeting
<b>Action points from meeting held 19<sup>th</sup> January 23</b>			
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 and Clerk to upload to Governor Hub folder <a href="#">GovernorHub</a> .	All	By next meeting
<b>Action points from meeting held 15<sup>th</sup> November 22</b>			
9 updated	Chair and Head to review and amend the draft Scheme of delegation – meeting set for 20 <sup>th</sup> November 23	PB AW	Open
<b>Action points from meeting held 26<sup>th</sup> January 22</b>			
2 Updated	Preschool rent – rolling updates	PB	November 23

	Minutes	Action
1	<p><b>Welcome from the Chair</b> The Chair welcomed all to the meeting. 1.2 Apologies were from ML and LF and these were accepted. 1.3 CP led the opening prayer. 1.4 The meeting was quorate.</p>	
2	<p><b>Meeting Requirements</b> The Chair explained that a new agenda was being trialed so meetings could run in a timely fashion, the focus of this meeting was school improvement.</p> <p><b>2.1 Declaration of pecuniary interests relating to items on the agenda</b> There were no interests declared.</p> <p><b>2.2 Approval of the minutes of the FGB meeting held 26<sup>th</sup> September 2023 and agreed actions update</b> 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><b>2.2.1 Action points from last meeting</b> 2. Confirm their pecuniary interests – ML outstanding. 3. Clerk to contact Dioceses Clerk about foundation governors – contacted on 27<sup>th</sup> September, still awaiting a response, clerk to follow up – Addendum: Followed up on 18/10/23 – open.</p>	
	MH entered the meeting at 6.07pm	
	<p>5. Head to send CJ the model safeguarding monitoring calendar from EDRA – completed, action closed. 7.1 Governors to complete the online safeguarding module – in progress, CJ and ML have completed a different online course that the Head accepts. <b>All to complete by 31<sup>st</sup> October 23.</b> 7.3 <b>MH to read KCSiE – ongoing</b></p>	All  MH

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	<p>7.4 LF to email CJ dates for antibullying assembly and mediation workshops. Completed, action closed.</p> <p>8.7 Chair to contact MP about her associate role – completed and awaiting response. Ongoing.</p> <p>9 Head to send out SEF and SDP – School Self Evaluation Form was uploaded to Governor Hub prior to the meeting. SDP in progress and on the agenda. It was agreed to close the action.</p> <p>10.Head, Chair and Clerk to meet to see how induction can be improved, CJ directed them to his notes on induction on the Governor Hub noticeboard – Addendum: Meeting set for 20<sup>th</sup> November 23. Ongoing</p> <p>12.1 AW to put in place the governor monitoring programme for 23-24 – on agenda, action closed.</p> <p>12.2 All to look at training available and create individual training programme. Governors were signposted to the Preparing for Ofsted Course from Governor Services, also Health and Safety and Complaints training were also upcoming. CJ has had safer recruitment training. SG, AW and CJ are attending the Preparing for Ofsted course on 1<sup>st</sup> November 23 - Open</p> <p><b>2.2.2 Action point from meeting 11<sup>th</sup> July 23</b></p> <p>4. Head and Chair to meet to discuss bungalow and fencing. Updated: The Director of Education will visit the school on 10<sup>th</sup> November between 10 and 12pm to look at the site of the demolished bungalow and the fencing. Addendum: The Chair cannot attend the meeting. Action closed.</p> <p><b>2.2.3 Action point from 2<sup>nd</sup> May 23 meeting.</b></p> <p>7.1 updated 26/9/23 CJ and Head to meet to discuss progress of Safeguarding Audit report – Completed, the Safeguarding Lead will meet the Head on 2<sup>nd</sup> November to sign off. They have diligently reviewed the audit with evidence to show how it was actioned, there are five outcomes still to be completed. Action closed.</p> <p><b>2.2.4 Action points from meeting held 23<sup>rd</sup> March 23</b></p> <p>5.3 CP to follow up with PCC regarding the foundation governor vacancies- no progress - open.</p> <p>12. Chair to contact SENCO and Wellbeing officer about outcomes from the course Balancing needs of SDP with wellbeing. Updated: The Chair has contact the SENCO team with a written update around staff wellbeing, he will arrange a brief meeting to discuss – Ongoing.</p> <p><b>2.2.5 Action point from meeting held 19<sup>th</sup> January 23</b></p> <p>10.2 All to update individual action plans up to end of summer term 23 – The Chair would like all action plans and governor visit reports to be uploaded onto Governor Hub. Addendum: A new folder, called Action Plans was created on <a href="#">GovernorHub</a> in the Monitoring folder. Governors can send visit reports and action plans to the clerk to upload. It was noted that the previous Safeguarding Link Governor undertook a number of monitoring visits and verbally fed back at the FGB without producing an action plan – ongoing.</p>	<p>Open</p> <p>AW, PB, LT</p> <p>All</p> <p>CP</p> <p>AW</p> <p>All</p>
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	<p><b>2.2.6 Action point from meeting held 15<sup>th</sup> November 22</b></p> <p>9. Draft scheme of delegation – Updated - Date set for 20<sup>th</sup> November 23 for the Head, Chair and Clerk to produce a scheme - open.</p> <p>2 Preschool rent – 16/10 –updated, the LA (local authority) are working as a third party looking at rental costs, including utilities and caretaking. They are liaising with the preschool to ensure any increases are affordable without the school making a loss. Once finalised the annual rent will be increased without this mechanism. The Finance Manager has requested a formula moving forward – open.</p>	AW/PB/ LT
3	<p><b>Matters Arising</b></p> <p><b>3. Approval of the Safeguarding and Child Protection policy</b></p> <p>The policy with amendments requested by governors was uploaded to Governor Hub prior to the meeting.</p> <p>Decision: Governors approved the Safeguarding and Child Protection policy September 23.</p>	
4	<p><b>FOCUS – School Improvement</b></p> <p><b>4.1 Head’s Report verbal</b></p> <p><b>4.1.1 School Development Plan (SDP)</b></p> <p>The Head shared on screen to show the current version of the SDP, which is a work in progress.</p> <p>Main points are:</p> <p><b>Objective 1</b></p> <ul style="list-style-type: none"> <li>• Writing – a new scheme will be trialled and implemented in January 24.</li> <li>• Y6 moderator work – the Assistant Head is working with the LA moderator.</li> <li>• The English Lead is working with an English lead from another school.</li> <li>• Developing greater depth in maths for KS1 and KS2 – a subject advisor is working with the school in the spring term.</li> </ul> <p><b>Objective 2 – Behaviour</b></p> <p>The Head and Assistant Head have finished training in the STEPS programme and the Behaviour policy has been deferred to include the new therapeutic approach.</p> <p><b>Objective 3</b></p> <ul style="list-style-type: none"> <li>• The Science Lead (Y2 teacher) is developing a science action plan.</li> <li>• Y6 will be piloting the forest school after half term.</li> </ul> <p><b>Question: What is the initial feedback from teachers about the forest school.</b></p> <p><i>They have received a schedule and are keen to teach it.</i></p> <ul style="list-style-type: none"> <li>• Modern foreign languages (MFL) – The Head has surveyed other schools and there are a wide range of languages spoken within the cluster.</li> <li>• Governors discussed what options are available to the school to help assist with MFL, St Ivo Sixth Form was considered as a potential place to recruit student volunteers to assist in school.</li> </ul> <p><b>Question: What is the barrier for recruiting a French teacher.</b></p>	

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	<p><i>Mainly the budget, there is a multilingualist within the staff but she would need to be released from her duties to teach.</i></p> <p><b>Objective 4 – developing the school site.</b>  The bungalow is being demolished; the Director of Education will visit the site in November.  The school is participating in a volunteer programme with AstraZeneca.</p> <p><b>Action 4.1</b> Governors requested the Head adds the Link Grid column for governors to reference.</p> <p>Governors considered the timeline to finalising the SDP and whether there was scope to start the process earlier in the summer term; however, there was limited capacity in the senior leadership team to effectively do this.</p> <p><b>Question: Do you think these will be completed by the end of the academic year.</b>  <i>Priority 1 and the vast majority of Priority 3. Priority 4 is more problematic depending on funding and it also relies on external partners.</i></p> <p><b>4.2 Quality of Teaching – staff appraisals</b>  The Head has had his appraisal delayed due to unforeseen external factors; it is due on 6<sup>th</sup> November.</p> <ul style="list-style-type: none"> <li>• All senior leaders have had their appraisal. There were no main concerns with performances and targets.</li> <li>• The rest of the staff will be completed by half term.</li> <li>• The Head will make his recommendations to the Pay Body (MH and SV).</li> </ul> <p><b>4.3 School Self Evaluation Form (SEF)</b>  The SEF was uploaded to Governor Hub prior to the meeting.  The document was shared onscreen.  It was noted that there are no summative judgements on the SEF, which is a recommendation by the LA.</p> <p>Governors requested a crib sheet so they are prepared during an Ofsted Inspection. The Head shared his judgements for each section:</p> <ul style="list-style-type: none"> <li>• Some elements of the Quality of Education are outstanding, however the lack of greater depth in writing means it has an overall rating of “good”.</li> <li>• Behaviour and attitude is good with outstanding features.</li> <li>• Personal development – outstanding</li> <li>• Early Years – outstanding</li> <li>• Leadership and Development – good</li> </ul> <p>The English lead is attending a conference in greater depth in writing in November.</p> <p><b>Question: Are there other preschools in the catchment area that the school can build strong links with.</b></p>	
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<p><i>The Early Years Lead has links with all the schools and visits them but her strongest link is with the preschool on the school site.</i></p> <p><b>4.4 SEN Update</b>  The infographics showing the demographic of SEN pupils at the school and Children in Care were uploaded to Governor Hub prior to the meeting.  The school is above the national figure for children with Education, Health Care Plans, this is partly because the SENCO and the provision has a good reputation and also the demographic of Needingworth is changing.</p> <p><b>Question: How will this impact on greater depth results and how will the school be judged?</b>  <i>The context will be considered and this will be referenced in the Ofsted report.</i></p> <p><b>Question: How would you deal with potential future cuts to SEN funding.</b>  <i>It would affect all schools; Cambridgeshire is one of the lowest funding areas in the UK.</i></p> <p>It was noted that there is a high crossover with Pupil Premium and gender and that the highest percentage of EHCPs are boys, which reflects the national picture.</p> <p><b>4.5 Pupil Premium Impact Statement</b>  The draft version was shared on screen. The deadline for submitting the document on the school website is the end of December.</p> <p>The significant amount of funding reflects the numbers of Pupil Premium in the school, many are lower down the school so the funding is stable, therefore the statement is a 3-year plan.  The Head gave a brief overview of the spending.</p> <p style="background-color: #e6f2ff;">Decision: The statement to be approved at the next meeting.</p> <p><b>4.6 Staff Mental Health and Wellbeing</b>  Morale is good although staff are tired.  The Head is proactive in ensuring he is in touch with all staff and there is a good team culture at the school.</p> <p>Governors considered how they can develop more positive relationships with staff to show they are valued and appreciated.  The Head will discuss with staff and inform governors.</p> <p><b>4.7 Cost of living support</b>  Families are notified that there is funding available for trips if required but this has to be flagged with the school and often families are not comfortable doing this.  It was noted that fines for unauthorised absences will be implemented soon.</p>	<p>Agenda</p>
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5	<p><b>Policy Review and Approvals</b></p> <p>The following policies and proformas were uploaded to Governor Hub prior to the meeting:</p> <p>Data Protection.  Suspension and Exclusion policy.  SEN Policy and Information Report.  Mobile Phone policy.  Attendance.</p> <p><b>5.0.1 Policies to be reviewed – September’s meeting</b></p> <p><b>5.1 Supporting pupils with medical conditions</b>  Agreed to defer to the next meeting.</p> <p><b>5.2 Data Protection Policy.</b>  It was agreed for an additional disclaimer to state that if data relates to a safeguarding concern, please see safeguarding policy.  Decision: Governors approved the policy</p> <p><b>5.3 Allegations of abuse against teachers.</b>  Awaiting policy update from EPM – deferred to the next meeting.</p> <p><b>5.4 First Aid Policy.</b>  This has been delayed – deferred to the next meeting.</p> <p><b>5.5 Suspension and Exclusion Policy</b>  Decision: Governors approved the policy.  Governors asked about the exclusion process, this is a last resort and is about keeping children safe.</p> <p><b>5.5.1 Policies for review – October meeting</b></p> <p><b>5.6 SEN Policy and Information Report</b>  There were a couple of typos. The policy is based on the Key model policy.  Decision: Governors approved the SEN Policy and Information Report.</p> <p><b>5.8 Mobile Phone and other Smart Devices Policy</b>  The policy is compliant with the new KCSiE.</p> <ul style="list-style-type: none"> <li>• Governors asked whether there is information about the process on the door/entrance in the school for all adults.</li> <li>• Governors suggested adding a reminder in the signing in process system.</li> <li>• It was noted that the office would keep mobile phones for non-staff and it would be at the Head’s discretion.</li> </ul> <p><b>Question: How will volunteers be made aware that they need to alert staff if they see a breach in policy.</b>  <i>The Head can place this in the induction pack in the section on mobile phones.</i></p> <p><b>Question: How do you know when smartwatches are being misused.</b></p>	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
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	<p><i>It relies on staff to find out, it is ubiquitous so difficult to have a blanket ban.</i></p> <p>Decision: Governors approved the Mobile Phone policy</p> <p><b>5.9 Attendance</b> Governors discussed the pros and cons of pupils taking holidays during term time. Decision: Governors approved the Attendance policy</p> <p><b>5.10 Policies for review – November meeting.</b> PSHE policy – governor leads are CP and EM with LF as staff lead.</p>	Agenda
6	<p><b>Safeguarding</b></p> <p><b>6.1 Approval of revised version of Safeguarding and Child Protection policy.</b> See Matters Arising.</p> <p><b>6.2 Staff code of conduct – approval</b> This was deferred at the last meeting; the Head is waiting for an EPM update of the document.</p> <p><b>6.3 Anti-Bullying alliance survey with national averages.</b> Governors agreed to defer as the national averages had not been released at the time of the meeting.</p> <p><b>6.4 Health and Safety</b> The school will have a health and safety audit soon. Decision: Report at the next meeting.</p> <p><b>6.5 Governor Safeguarding Visit</b> The Safeguarding Lead visited the school on 11<sup>th</sup> October, his report was uploaded to Governor Hub prior to the meeting.</p> <ul style="list-style-type: none"> <li>• He conducted a pupil voice, which was positive, children knew how to keep safe in school.</li> <li>• Staff also appreciated his visit to talk to the children about safeguarding.</li> </ul> <p>Governors discussed an Ofsted inspection at another school which focused on the daily record keeping in safeguarding and if these met with the new KCSiE guidelines, including detailed examination of the safeguarding systems in schools.</p> <p>It was noted the school had a safeguarding audit in March, vulnerable children are checked every day.</p> <p><b>Question: Are weekly safeguarding meetings recorded.</b> Yes.</p>	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
7	<p><b>Governance</b></p> <p><b>7.1 Appointment of Alan Whitaker as co-opted governor.</b> Decision: Governors appointed AW as co-opted governor.</p>	

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	<p><b>7.2 Governor Monitoring</b>  <b>Dates for curriculum team meetings</b>  The Curriculum Team Leads should be in touch with all governors about attending the next team meeting which are being held week beginning 20<sup>th</sup> November.  Decision: Governors are asked to form a clear plan from the meeting that can be used to create the annual monitoring programme.</p> <p>ML, SV will meet the English Lead to discuss reading.  Governors requested they conduct a visit on reading to check it is being embedded, especially concerning the book banding. Governors were concerned that the rationale behind the banding had not been communicated with pupils.</p> <p>The Chair and Head will discuss inviting the English Lead to a future governor meeting (potentially in January) to speak about English and reading.</p> <p><b>7.3 Self Evaluation – Board Structure</b>  The document was uploaded to Governor Hub prior to the meeting.  Governors looked at the size and structure of the board which is deemed sufficient.</p>	Forward Planner
8	<p><b>Any Other Business</b>  8.1 Governors discussed the insurance cover for liability.  8.2 Governors asked how the school discusses the war in Israel. The Head has received advice form the LA but it did not fit within the context of the school. Governors requested that children are informed without being frightened or anxious and that the information is balanced. Addendum: The email from the LA was shared with governors after the meeting.  Action - 8.3 SV MH and the Head will set a date for the next Finance meeting.</p>	SV MH PB
9	<p><b>Review of meeting – impact of meeting, items for next agenda</b>  <b>Items for the next agenda</b>  <b>9.1 Impact</b></p> <ul style="list-style-type: none"> <li>• Governors approved the safeguarding policy and discussed the recent pupil and teacher voice conducted by the Safeguarding Governor to ensure the school sustains a safeguarding culture.</li> <li>• A number of policies including Mobile Phone were approved and governors welcomed the new proforma to make the meeting more efficient.</li> <li>• Governors renewed the Chair’s co-opted term of office.</li> <li>• Governors discussed school improvement in depth and received updates on the School Development Plan and Pupil Premium and the School Self Evaluation Form.</li> </ul> <p><b>9.2 Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Resources Focus including finance update</li> <li>• Health and Safety</li> <li>• Safeguarding</li> <li>• Ofsted</li> <li>• Succession Planning</li> </ul>	

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16	<b>Dates of next meetings</b>		
	Number	Date – start at 6pm	Items for discussion
	3	Tuesday 28 <sup>th</sup> November	
	4	Thursday 18 <sup>th</sup> January	
	5	Thursday 29 <sup>th</sup> February	
	6	Wednesday 20 <sup>th</sup> March	SFVS Approval
	7	Thursday 2 <sup>nd</sup> May	Budget approval
	8	Thursday 6 <sup>th</sup> June	
	9	Monday 15 <sup>th</sup> July	SATs results/end of year review

Colour code – Red = action point, blue = approval/decision, bold = governor question. The meeting closed at 8pm

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

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

Date .....28<sup>th</sup> November 2023.....

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