



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Tuesday 28th November 2023 at 6.08pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Scott Grant (SG), Carl Jenkins (CJ), Elinor McNeill (EM), Carol Peilow (CP) and Sue Vickery (SV).
Apologies accepted	Mark Hodge (MH), Lizzi Fabisz (LF)
In attendance	Becky Cooper (BC – Finance Manager appeared remotely – left the meeting at 6.24pm) and Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
3	Pay policy – localised version to be issued to governors as a matter of urgency.	PB	Completed 6/12/23
3.2	LF to report on PE and Sports Premium as a guest attendee next meeting.	PB to ask	Next meeting
4.5	Pupils with medical conditions, Head to check insurance has been taken out to cover risk (see page 2 of the policy).	PB	Next meeting
9	Chair to send out Ofsted document from Governor Services and arrange a separate Ofsted meeting to discuss the questions.	AW	By end of autumn term.

Action points from 25th September 2023			
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.	AW, MH	By 31 st 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
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 23rd March 23			
12 Updated 16/10/23 28/11/23	Chair meeting with SENCO and Wellbeing team – awaiting further document from team for discussion.	AW	Next meeting

Action points from meeting held 19th January 23			
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Core functions of the governing board:

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AW

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 GovernorHub .	All	By next meeting
Action points from meeting held 26th January 22			
2 Updated 28/11/23	Preschool rent – send AW and SV date of mediation meeting.	PB	December 23

	Minutes	Action
1	<p>Welcome from the Chair The Chair welcomed all to the meeting. 1.2 Apologies were from LF and MH and these were accepted. 1.3 CP led the opening prayer. 1.4 The meeting was quorate.</p>	
2	<p>Meeting Requirements 2.1 Declaration of pecuniary interests relating to items on the agenda There were no interests declared.</p>	
3	<p>Finance and Budget Update BC presented; key points are:</p> <ul style="list-style-type: none"> • There will be a Finance meeting on Thursday 30th November with the Head, BC, MH and SV. • There has been teething problems with the new budget system but she has been able to submit a set of accounts. • It is forecast that the school will break even at year end. • The spend on buildings may go over budget, BC is waiting for additional funding for the teachers' pay award. • BC has processed all the pay awards for staff, who will receive it in December. • MH and SV have received the uplifts for teachers' pay. • The income from wraparound care is increasing. • BC is querying the tutoring money received for 22-23 which is being clawed back from the Department for Education (DfE). • The catering tender has gone out, the closing date is noon on 1st December. <p>Question: What is the process for governors around the tenders. <i>The Head has approached CJ to be involved in the process. BC then explained the process.</i></p> <p>There are no concerns around the draft budget for next year. The level of funding from the local authority (LA) will not change.</p> <p>Question: What will happen to the funding of the teachers' pay award should a general election see a new party in power. <i>This is funded no matter what government is in power.</i></p> <p>BC is investigating the pension contributions for next year.</p>	

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	<p>Governors discussed the recent government error on school funding.</p> <p>3.2 Pay Policy Governors received the Pay Policy 2023 prior to the meeting. It was noted the policy is a model policy from EPM, with an updated pay scale added as an appendix. Governors queried the wording in the Pay Policy which had not been personalised to the school. It is the same document as last year's with no substantive changes. Decision: Governors approved the policy on condition it is personalised to the school.</p>	
	BC left the meeting at 6.24pm	
	<p>3.1 Pupil Premium Impact Statement The document was shared on screen, it has been amended since the last meeting. The main change is that more funding has been placed into the reception class with additional TA support.</p> <p>Question: Have you noticed any changes in behaviour in reception? The situation is being monitored by the governor leads but there are no concerns, however, more adult support is needed in the class. Governors discussed the situation in more depth and considered evidence at a recent governor visit by EM.</p> <p>The Head explained the rationale behind the 3-year plan. The vast majority of Pupil Premium are in reception and Year 1. It was noted a new link governor is needed for Pupil Premium.</p> <p>3.2 PE and Sports Premium Statement LF was not at the meeting to report. The Head will ask if she will report at January's meeting.</p> <p>Actions 3. Pay policy – localised version to be issued to governors as a matter of urgency. 3.2 LF to report on PE and Sports Premium as a guest attendee next meeting.</p>	<p>PB</p> <p>LF</p>
4	<p>Policy Review and Approvals The following policies were uploaded to Governor Hub prior to the meeting: 4.1 Relationships Education policy and Proforma CP and EM have been working on the policy with LF. Governors highlighted several typos which were live edited by the Head.</p> <p>Question: How does the school know who identifies as non-binary? <i>We are teaching in single sex groups, so unless it has been said, at which point the school will take the needs and wishes of the child into account. It would be treated sensitively, it would be included in discussion but the child would not be named, by law the school has to protect the children.</i></p>	

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	<p>Question: Could the request be made from the parent/carer. <i>It could and any request would be discussed.</i></p> <p>Question: If the request was granted, would it just happen or would it be debated. <i>The Department for Education's guidance has not yet been published, the school would refer to DfE guidance.</i></p> <p>Question: Has there been any engagement with parents. <i>There has been a drop-in Zoom session with the staff lead.</i></p> <p>Decision: Governors approved the policy.</p> <p>4.2 PSHE Policy and 4.3 Online Safety Policy An overview of the PSHE curriculum was uploaded to Governor Hub prior to the meeting. Governors were informed that as a result of a consultation, the teaching of puberty has been moved from Y5 to Y4. It was noted that both policies will be reviewed at January's meeting.</p> <p>4.3 Pay Policy – see item 3.2</p> <p>4.4 Whistleblowing – statement from the LA (local authority). The Statement was uploaded to Governor Hub prior to the meeting. Decision: Governors acknowledge the statement.</p> <p>4.5 Supporting pupils with medical conditions and proforma. The policy and the proforma were uploaded to Governor Hub prior to the meeting. Governors asked questions around individual health care plans and what happens if there is no plan, being mindful that this is a risk to the staff. Governors asked about staff training and the Head updated the number of staff trained, including specific staff training for diabetes.</p> <p>Question: Do we have a contingency plan for sudden emergencies, for instance when trained staff are off sick. <i>We have back up but if they are off sick it would be a challenge, we would notify the parent and it would be their choice to send in the child and if not, we would authorise the child's absence.</i></p> <p>Governors received confirmation of who was the appointed medical person and what the Head would do if one of the parents did not consent. Decision: Governors approved the policy.</p> <p>4.6 The statement of procedure for dealing with allegations of abuse against teachers. This is an EPM model policy with no changes. It is linked to the staff code of conduct. The procedure had not been tweaked to reflect the school's procedure.</p>	Agenda
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	<p>Decision: Governors approved the policy.</p> <p>4.7 First Aid policy and procedure. The reporting system was explained to governors. Question: Regulated training is not mentioned, can this be added. <i>This had been confirmed previously, will be added in.</i></p> <p>There was a query about the review date. Addendum – The clerk checked the policy spreadsheet and the date on the policy is a typo. Decision: Governors approved the policy on condition it is proof read by the school before uploading to the website.</p> <p>4.8 Staff Code of conduct The policy was uploaded to Governor Hub prior to the meeting. No personalisation had occurred on this policy, it was taken directly from the EPM website and sent to governors as a final version. At the meeting, governors were told the version was the same as the last version that was approved. CJ said that this policy, as well as other non-personalised policies that had been sent to the governors should be personalised and sent to the governors before they can be reviewed and then approved. Other governors disagreed and the policy was then approved. Decision: Governors approved the policy.</p> <p>Action 4.5 Pupils with medical conditions, Head to check insurance has been taken out to cover risk (see page 2 of the policy).</p>	PB
5	<p>Meeting Requirements Part 2</p> <p>5.1 The minutes of the meeting held on 16th October 23 was uploaded to Governor Hub prior to the meeting. There was one amendment, in the action tracker, action 2.2.3 – Safeguarding audit, the outcomes had not all been completed, there were 5 remaining. On condition this is amended, the minutes were agreed as a true record and will be signed by the Chair.</p> <p>5.2 Agreed Actions</p> <p>5.2.1 Actions from meeting held on 16th October 23</p> <p>4.1 PB to add link grid column in SDP for governors to reference, completed, action closed.</p> <p>8.3 SV MH and the Head to set a date for the next Finance Meeting – the meeting is set for 30th November 23. The Chair requested that a calendar of dates for the rest of the academic year was decided at the meeting for the Governor Activity Calendar. Action closed.</p> <p>5.2.2 Action points from meeting held 25th September 23</p> <p>2. ML to confirm pecuniary interest, closed due to resignation.</p> <p>3. Clerk to contact Dioceses clerk still awaiting response from follow up. The new vicar will start on 17th March 2024 and will become the ex-officio foundation</p>	

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	<p>governor. CP reported that a foundation governor vacancy was still open and being recruited for but it was difficult to find applicants. It was agreed to close the action.</p> <p>7.1 Governors to complete the safeguarding online module – The Head to notify the clerk who has yet to finish the training for her to follow up – open.</p> <p>7.3 MH to read Keeping Children safe in Education document - ongoing</p> <p>8.7 Chair to contact MP – completed and she has submitted her resignation as an associate governor. Action closed.</p> <p>10. Head, chair and clerk met to look at improvements in the induction process, completed - PB and AW will meet with the new governor before his first governor meeting and go through the checklist. A letter will also be added to the induction pack. Addendum: The policy has been slightly tweaked to reflect the new amendments – take to next FGB for approval. Action closed.</p> <p>12.2 Governor training – all to identify own training programme, inform SG, Chair and Clerk – ongoing. Governors were asked to upload their training certificates to the training record on Governor Hub.</p> <p>5.2.3 Action points from meeting held 23rd March.</p> <p>5.3 PCC foundation governor vacancies – CP gave an update at 5.5.2. Action closed.</p> <p>12 – updated 16/10/23 – Chair to organise meeting with SENCO and Wellbeing team – in progress - the Chair is waiting for the Wellbeing team to provide a document for further discussion. The Chair thanked the team and SENCO for all their hard work and dedication as it was noted that their workload is high.</p> <p>5.2.4 Action point from meeting held 19th January 23</p> <p>10.2 All to update individual action plans up to end of summer term 23. Governors have been involved in several governor team meetings during the last couple of weeks. Ongoing.</p> <p>5.2.5 Action point from meeting held 15th November 22</p> <p>9. Draft scheme of finance delegation – completed and uploaded onto Governor Hub, action closed.</p> <p>5.2.6 Action Point from meeting held 26th January 23</p> <p>2 Preschool rent – updated – the mediation process with the local authority acting as a third party has begun. Governors requested representation at this meeting, it was agreed that AW and SV would attend – the Head to notify them of the date of the meeting. -ongoing</p>	<p>Agenda</p> <p>All</p>
6	<p>Matters Arising</p> <p>3. Approval of the Pay Awards</p> <p>Decision: Governors approved the Pay Awards over email on 8th November 23.</p> <p>It was noted that the approval of the performance related pay will be approved by the Finance Working Party, in their capacity as the Pay Body on 30th November 23.</p>	
7	<p>FOCUS – Resources</p> <p>The Head’s Report, the LA external monitoring Phonics Report from the LA English Advisor and an Attendance Report were all uploaded onto Governor Hub prior to the meeting.</p>	

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	<p>Key points are: The Head predicted the school will be oversubscribed for the September 24 intake.</p> <p>Question: Do you have the capacity to absorb this? <i>We are not due an expansion as this is not evidenced in the demographics. We are getting a lot of interest from out of catchment families.</i></p> <p>7. Safeguarding – resources. The safeguarding team is spending a significant proportion of their time on safeguarding tasks including following up, paperwork and providing practical support for children.</p> <p>Question: Are there any implications for governors? <i>No</i></p> <p>Question: Is this causing any behavioural issues at school and beyond for those families. <i>No.</i> Governors were mindful of the wellbeing lead’s workload and stated that it was important this is reflected in her contract.</p> <p>The Head raised the issue of the filtering and monitoring system, which is not working efficiently at the moment, due to technical problems. This is causing a significant amount of the Head’s time to resolve the problem.</p> <p>7.1 Small School Rating The document was uploaded to Governor Hub prior to the meeting.</p> <p>Question: What is the purpose of the RAG rated assessment? <i>It is to see how financially viable small schools are, we are on the threshold of the definition of a small school.</i></p> <p>It was noted that the school rated “green” with the budget being the main area of concern.</p> <p>7.2 Premises Questions were invited: Question: Are we waiting for Cambridgeshire County Council to suggest the next steps with the bungalow space. <i>The Head needs to investigate a community infrastructure levy. There is no other funding available due to the demographic of the school. It would be prudent to look at wraparound care for potential funding.</i></p> <p>Question: The government’s objective is for all schools to academise, do you see any financial benefits for academisation and would this address any financial issues.</p>	
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	<p><i>Previously, yes, but there are now no major benefits of academising. The main risk would be a decline in local authority (LA) support.</i></p> <p>7.3 Health and Safety The audit report for health and safety has been submitted to the Head, he will share it with SG as the health and safety governor. Decision: Governors agreed for this to be on the agenda at the next meeting.</p> <p>Governors discussed the problem of parking and traffic outside the school in the afternoon. This includes parking on zig zags during after school clubs. The school is looking into ways of mitigating this issue. The reception car park will be closed at those times from January 2024.</p> <p>7.4 Phonics audit The report from a recent visit from the LA advisor was uploaded to Governor Hub prior to the meeting. Senior Leaders were disappointed with the report from the visit which was more critical of the phonics scheme than mentioned at the time of the visit. The Phonics Lead and English Lead have annotated the audit, highlighting inaccuracies, language and references to the visit that were not mentioned at the time of the visit. This will be sent back to the LA advisor.</p> <p>Governors discussed the scheme which is the school's own scheme and therefore not a validated scheme. The scheme's success is evident in the school results. Decision: Governors were confident in the scheme and give their full backing to the school.</p> <p>7.5 School Day The Head explained the school day requirements in the report, which the school is meeting.</p>	Agenda
8	<p>Safeguarding</p> <p>8.1 Governor Safeguarding Visit The Safeguarding Governor Lead visited the school on 9th November to look at the outcomes from the LA safeguarding audit and to look at the Single Central Record (SCR), his report was uploaded to Governor Hub prior to the meeting. The Head and CJ will meet to review the progress of the outcomes from the audit, there are 5 outstanding outcomes. Governors discussed the checking process for new governors. Decision: Governors re-confirmed that new governors must have completed their DBS process and have had a Section 128 check before attending their first meeting.</p>	
9	<p>Ofsted</p> <p>Feedback from Preparing for Ofsted course The Chair and CJ attended the online course Getting Ready for Ofsted. Key points from the course have been posted on Governor Hub.</p>	

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	<p>SG is also booked on to attend the course. The Chair has received a document from Governor Services stating anecdotal evidence and questions inspectors have asked from governors who have experienced recent inspections. Decision: Governors agreed to convene a separate meeting to discuss Ofsted before the end of term.</p> <p>Action 9. Chair to send out Ofsted document from Governor Services and arrange a separate Ofsted meeting to discuss the questions.</p>	AW
10	<p>Governance</p> <p>10.1 Re-election of Scott Grant as parent governor The Chair confirmed that SG had been re-elected as parent governor on 5th November 2023.</p> <p>10.2 Resignation of Lizzi Fabisz as staff governor. LF will resign at the end of this term. Addendum: The Head has issued a notice for the role to his staff.</p> <p>10.3 Resignation of Mike Leasure as co-opted governor. ML resigned on 9th November 2023 leaving a vacancy for a co-opted governor, AW thanked him for his work.</p> <p>10.4 Appointment of new co-opted governor – Jason Howard. Decision: Governors appointed Jason Howard as the new co-opted governor</p> <p>10.5 Resignation of Madeleine Piggott as associate governor. MP submitted her resignation on 10th November 2023. Governors were reminded that the circle model of governance that has been adopted, does not allow for associate governors.</p> <p>10.6 Foundation Governor Vacancies The Ex-officio vacancy has been filled and will start their role in March 2024.</p> <p>10.7 Link Governor vacancies – SEND, Pupil Premium/Looked after children/Humanities and Literacy/Supporting pupils working at greater depth. The following governors were appointed: SEN and Looked after children – AW for the interim period. The Chair and Head will meet with the new co-opted governor as part of the induction process and will discuss the link governor role. It was hoped the new ex-officio foundation governor will pick up the Equality and Diversity role. In the interim, AW will undertake this role. The clerk highlighted a suite of equality and diversity modules on the Learning Link.</p> <p>10.8 Succession Planning.</p>	

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	<p>It was noted that the Chair had taken on additional responsibilities, which he hopes to delegate to the new governors.</p> <p>10.9 Self Evaluation – Core Functions It was agreed to defer to the next meeting.</p>	Agenda																					
11	<p>Any Other Business The Head will ask the English Lead to present at the next meeting. The Head will send out a calendar of Christmas events at the school.</p>	Agenda																					
12	<p>Review of meeting – impact of meeting, items for next agenda Items for the next agenda 12.1 Impact</p> <ul style="list-style-type: none"> • Governors welcomed a new co-opted governor to the board. • Governors adopted a number of policies including personnel and safeguarding policies. • Governors discussed succession planning due to recent resignations to ensure the board remain effective in their duties. • Governors received a verbal finance report and focussed on resources as part of the circle model. • Governors received a highly positive safeguarding report and were confident the school has a secure and robust safeguarding culture. <p>12.2 Agenda items for next meeting</p> <ul style="list-style-type: none"> • School Improvement – presentation from the English Lead and the PE Lead. • Quality of teaching • Safeguarding • SEN • Health and Safety Audit • Governors requested clarity on pension contributions. 																						
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>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	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, bold = governor question. The meeting closed at 8.16pm

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

Chair.....*Alan Whitaker*

Date18-01-24.....

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