



Holywell Church of England Primary School
Full Governing Board Meeting

Thursday 29th February 2024 6pm

Venue: School

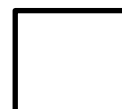
Minutes

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Scott Grant (SG), Carl Jenkins (CJ) Carol Peilow (CP) and Sue Vickery (SV). CJ joined remotely.
Apologies accepted	Mark Hodge (MH), and Elinor McNeill (EM). Note: DBS check in process for Jason Howard therefore not able to attend.
In attendance	Lizzi Fabisz (Class Teacher – LF); Becky Cooper (Finance Manager – BC); Zoe Baxendale (observing - ZB); Jen Hefti (JH - Camclerk).

Action points from meeting 29th February 2024			
Item	Action	Lead	Status
FGB2902-01	SFVS to be circulated via email with governors to indicate their approval.	BC/Clerk	Open
FGB2902-02	Contact details of vicar to be sent to the clerk	CP	Open
FGB2902-03	Induction process for vicar to be started	Clerk/H T/AW	Open
FGB2902-04	Headteacher to contact the University of Reading Climate Ambassador scheme	HT	Open
Action points from meeting 18th January 2024			
Item	Action	Lead	Status
5.2	Health and safety audit – Head to RAG rate with Premises Officer and share with governors. Update 29.2.24 – to be brought to March meeting	PB	Ongoing
Action points from meeting held 28th November 2023			

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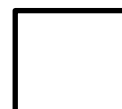


4.5	Pupils with medical conditions, Head to check insurance has been taken out to cover risk (see page 2 of the policy). Update 29.2.24 – confirmation received that cover in place, await written confirmation	PB	Next meeting
Action points from 25th September 2023			
7.1	MH to complete the safeguarding online module https://my.thekeysupport.com/signup-for-elearning/5a3b5c2a-2c11-4a81-bc90-f1836fc8a423?src=stc link by the next meeting.	MH	February meeting
12.2 Updated 18/1/24	All to look at Governor Services Training Programme on Governor Hub and the Learning Link to identify your own training programme. Updated – SG to recommend training to EM	All SG	By November meeting
Action point from meeting held 19th January 23			
10.2 Updated 25/9/23& 18/01/24	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 . CJ to support EM in transcribing her action plan.	All	By next meeting
Action point from meeting held 26th January 22			
2 Updated 28/11/23& 18/01/24	Preschool rent – awaiting outcome	PB	Open

	Minutes	Action
1	<p>Welcome from the Chair</p> <p>The Chair welcomed all to the meeting.</p> <p>1.1 Apologies were received and accepted from Mark Hodge (MH), Elinor McNeill (EM) and Jason Howard.</p> <p>1.2 The meeting opened in prayer.</p> <p>1.3 The meeting was quorate.</p>	
2	<p>Meeting Requirements part 1</p> <p><u>2.1 Declaration of pecuniary interests relating to items on the agenda</u></p> <p>None declared.</p>	
3	<p>FOCUS – Resources</p> <p><u>3.1 Sports Premium presentation</u></p> <p>LF gave a presentation regarding Sports Premium expenditure. Post meeting note: Spreadsheet detailing expenditure added to meeting papers.</p> <p>The following points were noted:</p>	

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	<ul style="list-style-type: none"> • School receives £17,500 of funding • The majority is used to fund the salary of the Physical Wellbeing Officer • Part of the funding is used for fund Planning, Preparation and Assessment (PPA) cover, extra-curricular activities and Continuing Professional Development (CPD) • Children are able to take part in a variety of events and clubs • Third party subscriptions are paid to various organisations will allows to school to take part in inter-school events, borrow equipment, and access resources and training • Remaining funding is used to purchase resources for the active reward scheme, renewal of Playpod equipment, staff cover, Year 6 catch up swimming and attendance at the PE conference • Training – staff benefited from training to develop the inclusion of children with Special Educational Needs and Disabilities (SEND) in PE activities and a Level 6 course which has supported curriculum development <p>A governor noted that it was positive that PE has such a strong profile within school.</p> <p><i>A governor asked whether there were any items the school would like to purchase were more funds available.</i> Governors were advised that more functional space such as a Multi Use Games Area (MUGA), playground improvements and professional input from sports clubs would benefit the school.</p> <p>Governors thanked LF for the report.</p> <p>6.20 – LF left the meeting</p> <p><u>3.2 School Financial Value Standards (SFVS)</u></p> <p>Governors were advised that the SFVS must be submitted to the Local Authority (LA) by 31st March 2024. There were no changes to the document from the prior year. The finance link governor had reviewed the document and was assured that good practice continues.</p> <p><u>FGB2902-01 – ACTION: SFVS to be circulated via email with governors to indicate their approval.</u></p> <p>Once approved, the document can be signed by the Chair.</p> <p><u>Audit findings</u></p> <p>The Finance Manager and Finance link had reviewed the general audit findings letter issued by the LA (Holywell was not audited) and were assured that all matters were in hand.</p> <p>Part of this item is subject to a confidential minute.</p>	BC/Clerk
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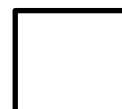
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	<p><u>Preschool rent</u></p> <p>The Finance Manager had had discussions with the LA representative who advised that the panel have agreed the amount outstanding but that the overall decision is still pending. The preschool cannot be invoiced until the final decision has been made. Any income from the outstanding rents will benefit the school budget.</p>	
4	<p>Meeting Requirements part 2</p> <p><u>4.1 Approval of the minutes of the FGB meeting held 18th January 2024</u></p> <p>The minutes of the meeting were accepted as a true record and will be signed by the Chair.</p> <p><u>4.2 Agreed actions update</u></p> <p>18th January 2024</p> <ul style="list-style-type: none"> ● 2.1 – circulate School Development Plan – COMPLETE ● 2.1.1 – confirm link roles – on this agenda. CLOSED. ● 2.2 – Behaviour policy – deferred to March meeting. CLOSED ● 2.4 – Ofsted meeting – meeting held. COMPLETE ● 3.3 – Pensions contributions funding. Governors to be advised post SFA meeting. COMPLETE ● 5.2 – Health and Safety report – deferred to March meeting. ONGOING ● 5.2.1 – Health and Safety walk – now booked. CLOSED ● 12.2 – SFVS – COMPLETE <p>28th November 2023</p> <ul style="list-style-type: none"> ● 3.2 – Sports Premium presentation – on this agenda. COMPLETE ● 4.5 – insurance – confirmation had been received that the school is covered. Await written confirmation. ONGOING <p>25th September 2023</p> <ul style="list-style-type: none"> ● 7.1 – Outstanding safeguarding training – ONGOING ● 12.2 - training <p>19th January 23</p> <ul style="list-style-type: none"> ● 10.2 – action plan – ONGOING <p>26th January 22</p> <ul style="list-style-type: none"> ● 2.1 – preschool rent - ONGOING 	
5	<p>Matters arising</p> <p>None noted.</p>	

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6	<p>Headteacher's report (written)</p> <p>The report had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • Small movement in pupil numbers • Attendance remains good and generally above local and national rates • School is working with some families regarding attendance • Safeguarding <ul style="list-style-type: none"> - The log of concerns had been circulated in advance of the meeting - The number of logs had reduced as a significant portion of previous concerns had related to a child who is now off roll <p><u>Exclusions</u></p> <ul style="list-style-type: none"> • 1 internal exclusion of one day had been applied • 1 longer term internal exclusion currently in place. A governor queried any difference between fixed term and internal exclusion. Governor were advised that a child subject to an internal exclusion remains in school but out of class and will access a range of interventions and approaches to support their return to the classroom <p><i>A governor asked whether other children could view this time away from class as some form of preferential treatment.</i> Governors were advised that the internal exclusion and the reasons for it had been discussed with the children who understand that it is a sanction.</p> <p><i>A governor sought assurance that none of the provisions in the Exclusions policy apply in this case.</i> Governors were advised that the school were taking a wellbeing approach in this instance so none of the provisions apply.</p> <p><u>Pupil Premium Funding</u></p> <p>Governors were advised that it had become apparent that incorrect coding had been applied to some children at the registration stage, so no funding had been received for them. A governor asked what measures were in place to ensure that this does not happen in the future. Governors were advised that the office may have to check each child's records with the previous setting.</p> <p><u>Complaints</u></p> <p>Two families had been directed to the Complaints policy however it is not clear at present whether they will pursue this route.</p> <p><u>Premises</u></p> <p>Governors discussed whether CCTV should be installed around the school and considered the associated implications such as data protection, consent, privacy and relationships with neighbouring members of the community.</p>	
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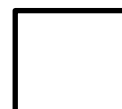
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	<p><i>Governors agreed not to pursue the installation of CCTV at this stage.</i></p> <p><u>Bungalow</u> A site visit to assess suitability is taking place tomorrow. Detailed costings will need to be submitted.</p> <p><u>Staffing</u> One long term absence had been extended to after the Easter holiday. Costs are covered by insurance. Cover arrangements are impacting release time A 1:1 Teaching Assistant was appointed in January</p>	
7	<p>Policies</p> <p>The policies had been circulated in advance of the meeting.</p> <p><u>Safer Recruitment</u> All queries raised were answered and related amendments will be made.</p> <p><i>The policy was approved for use by the school subject to the above amendments.</i></p> <p><u>Administration of Medication</u> It was noted that the office staff are the named individuals for first aid. Details regarding Medical Tracker will be expanded upon.</p> <p><i>The policy was approved for use by the school subject to the above addition.</i></p>	
8	<p>Working Together to Safeguard Children and summary of changes</p> <p>Received and noted.</p>	
9	<p>Ofsted</p> <p><u>9.1 Feedback from Ofsted readiness meeting 12.2.24</u></p> <p>Notes from the meeting and the 'school on a page' document had been circulated in advance of the meeting.</p> <p>Governors were asked to have ongoing input into the documents and be familiar with where to access them.</p>	
10	<p>Governance</p> <p><u>10.1 Format of meetings</u></p> <p>After discussion, the following was agreed:</p>	

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	<ul style="list-style-type: none"> • <i>Every third meeting to be virtual</i> • <i>Offer of hybrid meeting to be available at all meeting</i> <p><u>10.2 Reminder of training opportunities – Governor Services/NGA Learning Link</u></p> <p>Noted</p> <p><u>10.3 Membership – update on vicar</u></p> <p>Governors were advised that the vicar will be in post from 17th March and is hoping to visit the school after Easter.</p> <p><u>FGB2902-02 – ACTION: Contact details to be sent to the clerk</u> <u>FGB2902-03 – ACTION: Induction process to be started</u></p> <p><u>10.4 Link roles</u></p> <p>STEM/Curriculum</p> <ul style="list-style-type: none"> • MH • Staff governor (TBC) <p>Humanities</p> <ul style="list-style-type: none"> • EM • SV <p>Wellbeing</p> <ul style="list-style-type: none"> • EM • CP • JH <p>Headteacher performance management</p> <ul style="list-style-type: none"> • SV • CP • SG <p>Health and Safety and training</p> <ul style="list-style-type: none"> • SG <p>Finance</p> <ul style="list-style-type: none"> • SV <p>Salary review</p> <ul style="list-style-type: none"> • MH • SV <p>Early Years</p>	<p>CP Clerk/H T/Chair</p>
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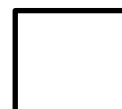
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	<ul style="list-style-type: none"> • CP <p>Safeguarding</p> <ul style="list-style-type: none"> • CJ <p>Mental Health</p> <ul style="list-style-type: none"> • EM <p>Curriculum and assessment</p> <ul style="list-style-type: none"> • SV <p>SIAMS</p> <ul style="list-style-type: none"> • CP • Vicar <p>SEND/PP/LAC/Diversity</p> <ul style="list-style-type: none"> • AW <p><u>10.5 Visit report</u></p> <p>The report had been circulated in advance of the meeting. Received and noted.</p>										
11	<p>Any other business</p> <p><u>ESG/Greener Governance</u> Governors discussed the initiative and agreed to engage with the University of Reading Climate Ambassador scheme</p> <p>FGB2902-04 – ACTION: Headteacher to contact the University of Reading Climate Ambassador scheme</p>	HT									
12	<p>12.1 Review/impact of meeting</p> <ul style="list-style-type: none"> • Frank and challenging budget discussion • Two policies ratified • Link roles agreed • Greener Governance discussed with next steps established • SFVS presented with next steps established <p>It was agreed that the June meeting would be moved to 5th June in order due to the D Day commemorations taking place locally.</p>										
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>6</td> <td>Wednesday 20th March (in person) 6pm</td> <td>SFVS Approval</td> </tr> <tr> <td>7</td> <td>Thursday 2nd May (virtual)</td> <td>Budget approval</td> </tr> </tbody> </table>	Number	Date – start at 6pm	Items for discussion	6	Wednesday 20 th March (in person) 6pm	SFVS Approval	7	Thursday 2 nd May (virtual)	Budget approval	
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	8	Wednesday 5 th June 6pm		
	9	Monday 15 th July	SATs results/end of year review	

With no further business the meeting closed at 8.10pm

Chair.....
Date

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