



**Holywell Church of England Primary School
Full Governing Board Meeting**

Thursday 20th March 2024 6pm

Venue: School

Minutes

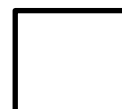
Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Scott Grant (SG), Carol Peilow (CP) and Sue Vickery (SV)., Mark Hodge (MH), and Elinor McNeill (EM); Zoe Baxendale (ZB);
Apologies accepted	Carl Jenkins (CJ) Note: DBS check in process for Jason Howard therefore not able to attend.
In attendance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

The minutes reflect the order in which items were discussed.

	Minutes	Action
1	<p>Welcome from the Chair</p> <p>The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from Carl Jenkins (CJ).</p> <p>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>	

Core functions of the governing board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent



	None declared.	
3	<p>FOCUS – School Improvement</p> <p><u>English presentation</u> AO delivered a presentation focussed on writing. Governors were advised of the following:</p> <ul style="list-style-type: none"> • Priorities have been identified as: <ul style="list-style-type: none"> - Ensuring skills progression - Sequencing of lessons - Supporting higher attainment • There had previously been a reliance on longer texts requiring more time reading and fewer opportunities for extended writing. • A new writing scheme called Pathways to Write was trialled from Autumn 2 • Lessons are structured so that children can refer to prior learning to embed their skills. • A range of quality fiction and non-fiction texts are used, including age-appropriate picture books. • The texts reflect diversity and align with the Social, Moral, Cultural and Spiritual (SMSC) curriculum. • A range of skills are taught via one text. • The texts inspire purposeful writing. • Working walls have been developed to support writing skills within the learning environment. • The scheme provides exemplars of work to support moderation activities. • The scheme provides resources to support children working at or towards Greater Depth. <p><u>Spelling</u></p> <ul style="list-style-type: none"> • The Pathways to Spell scheme has been trialled which uses a variety of strategies to teach spelling and encourages different styles of learning. • Children revisit previous learning objectives. • Children receive regular, short input. • Children build a spelling log and journal which they can use as reference during other learning tasks. <p><u>Reading</u></p> <ul style="list-style-type: none"> • The focus will be reading in the summer term. • The reading challenge will be promoted. • Reading areas will be developed. • Newer, more relevant non-fiction texts are being introduced. <p><i>A governor asked whether the school would be able to fund the continuation of this scheme.</i> Governors were advised that the new texts were a one-off purchase as</p>	

Core functions of the governing board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent



	<p>these do not change throughout the scheme. School had also received some donations of books.</p> <p><i>A governor asked whether impact of this work would be able to be evidenced given the short time it had been in place.</i> Governors were advised that outcomes had been documented including examples of children’s work and outcomes of book scrutiny.</p> <p><i>A governor asked whether the writing and spelling schemes align to the phonics programme.</i> Governors were advised that the progression of skills aligns.</p> <p><i>A governor asked whether the new approach had been shared with parents.</i> Governors were advised that parent workshops had been offered and the presentations emailed to those unable to attend.</p> <p>Governors thanked AO for her work leading in this area.</p> <p><i>6.30pm – AO left the meeting.</i></p>	
4	<p>School Financial Adviser – Q&A session re 24 – 25 budget and funding questions</p> <p>The School Financial Adviser (SFA) was unable to attend due to connectivity issues. The Business Manager advised the following:</p> <ul style="list-style-type: none"> • The SFA agreed that funding and revenue had been input correctly. • The SFA agreed the proposed staffing restructure. • The budget is now balanced. <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Conversations have taken place with the affected staff members. • The union will be involved in one case and have asked that timescales are amended. • The Senior Leadership Team (SLT) have been advised of the reduction to their release time. <p><i>A governor asked whether clarity could be provided to staff regarding the school’s prior knowledge or otherwise of the impending financial constraints.</i> Governors were advised that this could be addressed.</p> <p><i>A governor asked when families would be advised of the increase to wraparound care fees.</i> Governors were advised that this would be communicated this week.</p> <p><u>Appeal committee</u></p> <p>It was agreed that this would be formed of:</p> <ul style="list-style-type: none"> • SV • AW • SS 	

Core functions of the governing board:

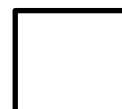
- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent



	<ul style="list-style-type: none"> MH (if needed) 	
6	<p>School Financial Value Standard (SFVS) Approval</p> <p>The SFVS document had been circulated in advance of the meeting.</p> <p><i>Governors approved the document for submission to the Local Authority (LA). It was signed by the chair.</i></p> <p><i>7pm – BC left the meeting</i></p>	
5	<p>Meeting Requirements part 2</p> <p><u>4.1 Approval of the minutes of the FGB meeting held 29th February 2024</u></p> <p><i>The minutes of the meeting were accepted as a true record and were signed by the chair.</i></p> <p><u>4.2 Agreed actions update (written confirmation of insurance included with papers)</u></p> <ul style="list-style-type: none"> FGB2902-01 – SFVS – COMPLETE FGB2902-02 – Vicar’s contact details – COMPLETE FGB2902-03 – Induction process for new governors – ONGOING FGB2902-04 – Climate Ambassador – a bid had been submitted for an ambassador to visit the school – await outcome. ONGOING <p>January meeting 5.2 – Health and safety audit – on this agenda. CLOSED.</p> <p>November meeting 4.5 - Insurance – written confirmation of insurance had been circulated. A governor queried whether staff receive anaphylaxis training. Governors were advised that this forms part of the statutory first aid training. CLOSED.</p> <p>September meeting 12.1 - Outstanding safeguarding training – COMPLETE. 12.2 – general training – COMPLETE.</p> <p>January 2023 meeting Action plans - CLOSED</p>	
7	<p>Headteacher’s report (verbal)</p> <p>Governors were advised of the following:</p>	

Core functions of the governing board:

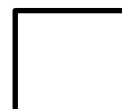
- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent



	<ul style="list-style-type: none"> • There had been a variety of staffing issues leading to reduced SLT capacity. Agency staff may be used where existing staff cannot cover. <p><u>School Development Plan (SDP)</u> The SDP had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • The meeting scheduled between the Year 6 teacher and LA adviser had not taken place due to limited SLT time. • English and Writing strategies are taking place. • Maths adviser is due to visit soon – all activities are on target. • School values at home – paused presently. • Science targets on track. • Modern Foreign Languages (MFL) has made less progress. An event is planned. <p><u>FGB2003-01 – ACTION: ZB to contact Alliance Francaise</u></p> <ul style="list-style-type: none"> • RE teaching to provide release time will continue for this academic year • The school celebrates 150 years next year – events will be planned • School site <ul style="list-style-type: none"> - Detailed plan to be developed. A modular building may not be suitable depending on size restrictions. - Grass cutting will be carried out by the caretaker from April. • Communications <ul style="list-style-type: none"> - Newsletter continues to develop. - Streamlining of communications to reduce email traffic to families is planned. <p><u>Behaviour policy</u> Training had been scheduled for support staff however there had been a behaviour incident which required the input of several members of staff on that day. The incident resulted in a short exclusion for safety reasons.</p> <p><u>Health & Safety audit</u> The document was shared at the meeting:</p> <ul style="list-style-type: none"> • Specific targets to improve health and safety will be included in the SDP. • A governor asked whether the school has a log of incidents. Governors were advised that an accident book is maintained. Certain incidents are reported externally. • Health and safety had been added to the School Business Manager job description. • Risk assessments have been written for the stage and certain subjects. • Health and safety had been added to staff induction and performance management. • More pegs have been installed as children’s belongings had routinely been found on the floor. • The governing body will review first aid records more regularly. 	ZB
--	---	----

Core functions of the governing board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent



8	Policies Covered under headteacher's report.													
9	Safeguarding Covered under headteacher's report.													
10	Governance <u>Visit reports</u> Governors advised that reports will be presented at the next meeting.													
11	Any other business None tabled.													
12	Review of meeting <ul style="list-style-type: none"> • Writing presentation • Health and safety audit received • Budget implications discussed • Staff wellbeing considered • SFVS approved • SDP update received <p>Next agenda:</p> <ul style="list-style-type: none"> • Behaviour policy • Budget approval • Governance guides (DfE) <p>CP gave apologies for 2nd May.</p>													
13	Dates of next meetings <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Number</th> <th style="width: 40%;">Date – start at 6pm</th> <th style="width: 45%;">Items for discussion</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Thursday 2nd May (virtual)</td> <td>Budget approval</td> </tr> <tr> <td>8</td> <td>Wednesday 5th June 6pm</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	7	Thursday 2 nd May (virtual)	Budget approval	8	Wednesday 5 th June 6pm		9	Monday 15 th July	SATs results/end of year review	
Number	Date – start at 6pm	Items for discussion												
7	Thursday 2 nd May (virtual)	Budget approval												
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 8pm.

Chair.....
Date

Item	Action	Owner	Status
FGB2003-01	ZB to contact Alliance Francaise	ZB	Open

Core functions of the governing board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

FGB2902-03	Induction process for vicar to be started	Clerk/HT/AW	Ongoing
FGB2902-04	Headteacher to contact the University of Reading Climate Ambassador scheme	HT	Ongoing

Core functions of the governing board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent