



Holywell CE Primary School

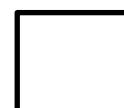
Full Governing Board Minutes of the meeting held Thursday 18th
January 2024 at 6.00pm on TEAMS.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Scott Grant (SG), Carl Jenkins (CJ) and Elinor McNeill (EM).
Apologies accepted	Mark Hodge (MH), Carol Peilow (CP) and Sue Vickery (SV). Note: Jason Howard was still waiting for his DBS check to complete therefore as per regulations he was not able to attend.
In attendance	Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
2.1	Head to circulate the most up to date version of the School Development Plan to governors	PB	As soon as possible
2.1.1	Governors to confirm link governors at the next meeting.	Agenda	February meeting
2.2	Behaviour policy to be ratified at next meeting	Agenda	February meeting
2.4	Ofsted meeting – date set for Monday 12 th February on Teams – start time 6 or 7pm. Head to produce crib sheet and send out invite	PB	As soon as possible
3.3	Head to investigate whether the school will need to increase pension contributions	PB	Open
5.2	Health and safety audit – Head to RAG rate with Premises Officer and share with governors	PB	Open
5.2.1	AW and SG to share with Head their availability in the spring and summer term respectively for a H and S walk.	AW SG	By next meeting
12.2	Finance Team to work on the SFVS and bring to the next meeting.	MH SV PB	By next meeting
Action points from meeting held 28th November 2023			
3.2	LF to report on PE and Sports Premium as a guest attendee next meeting.	Agenda	February 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
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

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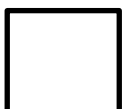


12.2 Updated 18/1/24	All to look at Governor Services Training Programme on Governor Hub and the Learning Link to identify your own training programme. Updated – SG to recommend training to EM	All SG	By November meeting
Action point from meeting held 19th January 23			
10.2 Updated 25/9/23& 18/01/24	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 from MH, CP and SV and these were accepted.</p> <p>1.2 JH's is awaiting DBS clearance; he will have an induction meeting next week with the Head and Chair.</p> <p>1.3 The meeting was quorate.</p> <p>1.4 Declaration of pecuniary interests relating to items on the agenda.</p> <p>There were no interests declared.</p>	
2	<p>Focus – School Improvement</p> <p>2.1 Ofsted</p> <p>Several documents relating to Ofsted were uploaded to Governor Hub prior to the meeting.</p> <p>The Head has produced a crib sheet for governors with the assistant of the School Improvement Advisor.</p> <p>It was noted that Ofsted is currently placing greater emphasis on statutory data than in the previous framework.</p> <p>The Head shared the Summary of Data Outcomes from 22/23 document that was uploaded to Governor Hub prior to the meeting and he also shared the Inspection Data Summary Report.</p> <p>Key points are:</p> <ul style="list-style-type: none"> • The report summarises that there is nothing statistically significant in the progress and attainment data for KS1 and KS2. • Attainment data for writing in KS2 has declined, writing is a key priority for the school. • The phonics data has been highlighted as significant in a positive way. <p>Question: Given that Ofsted would look at the data prior to their visit, what is likely to be their line of enquiry.</p> <p><i>Ofsted's objective will be to see what actions we are doing to improve writing, and if it is being addressed and is part of the School Development Plan (SDP), they would also look at greater depth more broadly.</i></p>	

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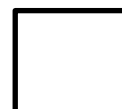
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	<p>Question: What level of detail are we expected to know, can we refer to the SDP. <i>Yes, link governors need to understand their link area, especially how it relates to the SDP, for example, governors who are part of the Humanities team will need to be aware of writing and greater depth, particularly in English.</i></p> <p>Action: 2.1 Head to circulate the most up to date version of the SDP</p> <p>2.1.1 The School Self Evaluation Form (SEF) was shared onscreen. The Head gave a brief overview of the SEF. Governors considered the Head’s own judgment of the school. This will be part of the telephone conversation at the start of the Ofsted inspection, the Head would also discuss the areas of outstanding provision at the school.</p> <p>Question: Is it likely that governors will be asked about their own judgements from information and evidence. What would be the judgement for the Early Years Foundation Stage provision (EYFS)? <i>The judgement is that this is outstanding.</i></p> <p>The main areas that governors need to know in terms of finances are:</p> <ul style="list-style-type: none"> • The budget is stretched with negligible carry forward as money is invested in curriculum and specialist teaching which reflects the school’s approach. • Pupil Premium – the main spending is on the intervention teacher and the music provision. <p>2.1.2 The End of Year Data 22-23 document was shared onscreen; this is also on the website. The Head explained the document. The data is strong, pupils who reached expected in writing are narrowly above national and local.</p> <p>Question: Why do you think greater depth writing is below, bearing in mind pupil work was put forward in moderation and was pulled down, is there anything else that has been missed? <i>It is the development of the technical skills throughout the school, our process has not been rigorous or formalised enough. One of the actions to mitigate this is that we have invested in a new writing scheme, which is in its implementation stage, and was trialled in the second half of the autumn term, it is a more useful and progressive scheme. In addition, the Y6 teacher is working with an experienced moderator.</i></p> <p>Governors discussed the link governors and monitoring. Governors will receive a presentation from the English Lead at the March FGB meeting. SV is the humanities link and would look at the implementation of the scheme.</p> <p>Decision: Governors agreed to add another governor to the Humanities link group. It was agreed to ask JH’s preference in the first instance.</p>	<p>PB</p> <p>Agenda</p>
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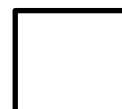
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	<p>Action: 2.1.1 Governors to confirm link governors and JH’s link role before the next meeting.</p> <p>2.2 Quality of teaching – School Development Plan – progress towards headline objectives. Main updates are:</p> <ul style="list-style-type: none"> • The main priority is objective 1, writing and the new writing scheme, there is a parent workshop next week followed by a pupil voice. • Objective 2 - Therapeutic thinking – teachers have completed training in STEPS; the next step is to review the Behaviour Policy and communicate the changes to parents and children. <p>Action: 2.2 Behaviour policy to be ratified at the next FGB meeting.</p> <ul style="list-style-type: none"> • Objective 3 - Outdoor learning – Y6 has completed a block of Forest School. • The bungalow demolition has been completed. The Head outlined the next steps and options open to the school. <p>2.3 Attainment and Progress report – end of Autumn term 23. The document containing in year data was sent prior to the meeting and was shared onscreen. The Head explained the software used to generate the report and the PXL grades. Key points are:</p> <ul style="list-style-type: none"> • EYFS data – Physical Social Emotional (PSE) - this data is consistently low across all school however, pupils are on track. • Data for Y1 is positive, however it is based on teacher assessment rather than on assessment tests. • Y2 is healthy in terms of children reaching expected, teachers track each child and put plans in place to support them. • Greater depth can be seen in the Y6 data. <p>2.4 Ofsted Training Decision: After discussion, it was agreed to hold a 2-hour meeting to discuss Ofsted. Action: 2.4 The date was set for Monday 12th February with a 6pm or 7pm start on Teams. Head to produce the crib sheet for the meeting and invite to the meeting.</p>	<p>EM, JH</p> <p>Agenda Feb</p> <p>Agenda Feb FGB</p> <p>PB</p>
3	<p>Meeting Requirements part 1</p> <p>3.1 Approval of the minutes of the FGB meeting held 28th November 2023 The minutes of the meeting held on 28th November 23 was uploaded to Governor Hub prior to the meeting. The minutes were agreed as a true record and will be signed by the Chair.</p> <p>3.2 Agreed Actions</p> <p>3.2.1 Actions from meeting held on 28th November 2023 3. Pay Policy –completed, action closed.</p> <p>3.2 The staff PE and Sports Premium lead to present at the next meeting – this has been deferred to the next meeting due to a clash in timetables. Ongoing</p>	<p>Feb meeting</p>

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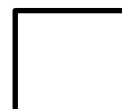
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	<p>4.5 Pupils with medical conditions policy – Head to check insurance has been taken out to cover risk. Not actioned – open</p> <p>9. Ofsted documents and Chair to arrange a separate meeting to discuss Ofsted – completed at item 2 – action closed.</p> <p>3.2.2 Action points from meeting held 25th September 23</p> <p>7.1 MH to complete the safeguarding online module – ongoing</p> <p>7.3 MH to read Keeping Children safe in Education document – complete, action closed.</p> <p>12.2 Governor training – all to identify own training programme, inform SG and the Chair – Updated 18.1.23 - SG to recommend training courses to EM - open</p> <p>3.2.3 Action points from meeting held 23rd March.</p> <p>12 – Chair meeting with SENCO and Wellbeing team –The Chair has liaised with the team and a date has been set of 2nd February for monitoring in school. The team has shared with him their work around staff wellbeing. The SENCO has been asked to produce a successful case study that the Chair can share with governors. Action closed.</p> <p>3.2.4 Action point from meeting held 19th January 23</p> <p>10.2 All to update individual action plans and submit to the Chair to allow the Chair to produce a formal monitoring action plan for the end of the academic year. Updated – CJ will support EM in transcribing her action plan. Open.</p> <p>3.2.5 Action Point from meeting held 26th January 23</p> <p>2 Preschool rent – updated – the school was not involved in the mediation meeting and are now chasing the outcome.</p> <p>Question: What are the next steps? <i>The next step is to produce a formal agreement. The school's Finance Manager is currently chasing the outcome of the meeting. The school remains on very good terms with the Pre-school.</i></p> <p>3.3 Matters Arising Governors requested clarity on pension contributions, some schools have to increase their pension contributions. Action: 3.3 The Head will investigate and report back at the meeting.</p>	<p>PB</p> <p>MH</p> <p>SG/All</p> <p>All</p> <p>PB</p> <p>PB</p>
4	<p>Policy Review and Approvals</p> <p>All policies and their proformas were uploaded to Governor Hub prior to the meeting:</p> <p>Decision: Governors agreed that policies should be complete when presented to governors at meetings and should include their respective policy proforma checklist. The Head explained his new process which includes meeting with the staff lead and completing the proforma as part of this meeting.</p>	

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4.1 Holywell Travel Plan and Policy

The Holywell School Travel policy and Travel Plan were uploaded to Governor Hub prior to the meeting.

Governors sent the Head a robust set of questions around the Travel policy before the meeting, the Head explained the answers.

Decision: Governors approved the Travel Policy on condition the section of the policy about cycle helmets is strengthened and to omit the reference to getting off the bus early.

4.2 PSHCE

Governors debated section 3.3 which detailed the responsibilities of governors to robustly review the policy. It was agreed that the board does meet its responsibilities by actively reviewing and monitoring the policy through a named link governor who works with the Wellbeing team and the proforma which allows the whole board an overview the policy.

Question: There is a reference to teacher resources being evaluated before being used in class, how does this work in practice, what is being taken into account during the evaluation and where is this process documented?

There is no formal system except for relationships education which is shared with parents through meetings. Teachers exercise their professional judgement.

Decision: Governors approved the policy.

4.2 Online Safety policy

It was acknowledged that CJ in his capacity as safeguarding governor should have been involved in the review of the policy.

Decision: Governors approved the policy.

4.3 Governor Induction Policy

The Head and Chair will meet with new governors prior to the meeting.

Governors discussed the induction checklist; the clerk will send through a timetable schedule for governors to look at which could be used with the checklist.

Decision: It was agreed to put completed induction checklists in the clerk folder on Governor Hub and for it to be sent to the office to put on the Single Central Record.

Decision: Governors approved the policy.

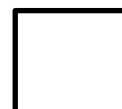
4.3 Teaching and Learning Policy

This has been updated ahead of schedule to include the new writing scheme but is still a work in progress.

Governors discussed the frequency and teaching of French. It was noted that the discussion was moving towards the operational and it was agreed to discuss outside the meeting.

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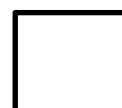
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	<p>Governors highlighted section 5.3 and noted that it references underperforming children who are tracked at termly pupil progress meetings. It was agreed for this to be reworded to be more inclusive and include all children.</p> <p>Forward planner – Policy is due to be reviewed in July 2025.</p> <p>Policies to be reviewed next time</p> <ul style="list-style-type: none"> • Administration of medicines (SG) with the office staff. • Recruitment and Selection policy (AW/EPM Policy) • Behaviour Policy – Wellbeing link governors - CP/EM/AW 	
5	<p>Safeguarding</p> <p>5.1 Governor monitoring - SCR self-review audit autumn 2023 report.</p> <p>The audit and monitoring report of the Single Central Record (SCR) was uploaded to Governor Hub prior to the meeting.</p> <p>The Chair thanked CJ for his robust work.</p> <p>It was noted that all actions from the local authority safeguarding audit have now turned green and are completed, and the LA has been notified.</p> <p>5.2 Health and Safety Audit update.</p> <p>There are a number of outcomes from the H and S audit which are already being actioned.</p> <p>Action: 5.2 Head to red, amber, green rate the audit with the Premises Officer and share with governors and SG.</p> <p>One of the outcomes of the audit was that, as part of best practice, a range of governors should be involved in a health and safety walk each term. The Head proposed three governors to volunteer each term.</p> <p>Decision: AW will be partake in the spring term walk, SG in the summer term.</p> <p>Action: 5.2.1 SG to email his available dates in the summer term to the Head. AW to email availability for spring term.</p> <p>Forward Planner – A governor is required for the autumn term 24.</p>	<p>PB</p> <p>SG/AW</p> <p>Forward planner</p>
6	<p>Governor Monitoring</p> <p>The following governor visit reports were uploaded to Governor Hub prior to the meeting: Early Years Foundation Stage (EYFS) Entry Data, Wellbeing and SIAMS.</p> <p>Questions were invited.</p> <p>Question: Has there been any movement of visitors from other faiths or the school visiting other places of workshop.</p> <p><i>The Head has discussed this with the RE Lead to implement in the summer term, to start with seeking visitors to the school.</i></p> <p>Governors were informed that the Head is considering implementing a system which allows him to track which child is involved in pupil voice to ensure every child has an opportunity to be part of pupil voice.</p>	

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	<p>Action: 12.2 Finance team to look at SFVS outside the meeting and bring to meeting.</p> <ul style="list-style-type: none"> • PE/Sports Premium presentation by the PE lead. • H&S/safeguarding • Ofsted • Format of meetings – virtual and in person - to decide • English presentation by the English Lead in March 24 																			
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>5</td> <td>Thursday 29th February</td> <td>See 12.2</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	5	Thursday 29 th February	See 12.2	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 8.10pm

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

Chair.....
Date

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