



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

**Thursday 2<sup>nd</sup> May 2024 6pm**

**Venue: Teams**

**Minutes**

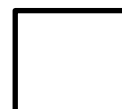
<b>Present</b>	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Sue Vickery (SV), Mark Hodge (MH), Zoe Baxendale (ZB);
<b>Apologies accepted</b>	Carl Jenkins (CJ), Scott Grant (SG), Carol Peilow (CP)
<b>In attendance</b>	Jen Hefti (JH - Camclerk).

The minutes reflect the order in which items were discussed.

	<b>Minutes</b>	<b>Action</b>
1	<b>Welcome and apologies for absence</b>  Apologies were received and accepted from Carl Jenkins (CJ), Scott Grant (SG) and Carol Peilow (CP).  Apologies were not received from Elinor McNeill (EM).  The meeting was quorate.  The meeting opened in prayer.	n/a
2	<b>Declarations of interest relating to items on the agenda</b>  None	n/a

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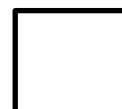
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3	<p><b>Review and acceptance of the minutes of the meeting held on 20<sup>th</sup> March 2024</b></p> <p><i>The minutes and confidential minutes of the meeting were accepted as a true record and will be signed by the Chair.</i></p>	n/a
4	<p><b>Review of actions and matters arising</b></p> <ul style="list-style-type: none"> <li>● FGB2003-01– ZB to contact Alliance Francaise – events they can offer sent to PB from ZB. To be reviewed and governors to be updated in due course. ACTION CLOSED</li> <li>● FGB2902-03 – Induction of vicar as governor. Clerk had made contact regarding DBS check and other onboarding activities. No response as yet. AW/PB to arrange meeting. Ongoing</li> <li>● FGB2902-04 – University of Reading Climate Ambassadors – request had been submitted, no response yet. Ongoing.</li> </ul>	AW/PB/ Clerk  PB
5	<p><b>Resources and finance</b></p> <p>Budget papers and year end summary had been circulated in advance of the meeting.</p> <p>Governors referred to previous minutes and extensive discussions of the budget position.</p> <p><u>2024 – 25 budget</u></p> <ul style="list-style-type: none"> <li>● Governors noted there was still some doubt as to whether the redundancy costs had been included in this budget. It was confirmed that these costs were not yet included in the budget. The school’s financial adviser indicated that LA funding may be received to cover these costs.</li> <li>● <i>A governor queried why rates costs were zero.</i> The clerk advised that the Local Authority (LA) no longer funds or charges for rates. This is managed centrally.</li> <li>● Year end position predicted to be £1,935.54 surplus</li> <li>● <i>A governor queried whether energy costs were estimated.</i> Governors were advised that this was the case; costs tend to be overestimated to mitigate for price fluctuations.</li> <li>● <i>A governor asked whether pension contribution costs had been budgeted for.</i> Governors were advised that all funding for pensions was included in the budget, the school will need to make further contributions from budget.</li> <li>● Governors discussed the increased teaching staff costs and noted the assumed pay increase and pension contributions</li> </ul> <p>The 2024 – 25 budget was proposed for submission to the LA. <i>Governors voted unanimously to approve the 2024 – 25 budget was proposed for submission to the LA.</i></p>	

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**Headteacher's Report**

The report had been circulated shortly before the meeting and was shared on screen. The following points were noted:

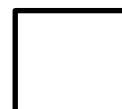
- 203 children on roll
- Reception is oversubscribed for September 2024. There were six children with siblings in school who did not get places as they live out of catchment. This had not been a barrier to securing a place in previous years. More children than can be accommodated now live in catchment. Appeals are expected.
- ***A governor asked what the Published Admission Number (PAN) for the school is.*** Governors were advised that the PAN is currently 30 (how many the school can have in a year group). 240 is the overall capacity. This is due to Willow class being a double classroom. This has been disputed with the LA by the Headteacher.
- Governors discussed the changing situation regarding population within catchment and the potential impact on funding if parents remove children from school if both siblings do not receive a place. The school being oversubscribed is due to out of catchment children. This could be revisited.
- Governors discussed the possibility of going over infant PAN to accommodate children in catchment.
- ***A governor asked what percentage of out of catchment children in Reception is usual.*** Governors were advised that it had been around a third in previous years.
- Attendance
  - Currently 96.4% which is higher than national statistics.
  - SEN and Pupil Premium children's attendance slightly lower than the rest of school
- Safeguarding
  - The Medical tracker report was shared, detailing the locations of accidents.
  - The playground and Early Years area saw the highest number of accidents which was to be expected
  - Low number of accidents off site and in forest school
  - It was noted that there had been a significant number of accidents in the Year 5 classroom.

**FGB0205-01 – ACTION: PB to investigate Year 5 Medical Tracker records**

  - Safeguarding report shared – the highest number of incidents in any category was behaviour.
  - Staff now log all behaviour concerns on My Concern, leading to the apparent increase in events
  - Neglect was the second highest category. It was noted that neglect was not necessarily proven in the majority of cases but was the most appropriate category to log the concern under.

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	<ul style="list-style-type: none"> <li>- Discounting behaviour logs, there had been a further 30 logs of concern since last meeting</li> <li>- The most significant safeguarding issue relates to unsafe behaviour derived from emotional control amongst a small number of children.</li> <li>- Child missing in education – the child was still not enrolled at another setting. Social care now involved again</li> </ul> <p>Special Educational Needs (SEN)</p> <ul style="list-style-type: none"> <li>• Needs continue to rise</li> <li>• 7 children have Education, Care and Health Plans (EHCPs), one of which will leave with a Year 6 child at the end of the year, two children will join with EHCPs in September 2024</li> <li>• There is an associated impact on budget. School may be able to apply for some additional funding is the number of children with EHCPs reaches a certain percentage of the school population</li> </ul> <p>Exclusion</p> <ul style="list-style-type: none"> <li>• Noted in report, reported verbally at last meeting</li> <li>• Behaviour management of a small number of children is taking place by way of monitoring, intervention, and increasing provision to maintain the safety and wellbeing of other children. This reduces capacity within the team</li> <li>• External mental health support is being sought</li> </ul> <p>Solar panels</p> <ul style="list-style-type: none"> <li>• The Headteacher had made an expression of interest in the County Council scheme, details of which were included with the meeting papers.</li> <li>• The County Council can provide capital funding to install PV panels which would be owned and maintained by the provider.</li> <li>• Cheaper energy would be available to school with the possibility to sell surplus energy back to the grid</li> <li>• The School Business Manager was concerned that school is already tied to with the current electricity deal for another three years, however the County Council had advised that this should not pose an issue.</li> <li>• Governors discussed potential issues with the flat roof which is currently showing signs of age and asked that assurance would be sought that the school would not be liable for repairs resulting from any damage caused by the installation of the panels.</li> <li>• The Headteacher will update governors as more information is received.</li> </ul> <p>Bungalow</p> <ul style="list-style-type: none"> <li>• Governors were advised that an application for funding can be made by July to the developers</li> <li>• Costings will need to be set out</li> <li>• There is a possibility that the site would not be suitable for the type of building proposed due to the mains and water connections already in</li> </ul>	
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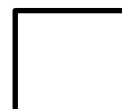
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	<ul style="list-style-type: none"> <li>• Governors noted that the school had received advise to reduce the number of places at After School Club (ASC) to enhance the application for funding, based on the need for places. It was noted that this would affect ASC income in the short term.</li> <li>• A governor queried when the works could potentially start. Governors were advised that subject to the funding application and other factors,work could not start before 2024-25 academic year.</li> <li>• A governor asked whether support was needed for these initial stages. Governors agreed to form a working group comprised of ZB, EM and AW if needed.</li> </ul> <p><b><u>FGB0205-02 – ACTION: Meeting of working group to be scheduled</u></b></p> <p><u>Key Stage 2 data March 2024</u></p> <ul style="list-style-type: none"> <li>• Reading - 85% on track to achieve Age Related Expectations (ARE)</li> <li>• Math - 81% on track to achieve Age Related Expectations (ARE)</li> <li>• Grammar - 89% on track to achieve Age Related Expectations (ARE)</li> <li>• Greater Depth <ul style="list-style-type: none"> <li>- Reading – 41%</li> <li>- Maths – 22%</li> <li>- Grammar – 33%</li> </ul> </li> <li>• Reading, Writing and Maths combined – 74%</li> </ul> <p><i>A governor noted that the number of children on track to achieve greater depth was increasing steadily and asked whether the data still on track to meet the targets.</i> Governors were advised that the target for Maths may not be achieved.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• One teacher remains absent with a long term illness. The teacher may return in September on reduced hours.</li> <li>• School Business Manager currently working more days remotely</li> <li>• One staff member verbal resignation. Replacement teacher appointed from a strong field.</li> <li>• PB delivering more teaching than usual and Senior Leadership Team (SLT) non-contact time had been reduced due to the behaviour management previously mentioned</li> <li>• Strategic plans had not been taken forward as planned due to this reduced capacity</li> <li>• Headteacher will seek support and advice from the School Improvement Adviser (SIA)</li> <li>• Site manager had resigned and will leave in September 2024</li> </ul>	PB
7	<p><b>Policies</b></p> <p><b><u>FGB0205-03 – ACTION: Behaviour and Children In Care/Previously In Care policies to be added to the next agenda</u></b></p>	Clerk

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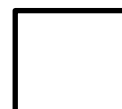
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8	<p><b>Safeguarding</b></p> <p>Safeguarding covered under Headteacher’s report</p> <ul style="list-style-type: none"> <li>• CJ had performed the termly audit; the report is with the Headteacher for approval</li> <li>• Single Central Record check was satisfactory</li> <li>• One child had absconded from site – measures had been put in place to prevent a repeat of the incident</li> </ul>	
9	<p><b>Governance</b></p> <p><u>Visit reports</u></p> <ul style="list-style-type: none"> <li>• None for this meeting.</li> <li>• STEM (Science, Technology, Engineering and Maths) report to be submitted. Governors were asked to consider questions to pose at the next STEM meeting</li> </ul> <p><u>Governance guides</u> Governors noted the new guidance released by the DfE <b><u>FGB0205-04 – ACTION: comments and queries regarding the Governance Guides to be brought to next meeting</u></b></p> <p>Governors noted a recent governor resignation resulting in a co-opted vacancy <b><u>FGB0205-05 – ACTION: HT to contact potential governor</u></b></p>	<p>All</p> <p>PB</p>
10	<p><b>Any Other Business</b></p> <p>None</p>	n/a
11	<p><b>Review of meeting</b></p> <ul style="list-style-type: none"> <li>• Budget approved</li> <li>• Info received and proposed working party to move forward with BASC provision linked to vacant site</li> <li>• Received positive news re assessment/data</li> <li>• Staffing info received and considered approach around factors affecting staffing</li> <li>• Reviewed and questioned safeguarding and medical tracker info</li> <li>• Gobs considered issues with catchment area/siblings not getting a place at school</li> </ul> <p>A governor asked for an update on the new catering provider. Governors were advised that the feedback had been generally positive with a steady increase in the update of school meals. It was noted that children had reported that it is taking a</p>	

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	long time to get through the queue. School is addressing this issue with the provider.										
12	<p><b>Dates of next meetings</b></p> <p><b><u>FGB0205-06 – ACTION: Strategy day to be scheduled – 150 years of Holywell to be included</u></b></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>8</td> <td>Wednesday 5<sup>th</sup> June 6pm – in person</td> <td></td> </tr> <tr> <td>9</td> <td>Monday 15<sup>th</sup> July – venue TBC</td> <td>SATs results/end of year review</td> </tr> </tbody> </table>	Number	Date – start at 6pm	Items for discussion	8	Wednesday 5 <sup>th</sup> June 6pm – in person		9	Monday 15 <sup>th</sup> July – venue TBC	SATs results/end of year review	PB/AW
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With no further business the meeting closed at 7.40pm.

Chair.....
Date .....

Item	Action	Owner	Status
FGB2902-03	Induction process for vicar to be started. <i>Update 2.5.24 - Clerk had made contact regarding DBS check and other onboarding activities. No response as yet. AW/PB to arrange meeting. Ongoing</i>	Clerk/H T/AW	Ongoing
FGB2902-04	Headteacher to contact the University of Reading Climate Ambassador scheme. <i>Update 2.5.24 – request made, no response yet</i>	HT	Ongoing
<b><u>FGB0205-01</u></b>	<b><u>PB to investigate Year 5 Medical Tracker records</u></b>	HT	Open
<b><u>FGB0205-02</u></b>	<b><u>Meeting of working group to be scheduled</u></b>	HT	Open
<b><u>FGB0205-03</u></b>	<b><u>Behaviour and Children In Care/Previously In Care policies to be added to the next agenda</u></b>	Clerk/H T	Open
<b><u>FGB0205-04</u></b>	<b><u>Comments and queries regarding the Governance Guides to be brought to next meeting</u></b>	All	Open
<b><u>FGB0205-05</u></b>	<b><u>HT to contact potential governor</u></b>	HT	Open
<b><u>FGB0205-6</u></b>	<b><u>Strategy day to be scheduled – 150 years of Holywell to be included</u></b>	HT/AW	Open

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