



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

Wednesday 5th June 2024 6pm

Venue: School

Minutes

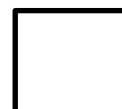
Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Sue Vickery (SV), Mark Hodge (MH), Zoe Baxendale (ZB), Carl Jenkins (CJ), Carol Peilow (CP), Scott Grant (SG) – arrived at 6.15pm
Apologies accepted	None
In attendance	Charlene Monk (CM - Camclerk).

The minutes reflect the order in which items were discussed.

	Minutes	Action
1	<p>Welcome and apologies for absence.</p> <p>Apologies were not received from Elinor McNeill (EM); however, the Chair informed the board that Elinor McNeill (EM) has formally resigned as of today (5th June 2024).</p> <p>Scott Grant (SG) arrived at 6.15pm.</p> <p>The meeting was quorate.</p> <p>The meeting opened in prayer.</p>	n/a
2	<p>Declarations of interest relating to items on the agenda</p> <p>None</p>	n/a

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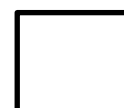
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3	<p>Review and acceptance of the minutes of the meeting held on 2nd May 2024</p> <p><i>The minutes of the meeting were accepted as a true record and will be signed by the Chair.</i></p>	n/a
4	<p>Review of actions and matters arising</p> <ul style="list-style-type: none"> • 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. Update 05.06.24 – awaiting DBS check and completion of Safeguarding online training. Ongoing • FGB2902-04 – University of Reading Climate Ambassadors – request had been submitted, no response yet. Update 05.06.24 – still no response received. Ongoing. • FGB0205-01 – PB to investigate Year 5 Medical Tracker records. Update 05.06.24 –Medical tracker record data based on location of first aid incident (from September onwards) was shared during the meeting and no patterns were evident. The data illustrated that the highest number of medical records per location were noted in the playground, attributing to approx. 213 children, since September 2023, equating to once child per year. A governor asked if the condition of the playground has attributed to the higher number of incidents? Governors were advised that this was the case, due to trip hazards in the playground, mainly tree roots. Noted that the trees have a preservation order. ACTION CLOSED • FGB0205-02 – Meeting of working group to be scheduled. Update 05.06.24 – Chair and HT to provide dates. Ongoing. • FGB0205-03 – Behaviour and Children in Care/Previously in Care policies to be added to the next agenda ACTION CLOSED • FGB0205-04 – Comments and queries regarding the Governance Guides to be brought to next meeting ACTION CLOSED • FGB0205-05 – HT to contact potential governor ACTION CLOSED • FGB0205-06 – Strategy Day to be scheduled – 150 years of Holywell to be included. Update 05.06.24 – Forms link sent out today with potential dates for all to vote and agree a date. ACTION CLOSED 	<p>AW/PB/ Clerk</p> <p>PB</p> <p>AW/PB</p>
5	<p>Headteacher’s Report (verbal)</p> <p>The Headteacher provided a verbal report during the meeting. Governors were advised of the following:</p> <p>Staffing</p> <ul style="list-style-type: none"> - One teacher remains absent with a long-term illness. The teacher may return in September on reduced hours. - School Business Manager currently working remotely at reduced hours. - One staff member verbal resignation. Replacement teacher verbally appointed from a strong field however staff member has now decided to 	

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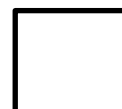
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	<p>remain in post resulting in the verbal appointment being withheld and potential replacement teacher informed.</p> <ul style="list-style-type: none"> - <i>A governor asked what would be the consequences if the school did not pursue the verbal resignation and waited for the written resignation?</i> Governors were advised that it would be challenging to fill the post due to narrowing opportunity to recruit as only those candidates not under contract could apply, resulting in an appointment date of mid-October 2024. - Governors discussed at length the significance of pursuing the verbal resignation before the written resignation was received and appreciated the need to act proactively to recruit to the post given the situation to mitigate the risk. Consensus of the Governing board is to approach this process with caution in the future. - Site Manager position currently advertised, end date for applications is Friday 7th June, with interviews scheduled for w/c 10th June 2024. With a view of handover and transition in place over during the summer holidays ready for the academic year, September 2024. One application has been received. - Redundancy process finished and completed, staff member will leave at the end of term, August 2024. - One staff member absent due to medical cover, with a potential return at the end of the summer term. <p>Solar panels</p> <ul style="list-style-type: none"> • After expressing an interest, the Headteacher contacted the County Council regarding the scheme and shared the County Council response with governors. The County Council have acknowledged the request, and will consider suitability, and will respond in due course. • The Headteacher will update governors as more information is received. <p>Bungalow/Plot</p> <p>Not definitive but hopeful of:-</p> <ul style="list-style-type: none"> • Applying for a funding application to cover access to multi-use games area as part of PE provision funding £10,000, • Access to David Wilson Homes funding and the over subscription of reception for September 2024. • There were six children with siblings in school who did not get places as they live out of catchment. Two children in catchment, and two children out of catchment. • <i>A governor asked if over subscription of reception class would potentially be replicated next academic year?</i> The demographics would indicate a replication of an over subscription of reception class for the next academic year. • Proposed planning for three hundred new homes in the village. • Meeting of working group to be scheduled and discussed further. • <i>A governor asked for an update around the grass cutting of the school ground?</i> HT informed governors that the tractor lawnmower brought for 	
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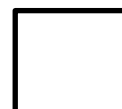
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	<p>grass cutting the school grounds was stolen in addition to other gardening items. The loss of cost will be covered under school insurance.</p> <ul style="list-style-type: none"> • Meeting to be arranged to take place with a local grass cutting provider. • Parish Council have provided emergency cover in the short term. <p>School Improvements</p> <ul style="list-style-type: none"> • English and maths on track. • Writing scheme, implemented, and working well. • SATS complete. • HT to provide a report at July FGB meeting. <p>Behaviour</p> <ul style="list-style-type: none"> • A paper copy of the Positive Behaviour Policy was shared with governors. <p><u>FGB0506-01 – ACTION: All to review the Positive Behaviour Policy and provide any comments at the July FGB for ratification.</u></p> <ul style="list-style-type: none"> • <i>A governor asked if there is an opportunity for a Therapeutic Educational Specialist to review the policy?</i> Governors were advised that this it is not possible for a Therapeutic Educational specialist to review the policy as every school is different, however the Therapeutic thinking website provides guidance and best practice. <p>Budget</p> <ul style="list-style-type: none"> • School is experiencing a cash flow issue resulting in the school’s bank account being overdrawn. • The school has been notified of this by the Local Authority (LA). • This is due to the number of bills requiring payment before funding has been released. • All governors agreed for the school to apply for a £30,000 cash flow advance, subject to a £125 administration fee, with zero percent (0%) interest. <p><u>FGB0506-02 – ACTION: Chair to sign the Application for a School Cash Flow advance form on behalf of the Governing Board.</u></p> <p>Special Educational Needs (SEN)</p> <ul style="list-style-type: none"> • Needs continue to rise. • Seven children have Education, Care and Health Plans (EHCPs), one of which will leave with a Year 6 child at the end of the year. • One child will join with a EHCP in September 2024 with the possibility of a further three children with EHCPs. Potentially four EHCP’s in reception. Confirmation to be received over the next few weeks once appeals have taken place and the outcomes confirmed. • There is an associated impact on budget. School may be able to apply for some additional funding if the number of children with EHCPs reaches a certain percentage of the school population. <p>Pupil Premium Review</p> <ul style="list-style-type: none"> • PP Funding is currently being spent on providing: 	<p>ALL</p> <p>Chair</p>
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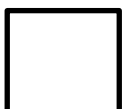
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	<ul style="list-style-type: none"> - Assessment system - interventions - Additional Teaching Assistant (TA) support - Pastoral care work - Breakfast clubs, afterschool clubs and school trips. <p>Plan for next academic year – School Development Plan (SDP)</p> <ul style="list-style-type: none"> • A survey has been sent to all Governors to complete and agree a date for the strategy meeting which will include discussion of 150 years at Holywell School. • Potential areas to cover/discuss: - <ul style="list-style-type: none"> - Driven by outcomes and performance, Year 6 SATS - Bungalow remains a project. - Values at home - Modern Foreign Languages (MFL) and music • Noted the challenge of prioritising the areas due to capacity. Specific, measurable, achievable, relevant, and time-bound (SMART) targets to be set September/October 2024. 	
6	<p>Policies</p> <p>All acknowledged and recognised the challenges of late resulting in the inefficiency of policy review.</p> <ul style="list-style-type: none"> • Children in Care (CiC) and Children Previously in Care (CPiC) Policy <p>The policy was shared at the last meeting (2nd May 2024). Decision: Governors <u>approved the policy</u>.</p> <p>The following policies were uploaded to Governor Hub prior to the meeting.</p> <ul style="list-style-type: none"> • Health & Safety (annual) – <u>deferred to July FGB meeting</u>. • Staff Capability (annual) – <u>deferred to July FGB meeting</u>. • Behaviour and Children in Care/Previously in Care policies – <u>deferred to July FGB meeting</u> • Children with Health Needs who Cannot Attend School (annual) – <u>deferred to July FGB meeting</u>. <p>The Department of Education (DfE) have produced guidance around those children who cannot attend school due to health needs.</p> <p>It was noted during the meeting that in terms of the Children with Health Needs Who Cannot Attend School Policy the detail is already covered in a section of the Supporting Children with Medical Conditions Policy. The question was raised as to whether this policy is need. Resulting in a further discussion to take place to access the necessity for a separate policy. A suggested model policy has been uploaded to GovHub that could be used.</p>	Clerk

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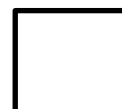
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	<p><u>FGB0506-03 – ACTION: Clerk to investigate if the Children with Health Needs who Cannot Attend School is needed.</u></p> <p><i>A governor asked if there is a confidentiality (data protection) obligation in relation to the Medical Conditions Policy and sharing of such information on the medical tracker?</i> Governors were advised that as all staff members are bound by confidentiality this was not regarded as an issue, however it was acknowledged that the policy should state that medical conditions are shared when entering first aid details on the online medical tracker for reporting incidents.</p> <p><u>FGB0506-04 – ACTION: HT to send out the policy summary proformas.</u></p> <p><u>FGB0506-05 – ACTION: Cover policies at July FGB and extend meeting by 30 minutes to cover policy review.</u></p>	<p>HT</p> <p>Clerk</p>
7	<p>Safeguarding</p> <p><u>Annual Safeguarding report</u></p> <ul style="list-style-type: none"> HT informed all that the report was received on Wednesday 22nd May 2024, before May 2024 half term. Senior Leadership Team (SLT) has not met yet to discussion the report. <p><u>FGB0506-06 – ACTION: HT to cover Annual Safeguarding report as part of the July FGB meeting.</u></p> <p><i>A governor asked if there is an update on the absent child, missing in education?</i> Governors were advised that this had been chased by the HT with the Our Child Missing from Education (CME) Officer who confirmed in writing that the child is being home schooled for the remainder of their primary school education. This means the child will now be the responsibility of the Local Authority (LA).</p>	HT
8	<p>Governance</p> <p><u>Membership</u></p> <p>The Chair informed the board that (EM) Elinor McNeill has formally resigned from her post as Local Authority (LA) Governor as of today.</p> <p>Current Governing Board vacancies: -</p> <ul style="list-style-type: none"> - One Local Authority Governor vacancy - One Co-opted Governor vacancy - One Foundation Governor vacancy <p>A Governor will be meeting with a prospective candidate to discuss the Foundation Governor role in more detail.</p> <p>Noted that Sue Vickery (SV) Co-opted Governor term of office end on 9th November 2024. SV informed the Governing Board that she would be prepared to stay with the Governors all agreed that this would be extremely helpful.</p>	

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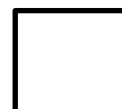
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	<p><u>FGB0506-07 – ACTION: Clerk to follow up with the Local Authority regarding the Local Authority Governor vacancy process.</u></p> <p><u>FGB0506-08 – ACTION: HT and CJ agreed to attend the local Parish Council Meeting to seek any interest in the open Governor vacancy.</u></p> <p><u>FGB0506-09 – ACTION: HT to advertise the Parent Governor vacancy.</u></p> <p><u>Visit reports</u></p> <ul style="list-style-type: none"> • None for this meeting. • STEM (Science, Technology, Engineering and Maths) report to be uploaded to GovHub. <p><u>FGB0506-010 – ACTION: Clerk to assist with folder and document structure of Governor Visit reports in GovHub.</u></p> <p><u>Governance guides</u> Governors noted the new Governor handbook guidance for maintained schools released by the Department of Education (DfE) A Governor raised the query in relation to Compliance and Cyber security role, as noted in the guidance whereby one Governor should undertake the appropriate training. Decision: ZB agreed to undertake the appropriate training to be the Compliance and Cyber Security Governor lead.</p>	<p>Clerk</p> <p>HT & CJ</p> <p>HT</p> <p>Clerk</p>
9	<p>Any Other Business</p> <p>Annual Impact Statement The Chair informed all Governors that there is a requirement from the Local Authority to complete the Annual Impact Statement.</p> <p><u>FGB0506-011 – ACTION: Chair to email the Annual Impact Statement to all Governors to complete from an individual and collective capacity by July FGB meeting.</u></p> <p>Dates for Governors</p> <ul style="list-style-type: none"> • Sports Day, 18th June morning, 20th June afternoon. • Year 6 Production, 10th, and 11th July. • Art week, w/c 1st July. • Choir Concert, 3rd July. • Year 2 Performance, 10th July. 	<p>Chair / ALL</p>
10	<p>Review of meeting</p> <ul style="list-style-type: none"> • Up to date budget presented and approved school cash flow advance. • Reviewed membership of the Governing board 	

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	<ul style="list-style-type: none"> Staffing update received as part of the Headteacher report. Significant discussion at length regarding the pursuing of a verbal resignation before the written resignation, noting the challenges in the Policy process. Environmental, Social and governance (ESG) agenda items covered. Strategic planning day to be organised for the next academic year. Approved one policy. <p>Next agenda</p> <ul style="list-style-type: none"> Policies Safeguarding Report Outcome of SATS Environmental, Social and governance (ESG) Headteacher report to include an update on EHCPs in new reception class. Bungalow/Plot Working Group, next steps. 							
11	<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>9</td> <td>Monday 15th July – venue TBC</td> <td>SATs results/end of year review</td> </tr> </tbody> </table>	Number	Date – start at 6pm	Items for discussion	9	Monday 15 th July – venue TBC	SATs results/end of year review	
Number	Date – start at 6pm	Items for discussion						
9	Monday 15 th July – venue TBC	SATs results/end of year review						

With no further business the meeting closed at 7.49pm.

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. Update 05.06.24 – awaiting DBS check and completion of Safeguarding online training.</i> Ongoing	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. Update 05.06.24 – still no response.</i> Ongoing.	HT	Ongoing
<u>FGB0506-01</u>	<u>All to review the Positive Behaviour Policy and provide any comments at the July FGB for ratification.</u>	ALL	Open
<u>FGB0506-02</u>	<u>Chair to sign the Application for a School Cash Flow advance form on behalf of the Governing Board.</u>	Chair	Open
<u>FGB0506-03</u>	<u>Clerk to investigate if the Children with Health Needs who Cannot Attend School is required.</u>	Clerk	Open

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<u>FGB0506-04 –</u>	<u>HT to send out the policy summary proformas.</u>	HT	Open
<u>FGB0506-05</u>	<u>Cover policies at July FGB and extend meeting by 30 minutes to cover policy review.</u>	Clerk	Open
<u>FGB0506-06</u>	<u>HT to cover Annual Safeguarding report as part of the July FGB meeting.</u>	HT	Open
<u>FGB0506-07 –</u>	<u>Clerk to follow up with the Local Authority regarding the Local Authority Governor vacancy process.</u>	Clerk	Open
<u>FGB0506-08 –</u>	<u>HT and CJ agreed to attend the local Parish Council Meeting to seek any interest in the Governor vacancy.</u>	HT & CJ	Open
<u>FGB0506-09 –</u>	<u>HT to advertise for a Parent Governor position.</u>	HT	Open
<u>FGB0506-010 –</u>	<u>Clerk to assist with folder and document structure of Governor Visit reports in GovHub.</u>	Clerk	Open
<u>FGB0506-011 –</u>	<u>Chair to email the Annual Impact Statement to all Governors to complete from an individual and collective capacity by July FGB meeting.</u>	Chair/ ALL	Open

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