



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

Monday 15th July 2024 6pm

Venue: School

Minutes

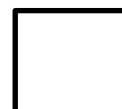
Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Sue Vickery (SV), Mark Hodge (MH), Zoe Baxendale (ZB), Carl Jenkins (CJ), Carol Peilow (CP)
Apologies accepted	Scott Grant (SG)
In attendance	Charlene Monk (CM - Camclerk) Two Observers present – left at 19.46pm

The minutes reflect the order in which items were discussed.

	Minutes	Action
1	<p>Welcome and apologies for absence.</p> <p>The chair welcomed all to the meeting. Noted two observers present at the meeting.</p> <p>Apologies were received and accepted from Scott Grant (SG).</p> <p>The meeting was quorate.</p> <p>The meeting opened in prayer.</p> <p>It was noted that three any other business agenda items (School reports, Safeguarding and SDP) were received in advance of the meeting and will be discussed under agenda item 9, any other business.</p>	n/a

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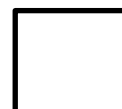
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	<ul style="list-style-type: none"> • FGB0506-010 – Clerk to assist with folder and document structure of Governor Visit reports in GovHub. ACTION CLOSED • FGB0506-011 – Chair to email the Annual Impact Statement to all Governors to complete from an individual and collective capacity by July FGB meeting. <i>Update 15.07.24 – only 1 response had been received, all Governors to provide feedback to Chair by next FGB Meeting – September</i> -Ongoing. 	All /Chair
5	<p>Headteacher’s Report (written)</p> <p>The Headteachers Report was uploaded to Governor Hub prior to the meeting. Governors were advised of the following:</p> <ul style="list-style-type: none"> • There are currently 201 pupils on the roll, three children have left the school since May due to moving to their local school and relocation. • There were seven appeals for the reception class, all were turned down, since then an available reception place has been offered to two pupils in catchment, but both rejected the offer as they had already secured places at other schools. • The place will now be offered to a child with siblings in school. <p><i>A governor asked what rank appears with each category regarding school places being offered?</i></p> <p>Regarding school places being offered, location in catchment is the highest ranked category, then followed by out of catchment with a sibling in the school.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> • The overall figure is at 95.9%, ranked 32 out of 209 schools, with the overall absence figure at 4.1%. • Whilst attendance is strong the school has been strongly affected by three siblings starting at the school, one of which is classed as severely absent and the other two as persistently absent. • The school has been working with the family and the Emotionally Based School Avoidance (EBSA) team, but this has so far not remedied the situation • The school is now able to look to proceed through the fining system. <p><i>A governor asked if a financial penalty/fine would have the desired effect on attendance?</i></p> <p>A financial penalty/fine may not have a direct affect however the potential to progress as the parent would be more willing to engage with EBSA as the fine acts as a threat.</p> <p><i>A governor asked if there is a root cause of the absence affected by the three siblings?</i></p> <p>The Headteacher confirmed that there is no evidence to suggest a root cause of the absence, however the absence is not due to emotional avoidance.</p> <p>The Department of Education (DofE) has issued new statutory guidance for attendance called Working together to improve school attendance, with effect on 19th August 2024.</p>	

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	<ul style="list-style-type: none"> • Unauthorised absence term time leave is currently £60 fine per parent per child for, 1.5 consecutive sessions, 3 days. • From 19th August 2024, the fine will rise to £80 per parent per child for, 10 consecutive sessions, 5 days. • If the consecutive absence happens three times in a rolling three-year period, the school can proceed with a prosecution. • The school is legally responsible to provide support and intervention for pupils at risk of persistent absence (90% attendance or below). <p><i>A governor asked if there is guidance in place for the Headteacher to determine reasonable absence?</i></p> <p>There is currently no guidance in place for the Headteacher to determine reasonable absence, however the Headteacher can approve attendance in exceptional circumstances.</p> <p><i>A governor asked if there is a need for additional guidance, from Governors, for the Headteacher to aid decision making around absence?</i></p> <p>Currently there is not a need for any additional guidance from Governors to aid the Headteachers decision making as there are so many factors to consider on a case-by-case basis.</p> <p><u>Safeguarding</u> Annual Safeguarding Report The report was uploaded to Governor Hub prior to the meeting and has now been submitted to the local authority.</p> <p>My Concerns Audit – schools reporting system The Headteacher gave a verbal update from the audit of the school’s use of My Concern, the software the school uses to report safeguarding concerns. In summary, the software is being used well, with effective filing, keeping logs moving and no report backlog. However, improvements can be made by, providing onboarding training for all new staff, switching the mandatory classification function category on within the system, selecting universal ranking of level of need, showing clearer ways for profile flagging easier ways to filter categories for children and the report templates. Overall, a very positive meeting.</p> <p><i>A governor asked what would happen if two staff members reported the same incident, or similar in My Concern?</i></p> <p>There is a functionality in My Concern to amend an existing report. The report would be amended if two similar reports with the same witness account were reported separately.</p> <p>It was observed that the highest category for concern type from March 2024 to July 2024 was neglect. Need however to consider that My Concern reports are not always a proven case and a concern can be categorised multiple times.</p> <p><i>A governor asked if the Headteacher could provide more detail around the report of drug misuse?</i></p> <p>The Headteacher confirmed that this report was around the parent’s drug/parental conduct.</p>	
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A governor asked if an ongoing comparison of previous concern reports can be produced and shared?

Yes, an ongoing comparison of previous my concern reports can be produced and shared with any data ranges. However, to note categories have widened since MyConcern was first launched.

Special Educational Needs (SEN) and Looked after children (LAC)

- Currently seven children with Education, Health Care Plans (EHCP)
- It is anticipated that children with EHCP's will rise to somewhere between eight and ten from September 2024.
- Noted that as with most schools in the country SEN is proving to be an extremely difficult area to resource and it represents a huge amount of the school budget.
- Acknowledged that Nicky Oliver works extremely hard but one day a week in a school with this amount of higher-level SEN – potentially 5% of children, with an EHCP is increasingly unsustainable.
- SEN numbers as whole, will be 20% + of the school's population.

A governor asked if an assumption can be made that all LAC have an EHCP?

Currently there is no correlation between LAC and EHCP's, however there is a correlation between Pupil Premium Plus funding as this covers for LAC.

A governor asked if there are available budget funds to increase Nicky Oliver's hours/time?

No, currently no funding in the budget to increase Nicky Oliver's hours/time in school.

A governor asked if any other staff had capacity with SEND?

Currently there is no other staff that has capacity with SEND.

A governor asked if 20% of SEN numbers is typical?

Yes, 20% of SEN is typical.

Behaviour Reports

The behavioural issues previously reported in the Year 5 cohort have subsided and it has been several months since a high-profile incident occurred. This is in no small way down to increased resource around monitoring and supporting.

A governor asked if there will be sufficient support in Year 6 for those children transitioning?

Children will be sufficiently supported in the Year 6 cohort by a full time Teaching Assistant.

Pupil Premium Grant (PPG)

The number of children currently entitled to receive PPG is unchanged. Unaware of PPG for new reception intake.

Performance

Early Years Foundation Stage (EYFS)

Good Level of Development – 72% - Down from 79% last year.

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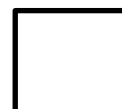
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	<p>Y1 – Phonics – 87% -above national average targets, down from 93% last year <i>A governor asked that as the school is not using the LA phonics scheme, is this why the results are down?</i> To note the school is performing above the national average target of 79%. There is no correlation in relation to not using the LA phonic scheme however there is a need to formalize intervention schemes for phonics and assess the impact going forward. <i>A governor asked that as KS1 SATS are papers, non-statutory, will the school continue?</i> Yes, the school will continue to undertake KS1 SATS. The KS1 SATS papers are still being provided by the Department of Education (DofE). <i>A governor asked if the school was supportive of the Year 2 optional SATS?</i> Yes, the school is supportive of the Year 2 optional SATS. The SATS Reinforce good practice and expectation for Year 6, without the pressure in a more formal setting.</p> <p>Year 6 All on test, apart from writing, and overall, very positive results. Reading - ARE – 89% up from 82%, greater depth - 41% up from 33%. Combined – ARE – 78% up from 67%, one child at greater depth Contesting and reviewing one additional child’s test paper, if agreed this will increase great depth from the current 4% (up from 0%) to 8%. <i>A governor asked what has caused the numbers to go up?</i> The Headteacher confirmed that the expectation was that the cohort would perform well. All statistics to be provided in September FGB meeting.</p> <p><u>School Priorities / Development Plan (SDP) 2024/25</u> the SDP still needs to be formalised but the areas of focus to be included (under the Ofsted categories) are as follows:</p> <ul style="list-style-type: none"> • Quality of Education • Behaviours and attitudes • Personal Development • Leadership and Management <p>Noted that under Quality of Education focus will continue great depth in maths. <i>A governor asked how would a child be aware of their team points?</i> A child is not aware currently of their own team points. The school will investigate further how a child can access their own record/team points. Item to be covered as part of Pupil Voice Governor monitoring visit in September 2024.</p> <p><u>Staffing</u> <i>A governor asked why are some teachers covering Key stages they had previously not taught before?</i> In a small school movement across key stage and year groups is essential. Informal class teacher changes already take place, this is normal practice. However, movement for reception and Year 6 cohorts is less common as these cohorts require more specialist teaching. It was acknowledged that teaching assistant cover was providing harder to organise for the new academic year.</p>	
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	<p><i>A governor asked, whilst acknowledging the changes across key stage, if the teachers are confident and ready for September?</i> Yes, teachers are very positive regarding the changes across key stage from September onwards.</p> <p><i>A governor asked why the Headteacher is providing teacher release in two classes from September?</i> It is good practice for a Headteacher to cover teaching, however a strong need for balance is required. Currently the Headteacher is regularly committing to teaching two classes, one day a week, in addition to swimming cover. It was noted and acknowledged by Governors that these tasks are not an efficient use of the Headteachers time.</p> <p><u>Bungalow/Plot</u> - Update given by the Chair (AW) PB-Head, AW and ZB met to discuss the development of the school site (bungalow/plot), to potentially include wrap around care, breakfast and afterschool club etc, to bring initial thinking together. To fund the development, not definitive but hopeful of: -</p> <ul style="list-style-type: none"> • Applying/bid for a Learn to Live well fund, to promote health eating and physical activity. • Project Application Plan to convert the plot to an artificial multi-use games area. The quote for this work to be undertaken is £32,000. • 150 years at Holywell school, potentially attract funding • Apply for funding from central Government for wrap around childcare • Other sources of funding for environmental matters <p>The next step is to develop a collective visionary and case encompassing all thinking in collaboration with pre-school, whilst defining all problems/areas of concern, and options in the form of a simple checklist. Noted that pre-school is not under the school governance. Next working group meeting to take place on 19th September 2024.</p>	
6	<p>Governance</p> <p>6.1 <u>Governing Board Membership and vacancies</u> Constitution of Governors</p> <ul style="list-style-type: none"> • Two (2) Staff Governors – PB-Head and ZB • One (1) Local Authority (LA) Governor – 1 vacancy • Three (3) Foundation Governors –Revd VP and AL – 1 vacancy • Three (3) Parent Governors – SG, CJ and MH • Three (3) Co-opted Governors – SV, AW and 1 vacancy <p>In summary, current Governing Board vacancies:</p> <ul style="list-style-type: none"> • One Local Authority Governor vacancy • One Foundation Governor vacancy • One Co-opted Governor vacancy <p><u>GB1507-01 – ACTION: All Governors to identify and put a name forward for a potential LA Governor candidate.</u></p>	ALL

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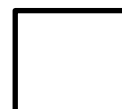
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	<p><u>FGB1507-02 – ACTION: Clerk to invite new Foundation Governor Ann Lorman to the next FGB meeting, September 2024.</u></p> <p>The Governing board observed the current board structure and will need to consider moving forward creating a further parent Governor vacancy and filling a Co-opted space with an existing Governor.</p> <p>Decision: All agreed the need for a balance of parent and non-parent governors for a diverse and broad representation of the Governing Board.</p>	Clerk
6.2	<p><u>Governance Impact Statement Update</u></p> <p>The chair circulated the Governance Impact statement to all in advance of the meeting for comment. One response had been received. All reminded that individual and collective input from Governors is required. Including Governor impact fulfilling role as a link Governor.</p> <p><u>FGB1507-03 – ACTION: Chair to make sure the Governance Impact Statement is available for 01 FGB September 2024.</u></p>	Chair
6.3	<p><u>Governor Monitoring reports for Summer Term 2</u></p> <p>None for this meeting.</p>	
6.4	<p><u>Governor report on Curriculum teams’ meetings</u></p> <p>ZB attended a science, technology, engineering and mathematics (STEM) meeting and is waiting for the notes to be shared. ZB will publish questions and responses and link to the STEM development plan over the next few weeks.</p> <p>CP will be undertaking a Wellbeing Governor visit on Wednesday 17th July 2024</p>	
6.5	<p><u>Governor Training</u></p> <p>Cyber awareness Training Report (ZB)</p> <p>ZB provided the Governing board with a summary:</p> <ul style="list-style-type: none"> • The cyber awareness training was undertaken by a specialist ICT provider to protect against cyber risks • Training was due to the increase rise of mitigation and behaviour of people • ZB undertook a website check to see if any school email addresses had been compromised, all emails with generic titles, rather than names, (Head@, Office@, Finance@ and SENCO@) all apart from SENCO@ email had been compromised • Owners of the school email addresses, and ICT provider were aware of these compromises and confirmed no damage • The same email was sent to all schools in Cambridgeshire, no response and no data breach as a result • Owners of emails are conscious of what to do, password, check with people etc to protect against a cyber attack • Finance perspective poses as a risk however the school finance does not have direct contact with parents due to financial software/apps • ZB spoke to school staff using ICT systems, noted a range of awareness of cyber security • No updated training attended recently by school staff 	

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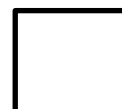
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	<ul style="list-style-type: none"> School Business/ Office Manager, has undertaken GDPR training, need to cascade to all school staff for awareness and combine with GDPR training with Cyber security awareness Two factor authentication from Microsoft – more secure 	
7	<p>Safeguarding Covered under agenda item 5, Headteacher report</p>	
8	<p>Policies</p> <p>All governors acknowledged and recognised the challenges of late resulting in the inefficiency of policy review. It was noted that there should have been more policy documentation available in advance of the meeting, the Headteacher apologised for the absence of documentation. An open and honest discussion followed regarding the Headteachers workload capacity and not being able to meet simple deadlines. In simple terms, other high priority tasks have taken precedence over policies. The school day to day workload is manageable, however with the combination of the increase in staff absence, decrease capacity across the school, increase profile of Headteacher (due to behaviour of Year 5), 3rd person cover for swimming, have all impacted workload. All Governors thanked and acknowledged the honest and open discussion that took place and are mindful of small gains and key to progress.</p> <p><i>A governor asked if workload capacity had been more limited this year, compared to other years?</i> Yes, the Headteacher agreed that workload capacity had been more limited this year.</p> <p><i>A governor asked if it is possible for the headteacher to physically do what is accepted of the role, and what support is needed?</i> The Headteacher confirmed that the teaching cover element of the role is manageable. End of year reports have had a high impact on workload and prove to be an added burden to all teachers. Headteacher comments per report, had totalled approximately 33 hours of work.</p> <p><i>A governor asked if Governors in general should be concerned, mindful of other staff members also?</i> No, currently long-term staff absence that cannot be helped/ or foreseen.</p> <p><i>A governor asked what is needed to support swimming?</i> An additional adult had been needed to support swimming as currently swimming sessions cover two-year groups, however this will be manageable next year, with 1 year group session planned.</p> <p><i>A governor asked if policies are not approved are we at risk of OFSTED?</i> Minutes of FGB meetings will illustrate the policy review process is being undertaken.</p> <p><i>A governor asked if policy proformas could be completed by others?</i></p>	

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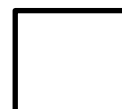
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	<p>Yes, policy proformas could be completed by others. It is a specific task of the Governing board to undertake policy review.</p> <p>Positive Behaviour Policy – was distributed to all at the last FGB meeting (June 2024) for all to provide comments at this meeting. Comments noted: -</p> <ul style="list-style-type: none"> • Definitions need to be more explicit • Discretion, balance details • Simple to read and understand • Link with communication • The policy needs to be efficient to justify the action of the staff and to protect the Headteacher and Governing board if challenged. <p><i>A governor asked if there is enough descriptor within the policy, around the types of behaviour?</i></p> <p>Yes, the Headteacher though there was enough descriptor within the policy around they type of behaviour as outcomes are challenged by external authority, parents etc.</p> <p><u>FGB1507-04 – ACTION: PB-Head, to share the Positive Behaviour Policy with parents early September for approval at September FGB.</u></p> <p>Children with Health Needs who Cannot Attend School (annual) – <u>deferred from June to July FGB meeting – pro formas incomplete, defer to September FGB meeting</u> Decision: Governors agreed the necessity for a separate policy. A suggested model policy has been uploaded to GovHub that could be used.</p> <p>The following policies were uploaded to Governor Hub prior to the meeting. Health & Safety (annual) – <u>deferred from June to July FGB meeting – pro formas incomplete, defer to September FGB meeting</u> Staff Capability (annual) – <u>deferred from June to July FGB meeting. – pro formas incomplete, defer to September FGB meeting</u></p>	PB-Head
9	<p>Any Other Business <u>School Development Plan (SDP)</u> A brief discussion took place around the delivery of the SDP and its agreement. Noted that to date collective progress had not been recorded or tracked on the current SDP since February 2024. Decision: As a result of this it agreed that the SDP would be completed earlier, than previous years, in September 2024 and then tracked at every Fully Governing board meeting throughout the year. Ideally with a governor assigned to each section of the SDP to monitor progress.</p> <p><u>Safeguarding - Concerns against other members of staff</u> Following the recent awful crimes against children by former teachers a Governor requested if the Headteacher would remind all members of staff of how they can promptly notify any concerns they may have against other members of staff. The</p>	

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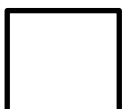
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	<p>Headteacher confirmed that staff reminders are sent by the Headteacher when the Key safeguarding subscription notifies the Headteacher. Part of a mechanism, awareness for OFSTED.</p> <p><u>End of term reports</u></p> <p>It was suggested that the current school end of term report template requires review in relation to where emphasis is placed. Most lines in the report are devoted to what the child achieved, and only a couple of lines are devoted to areas for development.</p> <p>It was noted that some information included within the report is a statutory requirement. There is a need for standardisation and consistency, for staff and teachers for the to approach the report in a similar way. It was suggested that the report template needs to be revised to set clear aims and objectives, with an accompanying guidance document. This also links into one of the proposed deliverables in the 2024/2025 SDP that states the school is "driven by outcomes and performance."</p> <p>Decision: All in favour of format review of the End of school reports for the document to add value and meaning.</p> <p><i>A governor asked if there is an internal policy for end of term reports/assessment in general?</i></p> <p>The Headteacher confirmed that there is no internal policy for end of term reports. In relation to assessments in general, staff carry out a large proportion of work around data, which is then shared during parents' evenings, termly updates, etc.</p> <p>The Chair on behalf of the Governing board thanked the Headteacher (PB) and staff for their continued hard work this year.</p>							
10	<p>Review of meeting– impact of meeting, items for next agenda</p> <ul style="list-style-type: none"> • Reviewed membership and considered current vacancies of the Governing board • Updates on staffing, school prioritise for 2024/25 and KS2 SATS results received as part of the Headteacher report. • In depth discussions around policy review. • End of Year report format review discussed and considered • Significance around the early available of the SDP in the year, and continuing to provide update to the SDP during Full Governing board meetings 							
11	<p>Dates of next meetings – 2024/25 Academic Year</p> <p><u>FGB1507-05 – ACTION: Clerk to provide provisional dates for 2024/25 Academic year, once final Chair to disseminate to the Governing board</u></p> <table border="1" data-bbox="296 1749 1315 1787"> <thead> <tr> <th data-bbox="296 1749 459 1787">Number</th> <th data-bbox="459 1749 858 1787">Date – start at 6pm</th> <th data-bbox="858 1749 1315 1787">Items for discussion</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Number	Date – start at 6pm	Items for discussion				Clerk
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	1	Thursday 19 th September 2024 venue school		
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With no further business the meeting closed at 9.10pm.

Chair.....
Date

Item	Action	Owner	Status
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. Update 15.07.24 – PB-Head, had received an email, with an action plan and supportive guide, including contact details.</i> Ongoing.	PB-Head	Ongoing
FGB0506-08	PB-Head and CJ agreed to attend the local Parish Council Meeting to seek any interest in the Governor vacancy. Ongoing	PB-Head & CJ	Ongoing
FGB0506-011	Chair to email the Annual Impact Statement to all Governors to complete from an individual and collective capacity by July FGB meeting. Ongoing.	Chair /All	Ongoing
<u>FGB1507-01</u>	<u>ACTION: All Governors to identify and put a name forward for a potential LA Governor candidate.</u>	All	Open
<u>FGB1507-02</u>	<u>ACTION: Clerk to invite new Foundation Governor Ann Lorman to the next FGB meeting, September 2024.</u>	Clerk	Open
<u>FGB1507-03</u>	<u>FGB1507-03 – ACTION: Governance Impact Statement to be available for 01 FGB September 2024.</u>	All	Open
<u>FGB1507-04</u>	<u>ACTION: HT to share the Positive Behaviour Policy with parents early September for approval at September FGB.</u>	HT	Open
<u>FGB1507-05</u>	<u>ACTION: Clerk to provide provisional dates for 2024/25 Academic year, once final Chair to disseminate to the Governing board</u>	Clerk	Open

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