



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

Thursday 19th September 2024 6pm

Venue: School

Minutes

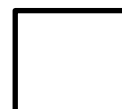
Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Headteacher), Scott Grant (SG), Sue Vickery (SV), Zoe Baxendale (ZB), Carol Peilow (CP)
Apologies accepted	Apologies received from Carl Jenkins (CJ), Mark Hodge (MH) and Valmor Pimento (VP). Ann Lorman (AL) is still awaiting DBS check.
In attendance	Recording made for Camclerks Service

The minutes reflect the order in which items were discussed.

	Minutes	Action
	Election of Chair and Vice Chair Deferred to future meeting when Clerk present.	
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting.</p> <p>Not with services of the Clerk this evening and no identified long-term replacement as yet but this is being worked on. Any questions can still be sent through to the Camclerks Team for assistance.</p> <p>Apologies were received and accepted from Carl Jenkins (CJ), Mark Hodge (MH) and Valmor Pimento (VP). Two future governors are awaiting DBS checks. Vacancies for Local Authority and Co-opted.</p> <p>The meeting was quorate.</p> <p>The meeting opened in prayer.</p>	

Core functions of the governing board:

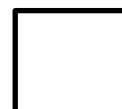
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2	Declarations of interest relating to items on the agenda None	
3	Review and acceptance of the minutes of the meeting held on 15th July 2024 <i>The minutes of the meeting were accepted as a true record and will be signed by the Chair.</i>	
4	<p>Review of actions and matters arising The Chair noted that an incorrect date was stated on the current agenda. July should be replaced with September. FGB1909-01 – ACTION: Clerk to update agenda and upload to GovernorHub.</p> <p>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. Update 19.09.24 no further update. Suggested nominated governor to lead on this topic, will speak with CJ regarding whether he is willing to take this responsibility. ONGOING</i></p> <p>FGB0506-08 Headteacher and CJ agreed to attend the local Parish Council Meeting to seek any interest in the Governor vacancy. ACTION CLOSED</p> <p>FGB0506-011 Chair to email the Annual Impact Statement to all Governors to complete from an individual and collective capacity by July FGB meeting. Chair has circulated the statement and would welcome feedback from all governors. ONGOING</p> <p>FGB1507-01 All Governors to identify and put a name forward for a potential LA Governor candidate. No-one identified, however did receive two expressions of interest from the Local Authority which will be discussed later in the meeting.</p> <p>FGB1507-04 Headteacher to share the Positive Behaviour Policy with parents early September for approval at September FGB. Received staff input. Not yet put to parents until after the governors have reviewed. ONGOING – on agenda.</p>	<p>Clerk</p> <p>Head</p> <p>ALL</p> <p>Head</p>
5	<p>Headteacher’s Report (verbal) Governors were advised there are currently 199 pupils on the roll which is a little lower than they would like. The lowest numbers are in Year 5 (25) and 6 (26), all other classes are at capacity. Five children have left the school due to moving to their local school and relocation. One child has joined the school. This year the school has met the demand from the local catchment area.</p> <p><u>Attendance</u> No data available until next week.</p> <p><u>Start of the academic year</u> The year has started well. A close eye is being kept on Year 6 who overall have settled well.</p>	

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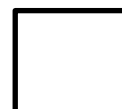
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<p><u>Special Educational Needs (SEN)</u> 8 EHCPs with 3 in process. 4.8 % national average so currently below this but if the current applications convert then the 11 EHCPs will bring the school to 5.5%. Special needs in the school remains quite high.</p> <p>A Governor asked what the cost to the school budget is for each EHCP. The Headteacher advised costs are £6000 but in reality, £10000, when you take into account employee benefits. Governors discussed the significant impact this has on the school budget.</p> <p>A Governor asked if there is a cut-off at which point the Local Authority will help with extra funding. The Headteacher advised he believes there is extra support for EHCPs over 6% but not very much funding available even then. 3 classes currently have 2 EHCPs in.</p> <p>Governors requested the SEND document is circulated to the governing body. <u>FGB1909-02 – ACTION: Headteacher to circulate SEND InfoGraphic document.</u></p> <p><u>Performance</u> – Governors were shown visual representation of data results.</p> <p>Year 6: Data standard is positive and above national average.</p> <p>Greater depth is a focus point and striving for more children to reach greater depth with consistency.</p> <ul style="list-style-type: none"> • Reading is healthy. • Writing is below national standard but this is based on teacher judgement without consistent moderation so open to interpretation. The school currently sits at 11% and strive for it to be higher. • Maths is slightly above national average and will continue to be worked on. <p>A Governor asked if the Year 6 tests in question were carried out at the end of Year 5 or the start of Year 6 (beginning of new academic year). The Headteacher advised they were carried out in May 2024. Currently working on this term’s assessments and will analyse again for review.</p> <p>For reference: Skills scores = 102 national average and 110 greater depth and Governors were able to analyse a chart presented at the meeting.</p> <p>Year 2: Year 2 tests were carried out but no national or local data available to compare against, so unable to report on this. This will be the same next year.</p> <p>A Governor asked if we could see progress for these children between Year 2 and Year 6, without the Year 2 data.</p>	<p>Head</p>

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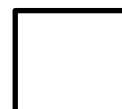
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	<p>The Headteacher advised that it is hard to compare from the start of the school journey but that Pixel data can be tracked and this is something the school can look at. Ofsted will equally not be able to assess progress without the Year 2 data, but it would nonetheless be beneficial for the school to track progress for internal reasons and for the Governors.</p> <p><u>FGB1909-03 – ACTION: Headteacher to provide progress data for the next meeting for between Yr2-6.</u></p> <p>Phonics: Data shows 87%, slightly lower than last year but 7% above average. Resits were based on a very small number of children.</p> <p>A Governor asked if all children are included in the data, including those with special needs.</p> <p>The Headteacher advised this data is for all children, even those that were below the level of the tests.</p> <p>Early Years: Performance data is 7% down on previous year but need to consider the circumstances presented throughout the year including some inconsistency with the Reception class teachers.</p> <p><u>Staffing</u></p> <p>Returning and new staff were noted, as well as stating where existing staff are placed this year. Upcoming expected departures were notified to Governors for their awareness as well as expected Paternity and Maternity Leave.</p> <p>A Governor asked regarding the Paternity and Maternity Policy and plans for this year with this in mind.</p> <p>The Headteacher advised that pay is covered but also need to address replacements for the positions, which may involve advertising and recruitment agencies. Need to advertise as soon as possible and may invoke a cost implication if cannot replace like for like.</p> <p>New Caretaker has started really well and is being pro-active, including new fencing.</p> <p>A Governor asked if the old and new Caretakers were able to work over the summer on the foundation area outside.</p> <p>The Headteacher advised yes, they worked well together for a couple of weeks.</p>	<p>Head</p>
6	<p>School Development Plan (SDP)</p> <p>The SDP is nearly finished but still requires work, therefore could not be circulated ahead of the meeting. Governors were shown the working document at the meeting for an overview.</p> <p>5 Objectives are largely unchanged. Objective 4 - Development of school site needs to be rewritten and updated to include more on the 150 year celebration.</p>	

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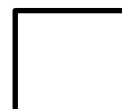
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	<p>Increased reporting data for Maths and multiplication tables.</p> <p>A Governor asked if Government planned to remove multiplication tables. The Headteacher advised that even if that happens, it would remain a focus in the SDP.</p> <p>Behaviour system – need to ensure all staff are familiar with the policy and wearing their lanyard with a suggested de-escalation script.</p> <p>A Governor asked how the school plan to monitor that the Behaviour Policy is being implemented and the impact it is having. The Headteacher advised that impact can be reviewed quantitatively from the behaviour recording and children can be asked for feedback.</p> <p>A Governor referred to the Behaviour Policy and highlighted that the child needs to be in a receptive mood and asked how they would act differently in the future. Would this be recorded? Would details of the cause and incident be recorded? The Headteacher advised that all staff on the Behaviour Plan will be made aware of details but to be aware that the Policy offers broad guidelines which would not cover all examples.</p> <p>A Governor asked that if a child is unreceptive to the methods used then what is the next step. The Headteacher advised that conversations with the child will be readdressed, possibly revisited the next day. This is where support from the parents has a significant impact.</p> <p>Brain Buddy – PSHE and SENCO running a programme about relationships and how we treat each other. This is starting this week for Year 6 and running a class weekly.</p> <p>Behaviour system also to look at school values at home.</p> <p>To incorporate outdoor learning for KS2.</p> <p>MFL Italian lessons are underway and are now in week two. It is a 7-year programme and fully funded by the Italian government. Some parents are unsure why Italian is being taught, when secondary schools look at other languages, so there is some communication work still to be done about this programme. Year 2s are really enjoying the class and there are actually a few Italian children in the school. Would be wonderful if the current Reception class could be fluent by Year 6.</p> <p>Music lessons are offering good opportunities. No more Violins and Violas but have looked at the full opportunities and programme offered so overall a good range of instruments used, focussing on different classes throughout the year.</p>	

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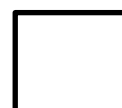
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	<p>A Governor asked if the children can provide feedback about their Italian lessons for the school website, possibly even in Italian. This was generally considered a good idea.</p> <p>A Governor highlighted that the staff list on the school website is out of date. The Headteacher advised that they are just waiting for updated photos and can then update the website.</p> <p>A Governor highlighted that one of the Governors should monitor that the website is compliant. It was suggested that new Governor AL could work on this while awaiting a completed DBS.</p> <p>Staff have discussed recently what the school would like to do in coming months and ideas will be included in the next newsletter. Ideas include ‘Time capsule’ style book to celebrate the 150 year anniversary for the school, plus other events to celebrate, a Volunteer programme to improve the school premises (possibly 15 AstraZeneca volunteers coming), asking for expertise and manpower to help with the development of the Bungalow. A grant coming from Sport England but prep work should be done by the school. Artificial turf/multi-functional surface on the area in question, to review the area near the playground.</p> <p>Communications. Staff meeting was held to discuss different kinds of communications. Seesaw used to manage informal communications including outreaching parents about homework tasks. Anything class-based requiring read receipts will be from Pupil Asset or directly from the Headteacher, such as regarding school trips. The Newsletter will cover subject news rather than class news. WhatsApp will be developed informally but with consultation and agreement from parents. Individual emails will be used. Facebook can be used for communications from SeeSaw. Refine information included on the school website.</p> <p>KS2 parents evenings. Teachers conduct autumn and spring assessments and will then use summary information sheets to email to parents a week before the parents evening. This will allow time for parents to review some data ready for discussion. Summer will be more of a narrative of the year’s progress. Year 2 data will not be ready for parents evening so will need to feed this back later in year. Year 1 will have no data points to assess but teachers will use what markers they can for feedback to parents.</p> <p>A Governor raised monitoring for each of these objectives. Governors discussed increasing Governor link roles and monitoring the curriculum. New Governors coming on board and joining the Curriculum Teams which will share the workload. Site Manager could also join the meetings for input on development for the grounds work.</p>	

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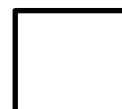
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	<p>Objective 1: Curriculum Teams Objective 2: Curriculum Teams Objective 3: CoG Objective 4: Working Group Objective 5: Parent Governors</p> <p>The LA Adviser to offer online guidance sessions to aid developing a robust governor monitoring plan for the year ahead. Virtual evening meetings about processes have been offered in coming weeks for all Governors to attend. The best option was selected from the Governors present as the 24th September and they will look to record the meeting for other Governors who are unable to attend.</p>	
7	<p>Annual housekeeping <u>Standing Orders</u> – no major changes to note.</p> <p>Ratification: Governors unanimously approved the Standing Orders</p> <p><u>Code of Conduct</u> – no changes to note but does still require personalisation.</p> <p>Ratification: Governors unanimously approved the Code of Conduct, subject to personalisation. <u>FGB1909-04 – ACTION: Clerk to update Code of Conduct document.</u></p> <p><u>Register of pecuniary interests</u> – Governors are reminded to complete the declaration on GovernorHub for 2024 – 25 as soon as possible. <u>FGB1909-05 – ACTION: All governors to complete declaration of pecuniary interests on GovernorHub before the next FGB meeting.</u></p> <p><u>Keeping Children Safe in Education 2024</u> - Governors are reminded to read relevant section and complete declaration on GovernorHub for 2024 – 25. <u>FGB1909-06 – ACTION: All governors to complete KCSIIE declaration on GovernorHub before the next FGB meeting.</u></p> <p><u>Finalise meeting dates</u> – it has been challenging to find the best availability for all Governors. The School Governance Team are requiring the finalised dates in order to allocate a Clerk to the school. Tuesdays are ruled out. It was suggested to rotate across Mondays, Wednesdays and Thursdays. There are three meetings per term and it was suggested that the middle meeting is virtual. Also considered making the start time later in the evening. Governors accepted that this may mean varying clerks as the meetings are not routinely set. Governors also considered recruiting their own clerk, away from the Camclerks Service.</p> <p><u>Committee membership</u> Ratification: Pay Committee and salary review is to continue with MH and SV. Headteacher Performance Management Committee is to continue with SJ, CP and SV and a meeting is already booked in.</p>	<p>Clerk</p> <p>ALL</p> <p>ALL</p>

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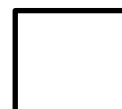
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	<p><u>Review of governance structure - Instrument of Government</u> No changes made.</p> <p>Ratification: Governors unanimously approved the Instrument of Government.</p> <p><u>Allocation of link roles</u> Link roles discussed previously in the agenda and currently as below:</p> <p>STEM - MH and ZB Humanities - SV - will look to increase Wellbeing - CP – will look to increase Heads Performance Management - SG, CP, SV Salary Review - MH and SV Finance - MH and SV Health and Safety - SG Safeguarding - CJ SIAMS - VP and CP SEND - AW Pupil Premium - AW Diversity - AW Children in Care - AW Mental health - Vacant Website compliance - AL to be asked Governor training - SG Early Years - CP Curriculum assessment - discontinue Premises Working Group - AW and ZB</p>	
8	<p>Policies</p> <p><u>Safeguarding and Child Protection Policy</u> A Governor questioned the wording in some parts of the Policy which were explained in greater depth.</p> <p>Ratification: Governors unanimously approved the Safeguarding and Child Protection Policy</p> <p><u>Positive Behaviour Policy</u> Changed the pro-social and anti-social wording to bring in line with Therapeutic Thinking definitions. Other definitions added to document and other minor wording changes. Value stickers have been added following staff feedback. The Headteacher listed other small amendments and initiatives included in the Policy.</p> <p>A Governor questioned whether we should add recognising children’s displayed behaviour at home, as referenced in the SDP.</p>	

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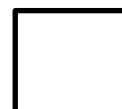
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	<p>The Headteacher advised this is not included in the Policy as yet but will be added in the future. Peer nomination will also be considered for the Policy and encouraged within the school.</p> <p>There was further discussion on how detrimental behaviour is dealt with under this Policy and communications around this.</p> <p>A Governor asked if there is a need for a pupil friendly version of the Behaviour Policy.</p> <p>The Headteacher advised this does not yet exist but is planned to be included in the SDP. Governors agreed this was a constructive idea.</p> <p>Appendices need to be added to the Policy.</p> <p>Ratification: Governors unanimously approved the Positive Behaviour Policy.</p> <p><u>Attendance Policy</u></p> <p>The Local Authority have recommended details around unauthorised absence which have been largely included in this Policy. Some absence requests will still be considered on a case by case by the school. Other small changes were explained by the Headteacher, including around sickness guidelines. Attention to all amendments were highlighted to Governors at the meeting. Governors discussed examples and how this would be approached using the Attendance Policy.</p> <p>Ratification: Governors unanimously approved the Attendance Policy.</p>	
9	<p>Safeguarding</p> <p>Focus is currently with record keeping, training and ensuring everyone has completed KCSIE.</p>	
10	<p>Governance</p> <p><u>Governing Board Membership & vacancies</u></p> <p>1 LA vacancy 1 Co-opted vacancy</p> <p>AL and VP are now becoming foundation governors. CJ has proactively identified some parent governor candidates from within the school. The Governing Board have 3 parent governors already. SG suggested he steps down as parent governor and becomes co-opted, which would enable gaining one parent governor. The Clerk was asked previously to source county-level governors, the Local Authority have found two expressions of interest. Those two candidates met last week with the Headteacher and Chair and a summary of the two candidates was given to Governors present at the meeting. It was felt that both candidates were strong. It was suggested that the some of the link roles would sit well with the new candidates. It is possible to nominate/appoint both – one as the LA Governor and one as the Co-opted Governor. The parent candidate could then be a volunteer at</p>	

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	<p>the school. Configuration of governors was discussed at length, considering vacancies and the strengths/skills on offer.</p> <p>Ratification: Governors agreed to the nominations for the LA Governor and Co-opted Governor.</p> <p><u>FGB1909-07 – ACTION: Chair to contact 2 candidates to progress with nomination and appointment and advise the Clerk.</u></p> <p><u>FGB1909-08 – ACTION: Clerk to add Governor Membership – Appointment of Co-opted Governor to the next FGB agenda.</u></p> <p>Governance Impact Statement Update – covered earlier in actions in the meeting.</p> <p>Governor Training – to be covered at next meeting, standing agenda item.</p>	<p>Chair</p> <p>Clerk</p>
	<p>Any Other Business</p> <p>The Headteacher reported back from the LA Advisory Visit. He had asked 3 children from each class if they understood the learning objective they were currently working on and in most cases they were unable to explain. This highlighted some areas of improvement. The full report was included in the governors paperwork. Many areas are securely ‘good’ but several areas of improvement have been identified.</p> <p>A Governor requested that Site Security is added as a standing item on agendas. It was agreed this is termed Cyber Security/Data Protection and included regularly under the Headteacher’s Report.</p> <p><u>FGB1909-09 – ACTION: Headteacher to include Cyber Security/Data Protection as a regular item in the Headteacher’s Report.</u></p> <p>A Governor asked if there is an Ofsted folder to assist when Ofsted visit. The Headteacher advised it is on the GovernorHub site and training is available.</p>	<p>Head</p>
	<p>Impact of meeting</p> <ul style="list-style-type: none"> • Various policies approved • Discussed and agreed the way forward for governor vacancies • Reallocated or proposed governor link roles and curriculum teams • Reviewed SDP • Update on premises and mindful of 150 year celebrations 	
	<p>Dates of next meetings – TBC. Proposed Wednesday 16th Oct at 7pm, virtual.</p>	

With no further business the meeting closed at 8.40pm.

Chair.....
Date

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Item	Action	Owner	Status	Deadline
FGB2902-04	FGB2902-04 Headteacher to contact the University of Reading Climate Ambassador scheme. 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. Update 19.09.24 no further update. Suggested nominated governor to lead on this topic, will speak with CJ regarding whether he is willing to take this responsibility.	Head	Ongoing	For October FGB
FGB0506-011	Chair to email the Annual Impact Statement to all Governors to complete from an individual and collective capacity by July FGB meeting. Chair has circulated the statement and would welcome feedback from all governors.	All	Ongoing	07/10/2024
<u>FGB1909-01</u>	<u>Clerk to update agenda and upload to GovernorHub.</u>	Clerk	Open	03/10/2024
<u>FGB1909-02</u>	<u>Headteacher to circulate SEND InfoGraphic document.</u>	Head	Open	For October FGB
<u>FGB1909-03</u>	<u>Headteacher to provide progress data for the next meeting for between Yr2-6.</u>	Head	Open	For October FGB
<u>FGB1909-04</u>	<u>Clerk to update Code of Conduct document.</u>	Clerk	Open	08/10/2024
<u>FGB1909-05</u>	<u>All governors to complete declaration of pecuniary interests on GovernorHub before the next FGB meeting.</u>	ALL	Open	Before 16 th October FGB
<u>FGB1909-06</u>	<u>All governors to complete KSCIE declaration on GovernorHub before the next FGB meeting.</u>	ALL	Open	Before 16 th October FGB
<u>FGB1909-07</u>	<u>Chair to contact 2 candidates to progress with nomination and appointment and advise the Clerk.</u>	Chair	Open	25/09/2024
<u>FGB1909-08</u>	<u>Clerk to add Governor Membership – Appointment of Co-opted Governor to the next FGB agenda.</u>	Clerk	Open	For October FGB
<u>FGB1909-09</u>	<u>Headteacher to include Cyber Security/Data Protection as a regular item in the Headteacher’s Report.</u>	Head	Open	For October FGB

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