

MINUTES OF MEETING



School: Hollywell Primary
Meeting title: Autumn Term meeting 1 of the governing body
Date and time: Thursday 21st September 2023 at 6.00pm
Location: Hollywell Primary School

Membership: Mr B Brewster, Mr G Cook (Vice-chair), Mrs E Ellis (Headteacher)
 Mr A Hoggard (Chair), Mr D Howes, Mr W Sibley, Mrs F Freeman,
 Mrs A Todhunter, Mr Stephen Bain, Mrs T Harlin (DHT),
 Mrs L Boulton (minute taker)

		Action
1.	<p><u>Apologies for absence</u> Apologies of absence received prior to the meeting from AT and DH and were accepted by the board.</p>	
2.	<p><u>Business Interests</u> There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p>	
3.	<p><u>Membership</u> <u>Annual planner governor code of conduct</u> This is up-to-date and available.</p> <p><u>Business interests</u> The Chair reminded governors what defines a declaration of interest and to asked all governors to ensure they had done this.</p> <p><u>Keeping children safe</u> The Headteacher explained any changes made and advised governors this was available within the safeguarding file in Governor Hub. The Chair reminded governors to ensure they had ticked to say they had read this in governor hub along with COC. Annual safeguarding training to be completed by all governors, link to be sent out.</p> <p><u>Staff Governor Role</u> The DHT Tracey Harlin has resumed her position as staff governor and was welcomed back by the board.</p> <p>Governor DH's term comes to an end at the end of September, he has confirmed he is happy to continue however as it is a parent governor role and election will need to take place before the next governor meeting.</p>	<p>All governors</p> <p>EE</p>
4.	<p><u>Minutes and Matters Arising</u> <u>Draft Summer Term 2 Minutes</u> These were confirmed as a true and accurate record and subsequently signed by the Chair.</p>	

	<p>Action points from previous minutes:</p> <ul style="list-style-type: none"> - Leave of absence request – <i>this was complete and the member of staff in question passed on her gratitude to governors for their decision.</i> - Honorarium payment – <i>this was not needed as it was confirmed it was part of the role.</i> - Online action plan and priorities to be uploaded – <i>still to complete.</i> - Online safety link role to be added – <i>governor FF has now taken this on.</i> - The Chair to organise the HT’s appraisal – <i>this has been booked in for w/c 25th September.</i> - Governors to check governing body roles and the annual planner – <i>this was handed out to governors during the meeting to complete.</i> - Report on SDP (moved from summer 1) – <i>governor DH completed and uploaded this before the meeting.</i> <p>All other actions have been completed.</p>	FF
5	<p>Policies <u>Equality policy & Objectives Accessibility plan</u> Moved to Autumn 2.</p>	
6.	<p>Premises <u>Maintain inventories and assets including disposals. (GC)</u> No disposals, the office staff are due to update the database which will be done before the next meeting. The Headteacher assured governors the process is being followed correctly.</p>	
7.	<p>Finance <u>Maintain register of business interests</u> This was determined as complete.</p> <p><u>Monitoring expenditure against budget plan (end of FY) (GC & AH)</u> With the school only receiving this information the day before this meeting and no year-end data the predicted figures were passed to governors. RF1 was explained by the Headteacher which is showing a positive surplus. These figures included: teacher pay grants, back date of support staff pay, changes to staffing, catering, CPD training for staff, an additional TA and costs towards the playground. The Headteacher advised that the draft reserve figures needed to go through auditors so wasn’t yet finalised. A budget surplus plan will be submitted to the next governor meeting in answer to a governor question but advised they may need to spend more money on: IT equipment, new server/cloud access, IT hardware, SEN needs, boosters in Y6 and ongoing roof repairs. Governors asked questions regarding staffing and advertising for staff for SEN support? The Headteacher advised they appointed a TA before the summer but may need to look into further staffing. Governors were assured by the budget and that there is enough surplus to react to SEN staffing needs.</p> <p><u>Monitor & report on sport funding expenditure and action plan</u></p>	EE

	<p>How the PE budget was spent last year was discussed, 2/3's of which supports the school's 'growth' programme to which the Deputy Headteacher explained further. Other topics discussed included: swimming, healthy eating, transport/coaching, cultural capital plan, before/after and lunchtime clubs on offer and replenishment of equipment which was confirmed is a focus for the next year. All governors were assured by the sport funding and action plan.</p>	
8.	<p>Staffing <u>Pay Committee update (AH & GC)</u> Moved to Autumn 2.</p>	AH/GC
9.	<p>Curriculum <u>Review Summer term data including national Set targets for pupil (AH)</u> The Chair reviewed the data compared to the previous year and discussed further with the rest of the board which all looked positive.</p> <p><u>Report on SDP and evaluation (DH)</u> This was uploaded prior to the meeting for governors to see, the Headteacher went into more detail in the meeting highlighting the objectives and priorities for this next year which includes – reading for pleasure.</p>	
10.	<p>Admissions <u>Review 1st admissions data (HT report)</u> 208 currently on roll, 30 children coming in to reception, some children have left due to relocation with YR4 having a couple of spaces. PP group numbers were noted along with any appeals the school have had, all of which were included within the contextual information section in the HT report.</p> <p><u>Attendance update on previous year and actions (HT report)</u> Attendance for the year 96.1% which was above national. Persistent absences had increased in answer to a governor question however tracking and monitoring is in place.</p> <p><u>Report on behaviour and exclusions (HT report)</u> The Headteacher advised due to the move from CPOMS to My Concern they were unable to produce the summer term report but did report back on any incidents they'd had.</p> <p>Governor SB left the meeting at 18.50pm.</p>	
11.	<p>HT Report Other topics contained within the HT report included: safeguarding (which Ofsted found to be effective), SEN, TA structures, training and H&S (including the H&S audit results and what the site manager had done over the summer holidays). All governors were assured by the HT report.</p>	
12.	<p>Communication <u>From the Chair</u></p>	

	<p>No communication from the Chair.</p> <p><u>From the Head</u> The Headteacher showed governors the new playground which they were pleased with.</p> <p>The Headteacher invited governors to the governor open morning taking place on the 22nd Nov 9-1pm and also reminded governors to let her know if they want to help with any events within school.</p>	
13.	<p>Meetings Next meeting: Thurs 23rd November – this was confirmed. The Headteacher asked if they could move their 2024 Summer 2 meeting to the 4th July which they all agreed.</p>	
14.	<p>Confidential No items were deemed confidential.</p>	

Meeting closed 19:15pm

Signed (Chair) Date