

MINUTES OF MEETING



School: Hollywell Primary
Meeting title: Autumn Term meeting 2 of the governing body
Date and time: Thursday 23rd November 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 were received from governor WS, FF and SB prior to the meeting and staff governor TH would be joining the meeting later (18.30pm). These 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>Parent governor elections (EE)</u> Governor DH's term has now come to an end as parent governor and although he is happy to continue the school have received 3 other interested parties which will go to vote, deadline for which is Monday 4th December r. The HT has added the statements from the candidates onto governor hub for governors to read. Once the draw has been made the HT will communicate.</p>	EE
4.	<p><u>Minutes and Matters Arising</u> <u>Draft Autumn Term 1 Minutes</u> These were confirmed as a true and accurate record and subsequently signed by the Chair.</p> <p><u>Action points from previous minutes:</u></p> <ul style="list-style-type: none"> - Budget surplus plan – an agenda item. - online action plan and priorities to be uploaded – this has been completed. <p>All other actions have been completed.</p>	
5	<p><u>Policies</u> <u>Equality policy & Objectives</u> This has been moved to Spring 1. A governor asked whether this was an EMET policy? The HT advised the equality scheme was but that the school had to have an action plan.</p>	EE

	<p><u>Accessibility plan</u> The school have paid for one to be done, actions from which are currently in progress which governor GC will check when he is next in school.</p> <p><u>Monitor business continuity plan (GC/SB)</u> An annual plan using the Trust’s format, both the Chair and Vice Chair have approved.</p> <p><u>Attendance policy</u> This was updated last year, governors approved the admissions criteria and approved the policy for 25-26</p> <p><u>EYFS policy</u> This was updated last year, governors were happy to continue with the current policy.</p> <p><u>Feedback and marking policy</u> This has been reviewed and is on the website, all governors were happy with this.</p> <p><u>Hollywell Visions & Values review (AH) Reviewed 2022-23</u> The Chair had re-reviewed this and was satisfied it is fit for purpose to which all governors agreed.</p> <p><u>Physical Intervention (Trustees)</u> Trust policy which governors need to read.</p> <p><u>Contact between staff and students (Trustees)</u> Trust policy which governors need to read.</p>	<p>GC</p>
<p>6.</p>	<p>Premises <u>H&S report back to governors including monitoring of risk assessments and maintenance plan (GC/SB)</u> GC did a review and all actions from the previous report had been closed. 3 actions this time identified in the walk round including the air conditioning unit on the side, the latches on the doors in the corridor a little sharp and the carpet at the end of the corridor all of which are within plans to improve. All mandatory checks were looked at and all maintenance which is looking positive, risk assessments are also up to date. A premises strategic plan will be created this year. AH requested this includes a starategic plan for IT hardware. CDC2 had been shared before the meeting on Governor Hub. Areas for development were discussed and EE confirmed that the school would apply for capital funding for the replacement of the corridor roof identified in the report.</p> <p><u>Safeguarding compliance check/audit, and SCR report back to governors (BB/SB)</u></p>	<p>EE</p>

	A date needs to be arranged for this therefore this has been moved to Spring 1 meeting. Date to be arranged in December.	BB/SB
7.	<p>Finance <u>Monitoring expenditure against budget plan (current FY 23-24) (GC &AH)</u> Governor GC gave a summary, similar surplus to before but spend profile over the next year will bring this down. No concerns, waiting for money to come back from the fundraising pot and extra emergency SEN funding received for new intake of children.</p> <p><u>Budget surplus plan (HT)</u> The HT explained the GAG funding and revenue reserves which included staffing contingency as no staffing insurance. The school are looking to pay for IT infrastructure and upgraded IT provision for children.. More resources for emotional support were also highlighted. All governors were happy with the plans and approved to continue with current surplus plan.</p> <p><u>Catering figures (EOY 22-23) (HT)</u> The HT sent this out prior to the meeting. Figures show numbers taken a school meal have increased however cost of provisions has significantly increased. As a result the kitchen did run at a loss last year. Universal free school meals prices are being increased for 23-24. . The HT and governors discussed this in terms of whether they increase the school meal prices. HT will look at what other schools do and speak with the trusts catering manager and will report back to governors in the next meeting Spring 1.</p>	EE
8.	<p>Staffing <u>Pay Committee update (AH & GC)</u> Update was given following the pay committee meeting. The committee agreed with HT recommendations. The Chair and Vice Chair were pleased with the review.</p> <p><u>Review plans for staff training and ensure they are in line with current SDP (AT)</u> This has been moved to the next governor meeting Spring 1.</p> <p><u>Report on HT appraisal (AH/CG)</u> The Chair and Deputy CEO of the trust did the HT appraisal and were satisfied that the objectives for last year had been met. New objectives have now been set which will be shown to governors in the next governor meeting Spring 1.</p> <p><u>Report on annual appraisal of teaching staff (HT)</u> All the teacher’s appraisals have been completed with new objectives set (which the HT explained further). These have been approved.</p>	AT AH/EE
9.	<p>Curriculum <u>Report back on targets for pupils and any national data updates (HT)</u> Targets for YR2 and YR6 were shown across reading/writing/maths and combined including GD with estimates informed by Fischer Family Trust.</p>	

	<p>The HT explained that although YR6 were facing some challenges (reasons why were given) that there are plans in place to help such as boosting sessions which have already started.</p> <p>The HT advised that YR2 SAT's are now optional but that the school will continue to do teacher assessments.</p> <p>Governors were happy with the targets.</p> <p><u>Report back on RE/SRE curriculum and collective worship (WS)</u> Due to governor WS being absent from this meeting this had been moved to the next governor meeting Spring 1.</p> <p><u>Report back on SEN provision (BB)</u> As governor BB doesn't have his meeting with the SENCO until the 12th December he will report back on this in the next governor meeting Spring 1.</p> <p><u>English report (WS/AT to review report)</u> Governor AT highlighted her points of interest and lines of enquiry for her next governor visit to school which included next steps for reading such as whole class reading in KS2, the literature available in the library and the grammar progression framework for writing.</p> <p><u>Maths report (WS/AT to review report)</u> Governor AT highlighted her points of interest and lines of enquiry for her next governor visit to school.</p> <p><u>Sports report (FF to review report)</u> Due to governor FF being absent from this meeting this had been moved to the next governor meeting Spring 1.</p>	<p>WS</p> <p>BB</p> <p>AT</p> <p>FF</p>
10.	<p>Admissions <u>Review admission arrangements and policy</u> Admissions need to be determined by 28th Feb 24, the school haven't consulted as no changes to the previous policy except date changes. Governors all agreed to keep the current admissions criteria set out in the policy and are happy for the HT to submit.</p>	
11.	<p>Communication <u>From the Chair</u> The Trust have re-established governing body Chair meetings with the first taking place in January 2024. The Chair will feedback to the governors once attended.</p> <p>The Chair has been asked to sit on the trust's sub-committee for finance and will update governors if needed.</p> <p>The Chair has asked governors to book in visits to the school and will put a reminder note on governor hub.</p> <p><u>From the Head</u></p>	<p>AH</p> <p>AH</p>

