

MINUTES OF MEETING



School: Hollywell Primary
Meeting title: Spring Term meeting 2 of the governing body
Date and time: Thursday 14th March 2024 at 6.00pm
Location: Hollywell Primary School

Membership: Mr B Brewster ‘A’
 Mr G Cook (Vice-chair)
 Mrs E Ellis (Headteacher)
 Mr A Hoggard (Chair)
 Mrs F Freeman – Parent Governor
 Mrs A Todhunter ‘A’
 Mr Stephen Bain - Community Governor
 Mrs T Harlin (DHT) - Staff Governor
 Sophie Saunders - Parent Governor
 Will Sibley – community Governor

Mrs L Pearson (minute taker)

‘A’ = absent

		Action
1.	<p>Apologies for absence</p> <p>Apologies of absence were received from Governors BB and AT prior to the meeting. These were accepted by the board.</p>	
2.	<p>Business Interests</p> <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p>	
3.	<p>Membership</p> <p><u>Parent governor elections (EE)</u></p> <p>SS has joined as a new Parent Governor</p>	
4.	<p>Minutes and Matters Arising - Draft Autumn Term 2 Minutes</p> <p><u>School catering</u></p> <p>HT informed Governors schools in the Trust in the same locality have agreed the same pricing structure for school meals. This will increase to £2.65 with a further increase in September to £2.75, with annual increases each year. The HT informed Governors they have agreed on a</p>	

	<p>format for tracking kitchens with the Trust. This will be at the end of Autumn, Spring, Summer and end of year.</p> <p><u>The Chair to feedback from the Chair meeting</u></p> <p>The Chair updated Governors on the introduction meeting with the Trust, and explained they are looking to push down decision making to LGB.</p> <p>Trust wanted to remind everyone, where LGB involved in HR decisions they are to use the Trust guidance.</p> <p>The intention is there will be regular meetings 2/3 times a year.</p> <p><u>Feedback from safeguarding audit</u></p> <p>Governor BB met with HT on the 11 December to review the audit tool template. The outcome of the audit was very positive. The school was able to provide evidence to support a positive response in all areas. A final copy of the report can be found in the Safeguarding file on Governor Hub.</p> <p>The audit template has now been completed and signed by HT, Chair and BB, and submitted to the Safeguarding Children in Education Officer at NCC.</p> <p>All Governors approved the action as complete.</p>	
5	<p>Policies</p> <p><u>Equality Objectives</u></p> <p>HT informed Governors that some changes have been made to the equality objectives and action plan. This is to reflect how school deals with visits that demonstrate equality and diversity, and how they work with pupils with protected characteristics.</p> <p>The HT informed Governors that the Complaints policy been updated recently and is on Trust website. The HT encouraged Governors to take a look at this.</p>	
6.	<p>Premises</p> <p><u>Prevent review (HT) (Safeguard)</u></p> <p>The HT informed Governors that there has been a change this year to Prevent Guidance, and Governors need to redo their Prevent training to incorporate the new changes.</p> <p>HT to send out a link to all Governors</p>	EE

	<p><u>SCR report back to governors (BB/AH)</u></p> <p>BB visited school on 20th December and reviewed roles, responsibilities and processes in school. Findings indicated all involved understood roles and SCR record keeping was accurate and up to date. Governors can be assured SCR record keeping is effective. Whilst in the school office BB also undertook a brief review of training record keeping. It was clear that an effective record keeping process operates in the school and the reporting process for staff to the office team is well understood.</p> <p>All Governors approved this action as complete.</p> <p><u>H & S report back to governors (GC)</u></p> <p>GC visited school last week to review health and safety. All actions from previous report, are now complete.</p> <p>Positive feedback from GC and no new actions following walk around school. A few items were noted to monitor.</p> <p>Governor WS raised that they maybe able to bring resource from Basford College on work experience to resolve minor issue with the step.</p> <p>The HT recommended GC to check with a member of staff to see if they are aware of process if there was a fire at school.</p> <p>GC confirmed that the next fire review is in November 2024.</p> <p><u>Confidential file audit feedback (SB)</u></p> <p>SB visited school to review the confidential file audit, following implementation of a new system. Governors can be assured that there was suitable evidence it was being used correctly. Two minor points were raised and these have been fed back to HT.</p>	GC
7.	<p>Finance</p> <p><u>Monitoring expenditure against budget plan (Gary & Andy)</u></p> <p>GC informed Governors that since the last meeting the budget has been reforecast in Autumn and Spring. The current reforecast shows a slight deficit. HT confirmed this is due to additional staffing costs due to increase in children with additional needs entering Reception.</p> <p>YTD budget is running at a small surplus.</p> <p>The chair provided an update on the progress for approving next years budget. The LBG have until the 1st May to approve the budget, this will then go to the Trust for approval.</p>	

	<p>HT requested that some of budget is used to purchase 32 new ipads including storage cases, and set up. School has had three quotes from different suppliers (approved suppliers). All Governors approved this request.</p> <p>The HT also requested budget is used to move to the Cloud. All Governors approved this request.</p> <p><u>Update on PP/SF (Head Teacher report)</u></p> <p>This item is included in the HT report.</p>	
9.	<p>HT Report</p> <p>The HT shared the HT report with the Governors from autumn term.</p> <p>The HT shared the new Behaviour Monitoring report, created from ‘my concern’.</p> <p>The HT asked whether Governors wanted any additional information on behaviour report. The Chair raised it would be good to get a better understanding of actions taken with cases of bullying. SB to visit school to reaffirm all loops are being closed when there are reports of bullying.</p> <p>GC to visit school to determine if there has been a change in pupils’ behaviour.</p>	<p>SB</p> <p>GC</p>
10.	<p>Curriculum</p> <p><u>Report back on Autumn Term data (Andy)</u> Included in HT report.</p> <p><u>Report back on SDP progress (WS)</u></p> <p>Move to next meeting.</p> <p><u>Consider disapplication of pupils for SATs (EE)</u></p> <p>The HT informed Governors that 3 children have been disapplied from SATs. The Chair was happy to approve.</p> <p><u>Subject leadership and standards of teaching & learning (EE)</u></p> <p>The HT shared report in the meeting.</p> <p><u>Report back on SEN provision (BB)</u></p> <p>BB provided an update before the meeting. An updated version of the SEN action plan can be found on GovHub.</p>	

	<p>BB visited school on 11 December to review progress. BB raised challenges with four children who would benefit from receiving 1:1 support. This is not currently available, but school has recently appointed an experienced SEN TA. The HT has raised this challenge previously and Governors are in full support of providing additional resource.</p> <p>Resource constraints still remain a challenge, with funding bids being developed. The Trust continues to provide effective support, with a focus on training for funding application bids.</p> <p>BB will visit school next term to see the plan in action.</p> <p>Governors approved this action as complete.</p> <p><u>Sports report (FF to review report)</u></p> <p>FF shared the report with Governors in meeting.</p> <p>FF raised from observations school cares about needs and experiences of pupils, using a combination of internal and external staff.</p> <p>FF raised concerns over provision of swimming in the future. As Year 2 currently have summer swimming. FF also concerned over impact on school budget.</p> <p>HT confirmed there will be no swimming for remainder of year, as pupils will be too late back to school. Looking at solution for next year.</p> <p>By law the school does not have to provide swimming as it's an academy.</p> <p>HT still keen to offer swimming to pupils. The school have agreed that Harvey Hadden swimming pool will be used next year. They will take 60 year 3 to 6 children at one time, to make this more effective for transportation. Costs will be about the same, so minimal impact to budget. HT to inform parents.</p>	
11.	<p>Attendance</p> <p><u>Report back on attendance, report in governor hub to be reviewed. (FF)</u></p> <p>Moving from FF to GC.</p> <p>HT shared attendance report with Governors in the meeting.</p> <p>Chair raised in weeks 7 and 12 there is a decrease in figures.</p> <p>HT to investigate why there is a dip.</p>	

12.	<p>Lines of inquiry</p> <p><u>Standards of teaching (WS)</u></p> <p>WS suggested the lines of inquiry follow - do pupils understand what progress they have made. For example, what do they know now that they didn't know in September.</p> <p>All Governors approved this approach.</p> <p><u>RE/SRE curriculum and collective worship (WS)</u></p> <p>WS suggested the lines of inquiry should follow - how does the curriculum provide fully rounded learning.</p> <p>SS to partner with WS</p> <p>WS suggested for Year 3 and 4 to determine if we are adapting the curriculum to build on experience and bridge gaps in learning.</p> <p>WS suggested the lines of inquiry should follow - Is the enrichment act provided by the school, helping to build on experiences, and bridge the gap in learning and understanding of diversity.</p> <p><u>GDPR & school records (SB)</u></p> <p>SB suggested that the lines of inquiry should follow - do people who deal with data understand GDPR and how to handle data.</p> <p>SB to review subject access requests and redactions and ensure that these meet policy.</p> <p><u>Curriculum implementation and impact (WS)</u></p> <p>WS suggested that the lines of inquiry should follow - are we assured as Governors that the current curriculum is ambitious and challenging.</p> <p><u>Internet Safety (FF)</u></p> <p>FF suggested that the lines of inquiry cover a progress review of the new action plan. The HT raised that there are daily reports on any breaches for access rules. A Governor also suggested that this could cover if pupils understand about internet safety.</p> <p><u>School development plan</u></p> <p>WS suggested that this should cover if the school made the expected progress under the plan</p>	
13.	Communication	

