

MINUTES OF MEETING



School: Hollywell Primary
Meeting title: Summer Term meeting 2 of the governing body
Date and time: Thursday 4th July 2024 at 6.00pm
Location: Hollywell Primary School

Membership:

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

Mrs L Pearson (minute taker)

‘A’ = Absent

		Action
1.	<p>Apologies for absence</p> <p>There were apologies of absence from Governor TH, and HT who arrived later in the meeting.</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>Chair raised if any Governor’s were interested in the role of Chair or Vice Chair, to inform the Chair.</p> <p>The Chair and Vice Chair confirmed they were happy to continue in their roles.</p> <p>WS asked what would happen at the end of his term in May 2025 as it is bid way through the academics year. Chair explained that can continue in role, or has the option to step down. WS happy to commit to complete the full academic year as a Governor.</p>	

4.	<p>Minutes and Matters Arising – Summer Term 1 Minutes</p> <p>There were no changes from the minutes and the minutes were approved.</p> <p><u>Review summer maintenance plan</u></p> <p>Covered later in agenda, under item 6.</p> <p><u>Assurance report: Do people who deal with data understand GDPR and how to handle data?</u></p> <p>SB visited school to review whether staff understand GDPR. SB interviewed a staff member that regularly handles data. Found level of knowledge was good, and understood how to keep data secure. Could see that they had a shredder that was used and have systems in place to limit data available.</p> <p>SB interviewed a teacher who dealt with data less often, they had good level of knowledge and understood how to handle personal data in their role.</p> <p>SB shared with Governors that he was assured of the process in place following the review.</p> <p><u>Assurance report: SB to review Data Subject Access Requests (DSAR) and redactions and ensure that these meet policy</u></p> <p>SB shared that school had received two different requests. Parents were specific in the data they had requested, which made it easier for the school to understand what the parents were after. All information was held on MyConcern. SB shared that system has the ability to redact information that wasn't about their child, and the ability to search on individual children.</p> <p>SB shared that If the parents had been less specific or asked for broader data, it would have been more challenging for the school to provide the information requested, as they would need to search multiple systems.</p> <p><u>Assurance report on the processes for dealing with bullying complaints (item 12)</u></p> <p>SB shared with Governors that the school had received some recent bullying allegations. From the review SB identified that the policy is available on the school website, and all information about the incidents were logged on MyConcern. It was clear they had followed the policy and it was being monitored. SB shared happy that school was following the</p>	HT

	<p>policy. The only action was to update the policy to reflect the new system.</p> <p><u>Lines of inquiry for Sports funding spending</u></p> <p>Focus to be agreed later in meeting.</p>	
5.	<p>Policies</p> <p><u>Anti-bullying</u> No change to policy, AH commented that policy needs to be updated to reflect MyConcern as detailed in SB review. Happy to approve based on action that the policy is updated to show MyConcern. ACTION EE</p> <p><u>Behaviour & Exclusions</u> Minor changes to policy to reflect new system. Governors happy to approve.</p> <p><u>Teaching & Learning</u> No change, Governors happy to approve.</p>	
6.	<p>Premises</p> <p>Health & Safety</p> <p>H&S report back to governors</p> <p><u>Maintenance Plan</u> GC and HT reviewed the current maintenance plan. No major changes, only minor changes to the frequency of when reviews take place.</p> <p>All Governors happy to approve.</p> <p><u>Health & Safety</u> SB and GC carried out a walk around the school. Overall the school is in good condition and takes H&S very seriously. No major issues, a few actions raised as some tiles are chipped which is a trip hazard and need to be replaced. GC shared that double doors in the hall have quite a high step up, and the school needs to consider using a ramp. In the meantime they have suggested painting the step yellow. Although not a compliance issue, they have also suggested sign posting in corridor that it is a fire exit.</p> <p>They also identified that in year 4, the conference room and the library, there was no fire evacuation procedure on the wall.</p> <p>School had annual EMET Health & Safety review, and there were no actions from review.</p>	

	<p>Safeguarding</p> <p><u>Internet safety pupil audit</u> Item closed, as covered in last meeting,</p> <p><u>Report on staff wellbeing survey</u> HT shared report with Governors on GovHub.</p> <p>Only 9 responses from staff, most staff felt positively about their wellbeing. Work life balance was the biggest impact. But they felt that they knew where to get support from if they needed it.</p> <p>Improvements they suggested were all linked to children. Agreed to repeat again next year at a different time of year, to see if number of responses increase.</p> <p><u>Report on pupil wellbeing survey</u></p> <p>HT shared report with Governors on GovHub.</p> <p>Children feel happy at school, the main area that can impact there mood is if there are issues in their friendship groups. More to do next year, with how to resolve issues with friends.</p>	
7.	<p>Finance</p> <p><u>Approve 24-25 budget</u></p> <p>See confidential minutes</p> <p><u>Approve writing off debts</u></p> <p>There were no debts to write off.</p>	
8.	<p>Staffing Matters</p> <p><u>Review appraisal process for teachers</u></p> <p>Move to next meeting</p>	
9.	<p>Quality of Provision</p> <p><u>Report back on Website compliancy</u></p> <p>FF carried out a review of the schools website, and found school to be compliant. Governors Felt assured by this review.</p>	

	<p>FF raised that the H&S policy on the website needs to be reviewed, and the dates were wrong for next years school calendar. ACTION EE</p> <p>FF flagged how long the parent testimonials had been on the website and if they needed to be updated as they mention covid. ACTION EE</p> <p>A Governor raised that school could possibly use information from parent surveys or feedback from parents evening.</p>	
10.	<p>Curriculum</p> <p><u>Enrichment opportunities & impact of GROWTH</u> Lines of inquiry: Are we still confident that the enriched opportunities are leading to growth?</p> <p>Chair and SS visited school to carry out a review. Visited 4 different groups. One group was making sandwiches. It was encouraging to see the children try the foods and have conversations about the food they were using. It was also positive to see how this linked into the wider curriculum.</p> <p>SS shared the positive experience from the Forest School.</p> <p>The Chair raised that you can't navigate directly to the section on growth from the school website, as there is a lot of good material available. ACTION EE</p> <p><u>Pupil Premium</u> Lines of inquiry: To review PP passports and to determine if teachers are aware of which pupils are PP and ensure that necessary support is required.</p> <p>FF met with HT, and observed that passports are created when a child is identified as PP, and includes their interventions. This is all added to the programme, which is in the process of being updated. FF shared children that are disadvantaged in other ways have a passport as well.</p> <p>Extra reading has made a big difference, including the reading for pleasure.</p> <p>FF shared that school has used funding to buy book bags and shoes for children whose parents can't afford to purchase these.</p> <p>One challenge is 121 interventions for next year will reduce due to costs. Option for volunteers to come in. Another challenge is speech and language skills, school is looking at a new speech and language package to support children in reception.</p>	

11.	<p>SEN/LAC</p> <p><u>Report back on SEN - SEN annual review</u> BB shared the SEN Governor report in meeting.</p> <p>The HT shared the challenges with Governors for SEN children attending school, and the challenges that SEN children have on school finances.</p> <p>BB summarised that felt the school had done well with the SEN provision this year. Next year this will be a regular theme, TA support is moving more towards 121 support, rather than groups of children. Teacher will need to adapt teaching so that children who previously had TA support do not get left behind.</p> <p><u>LAC annual report</u></p> <p>School does not have any LAC.</p>	
12.	<p>Exclusions & Behaviour</p> <p><u>Behaviour and exclusions</u></p> <p>Lines of inquiry: Assurance report on the processes for dealing with bullying complaints</p> <p>Completed under item 4.</p> <p>Lines of inquiry: Assurance report to determine if there has been a change in pupils' behaviour by observing during play and lunch times.</p> <p>SS visited school at the end of May to review behaviours during lunch time. During visit sat with children and was able to interact with year 1, 2 and 3. Children were very polite to all staff, and explained processes at lunchtime. SS observed children interacting across all year groups. SS asked reception children what they would do if they felt upset, children said they would speak to a teacher or mid-day supervisor.</p> <p>Based on visit SS was confident that able to gain insight into the social dynamics, problem-solving skills, and overall behaviour of pupils from most year groups. It seemed clear that pupils were happy and able to interact positively with each other.</p>	
13.	<p>Lines of inquiry</p> <p>Focus to be agreed upon in the meeting:</p> <p>Sports funding spending (FF)</p> <p>Agreed to move to Autumn 1</p>	

14.	<p>Communication</p> <p><u>From the Chair</u></p> <p>No communication from Chair</p> <p>ACTION Chair to update the annual planner.</p> <p>The Chair reminded Governor for a picture and a Bio from each Governor for the website.</p> <p>WS raised that felt he should abstain as wife is part of school staff. It was agreed he would provide the minimum required.</p> <p><u>From the Head</u></p> <p>HT shared that school usually carries out painting during the summer holidays. Received quote for £2,500 to paint three classrooms. HT asked Governors if reserves can be used to cover this cost.</p> <p>A Governor raised if there were any parents that could do painting. HT explained they would need to be set up as a supplier.</p> <p>A Governor asked if school could fund raise for the activity. HT shared that felt it was unlikely that parents would want to fund raise for maintenance.</p> <p>Governors happy to approve use of surplus funds for this year, with a review next year depending on budget.</p>	<p>AH</p> <p>LGB</p>
15.	<p>AOB</p> <p><u>Feedback from Parents on residentials</u></p> <p>SS shared that parents wanted their children to go on residentials. Around 50% of parents asked, wanted to know the costs at the start of the year so they could budget.</p> <p>FF shared they would like instalments or payment plans. Quite a few children had been away with Brownies or Beavers. Majority appeared happy with the current structure.</p> <p>SS raised that a parent raised about fund raising for trips for parents that could not afford to pay for trips. HT explained that this would mean fund raising every year.</p> <p>HT shared that could do a newsletter when the children come back from residentials to show parents what they can expect and the costs.</p>	

	The Governing body supported the current residential plan and benefit this provides to pupils, but asked for earlier communication to allow parents a gradual payment.	
16.	<p>Next meeting</p> <p>12th September 2024</p> <p>Confirmation of revised dates for 2024-25:</p> <p>23rd November 2024</p> <p>30th January 2025</p> <p>20th March 2025</p> <p>15th May 2025</p> <p>10th July 2025</p>	
17.	<p>Confidential</p> <p>Item 7</p>	

Meeting closed 19:50pm

Signed (Chair) Date