

MINUTES OF MEETING



Meeting title: Spring Term 1 Meeting of the governing body

Date and time: Thursday 30th January at 6.00pm

Location: Hollywell Primary School

Members: Mr B Brewster - Community Governor
 Mr G Cook (Vice-chair)
 Mrs E Ellis (Headteacher)
 Mr A Hoggard (Chair)
 Mrs F Freeman – Parent Governor
 Mrs A Todhunter - Community Governor
 Mr Stephen Bain - Community Governor
 Mrs T Harlin (DHT) - A
 Sophie Saunders - Parent Governor
 Will Sibley – community Governor

'A' = absent

		ACTION
1	<p>Apologies for absence</p> <p>Apologies of absence were received from Governors TH 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>No outstanding membership terms</p> <p>COG informed governing board he would be stepping down at the end of the academic year due to taking up a role on the board of Trustees. WS term of office will be up for renewal from May 2025</p>	AH to write a letter to parents informing them.
4	<p>Minutes and Matters arising</p> <p><u>Draft Autumn Term 2 Minutes</u> These were confirmed as a true and accurate record and subsequently signed by the Chair.</p> <p>All actions have been completed.</p> <p><u>Feedback on the Strategic Plan</u></p> <p>Governors feedback on 3-year strategic plan. Governors agreed with the areas identified within the plan. Discussion around showing impact and</p>	

	<p>how often the plan would be reviewed. Governors were assured by the plan.</p>	
5	<p>Policies This was available to governors in the spring 1 folder on governor hub. The equality objectives and action plan has been reviewed and is on the website, all governors were happy with this.</p> <p>Anti-bullying policy to be reviewed in Spring 2</p>	<p>EE & TH to review anti-bullying policy Spring 2 meeting</p>
6	<p>Premises <u>Safeguarding termly report (HT)</u> Within the HT report.</p> <p><u>H & S termly report (HT)</u> Within the HT report.</p>	
7	<p>Finance</p> <p><u>Monitoring expenditure against budget plan (GC & AH)</u> Governor GC gave a summary to the governors. This was reviewed for period 4 (December 2024). The current year end prediction were positive, and year to date expenditure was on track. Governors were assured budgeting procedures for the last academic year so far have been robust and included spending from surplus as discussed. RF2 is currently being agreed and will include further surplus spending.</p> <p><u>Budget surplus plan</u> The HT shared the 24-25 budget surplus plan. This was discussed at length. Governors approved the surplus plan.</p> <p><u>Pupil premium strategy and action plan</u> This became live in December with the strategy available in the Spring 1 folder. This had been approved by COG in Autumn 2. Governors approved the plan and were assured the monies has been allocated in an appropriate manner.</p>	
8	<p>Staffing Matters <u>Governor Skills audit AH</u> Governor skills audit summary looking at strengths and areas for development within had been circulated prior to the meeting. AH shared the areas the board were weaker in. Previous leadership experience was identified.</p>	<p>AH & EE to meet prior to spring 2 meeting to discuss a succession plan.</p>
9	<p>HT Report <u>Contextual Information (HT Report)</u> The document was available on Governor Hub. The HT shared the HT report with the Governors from autumn term.</p> <p>The Headteacher advised pupils were making good progress with priorities in SDP.</p>	

	<p>Governors further discussed safeguarding, behaviour, attendance, SEND and health and safety and felt assured by the information contained within the Head Teacher’s report.</p> <p>From the reports, governors raised questions around attendance of vulnerable groups. HT to monitor these groups to establish if the decline in attendance of certain groups approved. HT to also discuss this further with school improvement lead and feedback to governors.</p>		EE Attendance monitoring spring 2
10	<p>Curriculum</p> <p><u>Report back on Autumn Term data (AH)</u> Included in HT report.</p> <p><u>Report back on standards of teaching (WS)</u> An assurance report was available on Governor Hub prior to the meeting. This was discussed. Governors were assured the standard of teaching at the school was well monitored and effective.</p> <p><u>Consider disapplication of pupils for SATs (EE)</u> Moved to spring 2</p> <p><u>Report back on SEN provision (BB)</u> SEN governor report was made available in governor hub prior to the meeting. BB provided an update and assurance based on the report. Resource constraints still remain a challenge, with significant time being taken up by EHCP applications.</p> <p>BB will visit school next term to see the plan in action.</p> <p>Governors approved this action as complete.</p>		Disapplication from SATs – moved to spring 2
11	<p>Communication</p> <p><u>From the Chair</u> The Chair feedback from the recent chairs and Trustees meeting. He communicated the Trust’s vision which centred around ‘How do we get the schools to be outstanding?’ He informed the board that the Trust had appointed a governance professional to standardise governance.</p> <p><u>From the Head</u> Head shared proposed calendar dates and INSET dates for 25-26. Governors approved these.</p>		
14	<p>Meetings 2024-25</p> <p>15th May 2025 10th July 2025</p>	<p>Next meeting:</p> <p>6pm 20th March 2025</p>	
15	<p>Confidentiality</p> <p>No matters of confidentiality</p>		

Meeting closed 19:45pm

Signed (Chair) Date