

# MINUTES OF MEETING



**Meeting title:** Spring Term 2 Meeting of the governing body

**Date and time:** Thursday 20<sup>th</sup> March at 6.00pm

**Location:** Hollywell Primary School

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

'A' = absent

		ACTION
1	<p><b>Apologies for absence</b></p> <p>Apologies of <b>absence</b> were received from Governors TH prior to the meeting. These were <b>accepted</b> by the board.</p>	
2	<p><b>Business interests</b></p> <p>There were <b>no</b> declarations of interest, either direct or indirect, for items of business on the agenda.</p>	
3	<p><b>Membership</b></p> <p>No outstanding membership terms</p> <p>COG - still recruiting, no interest currently but 1 person interested for community governor instead (summer 1 deadline for confirmed appointment)</p> <p>WS - Community Governor, to stay in place for continuity <b>approved</b> by the board, 4-year extension)</p>	<p>EE to approach Richard about potential COG.</p>
4	<p><b>Minutes and Matters arising</b></p> <p>no changes, <b>approved</b> by the board.</p> <p>a. Letter to parent from COG (covered in membership)</p> <p>b. Succession Planning (training/shared responsibility)</p>	<p>(b) GC to action and take away to get further information)</p>

	Previous actions have been <b>completed</b> .	
5	<p><b>Policies</b></p> <p>This was available to governors in the spring 2 folder on Governor Hub.</p> <ul style="list-style-type: none"> <li>a) Anti-bullying policy (changes to definitions and parent contact) - <b>approved</b> by the board</li> <li>b) Teaching and learning - <b>approved</b> by the board</li> <li>c) Subject Policies – no further discussion needed at this time.</li> <li>d) Mobile devices and wearable technology (NEW ADDITION) - <b>approved</b> by the board</li> </ul>	
6	<p><b>Premises</b></p> <ul style="list-style-type: none"> <li>a) PREVENT Review (EE) – All staff trained &amp; reminded in briefings, all extremist views not just terrorism. British values now included in assemblies. Governing Body discussed this and felt assured by the process in the school. <b>Approved</b> by the board. Governing Body discussed need for PREVENT training for Governors (Raised by WS) EE to implement</li> <li>b) GDPR (SB - absent - carried forward)</li> <li>c) School Records/Files (SB/BB - absent - carried forward)</li> <li>d) H&amp;S Report back to governors (GC) 2 actions: 1. lifting of AstroTurf, already aware. 2. neighbour raised concerns about over hanging trees and agreed shared-costing for pruning maintenance. <b>approved</b> costings by board</li> <li>e) Confidential file audit feedback (SB - absent - carried forward, needs to be completed before Easter)</li> </ul>	(a) EE to assign PREVENT training to Governing Body to complete
7	<p><b>Finance</b></p> <p>EE gave a summary to the governors. The current year end prediction were positive, and year to date expenditure was on track. <b>Governors were assured</b> budgeting procedures for the last academic year so far have been robust and included spending from surplus as discussed.</p> <ul style="list-style-type: none"> <li>a) Monitoring expenditure against budget plan (GC) During the previous meeting, Governing Body confirmed reforecast 2 was in draft. This has now embedded in budget and still aligned with forecast. No further detail to share up until February.</li> </ul> <p><b>The board were confident in school budget position</b></p> <ul style="list-style-type: none"> <li>b) Deadline for 2025-2026 budget governor approval is 01<sup>st</sup> May 2025. <b>Board approved finance committee to confirm to confirm outside of Governors Meeting.</b></li> </ul>	
8	<p><b>Staffing Matters</b></p> <p>member of staff retiring in August, currently confidential</p>	
9	<p><b>HT Report</b></p> <p>EE discussed Parental Questionnaire Feedback in detail surrounding outcome of questionnaire and how feedback will be shared. <b>Rewards to be addressed in next newsletter.</b></p>	

	<p><b>Positive comments acknowledged by the board.</b></p> <p>EE confirmed that historic areas of improvement have now seen an increase in numbers (example: feedback on how children are performing)</p>	
10	<p><b>Curriculum</b></p> <p><b><u>Curriculum impact - from reports (WA/AT)</u></b> - carried forward to next meeting</p> <ul style="list-style-type: none"> <li>- ART</li> <li>- DT</li> <li>- Computing</li> <li>- English</li> <li>- Maths</li> <li>- EYFS</li> </ul> <p>Disapplication of pupils for SATs (EE) NONE - ALL PUPILS COMPLETING SATS Governors <b>approved this action as complete.</b></p> <p><b><u>Attendance</u></b> Report back on attendance (EE)</p> <p><b><u>Lines of Inquiry</u></b> Areas to be discussed and lines of inquiry to be agreed upon for the next meeting in:</p> <ul style="list-style-type: none"> <li>a) <u>Review enrichment and impact of growth (AH/SS)</u> Effectiveness of current activities and children's opinions of how they are working (pupils voice)</li> <li>b) <u>School arrangements for residential and visits</u> Cultural capital plan with all visits on, are these being achieved by current school arrangements for residential and visits</li> <li>c) <u>Standards of teaching (WS)</u> school walk around / session monitoring</li> </ul>	<p>Next HT meeting to review trajectory of attendance. EE continues to monitor trajectory of attendance</p>
11	<p><b>Communication</b></p> <p><u>From the Chair</u> No commentary.</p> <p><u>From the Head</u></p> <ul style="list-style-type: none"> <li>a) Increase in lettings fee approved by board. board approved funding of purpose-built graphics (growth values and learning behaviours)</li> <li>b) temporary promotion EE until permanent appointment of CEO</li> <li>c) governor training: Spring training for governors - PREVENT training (covered above)</li> </ul>	

	<b>Approved</b> by the board		
14	<b>Meetings 2024-25</b>  15 <sup>th</sup> May 2025 10 <sup>th</sup> July 2025	Next meeting:  Thursday 15 <sup>th</sup> May at 18:00 <b>Approved</b> by the board	
15	<b>Confidentiality</b>  No matters of confidentiality		

Meeting closed 19:30pm

Signed ..... (Chair)      Date .....