

MINUTES OF MEETING



Meeting title: Summer Term 1 Meeting of the governing body

Date and time: Thursday 15th May at 6.00pm

Location: Hollywell Primary School

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

'A' = absent

1	Apologies for absence
	Apologies of absence were received from Governors AH & FF prior to the meeting. These were accepted by the board.
2	Business interests
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.
3	Membership
	No outstanding membership terms
	COG – Interest that is available in the role has not received any definite feedback. AH to update in Summer 2.
	Current proposal: Vice Chair has volunteered to take on the role of COG as an interim role to support with the Governing Body, to held with creating and implementing a strategy to fulfil the role on a permanent basis.
	No questions from any members of the Governing Body.
4	Minutes and Matters arising
	Previous meeting minutes have been accepted and approved by the board – no changes to be made.
	<u>Governor training (SB)</u>
	All scheduled training is now due/overdue and will need to be completed at the earliest convenience. This can be accessed through EVERY. SB requested that <i>'What to expect from your Chair of Governors'</i> is completed by all Governors on Modern Governor; as this supports with understanding the expectations of the Chair and may spark an interest in the COG role once the wider Governing Body is aware of the requirements.
5	Policies
	No EMET or Hollywell Primary School changes to policies.
6	Premises

	<p>HT Report – Report was discussed in detail by EE, this was uploaded to Governor Hub prior to the meeting and was readily available for members of the Governing Body to read and have questions ready ahead of time. The headlines from the report are as follows:</p> <ul style="list-style-type: none"> • Positive Spring Term. Focus on ORACY which is a school development priority. When completing lesson observations, it is apparent that this is part of the children’s daily discussions and is embedding into their approach to learning. • Parent support was really strong. With mentions to World Book Day, Break the Rules Day and Wheelchair Basketball. • Work on areas in the school development plan are progressing well • Safeguarding: Continues to remain robust. <p>There were no further questions asked by any present members of the Governing Body.</p>
7	<p>Finance: Budget forecast summary is available on GovernorHub. Report was discussed in detail surrounding current financial position and costing trajectory over the next three years. EE discussed saving opportunities, concerns, mitigation and improvements plans and strategies.; all of which have been approved by Vice Chair and Chair of Governors (Finance committee) with the Headteacher. This was submitted on 01/05 and finance meeting to go to trustee’s w/c 19/05.</p> <p>There were no further questions asked by any present members of the Governing Body.</p>
8	<p>Staffing No further changes and no expected changes</p>
9	<p>Curriculum Review enrichment opportunities and Impact of GROWTH Report available on Governors Hub. SS discussed the report with the Governing Body and provided further context on findings. Overall positive feedback and engagement from the children with all activities. . No questions from the members of the boards. Action: Add GROWTH monitoring to autumn term to see KS2 GROWTH.</p> <p>Monitor standards of teaching (WS) Report available on Governors Hub. A series of learning walks have been completed, overall the outcome was strong, pupils seemed engaged and enthusiastic about the ORACY project specifically. Governors continue to be assured by standards of teaching and monitoring procedures.</p> <p>Confidentiality procedures have been followed for SAT paper storage. WS visited school during SATS window and was assured by procedures. No questions</p> <p>Review School arrangement for visits/Residentials –MOVED TO SUMMER 2.</p> <p>Trust have agreed an extra INSET day (6 now). Agreed by all members of the board.</p> <p>Increase on dinners in line with inflation. Proposed increase to £2.85 Agreed by all members of the board</p> <p>Cherubs Wrap Around have served notice just before Easter to end their provision at school. Strategically it is no longer in their plan to do wrap around care due to staffing. Lime-Trees to start in September. Costing variations, payment options and cancellation/refund options were explained by EE. Ofsted registration has been submitted. Agreed by all members of the governing body.</p>

	<p>Holiday clubs currently run by Premiere, they are not well attended particularly by HAF funded places. Alternate provider (Rileys Kids Camp) will be in place for the summer.</p> <p>AOB: <i>**please see confidential minutes**</i></p>
10	<p>Admissions No appeals in spring term, first admissions have allocated 30/30 – 24 pupils on the waiting list.</p> <p><u>Behaviour monitoring:</u> Report is available on Governors Hub. EE discussed the report in detail, providing further context on the data. No questions asked by any present members of the Governing Body.</p> <p>Suspensions have occurred this academic year, autumn, spring and summer terms. Context on suspensions were detailed for the present members of the governing body.</p> <p>Attendance is up from spring term > 96.6%, above national. Absenteeism is down</p> <p>Question from Vice Chair regarding specific year groups with lower attendance. EE gave context No further questions</p> <p>GDPR: One Data Breach in Spring Term – this was detailed to the Governing Body and no questions were asked.</p> <p><u>Health & safety:</u> Three accidents which were reportable to the trust, all were genuine accidents and no trends in concerns. No questions from the present members of the governing body.</p>
14	<p>Next meeting: Thursday 10th July at 18:00 Approved by the board</p>
15	<p>Confidentiality Please see Confidential Minutes</p>

Meeting closed 20:00 (pm)

Signed (Chair) Date