

MINUTES OF MEETING



Meeting title: Summer Term 2 Meeting of the governing body
Date and time: Thursday 10th July at 6.00pm
Location: Hollywell Primary School
Members: Mr A Hoggard (Chair) – Community Governor
Mr B Brewster - Community Governor
Mr G Cook (Vice-chair) – Community Governor A
Mrs E Ellis (Headteacher)
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

1	<p>Apologies for absence</p> <p>Apologies of absence were received from Governors GC, SB & 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>AH - stepping down as COG following taking on the role of a Trustee.</p> <p>COG</p> <p>There has been no current interest in the post of COG. CG has offered to take on the role in the interim. This was proposed, seconded and accepted by the board.</p> <p>WS was proposed and seconded as Vice COG. This was accepted by the board.</p> <p>New structure for governor roles and responsibilities discussed and agreed by the board.</p> <p>There will be a vacancy on the board in the autumn term which will need to be filled.</p>
4	<p>Minutes and Matters arising</p> <p>Previous meeting minutes have been accepted and approved by the board – no changes to be made.</p> <ul style="list-style-type: none">All governors to complete training - 'What to expect from your Chair of Governors' – Most governors have completed this. <p>ACTION REQUIRED</p> <p>SS & BB to still complete 'what to expect from COG'</p>

	AT to complete Prevent & GDPR training
5	Policies
6	<p>Premises GC carried out a walk around the school. Overall the school is in good condition and takes H&S very seriously. No major issues. Report shared with governors before the meeting.</p> <p>School had annual EMET Health & Safety review, and there were no actions from review.</p> <p>Safeguarding BB reviewed the SCR and was assured by systems and processes in place HT reported on Trust safeguarding visit and were assured by findings which showed a strong safeguarding culture at the school.</p> <p>There were no further questions asked by any present members of the Governing Body.</p> <p>Internet Safety Assurance visit to take place before the autumn term focusing on filtering & monitoring systems and procedures.</p>
7	<p>Finance: Approve 25-26 budget - Trustees have approved the budget which was approved by governors at summer 1 meeting. COG reminded the board to ensure they focus on the three-year forecast as well as the current picture to allow for future planning. Governors were assured by financial planning in place currently.</p> <p><u>Approve writing off debts</u></p> <p>There were no debts to write off.</p>
8	<p>Staffing</p> <p>HT shared the process for appraisal and governors were assured by the process.</p>
9	<p>Quality of Provision <u>Website compliancy</u> FF reported back on the current website. DFE and Ofsted guide was used to audit the current website. FF reported the website to be easy to navigate and was assured its content met the requirements. Two areas were identified for improvement including the prospectus and the testimonials. HT advised the new school website was gong live in September 2025 to meet the new accessibility requirements. No further questions were asked.</p>
10	<p>SEN/LAC</p> <p>Report back on SEN - SEN annual review BB shared the SEN Governor report ahead of the 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 and the hard work of the school SENCo was praised.</p> <p><u>LAC annual report</u></p> <p>School does not have any LAC.</p>
11	<p>Exclusions and Behaviour</p> <p>HT shared suspension data. Discussion around rise in suspensions and the causes. Governors were assured by procedures No further questions were asked.</p>
	<p>Communication</p> <p><u>From the Chair</u></p> <p>No communication from Chair</p> <p><u>From the Head</u></p> <p>HT shared the school’s SATS results and key attainment data. Governors were pleased with the results and praised the high standards the school have achieved.</p> <p>BB and the other governors thanked AH for his hard work and dedication to the school as part of the governing body.</p>
14	<p>Next meeting: Thursday 25th September at 18:00 Approved by the board</p> <p>Confirmation of dates for 2025-26: 27th November 2025 29th January 2026 26th March 2026 14th May 2026 9th July 2026</p>
15	<p>Confidentiality</p>

Meeting closed 19.45 (pm)

Signed (Chair) Date