

MINUTES OF MEETING



Meeting title: Autumn 1 Meeting of the governing body
Date and time: Thursday 25th September at 6.00pm
Location: Hollywell Primary School
Members: Mrs E Ellis (Headteacher)
 Mr G Cook (Chair) – Community Governor
 Will Sibley (Vice-Chair) – Community Governor
 Mr B Brewster - Community Governor
 Mrs F Freeman – Parent Governor
 Mrs A Todhunter - Community Governor A
 Mr Stephen Bain - Community Governor
 Mrs T Harlin (DHT) – Staff Governor
 Sophie Saunders - Parent Governor

'A' = absent

1	Apologies for absence – none
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>A Hoggard has resigned and A Todhunter has tendered her resignation, Accepted. 2 vacancies on the board. It was proposed and seconded that F Freeman would move to a community governor role. Appointed Currently 1 community governor vacancy, 1 parent governor vacancy. Application for community governor was received before the summer. After half term HT to advertise parent governor role.</p>
4	<p>Minutes and Matters arising</p> <p>Previous meeting minutes have been accepted and approved by the board</p> <p>Summer 2 Minutes</p> <ul style="list-style-type: none"> • SS & BB to still complete 'what to expect from COG - ACTION – SS and FF to complete 'what to expect from the COG' • Assurance visit focusing on filtering & monitoring systems and procedures carried out by FF in autumn term – report available on governor hub and discussed findings with board. Governors are assured by procedures and knowledge around filtering and monitoring.
5	<p>Constitutional and Procedural</p> <p>Governor Development Plan (SB) – SB shared the new action plan with governors. All governors to complete what to expect from a COG – ACTION to be done by all.</p>

	<p>All governors to complete the self-development area – ACTION FGB pick one area for improvement based on the last governor skills audit and complete a related training course to improve your score. We will Skills audit to be repeated annually</p> <p>Governor roles (GC) – Annual planner shared with governors discussed allocations of roles based on skills. SUGGESTION – collective worship, RE & RSHE allocated to SS. ACTION SS – Review arrangements for Collective Worship to be carried over to Autumn 2 meeting</p> <p>SUGGESTION - Attendance – FF allocated this.</p>
6	<p>Policies –EMET policies.</p> <p>Attendance Safeguarding Alternative Provision</p> <p>Governors have been shared these and read them. GOVERNOR ASKS (SB) if policies with tracked changes can be shown to make any amendments clear. HT explained these are Trust policies for oversight.</p>
7	<p>Premises: Health and Safety</p> <p>Maintain inventories and assets including disposals – Chair will carry the closure of this to the next meeting. ACTION GC– Chair will report on this at the next meeting due to outstanding work.</p> <p>Risk Register and oversee risk assessments – Chair completed a review of the risks register and risk assessments. Governors are assured the risk register and Risk Assessments are up to date and suitably communicated to staff.</p>
8	<p>Finance:</p> <p>Maintain register of business interests (update in Gov Hub) Completed.</p> <p>Monitor Sport Funding expenditure and action plan – Governors have seen the funding plan. This is an annual report. Governors have reviewed this Governor asks – question around swimming, report states we are looking for a different venue to better meet SEN needs. HT explained the new venue Of Lamas Leisure Centre has been secured for this academic year due to the facilities offered. Governors are assured that the funding is being sports funding is being spent appropriately.</p>
9	<p>HT Report</p> <p>Report shared with governors ahead of the meeting via governor hub.</p> <p>School development plan. – Summary of rationale and solution summary shared. Governors are assured by the priorities chosen, no questions asked. Admissions – Top level cohort and admissions data shared. Safeguarding – Detail around number of safeguarding concerns shared. Details around a significant incident in the summer term outside the school gates was shared with governors. Governors were assured by processes NO QUESTIONS – Governors felt assured. Behaviour – Details shared around behaviour. 1 complaint of bullying within the summer term. Produces were follows within the school. No questions were raised by Governors.</p> <p>Suspensions - Governors made aware of rise in suspensions during the summer term – Governor asks, , are the suspensions all within a single cohort? HT provided top level data concerning suspensions. Governor asks is this school the most appropriate place for them to be? HT replied we</p>

	<p>are supporting the children. Governor asks Are you confident that the staff are safe. HT replied explaining that staff are safe, risk assessments are in place and staff are trained.</p> <p>Attendance – Summer term data and academic year data shared. Governors asks do suspensions count against statistics? HT Yes and so do reduce timetables Governors asks when a child goes on a reduced timetable is this classed as an authorised absence? HT explained procedures around this.</p> <p>HT shared information and processes with governors around flexi schooling. This was discussed at length linked to a pupil in school currently accessing flexi school provision. Governor asked are you satisfied that the child is getting the relevant English and maths? HT confirmed she was.</p> <p>Governor asks – are there set review points for the flexi schooling. HT confirmed reviews take place every 6 weeks and that a flexi schooling plan has to be agreed, signed and submitted to the LA. EE did consult safeguarding lead before agreeing to flexi schooling.</p> <p>Governors assured by attendance and no further questions.</p> <p>Data – No questions raised</p> <p>Dash boards – No questions raised</p> <p>Key areas for development – Governor queries – ACTION HT to answer - how many are white British FSM and SEND boys are in the cohort EYFS.</p> <p>SEND – No questions raised</p> <p>Pupil Premium – Governor asks - How many pupils in this category left in year 6. HT confirmed the number of pupils.</p> <p>GDPR – None</p> <p>Complaints – 2 complaints were received in the summer term and are being dealt with in line with the policy.</p> <p>Trust Health and safety audit – 100% was achieved at the annual audit Governor asks with a change in the office structure are the school confident the same standards in H & S can be maintained? HT assured governors that the role change should not impact this.</p>
10	<p>Personnel Functions & Pay Pay Committee update – held today. Approved the recommendation from the head teacher.</p>
11	<p>Attendance, admissions & Exclusions Monitor and Review Annual Attendance - Reviewed</p> <p>Review 1st admissions - Reviewed data (HT report) - Reviewed</p> <p>Report on behaviour and exclusions (HT report) - Reviewed</p>
12	<p>Strategic Development Monitor progress & attainment (Review National Data) - Reviewed</p> <p>Review SDP - Reviewed</p> <p>Monitor arrangements for school visits/ residential(s) WS – nothing to report. ACTION move to the next meeting. WS visited the ice skating as part of GROWTH and felt assured that policies and safeguarding was adhered to.</p> <p>Review planning & provision for SEN BB –BB reported back on the annual action plan focus. BB will report back in the spring term but felt assured by what he has seen.</p> <p>Review arrangements for Collective Worship – SS – ACTION move to the next meeting.</p>
13	<p>Reports and Lines of inquiry Reviewed EYFS report Reviewed reading report</p>

	<p>Governor asks regarding EYFS – in the report it talks about mark marking tools what are those? HT replied, Pens, pencils, sand etc anything in which you can write/draw.</p> <p>Governor asks regarding Voice 21 - Is the Voice 21 being used by other schools in the Trust? HT confirmed the Trust is working on this area together.</p> <p>Governors are assured by the reports.</p>
14	<p>Communication</p> <p><u>From the Chair</u> nothing to report</p> <p><u>From the Head</u> See confidential minutes</p>
15	<p>Meetings 2025-26</p> <p>27th November 2025 29th January 2026 26th March 2026 14th May 2026 9th July 2026</p>
16	<p>Confidentiality - See confidential minutes</p>

Meeting closed (19.32)

Signed (Chair)

Date