

MINUTES OF MEETING



Meeting title: Autumn 2 Meeting of the governing body

Date and time: 27th November 2025 6.00pm

Location: Hollywell Primary School

Members: Mrs E Ellis (Headteacher)
 Mr G Cook (Chair) – Community Governor ‘A’
 Will Sibley (Vice-Chair) – Community Governor
 Mr B Brewster - Community Governor
 Mrs F Freeman – Community Governor ‘A’
 Mr Stephen Bain - Community Governor
 Mrs T Harlin (DHT) – Staff Governor
 Sophie Saunders - Parent Governor
 Keith Oliver – Community Governor

Ms L Harvey (minute taker)
 ‘A’ = absent

	Agenda Items	Resolution/Decision
1	Apologies for absence Apologies from GC and FF. AT has resigned from the role of community governor.	Approved
2	Business interests There were no declarations of interest, either direct or indirect, for items of business on the agenda.	Non declared
3	Membership Community governor (1 vacancy) Vote needed – Keith Oliver. Approved by all present. Parent governor (1 vacancy) ongoing.	Approved
4	Minutes and Matters arising Autumn 1 Minutes – Previous meeting minutes have been accepted and approved by the board <ul style="list-style-type: none"> Outstanding Training – ‘What to expect from the COG’ – Completed. All governors to complete a self-development training area – E moved to Spring 1 as there was a lot of training shared from the trust. Governors are to choose an area that they wish to improve on. Inventories closure – Moved to Spring 1 Demographics of EYFS cohort shared and discussed. – Monitor arrangements for school visits/residentials – Report was shared regarding provision for trips. WS gained knowledge of the Evole system and the wider knowledge of organising a trip i.e. who does what, what the expectations are. Risk assessments are followed and WS can confirm from going on a school trip that these are followed. WS was assured that everything is in place and followed for school visit/residentials. 	Approved SS LGB GC EE WS
5	Policies Autumn 2 Policies to review: No policies to review.	LGB

6	<p>Safeguarding & Premises</p> <p>Safeguarding compliance check/audit and SCR report back to governors – this is booked with SB & HT for w/c 8/12. Dely due to new documentation from NCC. To be reported in spring 1</p> <p>Monitor business continuity plan – GC submitted a report. He felt assured by this. Following some questions, HT explained what this document is and how this document is stored.</p> <p>Governors questioned how useful this document was. Discussion around a preventative fire call out the previous week. Governors asked if the communications on dojo were successful. HT confirmed this method of communication had been successful in delaying the start of the school day.</p>	<p>SB</p> <p>GC</p>
7	<p>Finance</p> <p>Monitoring expenditure against budget plan – this was shared. Currently updating/finalising RF1</p> <p>Surplus plan – this was shared and key points were discussed.</p> <p>Governor asks – contingences staffing surplus – have we used any of this during this q term for staffing? HT confirmed they hadn't.</p> <p>HT asks - Would the governors agree to the spending as per the plan? All governors present approved this.</p> <p>Review Pupil Premium Strategy, expenditure and Action Plan</p> <p>Pupil Premium strategy was shared, key points and challenges were discussed. Discussed the school holiday club which can be HAF funded. Governor asks are we impressed with Rileys? HT confirms that the school have happy with them. They offer a great range and it is very well attended, not only by our school. Numbers in attendance have dramatically increased for both HAF funded and non HAF. The office staff do contact families to sign up.</p> <p>Governor asks Before and after school club, are we happy with this now we have moved from Cherub to Lime trees. HT confirmed it had been a positive move and feedback has been positive from the parents and pupils. Governor asks – is the access through the main reception working well. HT confirms this is. Governors felt assured by the strategy and were happy to approve. –</p>	<p>EE</p> <p>EE</p>
8	<p>Attendance Admissions & Exclusions</p> <p>Determine Admission arrangements – Admission arrangements policy has been renewed. Governors agreed the criteria and admission arrangements</p> <p>Report back on targets for pupils and any national data updates – Targets are being set at the moment.</p> <p>Discussed predictions for measured points. Predicting lower results at KS2 due to need in the cohort. Governor asks – are there issues with administration regulations with this cohort. HT confirms this has been discussed with the year 6 teacher, and we will arrange the administration of SATS to ensure all pupils who require it will be able to access the correct support</p> <p>Attendance discussion – attendance is low at the moment due illness within the pupils and staff.</p>	<p>LGB</p> <p>EE</p>
9	<p>Staffing Matters</p> <p>Review plans for Staff training & ensure that they are in line with the current SDP – Move to spring 1. SS to meet with HT</p>	<p>SS</p>
10	<p>Strategic Development</p> <p>Hollywell vision & values review – Governors agreed with Hollywell vision and values.</p>	<p>LGB</p>

	<p>Monitor standards of teaching – Report was shared and key points were discussed. Actions moving forward – lessons observations. WS would like to come back in the summer term to see how things have moved on. Governors felt assured by this report.</p> <p>Monitor enrichment/ GROWTH – SS needs to book in. ACTION SS to book.</p>	<p>WS</p> <p>SS</p>
11	<p>Governing board Cyber security training – This is mandatory training. Mandatory training – has been sent out to complete on EVERY There is a lot of training to be completed which has been sent out by the trust. Governors will work through this training and produce certificates were appropriate.</p>	LGB
12	<p>Lines of inquiry Lines of inquiry: Maths Subject Report – report has been shared. Governors have reviewed this document. Governor asks –in summer term they would like to see what the impact mastering number is having. KO will arrange a visit SEN subject report - report has been shared with Governors. Governors have reviewed this document. BB would like to see adaptive teaching in practise from a staff prospectus.</p>	BB
13	<p>Communication <u>From the Chair</u> – none received</p> <p><u>From the Head</u> – See confidential minutes</p> <p>HT confirms new CEO of trust has been appointed. New Ofsted framework was discussed. HPS are in the Ofsted window from September 2026. SEF – this is a working document currently being looked at in line with the renewed framework.</p>	
14	<p>Meetings 2025-26 Next meeting: 29th January 2026 26th March 2026 14th May 2026 9th July 2026</p>	Confirmed
15	<p>Confidentiality See confidential minutes</p>	Determined
	<p>Items to be moved to the next Agenda Minutes and matters arising</p> <ul style="list-style-type: none"> All governors to complete a self-development training area – Everyone should have picked an area of development – Move to Spring 1 as there was a lot of training shared from the trust. Governors are to choose an area that they wish to improve on for their self-rating. Ideally, we would like to look back at the end of the academic year to see that everyone’s skills have increased. Inventories closure – Spring 1 <p>Safeguarding & Premises</p> <ul style="list-style-type: none"> Safeguarding compliance check/audit and SCR report back to governors <p>Staffing Matters</p>	

	<ul style="list-style-type: none">• Review plans for Staff training & ensure that they are in line with the current SDP	
--	---	--

Meeting closed (19.53)

Signed (Chair)

Date