

# MINUTES OF MEETING

<b>Meeting title:</b>	Spring 1 Meeting of the governing body
<b>Date and time:</b>	29 <sup>th</sup> January 2026 6.00pm
<b>Location:</b>	Hollywell <u>Primary School</u>
<b>Members:</b>	<p>Mrs E Ellis (Headteacher)</p> <p>Mr G Cook (Chair) – Community Governor</p> <p>Will Sibley (Vice-Chair) – Community Governor</p> <p>Mr B Brewster - Community Governor</p> <p>Mrs F Freeman – Community Governor</p> <p>Mr Stephen Bain - Community Governor A</p> <p>Mrs T Harlin (DHT) – Staff Governor</p> <p>Sophie Saunders - Parent Governor</p> <p>Keith Oliver – Community Governor</p>

'A' = absent

	Agenda Items	Resolution/Decision
1.	<b>Apologies for absence</b> Stephen Bain – travelling back following business trip.	Approved
2.	<b>Business interests</b> There were <b>no</b> declarations of interest, either direct or indirect, for items of business on the agenda.	Declared
3.	<b>Membership (constitutional &amp; procedural)</b> Parent governor elections (EE) – update – Moved to Spring 2	Approved
4.	<b>Minutes and matters arising</b> Draft autumn term 2 minutes – these have been approved <ul style="list-style-type: none"> <li>- All governors to complete a self-development training plan – <b>Action</b> all governors to identify where they scored low. To be checked in the summer term. Spring 2</li> <li>- Inventories closure – Chair along with the office staff have carried out a review of this. Chair is satisfied that we have met the EMET guidance.</li> <li>- Safeguarding audit (agenda item) – Governor has completed the audit and is happy with the findings. There was a discussion regarding having a separate email address for safeguarding, currently these go to the HT. This is still being discussed. There was also a trust safeguarding review which was good. Governors felt assured by these.</li> <li>- Targets – Governors have reviewed this documentation. Governor asks, 'I would like to sit with someone so I can understand these?' HT will arrange this. No questions or concerns were raised on this.</li> <li>- Review plans for Staff training &amp; ensure that they are in line with the current SDP – Governor shared the finding following this review. Governor asks 'do we pay for the courses/training?' HT confirmed that we have a range of</li> </ul>	Approved All  GC  SB  HT  SS

	<p>networks/courses/training available to us from the trust. We also source training from the council and from wider sources.</p> <ul style="list-style-type: none"> <li>- Review SDP (agenda item) – Following the review of this, governor found: - Oracy – good progress is being made. Understanding from the staff is good and putting this into practise.</li> </ul> <p>Closing the gap – The school is working hard to close the gap with this. Staff regularly review this and work on these to ensure that the gap is worked on as quickly as possible.</p> <p>Embed assessment practise – live marking is carried out however formative assessment is not embedded in all areas yet. An AI tool has been trailed to assist with marking but has not found successful. We will not be continuing with this. Chair noted that the oracy is going well and thanked SS for her report.</p> <ul style="list-style-type: none"> <li>- Monitor GROWTH (agenda item) – This was carried out over 2 visits and looked at years 3, 5 &amp; 6. This visit showed that there was strong Oracy vocabulary and communication skills. SS found these visits very useful as it showed how effective these GROWTH sessions are. Governor asks ‘did any of the children have any ideas of different activities?’ SS confirms that some of the children spoke about wanting to do a gaming one or coding. HT confirms that are looking at where the current activities fit within the GROWTH programme.</li> </ul>	<p>SS</p> <p>SS</p>
5.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Review policies checklist</li> <li>- Behaviour policy – Policy has been updated with a slight change of page 4 regarding the rewards given. Governors raised no questions on this.</li> <li>- MLF policy approved by all present governors</li> </ul>	<p>All TH</p>
6.	<p><b>Safeguarding and Premises</b></p> <ul style="list-style-type: none"> <li>- Safeguarding audit &amp; SCR – discussed under agenda item 4.</li> <li>- Termly safeguarding report (HT report) - to be discussed in HT report</li> <li>- GDPR review – To be carried over to spring 2</li> <li>- H &amp; S update &amp; site report (HT report) - to be discussed in HT report</li> </ul>	<p>SB HT SB HT</p>
7.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Monitoring expenditure against budget plan – the budget was shared within the meeting. Governors raised no concerns or questions on this. Everyone felt assured by the budget.</li> <li>- Review charging &amp; remission policy – Letting policy, Governors discussed a price increase on all clubs however governor queries ‘do our agreements inform of an annual price increase in advance?’. HT confirms no it usually reflects inflation rates. . HT to increase and update lettings policy to new reflect new provider and bring back to Spring 2.</li> </ul>	<p>GC</p> <p>All</p>
8.	<p><b>Staffing (Personnel functions &amp; pay)</b></p> <ul style="list-style-type: none"> <li>- Update (HT report) – to be discussed in HT report</li> </ul>	<p>Review</p>
9.	<p><b>Attendance, Admissions &amp; Exclusions</b></p> <ul style="list-style-type: none"> <li>- Review attendance including group and impact of actions taken on data – Document was shared with governors. The priority is year 6 absences to see where we can make a difference. Also looking at lateness and why is has an impact. GROWTH to be promoted on the newsletter.</li> <li>- In year admissions update (HT report) - to be discussed in HT report</li> </ul>	<p>FF</p> <p>HT</p>

10.	<p><b>HT Report</b></p> <ul style="list-style-type: none"> <li>- HT to report on autumn term – report was shared with governors.</li> </ul> <p>SDP - No questions or concerns  Pupil groups - No questions or concerns  Safeguarding - No questions or concerns.  Behaviour monitoring report – no reports of bullying for autumn term.  Governors felt assured by the behaviour monitoring. Governor questions with the friendship being reported as this been noticed or reported. HT confirms both really however it will be noted when it becomes noticeable. Governor questions ‘are there no incident in year R or is there a training need for the staff?’ HT confirms no, there has not been anything significant that needs logging, these children are completely new to the school environment and are learning how to behaviour in school and the children settling in.  Behaviour - No questions or concerns  Attendance – Governors queried why year 2 attendance was so low. HT confirms the reason for this and explained the report. Governor asks ‘what would the results for the school show if we took specific pupils with exceptional circumstances out of the year group data?’. HT confirms this is a large piece of work which wouldn’t really give a benefit however we investigate.  Standards - No questions or concerns  SEN - No questions or concerns  GDPR – no data breaches. No questions or concerns  No questions or concerns were raised.  IDSR – move to spring 2</p>	HT
11.	<p><b>Strategic Development</b></p> <ul style="list-style-type: none"> <li>- Review school development – this has been discussed agenda item 4.</li> <li>- Consider disapplication of Pupils for SATS – not currently disapplying any pupils.</li> <li>- Review information on the website – move to Spring 2</li> <li>- PSHE assurance report – Governor asks about floor book, what are these. TH shared a book with the group and examples of what is written. Governors felt assured by PHSE</li> <li>- Curriculum review RE &amp; sex education – KO to review</li> <li>- Review behaviour monitoring records and policy – this has been discussed agenda item 5</li> </ul>	All HT FF TH  SS BB
12.	<p><b>Lines of inquiry</b></p> <ul style="list-style-type: none"> <li>- What is the impact of mastering numbers? – this is followed by year 1 and 2 mainly, this is taught separate to maths. Teaching material are free. The teachers in yr 1, 2 and the maths lead are trained on this. Data is very little as this has only been running for 2.5 year. KO would like to see some feedback from the pupils. This will be done by the maths lead towards the end of the academic year.</li> <li>- Adaptive teaching in practise from a staff prospectus – move to spring 2</li> <li>- Humanities report – revisit humanities report, review a line of enquiry for RE in summer 1.</li> </ul>	KO  BB HT
13.	<p><b>Communication</b></p> <p>From the Chair – none  From the Head – School calendar for 26/27. 6 inset days agreed by the trust.</p>	

	HT proposes – 3 in July – 26/27/28 July. Training will be disaggregated throughout the year and bring us in line with the other schools in the area. Training hours from these days for the staff will be fitted in during the year. Governors have approved this.	
14.	<b>Meetings</b> 26 <sup>th</sup> March 2026 14 <sup>th</sup> May 2026 9 <sup>th</sup> July 2026	Confirm
15	<b>Confidentiality</b> None	Determine
16	<b>Items to moved to the next meeting</b>  Membership (constitutional & procedural) Parent governor elections (EE) update  Minutes and matters arising – all governors to complete a self-development area  Safeguarding & premises – GDPR review  Finance – letting policy  Line of enquiry - Adaptive teaching in practise from a staff prospectus. - Humanities report.  HT report - IDSR – move to spring 2  Review information on the website – move to Spring 2	

Meeting closed (19.55)

Signed ..... (Chair)

Date .....