



MINUTES OF MEETING

Meeting title: Spring 2 Meeting of the governing body

Date and time: 26th March 2026 6.00pm

Location: Hollywell Primary School

Members: Mrs E Ellis (Headteacher)
Mr G Cook (Chair) – Community Governor
Will Sibley (Vice-Chair) – Community Governor A
Mr B Brewster - Community Governor
Mrs F Freeman – Community Governor
Mr Stephen Bain - Community Governor
Mrs T Harlin (DHT) – Staff Governor
Sophie Saunders - Parent Governor
Keith Oliver – Community Governor
Parent Governor - vacancy

Mrs L Harvey (minute taker)
'A' = absent

	Agenda Items	Resolution/Decision
1	Apologies for absence Apologies were received and accepted from Will Sibley.	Approve
2	Business interests There were no declarations of interest, either direct or indirect, for items of business on the agenda.	Declare
3.	Membership (constitutional & procedural) Parent governor vacancy – 1 strong response has been received. Chair has met with applicant and has reviewed the membership form. HT to contact parent for election and begin checks/induction process. Chair to do appointment letter and send governors code of conduct. No questions or concerns were raised. Governor Development Plan review – to be completed by the end of June. These are: Continuous development of the governing body using the skill audit. There is a lot of training videos available on modern governor to develop areas which you feel you are low in. No questions or concerns were raised.	Approve SB
4.	Minutes and matters arising Draft Spring Term 1 Minutes – approved - All governors to identify where they scored low (Governor Development Plan) - GDPR review – Audit was carried out by SB. SB investigated several areas and confirms that GDPR is followed by all. No breaches have been identified this year. SB was assured. SB would like the privacy notices reviewed on the website. - Lettings policy review – Changes have been made following meeting. KO queried point 5 on condition of hire. HT to revisit this. GC queried the charges of the wrap around care. HT explained this and this was understood. Policy approved.	Approve All SB HT

	- IDSR (agenda item) - Line of inquiry - - Adaptive teaching in practise from a staff prospectus – Move to Summer 1 - Review information on the website – FF received the website checking for the all required items from the DFE. FF confirms these are on there and the website is compliant. FF found the website use to navigate and is very user friendly. SS echoed how good the website is and how easy it is to use. No questions or concerns were raised.	HT BB FF
5.	Policies Behaviour policy – updates since last meeting – Approved. Feedback & Marking policy – GC asks the policy refers a lot to feedback; do you find that the most effective form of feedback changes as the children go through school. TH confirms yes this depends on the age of the children; marking/feedback is given as appropriate. Approved. PSHE/RSE policy – GC asks how many hours a week is this taught. This is timetabled for 45mins to 1 hour depending on the year. KO asks do we get many withdraw from the sex education. HT confirms no we don't. Approved. Pupil Premium policy – Approved.	All
6.	Safeguarding and Premises Health & Safety review including the Maintenance Plan – Review carried out and feedback given. All previous actions have been completed and closed. No new actions. Asbestos – we currently have no risk to asbestos however EMT have put us on the asbestos survey list due to the age of the building. KO asks do we still have leaks in the walk-through corridor. HT confirms they are not causing us a problem. Maintenance plan - GC has reviewed this. This review confirms everything is up to date and some paint work is being completed in the eaves. KS2 toilets capital bid submitted. Sensory area capital bid submitted. BB queries how old is the boiler. HT confirms we are unsure however this does seem to out date the current staff. GC will put maintenance plan on Governorhub. No further questions were raised.	GC
7.	Finance Monitoring expenditure against budget plan - GC reviewed the budget for period 5 (January). The budget forecast and review have been difficult this year due to the new finance system being swapped mid-year however based on the RF1, the budget is looking healthy. We have used some of our surplus funds to provide updated technology. No questions or concerns were raised. HT confirmed our budget for 26/27 needs to be approved in Summer.	GC
8.	Staffing (Personnel functions & pay) See confidential minutes	Review
9.	Attendance, Admissions & Exclusions HT confirms we have received 25 1st choices and some 2^{nd/3rd} choices. National offer day is in April so we may see an increase. Admissions policy has been submitted to the LA. LA have returned this with some comments. HT discussed these with the governors. Governors are happy with the determined admission arrangements and have approved this policy. No amendments were made and questions or concerns were raised.	
10.	Strategic Development Monitor standards of teaching – Moved to Summer 1 Monitor progress & attainment - Moved to summer 1	WS WS

	Consider the disapplication of pupils from statutory testing. Approve applications for additional time. – We have applied for access arrangements for 8 pupils (possibly 9) No disapplication have been applied for. HT/DHT have a plan in place to fulfil the needs of the pupils. FF asks have any of these applications ever been declined. HT confirms no we are confident in the reasons why we are applying for assistance for these pupils. Review curriculum drivers and impact of subject leaders – governors have agreed to continue with our main curriculum driver which is inspiration.	DHT/TH HT
11.	Lines of inquiry Humanities report – (impact) – Line of inquiry – What are the current strengths of humanities in the school - Moved to summer 1. Agree strategic RSE focus – Line of inquiry – how does the school ensure that the RSE curriculum meets statutory guidance? How do leaders ensure this is being fulfilled? How is it adopted for the local context.	BB
12.	Communication From the chair – GC visited the community café in school and received some great feedback which included - Great range of activities, great communication, well behaved pupils, great school performances, great first impression of the school and the welcoming. GC had an EMET meeting. Points discussed were new CEO Paul Smith and the mission statement for EMET. The scheme of delegation will be updated. The HT appraisal will be no longer done by the Governors, going forward this will be done through Linda however these will still be supported by Governors. The accountability will be with Linda. From the head – voice 21 Oracy – do we want to continue with this? This will cost us £2400 for the year so we are now in our 3rd year so this will be funded by the school. HT would like some more information on this to see what year 3 offers. Governors agreed. HT has a call with Voice 21 regarding this. SS asks do you think the training is worthwhile or is it the ethos. HT confirms it is the ethos. KO what is the long-term goal. HT confirms for this to be embedded and we are getting there. IDSR – IDSR was shared showing the DFE data for Hollywell. This is in Governorhub for governors to look at.	
13.	Meetings 25/26 14th May 2026 9th July 2026 Extra meeting to discuss staffing – Monday 25th April via teams @ 4.30 - HT to minute Items to be moved to Summer 1 • Minutes and matters arising – Line of inquiry – Adaptive teaching in practise from a staff prospectus • Strategic Development – Monitor standards of teaching • Strategic Development – Monitor progress and attainment • Lines of inquiry - Humanities report – (impact) – Line of inquiry – What are the current strengths of humanities in the school - Moved to summer 1.	Confirm
14	Confidentiality	Determine

	Determined and moved to confidential minutes	
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Meeting closed (19.51)

Signed (Chair)

Date