



MINUTES OF MEETING

Meeting title: Summer 1 Meeting of the governing body

Date and time: Thursday 14th May 2026 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 A
Mrs F Freeman – Community Governor
Mr Stephen Bain - Community Governor
Mrs T Harlin (DHT) – Staff Governor
Sophie Saunders - Parent Governor
Keith Oliver – Community Governor
Laura Tervit – Parent Governor

Mrs Laura Harvey (minute taker)

'A' = absent

	Agenda Items	Resolution/Decision
1	Apologies for absence Apologies were received and accepted from B Brewster.	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) To review the effectiveness of the governing body – Governors discussed how they felt they are being effective and what things could be done better. HT and DHT felt assured by the governors and they are working effectively and for the benefit of the school. HT and chair discussed having an open day for governors, in autumn 1.-. Areas identified which support governor effectiveness: Support for all new governors, governor oversight of the budget, governor skills audit, governors challenge e.g. attainment. Governors also reported that the HT supports them when more information is required, HT gathers this and brings it back to the meeting. Chair welcomes our new parent governor Laura Tervit. Chair has informed the governors that Brian Brewster will not be looking to renew his membership when his term of office is up next year.	Approve
4.	Minutes and Matters arising Draft Spring Term 2 Minutes – approved. Draft Minutes from the Confidential teams meeting – approved.	Approve

	• Line of inquiry – Adaptive teaching in practise from a staff perspective (WB) – Report shared showed what strategies have been actioned in the school. Pupil voice was also used to see what strategies are used and what the children notice. There has been staff meeting on this to ensure the strategies are being used consistently. There is a strong link between what is being shown in CPD, discussed in the staff meeting and what is being implemented in the classrooms. • Monitor standards of teaching through the SDP (WS) – WS shared his report, showing that the school is making good progress against both Oracy and formative assessment, priorities in the SDP. Oracy is embedded within the school and not just in English lessons. HT confirmed that voice 21 will be continuing next year. Formative assessments are working well with instant feedback being given, this was shown in the lesson observations. Governor felt assured by what was seen. • Monitor progress and attainment (WS) WS shared his report, showing the progress that has been made in attainment since Spring term. There have been strong gains in writing and an upward trend in year 6. WS would like to revisit this to see how the disadvantaged gap looks and what can be done going forward. • Humanities report – (impact) – Line of inquiry – What are the current strengths of humanities in the school (WS) – Report shared showed how the strengths of humanities teaching builds within the year groups and how this transfer and build in the next year. Governors felt assured by these reports and raised no questions or concerns.	
5.	Policies None to review	
6.	Safeguarding & Premises Safeguarding & Prevent Annual Review – Move to summer 2 Confidential file audit (SB) – Move to summer 2 Contextual Information (HT report) H&S and Site Update (HT report) There were a few incidents reported to the trust. Safeguarding Review (HT report) – no safeguarding issues. School is compliant. GDPR Report (HT report) – no GDPR breaches. Complaints (HT report) – no complaints	SB & BB SB
7.	Finance Approve Annual Budget for next academic year (FGB) - the budget has been a challenge due to the timing of the new system in place. HT is pleased that we are predicted to end this year with a small in year surplus. The school have received an inclusion grant which has helped, this will continue next year. Chair reported to have also found budget monitoring a challenge due to the timing of the new system. KO asks do you know what is happening with the DFC? HT confirmed this shows and sits as a surplus. This fund is used for buildings, ICT and other capital needs etc. HT shared the budget for 26/27 which governors have approved. Review charges for school lunches and Wraparound provision – School lunches are to rise to £2.95 – approved. FF asks how is the split between FSM and Paying meals numbers, would the price increase impact us? ACTION - HT will look into this. Update on Pupil premium and sports funding (HT report)	FGB FGB HT
8.	Staffing (Personnel Functions & pay) See confidential minutes	HT
9.	Attendance Admissions & Exclusion	

	Admissions for Sept 2026 – 28 out of 30.	HT
10.	Strategic Development Review the School Development Plan (FGB) SEN Annual Review and Audit – move summer 2 Review the range of extracurricular offer & its quality (HT report) uptake of clubs, boys/girls disadvantaged/advantaged – KO to contact HT regarding this to obtain information. Review Behaviour Monitoring records & policy – move summer 2 Report back on Spring Term Data (HT report) - HT report was shared showing a high quality of oracy across the school. . No safeguarding concerns are showed and behaviour overall across the school remains at a good standard. SS asks do you think the current year 5's could perhaps have an intervention before year 6 to prevent friendship issues arising? Governors found the behaviour monitoring table very useful showing term on term issues and how these have improved. Attendance report showed in almost all year groups attendance has improved since the autumn term; however, we are slightly down to where the DFE would like. Attendance is worked on each month by the HT and letters are sent out monthly. KO states behind all these figures, these are people. If we can show that we are following our process and doing our best then what more can we do. Governors agreed with this. Pattern identified with poorer attendance on Friday's. SLT will be reviewing all the data at the end of the GROWTH cycle to see if there is a pattern i.e. Fridays. EOY targets/predictions are showing as 73% at the end of GLD, 70% reception. Year 1 90% phonics, year 2 KS1 63%, year 4 MTC 42% full marks, year 6 have just completed SATS which had some difficulties. Governors raised no concerns or questions on this.	FGB BB FGB BB WS
11.	Lines of inquiry Pupil numbers (HT report) Attendance overview (HT report) Behaviour and Exclusions data (HT report) Bullying/Racist Incidents (HT report) Friday attendance trends (Growth) Items to move to Summer 2 Safeguarding & Premises Safeguarding & Prevent Annual Review Confidential file audit (SB) Finance Wraparound provision Strategic Development SEN annual review and audit Review Behaviour Monitoring records and policy.	
12	Communications From the Chair Chair shared CEO update letter for governors to read.	

	Chair attended the governor's conference regarding the Ofsted framework and AI in school. Chair will circulate the presentation on this. SAS health and wellbeing event – Thursday 21 May 5pm -7pm Holiday Inn. Chair will attend with HT. No other governors available. Chair would like a health and well-being governor for staff from 26/27. Sophie Saunders will take up this role. Annual chair of governor's conference is 9 July however this clashes with our summer 2 meeting. Chair would like to propose we cancel this meeting however all visits to school and reports are to be done and uploaded, these will then be discussed in Autumn 1 meeting. Governors agreed this. Link governor roles – Chair would like to agree these; spreadsheet will be uploaded to governors to review. LT to contact office to arrange a meeting date with HT. Chair and vice chair nominations – Roles to carry on into the next meeting, if anyone else is interested then please plead your interest. Governors are happy for chair and vice chair to remain until Autumn 1 meeting. Given that our summer 2 meeting has been cancelled, HT will send out the data. <u>From the Head</u> None	
13	Meetings 9th July 2026 – meeting cancelled. Agree dates for next 26/27 meetings. HT would like to move to Wednesdays 23/9/26 autumn 1 25/11/26 autumn 2 27/01/27 spring 1 10/3/27 spring 2 12/5/27 summer 1 14/7/27 summer 2	Confirm
14	Confidentiality – see confidential minutes.	Determine

Meeting closed (20.12)

Signed..... (Chair)

Date