

MINUTES OF MEETING



School: Hollywell Primary
Meeting title: Autumn Term meeting 1 of the governing body
Date and time: Thursday 12th September 2024 at 6.00pm
Location: Hollywell Primary School

Membership:

- Mrs E Ellis (Headteacher)
- Mr A Hoggard (Chair)
- Mr G Cook (Vice-chair)
- Mr B Brewster
- Mrs F Freeman – Parent Governor
- Mrs A Todhunter ‘A’
- Mr Stephen Bain - Community Governor
- Mrs T Harlin (DHT) - Staff Governor
- Sophie Saunders - Parent Governor
- Will Sibley – community Governor – attend from 18:32

- Mrs L Pearson (minute taker)

‘A’ = Absent

		Action
1.	<p>Apologies for absence</p> <p>There were no apologies of absence from any Governors.</p>	
2.	<p>Business Interests</p> <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p> <p>The Chair reminded Governors they should have received a link from the admin office to complete their declarations of interest, and also reminded Governors to update on GovHub.</p>	
3.	<p>Membership</p> <p>GC term is due to end 31 October 2024.</p> <p>Chair to check GC’s extension of term from last year.</p>	AH
4.		

	<p>Minutes and Matters Arising – Summer Term 2 Minutes</p> <p>There were no changes from the minutes and the minutes were approved.</p> <p><u>Update anti bullying policy to reflect new system (Autumn 2)</u> Moved to Autumn 2.</p> <p><u>Update annual planner</u> The Chair has updated the planner and responsibilities, this is available on GovHub.</p> <p><u>Provide picture and Bio for website</u></p> <p>The Chair reminded Governors to provide information to school.</p> <p><u>Review appraisal process for teachers</u></p> <p>HT confirmed that all staff members have had their appraisals. Some staff have further actions, that need to be completed and reviewed.</p>	
5.	<p>Policies</p> <p>Autumn 1 Policies to review:</p> <p><u>PSHE</u> HT shared new policy on GovHub</p> <p><u>Accessibility plan</u> HT advised Governors this is on school website.</p> <p>Autumn 2 policies for review: Attendance Behaviour EYFS medicine (EMET) Equality policy & Objectives (Autumn 2)</p>	
6.	<p>Premises</p> <p><u>Maintain inventories and assets including disposals</u></p> <p>Chair shared the update from GC in meeting. GC spoke with school and there are no concerns. The database is maintained appropriately and no assets are to be disposed.</p>	
7.	<p>Finance</p>	

	<p><u>Maintain register of business interests (update on GovHub)</u></p> <p>See item 2</p> <p><u>Monitoring expenditure against budget plan</u></p> <p>Budget for month 11 has been issued. This shows slightly larger surplus than expected.</p> <p>The Chair shared that some of the pay award will be funded by the Government. The total pay increase is 5.5% with 2% funded by school/Trust and remainder from Government. Original budget forecast a slightly higher increase, this will provide the school with a surplus for next year.</p>	
8.	<p>HT Report</p> <p>The HT report was shared with Governors in meeting. The governors asked questions and were assured by the information given.</p> <p>HT to provide Governors with link to safeguarding training.</p> <p>HT reminded Governors to read KCSIE Annex A.</p> <p>The Chair asked about the increase in persistent absence. The HT explained that school has a few children where there is an issue within the family. School is trying to work with families and in some cases social care. HT explained that in some cases this remains an issue usually until the child is old enough to get themselves to school.</p> <p>The Chair asked about the trend across other schools in the local area. HT to look to provide additional information on the reasons for the persistent absences.</p> <p>The HT shared with Governors that they do have processes in place to try and get children into school. For example, the school try to contact parents several times and will go and collect the child from their home, if the child is local and staff are available.</p>	<p>HT</p> <p>HT</p>
9.	<p>Pay Committee update (Autumn 2)</p> <p>The Chair shared they have a meeting with pay committee next week, and will be able to report back at next meeting.</p>	<p>AH</p>
10.	<p>Curriculum</p> <p>Review summer term data including national set targets for pupils Included in HT report</p>	

	<p>Report on SDP Included in HT report</p>	
11.	<p>Admissions</p> <p><u>Review 1st admissions data (HT report)</u> Included in HT report</p> <p><u>Attendance update on previous year and actions (HT report)</u> Included HT report</p> <p><u>Report on behaviour and exclusions (HT report)</u> Included HT report</p>	
12.	<p>Lines of inquiry</p> <p>Focus to be agreed upon in the meeting: Sports funding spending</p> <p>The Governors discussed the lines of inquiry for school sports and agreed that it should focus on children’s perception of sports provision across the school, including sports carried out in and out of school main hours, including competitions.</p> <p>The website (FF) review to be covered later in the year.</p> <p>RSE/RE to be moved back to spring 2.</p>	
13.	<p>Communication</p> <p><u>From the Chair</u></p> <p>Chair reminded Governors who arrived late to update their business/conflict of interests from the link sent from the admin team, and also to update this on GovHub.</p> <p>The Chair also reminded Governors to read KCSIE (annex A) which is on GovHub and to update the Governors code of conduct. If Governors haven’t provided a bio, to provide this to school.</p> <p><u>From the Head</u></p> <p>The HT shared that this was LP (minute takers) last meeting, due to a new role.</p>	

	<p>The HT shared the school's draft new strategic plan with Governors in meeting. Which covers 3 different strategic strands.</p> <p>The HT asked Governors their thoughts, and asked them to review and bring back to next meeting.</p>	LGB
14.	<p>Next meeting</p> <p>21st November 2024</p> <p>Dates for 2025: 30th January 2025 20th March 2025 15th May 2025 10th July 2025</p>	
16.	<p>Confidential</p> <p>No confidential items</p>	

Meeting closed 19:20pm

Signed (Chair) Date