

MINUTES OF MEETING



Meeting title: Autumn Term 2 Meeting of the governing body

Date and time: Thursday 21st November at 6.00pm

Location: Hollywell Primary School

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

		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>	
3	<p>Membership</p> <p>No outstanding membership terms</p>	
4	<p>Minutes and Matters arising</p> <p><u>Draft Autumn Term 1 Minutes</u> These were confirmed as a true and accurate record and subsequently signed by the Chair.</p> <p><u>Action points from previous minutes:</u></p> <ul style="list-style-type: none"> Feedback on strategy plan - moved to Spring 1 <p>All other actions have been completed.</p>	<p>All governors to view 3-year strategic plan from autumn 1 meeting</p>
5	<p>Policies</p> <p><u>Attendance policy</u> This has been reviewed and is on the website, all governors were happy with this.</p>	

	<p>Admissions</p> <p><u>Review admission arrangements and policy</u> Admissions need to be determined by 28th Feb 25, the school haven't consulted as no changes to the previous policy except date changes. Governors all agreed to keep the current admissions criteria set out in the policy and are happy for the HT to submit.</p>	
6	<p>Safeguarding</p> <p><u>Feedback from safeguarding audit</u> Governor SB met with HT to review the audit. The outcome of the audit was very positive. The safeguarding governor was assured that safeguarding procedures are robust. A final copy of the report can be found on Governor Hub. The audit template has now been completed and signed by HT, Chair and SB, and submitted to the Safeguarding Children in Education Officer at NCC. Following the audit a safeguarding action plan has been created. All Governors approved the action as complete.</p>	
7	<p>Finance</p> <p><u>Monitoring expenditure against budget plan (current FY 24-25) (GC & AH)</u> Governor GC gave a summary to the governors, which included a small surplus from 23-24 and strong reserves. Governors were assured budgeting procedures for the last academic year had been robust and included spending from surplus as discussed. Governor GC shared the projections for 24-25 budget with the included pay award for teachers. No current concerns raised. <u>Budget surplus plan</u> Governor GC shared that £10,000 from surplus had been approved to fund a new sensory area in school. The HT explained that due to unknown changes in NI contributions and awaiting some further clarification from HR around staffing contingency costs the budget surplus plan would be presented to Governors at the next meeting.</p>	<p>EE budget surplus plan Spring 1 meeting</p>
9	<p>Staffing Matters</p> <p><u>Pay Committee update (AH & GC)</u> Update was given following the pay committee meeting. The committee agreed with HT recommendations. All the teacher's appraisals have been completed with new objectives set (which the HT explained further). These have been approved <u>Confidential minutes item 1 – pay committee</u> EE and TH retired from the meeting whilst this item was discussed. <u>Report on HT appraisal (AH/CG)</u></p>	

	The Chair and Deputy CEO of the trust did the HT appraisal and were satisfied that the objectives for last year had been met. New objectives have now been set.		
10	Governing board <u>Governor Skills audit</u> Governor skills audit had been circulated prior to the meeting. All governors were asked to complete. AH to collate responses and look at strengths and areas for development within the governing body skills set. Findings from the skills audit will be used to formulate a succession plan. EE asked the question: Do we need to expand the governing body to address any skills gaps? This will be considered at the next meeting.		AH to collate findings from the skills audit.
12	Lines of inquiry <u>Sports funding spending –</u> Sports funding report was available to governors in Governor Hub prior to the meeting. TH reported on the spending. Governors were assured that sports provision remains strong, and the sports funding was used appropriately. <i>Lines of inquiry: Children’s perception of sports provision across the school, including sports carried out in and out of school main hours, including competitions. Visit to school has been conducted and findings to be shared at Spring 1 meeting</i>		FF sports funding lines of inquiry findings (Spring 1)
13	Communication <u>From the Chair</u> - no further communication <u>From the Head</u> - no further communication		
14	Meetings 2024-25	Next meeting: 30th January 2025	
15	Confidentiality Item 9 - <u>Confidential minutes item 1 – pay committee</u>		

Meeting closed 19:10pm

Signed (Chair) Date