

MINUTES OF MEETING

School: Holly Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Monday 7th March 2022 at 6.00pm
Location: At the school

Membership

'A' denotes absence

A Mr D Bennett
Mrs H Berry
Mrs S Charles
Mrs E Connall
Mrs E Crawford
Mrs L Harper (Vice Chair)
Mr N Roebuck (Chair)
Miss J Salter
Mr N Smith
Mr D White (Headteacher)

In attendance

Sarah Saxton (clerk to the governors)
Miss S McGuinness (Acting Headteacher)

GB/01/22 Apologies for absence

Action

Apologies for absence were received from Mrs Connall.

It was

resolved

that the governing body consent to this absence.

GB/02/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Governors who have not yet completed their electronic declarations on GovernorHub were reminded to do this asap.

ALL

GB/03/22 Review of membership

The clerk highlighted the following vacancies on the governing body:

One Local Authority governor vacancy.

HEAD

One Co-opted governor vacancy.

Governors were informed of possible interest in the Co-opted governor vacancy.

A conversation will take place and governors will be updated in due course.

HEAD

Miss McGuinness queried if she can be formally appointed onto the Governing Body in her role as acting Headteacher. The Clerk will query this with Governor Services.

The clerk highlighted the following end of term of office:

Mr N Smith, Co-opted Governor – 30th July 2022.

GB/04/22 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on Monday 8th November 2021 having been previously circulated, and subject to the following corrections, were confirmed and signed by the chair electronically.

GB/39/21 'Apologies for absence were received from Mr Smith.'
Should read
'Apologies for absence were received from Mr Roebuck.'

Review of actions

GB/48/21 Mrs Harper informed governors that a social morning to ask for parents help to work on the nature area has not been arranged due to the bad weather and parents have not been forthcoming to help out recently due to Covid. A governor **queried** how getting parents involved in the nature area would work from a risk assessment point of view?
The Headteacher clarified that a risk assessment would need to be carried out prior to the activity and everyone involved would be asked to sign a disclaimer.

All other actions have been completed.

GB/05/22 Receipt of minutes and approval of policies from committees and working parties

The minutes of the spring term Finance and General Purposes Committee held on 31st January 2022 will be ratified at the next committee meeting.

A Strategic Development Committee did not go ahead on the 31st January 2022 as planned. The Committee will meet during the summer term.

Approval of
NCC Pay Policy
Finance Policy
Annual Leave and Request for Leave Policy

Governors unanimously **agreed** to approve the above policies.

GB/06/22 Summary of Headteacher's report and governors' questions and challenge

The Headteacher welcomed questions about his report which had been circulated on GovernorHub in advance of the meeting.

Class Numbers

The total number of children on role is 322 with one space in Year 1. Governors **noted** that Reception, Year 3 and Year 4 are oversubscribed and therefore the school has more children than there is space for.
Governors **asked** if there is always such a low number of children in Nursery?

The Headteacher advised that even though the school operates 3 intakes per year for Nursery, numbers have decreased and are projected to be lower than ever before for September 2022. Mrs Steel is currently looking into different ways to try and increase these numbers.

Attendance

Whole school attendance currently stands at 93.89%. The school are having a big push on attendance with an aim of getting back to 96% for the summer term.

- Confidential item

Governors **noted** the number of holiday requests in days per year group.

Governors **queried** if families get fined?

The Headteacher clarified that the school has never fined.

Governors **questioned** if this is something the school should look into?

Governors discussed the possibility of fining but felt that it probably wouldn't deter many parents from booking holidays in term time because of the price difference.

The Headteacher added that it would provide an awful lot of extra work for the SLT/admin staff.

Exclusions and Physical Interventions

- Confidential item

Governors **asked** if staff are trained to deal with physical interventions?

The Headteacher confirmed that all staff are MAPPA trained.

Staffing

Miss Godfrey began her maternity leave in January 2022 and intends to return at Christmas.

Mrs Jackson was appointed as a full-time permanent Teaching Assistant in January 2022.

FSM and SEN

Governors **noted** the number of Pupil Premium children and the number of children in receipt of SEN support. The Headteacher reported the highest number of Pupil Premium that he has seen which is predominantly because of the pandemic.

Governors **queried** the average number of Pupil Premium children from previous years?

Between 18-23.

Governors were provided with a report from the Family SENDCo.

Standards and Achievements

The Headteacher briefly explained the difference between the SEF, SIP and ASP.

The Headteacher advised that he is currently evaluating Holly Primary as a solid Good.

Governors were informed that the Curriculum will be a key focus in the next Ofsted inspection process. The school website Curriculum section has been updated.

Ofsted has recommended that primaries work with other schools on curriculum design to overcome the challenge of lacking expertise across multiple subjects.

The Headteacher reported that observations between Holly and Woodborough Wood's have begun in a Year 6 Maths lesson. This has been found to be hugely beneficial by sharing best practice and will be continued throughout the different curriculum areas.

Governors **questioned** if these observations will take place across all year groups?

The Headteacher confirmed this.

Governors **asked** how teaching staff feel about this?

Teachers have been welcoming observers into their classroom. It is very different to being observed by Ofsted and is more informal and a way of sharing best practice.

Data

Governors **noted** the whole school data from December 2021. The Headteacher discussed the comparisons between the Pupil Premium and SEN data. It was confirmed that all testing will resume as normal this academic year. The Year 1 Phonics test has a current predicted pass rate of 72%. The Headteacher reported that the Year 6 SATS predictions are looking very positive.

Health and Safety

A fire practice was completed on 5th January 2021, the whole school evacuated successfully. Covid absence rates were very high before half term. At one point the school had 8 staff absent and 70 children. Advice was taken from the Health Protection Agency and the school moved back into 'Bubbles' to limit transition. Mr Bennett's class are currently in a bubble due to a recent break out.

Accommodation and Grounds

The new KS2 carpets have been ordered. A local company was contacted to see if they could match the quote, but they were unable to. A recent storm caused approximately £2000 worth of damage to the school roof. Repair work has been booked.

Finance

- Confidential item

Other items

Mrs Charles had done some research into different visitors coming into the school. Mrs Charles will pass on the information to Miss McGuinness. SC

Governors **asked** if the local vicar visits the school?
The local vicar used to visit the school prior to the pandemic however, this hasn't happened since and will be looked into.

Governors **queried** if after school clubs will be starting again?
The Headteacher confirmed that after school clubs are being refreshed and will hopefully begin again in the summer term.

Mrs Crawford **asked** how governors felt about inviting parents back into school and starting activities up again such as Mother's Day, Easter, etc?
Governors engaged in a detailed discussion about the different ways of providing such activities, considering the feelings of staff and parents regarding the pandemic. It was suggested that staff are asked how they feel about such events as well as putting a poll on Yammer for parents to vote.

Governors **questioned** if the outdoor area could be used or the school hall instead of having the activities spread throughout school?
If the school were to use the outdoor area it would be weather dependent and if the hall was used the activities would need to run over several days to enable everyone to take part as there is not enough space. Friends of Holly are ready to begin organising events again and it was noted that the school needs to start fundraising again. The school also wants to ensure that parents feel welcome. Governors **agreed** to go ahead with a Mother's Day event on Friday 25th March 2022.

- Confidential item

| | | Action |
|-----------------|---|-------------------------------|
| GB/07/22 | Approval of (if applicable) | |
| | <i>School budget</i> The school budget will be discussed in detail and approved at the next Finance and General Purposes Committee before being sent to NCC Schools Finance Team. | FGP |
| | <i>Scheme of Delegation for 2021/2022</i> The Headteacher/Strategic Development Committee will update the Scheme of Delegation for 2021/2022. This will be approved at the summer FGB. | HEAD SDC FGB |
| | <i>Schools Financial Value Standard (SFVS) for 2021-2022</i> The Chair will meet with Mrs Steel to discuss the SFVS before submitting it to NCC Schools Finance Team by the 31 st March 2022. | CHAIR JS |
| | <i>Year-end re-forecast</i> The Chair will meet with Mrs Steel to discuss the Year-end re-forecast. | CHAIR JS |
| | <i>Services for schools</i> The services for schools will be discussed and agreed at the next Finance and General Purposes Committee. | FGP |
| GB/08/22 | Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff | |
| | The Headteachers external advisor for the current academic year is Mr Peter Mansfield. Appraisal objectives were set during a meeting on 13 th December 2021 between Mr Mansfield and the appraisal governors Mr Roebuck and Mrs Harper. An appraisal review meeting took place prior to the FGB meeting today. Mr Roebuck informed governors of the thorough process taking place since last year's Headteacher appraisal was missed. Mr Roebuck reported that everything is progressing as it should be. Governors were advised to make appointments to visit school to ensure that the Headteachers appraisal targets are being adhered to. Mr Smith asked what he was required to do from a quality assurance perspective? Mrs Harper will send the notes from the appraisal meeting to Mr Smith to allow him to quality assure them. | ALL NS LH |
| | All teaching staff and Teaching Assistants are engaged in an appraisal process. All targets are linked to the school improvement plan and the area of school in which they work. Teaching Assistants have targets related to the groups or individual children they specifically support. The Headteacher confirmed that wellbeing is included in all appraisals. A wellbeing lead has been appointed and a wellbeing questionnaire has been completed. A governor asked if there were any common themes from the questionnaire? No major concerns were highlighted from the questionnaire, the most common issue was that staff felt isolated due to being in bubbles for such a long period of time and that they would like to be able to socialise more with colleagues. The Headteacher reported that an action plan is being put into place to help with this and that Covid dependant, life in school is slowly going back to normal. | |
| GB/09/22 | Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems | |
| | Mrs Crawford and the Headteacher completed the Child Protection audit on 31 st January 2022. The Headteacher reported that everything was in place. At the | |

time of completing the audit there were no open Child Protection cases therefore the audit was undertaken on historic cases. The completed audit is available on GovernorHub.

GB/10/22 Information from the Corporate Director for consideration and action

- Understanding Behaviour in Schools: A relationship-based approach to inclusion. A practical toolkit for schools and education settings.
- The Nottinghamshire Plan 2021-31

The clerk highlighted the above reports and the governor actions.

GB/11/22 Communication

From Chair

There was no further communication from the Chair.

From Headteacher

There was no further communication from the Headteacher.

From Clerk - Governor Newsletter – Spring term 1st edition

A number of articles were highlighted for governors to note including:

P2) Governor Services – updates and information. Information regarding the importance of high-quality early years education and the new EYFS September 2021.

P3) Updates from the NGA – Engaging with parents and carers.

P7) New Anti-Bullying programme for schools and colleges – United Against Bullying.

P8) A summary of 'Teaching a Broad and Balanced Curriculum for Education Recovery.'

P10) School Uniforms – new statutory requirements.

The Headteacher advised that the school must make second hand uniform available for families and asked if the Friends of Holly would arrange this.

Governors engaged in a discussion about the different ways they could facilitate this.

P12) Governor Learning and Development – GDPR E-learning module.

Governor Newsletter – Spring term 2nd edition

P2) School Admission Arrangements 2023-2024.

P4) HR updates – Staffing reductions.

The Headteacher informed governors that he has booked onto the School Staffing Reductions training course.

The Headteacher informed governors that he is booked onto the School Staffing Reductions training course.

P4-6) Safeguarding in Education News.

P7) National updates and information – including School Inspections and Pupil Attendance.

P8) Governor Conference – Saturday 26th March 2022 at Eastwood Hall.

P12) Governor Recruitment and Governor Learning and Development.

| | | Action |
|-----------------|---|---|
| GB/12/22 | <p>Report from training co-ordinator including review of governor training requirements for 2022</p> <p>The spring term schedule of training courses was noted by all governors including the GDPR E-learning module and the Governor Conference.</p> <p>The training coordinator Mrs Connall was absent from the meeting therefore, no report was provided. This will be an agenda item for the summer term FGB meeting.</p> | FGB |
| GB/13/22 | <p>General Data Protection Regulations</p> <p><i>Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)</i></p> <p>The DPO is Mr Bennett. The SIRO is the Headteacher.</p> <p><i>Report from the DPO and Information Governance Governor</i></p> <p>Mr Bennett reported that there had been no data breaches, subject access requests or freedom of information requests this period.</p> | |
| GB/14/22 | <p>Governor monitoring visits</p> <p>Miss Salter engaged in a Pupil Premium visit with Mr Bennett on 18th November 2021, a record of this visit is available on GovernorHub. Mr Roebuck and Mrs Harper have been involved in Headteacher Appraisal meetings. Mrs Crawford completed the Child Protection audit with the Headteacher on 31st January 2022. Mr Smith visited the school on 8th February 2022 to complete the annual governor tracker. Mrs Charles engaged in a meeting with Miss McGuinness to discuss the curriculum and school visits. Mr Roebuck will schedule a Finance visit with Mrs Steel.</p> <p><i>All link governors to agree next terms visits within their link areas</i></p> <p>Governors were asked to contact their link staff member if they had not already done so. Governors were reminded to complete their visit forms and save them in the Governor Visits file on GovernorHub.</p> | NR ALL ALL |
| GB/15/22 | <p>Review of HT support to Woodborough Woods VA C of E School</p> <p>Since December 2021 Mr White has been supporting Woodborough Wood's C of E VA school as interim Headteacher. Miss McGuinness has been Acting Headteacher at Holly Primary and Mr Bennett and Miss Middleton have been acting Deputy Headteachers. There is a review meeting between both schools and Nottinghamshire Educational Improvement service on the 15th March to discuss and agree next steps.</p> <p>- Confidential item</p> | |
| GB/16/22 | <p>Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account</p> | |

Governors received and read all documents prior to the meeting.
Governors challenged and held the Headteacher to account by asking robust questions about class numbers, attendance, Pupil Premium, staff and student wellbeing and uniform.
Governors engaged in detailed discussions about the Headteacher's support to Woodborough Wood's, school visits, clubs and events.
Governors showed their commitment to the school through governor monitoring visits.
Governors recognise and commend the work done by all staff in school.

GB/17/22 Confirmation of dates for 2022-2023

The governing body

agreed

Summer term 2022 – Monday 13th June 2022 at 6.00pm

ALL

The Headteacher will email some proposed dates for the next academic year.

HEAD

GB/18/22 Determination of confidentiality of business

It was

resolved

That part of items GB/06/22 and GB/15/22 be deemed confidential, all other papers and reports be made available as necessary.

The meeting closed at 7.38pm.

Signed:



(chair)

Date: 13 June 2022