

MINUTES OF MEETING

School: Holly Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Monday 29th January 2024 at 6pm
Location: At the School (and/or virtual/hybrid platform)

Membership
'A' denotes absence

		Mrs H Berry (Vice Chair)
A		Mrs S Charles
A		Mrs E Connall
		Mrs E Crawford
		Mrs L Harper (Chair)
		Mrs S Robinson
		Mr T Dubowski
		Mr N Smith
		Mr D White (Executive Headteacher)
A		Mrs Rebecca Lewis

In attendance

Sarah Oakey (clerk to the governors)
Mrs S McGuinness (Head of School)
Miss N Altaf

GB/01/24 **Apologies for absence** Action

Apologies for absence were received from Rebecca Lewis, Sally Charles, and Emma Connall due to personal commitments.

It was **resolved** that the governing body consent to these absences.

GB/02/24 **Declaration of interest**

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

GB/03/24 **Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

There are two vacancies; **ONE** Co-opted governor, and **ONE** parent governor (however the clerk pointed out that having three parent governors is a healthy number for a relatively small governing body).

The clerk brought to the attention of governors the following end of term of office:

Emma Crawfords' term of office ends in October 2024, and this is the only one until March 2025.

Neil Smith, Lesley Harper and Ted Dubowski notified the meeting of their intentions to leave the governing body. Neil intends to exit at the end of the summer term. Lesley plans to leave at the end of her term of office in February 2025, she did however offer her support to whomever takes her position as Chair in the months before she leaves. Ted told governors that tonight would be his last meeting as his other work has become too demanding to support both roles.

Action: Clerk to notify governor services of Teds' immediate resignation. **Clerk**

It was especially noted that Neil has been involved with school as a Governor for almost 20 years.

Governors **agreed** that planning is required over the next few months to look at how to replace the roles of the three governors. Governors thanked Lesley, Neil and Ted for their support to Holly Primary during their time on the governing body.

GB/04/24 Election of Vice Chair

This did not need to be done at this meeting.

GB/05/24 Approval of minutes of autumn term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 2nd October 2023, having been previously circulated were confirmed and signed by the chair.

Review of actions

It was noted that Emma Connall was not at the last meeting, however Ted Dubowski was present. The Clerk made these corrections before the minutes were signed.

Repair of the retaining wall has not yet been completed. The Head reported that the order for the works via the County Council is waiting to be placed by the admin team.

Action: Sophie to check progress of the works with the admin team. **SMcG**

The Site Manager remains on a protected salary currently, and he has been informed by Human Resources that he should hear the outcome of the appeal by the end of January, but he is yet to hear anything.

GB/06/24 Receipt of minutes and approval of policies from committees and working parties

The *NCC Pay Policy and Finance Policy* have been read and **approved**.

GB/07/24 Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' questions and challenge

Having previously circulated his report, the Headteacher highlighted the following points:

School starters: the next academic year is likely to show a few numbers less than in recent years. However there have been lots of applications for places and parents will find out after Easter whether their child has a place at Holly in September 2024.

Nursery: there will be several new children coming into nursery in April. Accessibility to free childcare has been given to working families and this is predicted to make a big impact to numbers wanting spaces in nursery going forward. There will also be more support and funding going into wraparound care including breakfast and afterschool clubs.

Governor Question: Will you employ any new staff to support the increasing numbers in Nursery?

Answer: we will be utilising existing staff in school to support for now.

Whole school attendance data: the head explained the figures and comparisons presented in the report. He pointed out the new addition of collecting data on children for whom English is not their first language for the first time.

Persistent Absenteeism: the Head of School explained that she writes to the families of concern for persistent absenteeism and the follow up procedures if the support is not taken up. School includes the nursery non statutory school age children so that it creates an awareness of what is expected of them.

Governor Question: has there been an improvement in numbers from last year?

Answer: yes, the numbers are better than this time last year, however we still have room to improve.

Governor Question: there is a December dip – why is this?

Answer: it appears that families are choosing to take their children on holiday at the start of the term rather than the end of the school year now, which accounts for the dip in numbers shown in the Autumn Term.

It is known that children missing the beginning of the school year is shown to have a big impact on how quickly it takes for these individuals to catch up to their peers academically.

Some children are also on a phased return to school which obviously impacts the numbers.

Exclusions: there have been no exclusions this term, however there are a small number who are at risk of exclusion.

Governor Question: are you collecting data of the children who are sent home early due to behaviour?

Answer: The school leadership team clarified that no children have been sent home early due to behaviour. If this were to occur, then the suspension process would be followed.

Governors were advised that parents whose children are at risk of exclusion have been informed and the school are working with the families on ways behaviour can be improved.

Please also refer to **Confidential Items**.

DFE Behaviour Project: School have access to a £3k grant through the DFE programme regarding Outstanding Behaviour. This is going very well, and the project is due to finish soon.

Governor Question: will governors be able to find out the outcomes?

Answer: via a webinar accessed on Governorhub and via various other avenues.

Action: Head to give full overview of outcomes from the DFE Behaviour Project at the next meeting.

DW
Clerk

Action: Clerk to add to agenda.

Staffing: a couple of new members of staff have joined school, and one member of staff is leaving. The Head gave governors a brief explanation of some individuals' circumstances.

It was announced that Sophie is expecting a baby and will be leaving after the May half term for maternity leave. The Head discussed some of the ideas that school are thinking about regarding staffing numbers, staffing positions, filling gaps, and leadership support etc. The Head is mindful that school needs to retain stability.

Governor Question: There is a Woodborough Woods Partnership meeting coming up – is this still going well and is the time you give to both schools still 50/50?

Answer: The Head reported that the partnership is going very well and confirmed that his time is still split equally between the two schools.

The Head is due to have a budget meeting and meetings with the leadership team, and will feed back at the Working Party on 4th March 2024. The Strategic meeting is at 6pm and the Finance meeting is at 7pm.

Action: Chair to write to governors via Governorhub to relay the importance of attendance at these meetings.

LH

The Head went through some of the data from each year regarding the standards of the school, and the changes in priorities within Ofsted and how this will impact the things that school will need to be prioritising going forwards.

Governor Question: why are the greater depth numbers at 0 for year 4?

Answer: The staff reassured governors that for this time of year, the greater depth numbers are always very low. Sophie explained some of the reasons behind how the decisions and predictions are made and how personal circumstances can impact a child's predicted position.

Sophie added that staff absence and lack of capacity takes away from some of the TA time and staff time towards the SEN children but away from the greater depth children.

The Head **asked** governors to keep an eye on the numbers when he presents at the next meeting.

Governors **discussed** the difficulties of setting budgets; employing Care Assistants and how salaries, retention issues and grading impacts on recruitment – which massively impacts school.

Finance audits are booked in for the summer term (by NCC).

Governor Question: are the fire tests always in the morning?

Answer: they are predominantly in the mornings, yes.

Neil pointed out that school are potentially missing out on the Foundation children who only attend in the afternoons. It was **agreed** that school would alternate the time of day the Fire Safety Tests are carried out within school in the future.

The Chair asked for an update on: **how secure school is and how the maintenance of the gate and pedestrian gate securities are working?**

The Head reported that the system was affected by the heavy rain that had occurred recently, but this had since been rectified. There are regular checks for the gates now and the visitor entrance system.

The Head additionally explained the processes involved for school with some of the split families and situations where restraining orders are in place for parents/carers and so on.

The Executive Head and Head of School were confident that school is a secure venue.

There were no further questions, and the Head was thanked for his report.

GB/08/24 Overseeing Financial Performance – Financial reporting

Approval of (if applicable) School budget, Scheme of Delegation (agenda item - summer term 2023) for 2023/2024, Schools Financial Value Standard (SFVS) for 2023-2024, Year-end re-forecast, Services for Schools - Buy Back of NCC Services

The above will be discussed at the Working Party and reported on at the next meeting.

GB/09/24 Revised SIP

The Head has put the revised SIP onto Governorhub and asked all governors to read through. The SIP has been rag rated by the Head and it is hoped that there will be joint SIP with Woodborough Woods in the future.

GB/10/24 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff.

The Heads appraisal was conducted in December 2023. All teachers have had their appraisal, and the SENCO completes the TA's. The Head reported that he felt well supported by both Governing Body's and that one of his targets is to cut down on the number of meetings per week and to distribute them out more evenly across his week.

GB/11/24 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

This term there will be an individual file.

Woodborough Woods are coming up to their Ofsted window therefore the Head had been working on their Safeguarding Policies and Protocols.

The Head informed governors about the Online Safety Protocols that have been put in place at Holly via the new IT filtering system.

GB/12/24 Information from the Corporate Director

Confirmation of actions to be taken

The clerk gave governors a summary of the Growing Up in Nottinghamshire School Survey. The Public Health Department are asking for as many schools as possible to fill out the survey so that they can gain a clearer picture of the scale of problems such as vaping in children and young people. Schools can approach SHEU for copies of surveys, however information went into the School bulletin and reminder letters have been sent. Initial findings show some alarming statistics regarding the number of children going to school in the morning without anything to eat or drink (11% of children out of 300 asked) and children as young as Year 5 have reported trying vapes.

Use the link below to see the initial report.

<https://app.governorhub.com/document/658160c429be4f31f1623a69/view>

GB/13/24 Communication received and updates

From Chair

Nothing to report.

From Headteacher

The Head informed governors that a neighbour of the school had asked for the hedges to be cut near their property and the Business Manager is taking the request to the County Council team for review. The hedge will need to be cut before March 31st to protect any birds looking to nest.

Emma asked for the hedge in the school car park to be trimmed back also (or ideally removed) as this would be safer and give extra space for car parking.

Emma to show the Head the exact location of the hedge tomorrow.

From Clerk - Governor Newsletter first spring term edition

The Clerk reminded governors that they have two free places to utilise at the Governor's Conference on 2nd March 2024 at Eastwood Hall. Places to be booked through EmEd.

Link to Newsletter:

<https://app.governorhub.com/document/65819a06aba47726c61741c0/view>

Information and Updates:

- Annual Report from Ofsted's Chief Inspector
- What happens when Ofsted receives a complaint about a school?
- National updates and information
- Governor recruitment and succession planning
- Help for heads and chairs – termly briefings.
- Governor recruitment support
- Message from the chair of NAGs
- The 2024 Nottinghamshire Governors Conference
- The National Wraparound Childcare programme

Confirmation of actions to be taken

Actions for Governors detailed within:

- [School Admission Arrangements 2025-2026](#)
- [Wellbeing support for Headteacher, staff and governors](#)
- [Safeguarding in Education news](#)

GB/14/24 Report from training co-ordinator including review of governor training audit and training requirements for 2024/2025

Emma Connell, the training governor and absent from the meeting. However, the Chair asked for all governors to have look at the training available to them and let her know if they find anything they would like to access.

Action: Governors to inform the Chair of any training they would like to do.

All gobs

GB/15/24 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

Report from the DPO and Information Governance Governor

The above was reported on within the Headteachers report.

Action: Neil to catch up with Dan Bennett to ask for any updates as he is the DPO for school but has now left the governing body. **NS**

GB/16/24 Review of governor monitoring visit reports – key actions for governing body

To be looked at during the Strategic meeting on 4th March 2024.

GB/17/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account.

- Governors asked detailed questions regarding Year 4 data.
- Governors discussed in depth the SEN staffing arrangements.
- Governors discussed in depth the Leadership arrangements given the staffing changes.
- Governors considered succession planning for the governing body given the notice of governor departures.
- Governors have consistently attended committee meetings, FGB meetings, and training courses.
- Governors received and read all documents prior to the meeting.
- Governors greatly appreciated and commended the work undertaken by all staff in school.
- Monitoring has been completed by all governors and actions, questions and challenges stated throughout the minutes (in bold) show that the governing body is holding the school's leaders to account.

GB/18/24 Confirmation of dates for 2024/2025

The governing body **agreed** the following meeting:

Summer term 2024 – Monday 15th July at 6pm

Autumn term 2024 – to be agreed later in the term.

Spring term 2025 – to be agreed.

Summer term 2025 – to be agreed.

GB/19/24 Determination of confidentiality of business

It was **determined** that there was an item of confidentiality within **GB/07/24**. It was **resolved** that all other papers and reports be made available as necessary.

The meeting closed at 19.12pm.

Signed  (chair) Date