

School: Holly Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Monday 15th July 2024 at 6pm
Location: At the School (and/or virtual/hybrid platform)

Membership
 'A' denotes absence

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

In attendance

		Sarah Oakey (clerk to the governors)
		Mrs S McGuinness (Head of School)
A		Mr D Bennett (Deputy Headteacher)
A		Mrs A Middleton (Deputy Headteacher)

GB/20/24 Apologies for absence Action

Apologies for absence were received from Sally Charles, Dan Bennet, Amy Middleton, and Emma Crawford. The meeting coincided with the school residential and as such a few staff were unavailable.

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

GB/21/24 Declaration of interest

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

GB/22/24 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

1x Co-opted, 1x Parent and 1x LA

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

Sally Charles and Emma Crawford whose terms of office 11.10.24

Lesley the Chair informed the meeting that she is to resign at the end of the Summer term- and she thanked the Governors for her time and expressed her

gratitude for the experiences she'd had and for the support from all of the governors and school over the years.

The Head asked if governors knew of anyone who may be interested. A name was given.

The governing body and Head decided to go ahead with filling the Parent Governor vacancy and look at how the rest of the governing body could be potentially reorganised.

It was **determined** that the skills to look out for when appointing new governors would be in Finance, Legal and Business.

At this point in time the governors **determined** that there are enough staff governors right now.

GB/23/24 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 29/01/24 having been previously circulated (and subject to the following corrections being made) were confirmed and signed by the chair.

Review of actions

All actions have been **approved**.

The Chair asked if the retaining wall repair has been completed and it has.

Other actions will be discussed throughout the meeting.

The clerk **noted** that Neil has agreed to extend his role until the end of his term of office.

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

Review of actions

17th June Strategic minutes are still to be uploaded.

GB/25/24 Financial reporting

Schools Financial Value Standard (SFVS) 2023-2024 (deadline 31.03.24)

Approval of school budget (if not already agreed in actions from committees)

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Approval of services for schools/review of contracts (if not already approved in spring term)

All of the above had been **approved** and signed off at the last Strategic and Finance Working Party meeting.

GB/26/24 Summary of headteacher's report and governors' questions and challenge

The report was circulated prior to the meeting for governors to digest. The following highlights were made:

The Head showed and explained the photos in the report to governors.

Pupil numbers: All classes are at PAN or above. Very consistent with class numbers coming in to school.

Governor Question: will the loss of the extra 5 children in Year 6 impact on the coming year

Answer: school requested an extension in the PAN for that year as the birth rate was high for their age group.

The Head highlighted that attendance had been broken down by class within his report. He went on to point out the whole school Fisher Family report. The Head explained to governors how to interpret the report and challenges/questions to ask of school going forwards.

Governors **discussed** attendance issues with certain families impacting on the figures, and the measures to try and influence the families. The Head gave governors ideas of questions to ask year on year to ensure that they are kept up to date with interventions, actions, and the impact of these on data.

SEND data was discussed.

Persistent Absenteeism: it was noted that Holly compares favourably with National averages (the ones that subscribe to the package).

Governor Question: Absence in Year 4 is showing as quite high. Is this to do with a child that the governors already know about?

Answer: yes, issues are being dealt with and attendance has improved a lot, and a lot of work has been done with the family.

The Link governor for Attendance will ask for an update on the attendance data when she comes to her monitoring visit.

Attendance data by term was **discussed** and governors were advised to look for patterns according to time of year.

Suspensions: There were no suspensions this term however there is a child whose behaviour is challenging and who may leave to attend a special school. The Family Senco has been looking for further funding, the Ed Psych will be visiting, and Physical Intervention training has been booked for staff to support them to support the child. Governors **asked** for more detail regarding the child's bespoke package of support. The Head gave some background info regarding issues that school had experienced and the knock-on effect throughout school and **reassured** governors that a lot of work has been carried out with the family.

Staffing: A number of staff changes have taken place and were explained to governors. Please refer to the report for details.

FSM: the Head noted that the numbers had not changed since the last governing body meeting. Some children will be leaving at the end of this term, but it is expected that there will be more children claiming FSM coming into Nursery.

SATS results: The Head was very pleased with the positive results. There are no comparison results. The governing body **congratulated** all staff on their hard work, especially given that this cohort were affected by covid.

Governor Question: how do these figures compare to national figures?

Answer: the results aren't out yet, but the Head directed governors to the website to check.

Governor Question: did everyone pass?

Answer: almost everyone did.

Governor Question: How are we with year 4?

Answer: they are approximately where they should be for their age.

Governor Question: how were the results for multiplication and phonics?

Answer: multiplication very good, but phonics needs improvement as results had dipped. School will be investigating this further.

Finance: the Head has put a bid in to the LA for more wrap around care for the Nursery.

The Head is investigating a couple of new recording systems to use in school; **Medical Tracker**, which notifies parents about accidents immediately and cuts down paper, and **CPOMS** which a lot of schools already use and the Head is keen to have this system, which will make links with other feeder schools easier.

Behaviour Hub: school has been involved in the project for around 18 months now and visit other schools to share information and good practice. The Head went over the Behaviour strategies around school and shared that in the new year there will be a Behaviour Strategy developed and shared. The Behaviour Hub Project has asked Holly Primary to become a Lead School which would bring in £28k per year if agreed.

Governor Question: in the Action Plan it says that a Whole School Curriculum parent event to launch the action plan. Has this happened yet?

Answer: not yet no

Governor Question: what is the Buddy Programme?

Answer: staff from Holly and Woodborough working together and sharing good practice. Come September there will be work around Sports activities.

Please also refer to Confidential Items.

GB/27/24

Update on appraisal process and wellbeing for headteacher and staff

With Lesley stepping down, the new Chair will take on this role.

The Head mentioned that the Appraisal process is changing and is not related to pay anymore. The Head is waiting for the policy and process to come out from the LA and will advise further.

Staff appraisals are in place.

GB/28/24 Information from the Corporate Director for consideration and action

Pupil Place Planning

Report for information and action - Summer term 2024

Summary/Introduction

Each year, the Council's Pupil Place Planning team creates data dashboards that provide information to every Nottinghamshire school and academy regarding the place planning situation in their local areas. In particular, each school's dashboard provides details of projected future demand for places at both school and local planning area level.

All Nottinghamshire schools and academies now have access, via the Council's School Performance Portal, to their own 2023 dashboards, along with a letter that provides some contextual information.

The Council has drawn the attention of school senior leadership teams to the pupil projections for the planning area in which their schools sit. In some instances, projections indicate that there is likely to be a considerable over-supply of primary school places when compared to likely demand. If so, some schools may wish to consider the potential long-term school management implications that this could have.

Action for governors

Governing Bodies and Trust Boards may request sight of their schools' current dashboards via Head Teachers or nominated representatives. If Governors have any concerns regarding projected pupil numbers and the implications for their schools' strategic direction, they should discuss this as part of normal Governing Body discussions with Head Teachers.

Background information

Local authorities have a statutory responsibility to ensure a sufficiency of school places. This responsibility is discharged at planning area level, rather than at school level. Planning areas are essentially administrative entities that are used solely for pupil place planning purposes, as a means of assessing the demand for school places. They usually comprise schools within reasonable travel distance of one another, and/or those that evidence suggests offer reasonable alternatives to each other.

Pupil projections at planning area level are created in response to the DfE's annual, statutory, School Capacity (SCAP) survey. The current data dashboards that have been made available to school and academies reflect the information submitted to the DfE in the summer and autumn 2023.

Legal basis

Local authorities have a statutory responsibility to ensure a sufficiency of school places.

Further advice and training

If, following Governing Body discussions with Head Teachers, Governors have outstanding questions or concerns regarding their current dashboards, they can be raised by Head Teachers by contacting place.planning@nottscc.gov.uk.

Equal opportunities implications None

Contact name/telephone number/email address.

Pupil Place Planning place.planning@nottscc.gov.uk

GB/29/24 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Nothing to report.

GB/30/24 Receive report from the Designated CLA teacher

There are currently no CLA children. The Head is the Designated CLA teacher and would report on this if there are any children in the future.

Governor Question: Is there an update on the post LAC child - which year group are they in?

Answer: The Head will investigate this and report at the next meeting. He explained the process to governors and how decisions are made, and funding allocated.

Action: Head to update on the post LAC child at the Autumn term FGB.

DW

GB/31/24 Communication

From Chair

Nothing to report.

From Headteacher

Nothing further to report.

From Clerk - Governor Newsletter

[Newsletter - Summer Term 2024 - Issue 1.pdf - GovernorHub](#)

- Succession breeds success: How to grow 2 New DFE Governance Guides now replace several previous documents – details of changes to governors' expectations and governance requirements are in the newsletter article.
- HR - Updates to HR Policies and Procedures and Governor HR training sessions Summer Term Summer term 2024. The DFE is preparing to consult over the statutory changes to the School Teachers Pay and Conditions document headteachers and governors are kept up to date as information and guidance is available.
- Safeguarding Children in Education News
- Cyber security - governors should ensure your board knows what governors' roles are in cyber security and feel assured that it's being effectively challenged.
- All Governors and Headteachers are requested to consider responding to Ofsted's Big Listen consultation and have your voice heard! consultation closes on 31st May 2024 at 11.59pm
- Governor Allowances and Expenses – NEW policy template available
- National Updates and Information
- How inclusive is your MAT or Local Authority?
- Who can attend Governor Meetings?
- How to Recruit Great Governors – like you!
- leaders.
- Inspiring Governance - closing in its current format from 30th September 2024
- Governor Termly recorded briefings
- Message from the Chair of the Nottinghamshire Association of Governors – Sue Beasley
- Governor Training updates and feedback opportunity

[Newsletter - Summer Term 2024 - Issue 2.pdf - GovernorHub](#)

ACTIONS FOR GOVERNORS:

HR updates
 Workload planning
 Effective workforce planning
 Safeguarding in Education news
 KCSiE 2025 – call for evidence
 Improving school attendance
 PE and Sports Premium
 School culture – British values
 Music development plan
 Effective governance
 End of year checklist for boards
 Cyber security in schools

INFORMATION AND UPDATES:

Retaining Headteachers
 Updates from Ofsted
 National updates and information
 Creating a school behaviour culture
 Vape free schools – resource pack

GB/32/24 Approval of in-service training days (5) 2024-2025

These were **approved** at the last meeting.

GB/33/24 Review of planning document: delegation and organisation of committees:

Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation.

Approval of scheme of delegation 2024-2025.

Note annual planner 2024-2025 to support agenda setting.

Policy checklist 2024-2025 – statutory policies for schools.

Review of and appointment to link governor roles.

The above all to be discussed and/or completed at the first meeting in September.

GB/34/24 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

The Chair would recommend that whoever takes on the role of Chair after her would find the EmEd training that is offered for Chair people useful.

It was noted that Emma Connel had completed Pupil Premium training.

GB/35/24 Review of governor monitoring visit reports – key actions for governing body

The Chair **reminded** governors to upload any monitoring report visits. She directed them on how to find the folder.

Governors **discussed** how best to make the reports useful and to include a folder on the teacher presentations at the Strategic Meetings.

GB/36/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account.

- Governors have consistently attended committee meetings, FGB meetings, and training courses.
- Governors received and read all documents prior to the meeting.

- Governors challenged and held the Headteacher to account by asking questions about attendance, Pupil Premium pupils, wellbeing, data and pupil progress.
- Governors engaged in detailed discussions about processes involved in joining a MAT and academisation.
- Governors showed their commitment to the school through governor monitoring visits and succession planning for the governing body membership.
- 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.
- Governors engaged in discussions around communication, parental engagement and outward facing work through the Behaviour Hub Project.

GB/37/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2024 – Strategic and Finance 11th November 2024
FGB Monday 2nd December 6pm

Spring term 2025 – Strategic and Finance 10th March 2025
FGB Monday 31st March 6pm

Summer term 2025 – Strategic and Finance 9th June 2025
FGB Monday 7th July 6pm

The Chair asked the Head to be mindful of his workload and not have too many late nights.

The Head asked if governors would like an additional meeting arranged for the MAT process? It was **agreed** that they would have one a week in October:

Monday 7th October, 6pm

Monday 14th October, 6pm

Monday

A **discussion** was held regarding fining for holidays.

The Head told governors that Holly will only fine persistent absenteeism families.

GB/38/24 Determination of confidentiality of business

It was **resolved** that some discussions within item **GB/26/24** were deemed **Confidential**.

All other papers and reports be made available as necessary.

The meeting closed at 19.06pm.

Signed Pauline (chair)

Date 2.12.24

School Display