

School:	Holly Primary School
Meeting title:	Spring term meeting of the governing body
Date and time:	Monday 31st March 2025 at 6pm
Location:	At the School (and/or virtual/hybrid platform)

Membership		Mrs Helen Berry (Vice Chair)
'A' denotes absence	A	Mr Adam Jevons-Newman
		Mrs Emma Crawford
		Mrs Rebecca Lewis (Chair)
		Mr Neil Smith
		Mr Duncan White (Executive Headteacher)

In attendance

Sarah Oakey (clerk to the governors)
Mr Dan Bennett (Acting Head of School)
Mrs Amy Middleton (Acting Head of School)
Lisa Martin (observing as prospective Parent Governor)

GB/01/25	Apologies for absence	Action
	Apologies for absence were received from Adam Jevons-Newman	
	It was resolved that the governing body consent to this absence.	

GB/02/25 Declaration of interest

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

GB/03/25 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Two Co-opted, 2/3 Parent (resignation of Emma Connall)

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

None.

- Appointment of LA Governor

- Appointment of Parent Governor – Lisa Martin, the governors introduced themselves to Lisa and all governors **approved and ratified** Lisa joining the governing body.

GB/04/25 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on 2nd December 2024, having been previously circulated (and subject to the following corrections being made) were confirmed and signed by the chair.

Review of actions

Page 6 – Action: re pre covid data regarding Year 2, Dan to update on the data drop and will have the information for the summer meeting.

Re credit card limit – this is ongoing and will be updated at the summer FGB. Card machine update before the half term.

Update on QA training – clerk to find the training.

GB/05/25 Receipt of minutes and approval of policies from committees and working parties

Collaboration Agreement

A meeting took place with 2 members from Holly and 2 members from Woodborough. The Collaboration has been updated (just with dates) and this will be available for governors to look at.

The Head told the meeting that the agreement stands until one or both schools are Academised.

Governors approve the Collaboration and then it goes to the County Council for ratification.

Academy process update

Nova were shortlisted and reps have been out to school several times to look at the building, tech infrastructure, finance and HR. The Head is liaising with the Director regarding what part Holly will play within the Academy, and what Holly may be able to contribute to other academy family schools. There will be a Standards Review. The Head has given a lot of information to them. There are several dates in May for Nova to inform to the staff team and governing body. Formal consultation will take place with staff, parents, LA and then then a final decision will be made. The Head told governors that they are welcome to come to any of the meetings that have been arranged.

Governor Question: how has this process compared to the process with Woodborough

Answer: Much sharper, more corporate and faster.

Governor Question: Have you noticed any red flags so far?

Answer: None currently. The Head asked about CEO about the issue with TA contract changes. The answer was that it would be a governing body decision.

The Head believes that information will come through to the governing body swiftly.

Governors asked Lisa about her experiences of working in an academy. She gave some personal thoughts. Pros and Cons and changes from moving the LA to an Academy.

The Head mentioned that the Academy are looking at how they might integrate AI within schools and also looking at working with other schools around the country to share good practice.

GB/06/25 Holding executive leaders to account

Summary of Headteacher's report

Having already shared the report to governors, the Head highlighted the following items:

- Mapped out activities and additionalities
- Pupil numbers are high. It is likely that School will be full come September
- Attendance is positive. The Head has added a live data document, which is useful for identifying any families that need extra support. There is one family who have had a lot of agencies input but the child is still not attending well. This is an ongoing issue.
The Head pointed out the Attendance appendix written specifically for governors.
School moved over to CPOMS in January and the Head intends to give governors emerging trends going forward. He asked governors to tell him if there are any questions they would like to ask or info they would like.

Governor Question: how have staff taken to CPOMS

Answer: Technically it has been a little clunky, but it is quicker and much easier in terms of inputting info onto the system. School is now at the stage of looking at trends and how the information can be used.

Governor Question: what do Nova do for reporting Safeguarding?

Answer: the Head believes it is CPOMS but will confirm this.

- Staffing – the Head talked around the details of staff movements. The Leadership staffing structure will be reviewed again once Sophie returns to school from maternity leave.
- The Head noted that the midday structure is being changed
- SEND – India is putting some additional bids in. The needs are higher than previous years and this is being reflected in the number of high need bids.
- Appraisals are going ahead and there is a mid year review this week. There is one staff member in a cycle of support. The Head will update on this going forward.
- Academic standard - there has just been a data drop which will inform curriculum next year
- Lockdown Drill – the Head has delayed this presently as he wants to get this right for school.
- Gates are still not working properly, and Head has been gathering quotes.

- Breakfast club – this will be going live once the booking system has been put onto Parent Pay. Parents at the meeting reported back that their children are enjoying the Breakfast Club. The Head invited governors to drop in to Breakfast Club at any time once it is up and running properly.
- **Governor Question:** how will you staff the club if it becomes very popular
Answer: we are managing it by trial and error, and going forward there will likely be 3 breakfast clubs for different ages of children.
- The Head gave Nova a wish list of things that school would like to see were school to be given new funding streams, for example, better car parking. The Head told the meeting that he would like all food preparation and cooking to be done by the cook rather than from the LA and would like this to be looked at.
- There has been a survey completed across KS2 regarding outcomes. Governors have had a look at the survey, and it was noted that the children may not have understood exactly what they were answering and the gravity of the social issues affecting children in school. The Chair mentioned that Notts Police are offering workshops across the county for parents and staff around understanding the impact of social media on young people.

Governor Question: what do school do regarding mobile phones?

Answer: Only year 5 and 6 are allowed them, and they hand them in at the beginning of the school day and they are given back at the end of the day.

Governors had a detailed **discussion** about the use of mobile phones.

GB/07/25 **Overseeing Financial Performance - Financial reporting**

Approval of (if applicable)

School budget

A copy had been given to governors after Serena (Business Manager) had updated various items.

Governors **approved** the School Budget subject to Serena expanding on the difference in the carry forward and deficit budget.

Action: Head to ask Serena to contact The Chair with the information.

DW

Services for Schools - Buy Back of NCC Services

The costs have been updated and put into the school budget. The Head is going to work with the academy to see how the academy budgets will impact going forward. The Head went over the various items where the budget had gone up or down.

The Chair asked about the differences in the carry forward budget and the deficit. The Head reassured the governing body that he is aware and has options of cost savings going forward, however school must be aware.

Governor Question: how long do school intend on keeping the ECTs for?

Answer: for another two years currently. Moving forward there will be a couple of tweaks that can be made to take school out of deficit or move school into deficit.

Holly has to find 2.2% of staff pay rise, and the trust will pay 0.5%. Presently school do not have this however the future staffing structure can impact this.

Governor Question: the bidding for SEN – is this based on best case or worst case scenario?

Answer: this is based on worst case scenario.

The Head **asked governors** if there was anything listed under Services for Schools that they think school should not be buying.

A discussion was held around Legal Services and the Head has not bought into this for the last year as they can buy 10 hours if needed.

Governor Question: UK inflation is over 3% and the buy-back services have increased by 9-15%. How do you manage the difference?

Answer: more schools are moving away from the LA so schools are helping to fund the deficit.

Governors **approved** the Services for Schools.

GB/08/25 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

The Heads appraisal is in place as are the staff appraisals. The Head has no issues that he wishes to raise regarding wellbeing.

Feedback received from staff is that wellbeing within the team is good. School carries out a wellbeing survey regularly and have improved issues that were raised in the past.

The Head routinely asks staff for feedback on what works well and what could work better.

Governor Question: are there appraisals in place for TAs, and if so, who carries these out?

Answer: yes, the SENCO conducts these, or the leadership team if the SENCO is unavailable.

GB/09/25 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Emma and the Head will carry out this review once CPOMS has been embedded for a while.

GB/10/25 Corporate Directors' reports

Summary of reports

Headteacher Wellbeing Support Package – Report for information for school governors Spring Term 2025

The Headteacher Wellbeing Support Package by Nottinghamshire County Council aims to support the mental health and wellbeing of headteachers. Developed through a co-production approach involving various teams, it provides practical support and advice, ensuring headteachers can easily access necessary services and information.

The package includes links to support services and guidance documents for specific issues. It highlights two key support areas:

1. Critical Incident Support for schools facing sudden deaths within their community.
2. Ofsted Inspection Support for maintained schools, with multi-academy trust schools advised to seek support from their networks.

Governors play a crucial role in this initiative. They are encouraged to familiarize themselves with the toolkit and guide headteachers to the support available, especially during challenging times like Ofsted inspections or critical incidents. Governing Bodies are responsible for ensuring measures are in place to support the wellbeing of all school staff, including headteachers. They should monitor the wellbeing of headteachers and seek specialist support when needed.

The Education Improvement Service, Educational Psychology Service, Governor Services, HR Service, and Health and Safety Services are integral to this support framework, collectively working to enhance headteacher wellbeing across Nottinghamshire schools.

Action for governors

Governors should make themselves aware of the toolkit and signpost headteachers to the support when needed, particularly if a headteacher is struggling with their own mental health, in the case of an Ofsted school inspection or a critical incident.

Small Schools Sustainability Strategy – Report for information for school governors Spring Term 2025

The Nottinghamshire Plan 2021 – 2031 aims to support communities and families, build skills for good jobs, and ensure adequate school places for children and young people. Small and rural primary schools are essential to this vision. The plan values and supports small schools for their unique environments and community roles, with over 700 first-choice applications in 2024.

The strategy recognizes the crucial role of school leaders and governors in planning for their schools' futures. It encourages proactive approaches to sustainability, considering challenges and opportunities, and suggests partnerships and academisation as options. Schools are urged to work with Nottinghamshire County Council for guidance and support.

Developed with input from small school headteachers and consultations with Strategic Partnership Boards, the strategy aims to help small schools improve sustainability, secure leadership and governance, maintain financial stability, and provide high-quality education. The council is committed to working with all small schools and academy trusts on these issues.

Actions for governors

- Governors should ask informed questions about pupil numbers, SEND and finance to ensure that they are aware of the school's position.
- Governors should consider the strength of their governing board, focusing on recruitment and retention to ensure that the governing board remains functional and able to support and challenge the leadership of the school.

- Governors could also consider whether collaboration or federation with local schools might be appropriate.

Governor actions/referral to a committee

GB/11/25 Communication received and updates

From Chair

The Chair noted that there are a few link governor roles missing and this need to be looked at. The Chair has put a file on governorhub on for governors to input their reports onto.

Subject areas to be covered:

Creative Curriculum

Whole school curriculum - Sophie will lead on this

Stem - this to be picked up next year

Health and Wellbeing – Chair to pick up

From Headteacher

One communication from the Secretary of state thanking them for the contribution school made to The Schools Health Education Unit survey.

From Clerk - Governor Newsletter first and 2nd spring term editions

First Spring Newsletter:

- **HR Updates - URGENT ACTION** - Pay committees need to carefully consider the HR advice below regarding recent changes in the updated HR model policies and how the changes to School Pay and Appraisal impact their roles and responsibilities. See further details GovernorHub.
- **Admissions Updates** - Community and voluntary controlled schools will receive notification in the spring term confirming that NCC has determined the admission arrangements for 2026-2027 and governors must ensure this is noted and the school website updated. Own admission authority schools must determine their admission arrangements by 28 February 2025 – See article for further details.
- **Safeguarding Children in Education Updates** - Spring term NCC & NSCP Child Protection and Confidential File Audit Toolkit for 2024-2025. The next Safeguarding Governor Focus Group meeting has been arranged for Monday 3rd of March 2025 3.45pm to 5.15pm
- **Finance Update** - The School Finance team issued an updated LA Scheme for Financing Schools and Finance Policy at the end of the Autumn term. Maintained schools (apart from those with an academy order) are required to complete the SFVS. by 31st March 2025.
- **Nottinghamshire Governor Conference** - Fearlessly and Intentionally Courageous Leadership 21st March 2025 at The Holiday Inn, South Normanton. See article from the East Midlands Education Support (EMED) Service of how to book a place.

ARTICLES FOR GOVERNORS' INFORMATION:

- Improving School Attendance Strategy
- Restrictive Practice: changes to the NCC training model and service offer
- Suspension and exclusions - support for governors
- National Updates
- Effective Governance - annual reviews
- The first Ofsted annual report from Sir Martyn Oliver, His Majesty's Chief Inspector
- NEW – DfE Regional Improvement for Standards and Excellence - RISE
- Change of leadership at Nottinghamshire County Council
- Schools can now visit the new Sherwood Observatory in Sutton in Ashfield
- Governors for schools – supporting boards with vacancies.
- Governor Termly Briefing – please access this termly support at a time to suit you
- Celebrating Governance - Public Service – 10+ long service award for school governance
- Message from the Chair of the Nottinghamshire Association of Governors – Sue Beasley
- East Midlands Education Support (EMED) Service – Governor Training Updates.

Governor Newsletter - Spring Term 2, 2025

Key Points:

- Governor Services Charges: Increase in charges due to rising costs of GovernorHub, with a restructured offer including GovernorHub Knowledge.
- HR Updates: Support for schools needing to make staffing reductions, with guidance from HR Business Partners.
- Updated DfE Guidance: New guidelines for governing boards on Special Educational Needs and Disabilities (SEND).
- Nottinghamshire Governors Conference: Scheduled for March 21, 2025, with the theme "Fearlessly and Intentionally Courageous Leadership." Keynote speaker: Diana Osagie.
- Various Updates: Information on admissions, safeguarding, finance, national updates, AI in education, GDPR, and more.

Actions for Governors:

- Plan for Budget and Staffing: Contact your HR Business Partner early if your school is considering redundancies before August 31, 2025.
- Review DfE Guidance: Familiarize yourself with the updated SEND guidelines.
- Stay Informed: Keep up with updates on HR, admissions, safeguarding, finance, and other key areas. Governor Termly Briefings are now available to view on the NCC YouTube site as per below:
 - **View the corporate director's reports:** https://youtu.be/kwnVRZ9Ts_g

- **View the spring 2025 agenda briefing:** <https://youtu.be/toXJTq1I5uU>
- Utilize GovernorHub: Make use of the GovernorHub Knowledge included in the restructured offer.
- Attend the Conference: Participate in the Nottinghamshire Governors Conference on March 21, 2025

GB/12/25 Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026

The Chair had completed several training courses relevant to her role as chair.

Link governor roles as previously discussed.

Emma Conall was the training co-ordinator, and replacing this position will be added to the next agenda.

The Clerk went over the current governor vacancies again and it was **agreed** that the Head will put a Parent vacancy advert out. Helen offered to have her name and The Chairs name as contact points. There were **discussions** around how to approach parents to give them information.

GB/13/25 General Data Protection Regulations

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

Dan Bennett is the DPO and the Head is the SIRO

Nothing to report

Report from the DPO and Information Governance Governor

Dan and Neil to book a date for the review.

GB/14/25 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

Feedback of key points/areas of learning

Discussed at the last meeting. There have been no actions since the meeting. The Head mentioned that there was a schools conditions survey done recently by the LA and there will be a report received. The Head mentioned that all the issues were picked up by the Trust straight away.

A **discussion** was held over the Biomass issue.

Nothing else to report.

GB/15/25 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 as appropriate
- Governors received and read all documents prior to the meeting.
- Governors challenged and held the Headteacher to account by asking questions about CPOMS, Breakfast club, mobile phone use by children.
- Governors engaged in detailed discussions budgets and finance; and the Academisation progress.
- Governors showed their commitment to the school through governor monitoring visits and succession planning for 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.
- Consideration and discussion regarding governance matters including:
 - membership and governor monitoring visits.
 - declaration of business interests/eligibility and code of conduct.
 - link governor roles and training opportunities

GB/16/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Summer term 2025 – **Monday 7th July 2025 at 6pm – next year's diary dates will be set at this meeting. The Head asked governors to have a think about the most suitable time and days of week for the meetings to take place.**

Autumn term 2025 – to be agreed
 Spring term 2026 – to be agreed
 Summer term 2026 – to be agreed

GB/17/25 Determination of confidentiality of business

It was **resolved**

that all papers and reports be made available as necessary.

The meeting closed at 19.20pm.

Signed  (chair) Date 7/7/25