

School: Holly Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Monday 7th July 2025 at 6pm
Location: At the School

Membership

'A' denotes absence

Mrs Helen Berry (Vice Chair)
 Mr Adam Jevons-Newman
 Mrs Emma Crawford
 Mrs Rebecca Lewis
 Mr Neil Smith
 Mr Duncan White (Executive Headteacher)
 Mrs Lisa Martin

In attendance

Sarah Oakey (clerk to the governors)
 Mr Dan Bennett (Acting Head of School)
 Mrs Amy Middleton (Acting Head of School)

GB/18/25 **Apologies for absence** **Action**

There were no apologies for absence.

GB/19/25 **Declaration of interest**

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

GB/20/25 **Review of membership and terms of office ending in the next 12 months**

(Confirm eligibility, DBS and section 128 checks for new governors)

Governor approval of LA Governor

For the minutes, the Governing Body had previously discussed and unanimously agreed (following the Spring FGB, and before this Summer FGB) that they **approved** the appointment of Mr Adam Jevons-Newman to the role of LA Governor, in line with the approval of his application by the Director of Education. It had been **agreed** that Adam would be attending this meeting as a full member of the Governing body.

The clerk highlighted the following vacancies on the governing body:

2x Parent Governors
 2x Co-opted Governors

School put out two lots of parent elections out but have had no response. Helen and Rebecca will do a couple of drop-in sessions in September 25, at breakfast

clubs at school, to raise awareness of the Governing body, and to be present to answer any queries.

Action: Rebecca to send some possible dates to The Head.

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

Nothing within the next two terms.

The soonest coming up next year, are Sophie in June 26, and Neil in July 26.

Therefor the Clerk recommended that governors start thinking about membership again in the New Year after Christmas.

GB/21/25

Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 31st March 2025, having been previously circulated (and subject to the following corrections being made) were confirmed and signed by the chair.

Review of actions

GB/07/25 – Financial Performance

Head to ask Serena to send information to the Chair, regarding the difference in the carry forward and deficit budget. **Completed.**

GB/22/25

Receipt of minutes and approval of policies from committees and working parties

Review of actions

Finance: outstanding issues, card machine – the action remains ongoing currently. Serena is looking into different options. Rebecca mentioned that each transaction needs to be auditable.

Assessment Policy review: Subject leaders have been met with, and assessment of non-core subject areas are taking place.

Link governors' review: The Head would like to tighten up on the arrangements and make the plans more strategic. Rebecca has changed the link governor form (taken from the one used by governors at Woods) and will adapt to make it suitable for Holly, and this should make plans and summary reports and reviews clearer.

Gates: the preferred company have been out on site (following the governor vote online) and the works will take place over the summer holidays.

Governor Question: will there be additional costs

Answer: yes, the pedestrian gate will be approx. £3-4K which The Head has approved as it is under £5k. Rebecca has asked The Head to double check the info on the audit meeting next week.

Helen reviewed SEND at the end of June. Transition – a pupil passport has been developed that travels with the child to their next school. This is going well. Going forwards, BSquared is being well used for some children, this will be reviewed,

and assessment progress will be looked at. Helen's report has been uploaded onto Govhub.

Rebecca conducted a History review via a pupil voice exercise. Key achievements are being met, Rebecca needs to upload her report.

Action: Rebacca to upload her governor link visit report for History.

RL

Action: Neil to upload his H&S link visit report.

NS

Collaboration Agreement

All governors have looked at the agreement and this will be in place until one or both schools Academise. Woods is likely to be first.

The Head asked for formal approval - this was **approved** by all governors.

Academy Working Party updates, Consultation, Next Steps

The Head has developed an Academy Future Plans 2024 folder on governorhub with all the info gathered from the process in there.

Nova have been in to school and conducted a Due Diligence Day. The Head went over a few of the things that were looked at. The Head mentioned that several of the governing body have asked for a few more details around particular aspects of the plans. The Head is working through the different checks and hopes that he will have all of the information requested by September 25. The information needs synchronising and a recommend either a go-ahead, or not go-ahead decision in September 26.

The Head **asked Governors** for further support on the Working Party as there aren't many people working on this presently.

Adam volunteered his time however he is mindful of potential conflicts of interest but believes that he has experience to bring having been through the process at his school. Adam is keen for complete clarity around the budgets e.g. on buy back services. Adam can only attend meetings virtually currently.

Action: The Head to liaise with Adam regarding meetings.

DW

Governor Question: A governor asked about the current budget and how this will be affected when the collaboration ends with Woods.

Answer: the budget assumes that the collaboration runs in the same way for the next 5 years.

Governor Question: what will be the difference in budget?

Answer: approximately £50k

The governing body requested clarity on this scenario.

The Head is also mindful that if the decision is to remain as they are, then this will obviously impact the budget in different ways.

Rebecca would like to see **more parent feedback** to mitigate any unhappiness and blame culture happening.

It was noted that many of the parents will likely already have children within the Nova Trust and feel like they would already have heard feedback, especially if it was negative.

Helen fed back that some parents have mentioned that they didn't come to any meetings as they felt like it was possibly a done deal.

There was **discussion** regarding having a comment box at the summer fair. This was deemed as a good idea. The Head would also like this to be an option for the staff.

The Head has asked Nova to provide feedback from parents for the governing body also.

School to organise staffing a stall at the fair to be available to chat and gather feedback and comments.

DW

Action: Head to arrange.

It was **agreed** that the outstanding tasks for the Head to finalise with regards Nova include:

Budget queries.

Plan for communication back to Parents.

Plan for communication back to Staff.

Head to compile all info ready for a decision to be made by September 2025.

Governor Question: has Nova written a report on their Due Diligence Day

Answer: yes, however it must be approved at their meeting before it comes to us. The Head will share when this comes through.

Rebecca mentioned that she had attended a governing meeting at Garibaldi and felt that the way the school retained control was very positive and the school is very strong on pupil enrichment.

The Head has met with the Head at Garibaldi which was very positive and there was a lot of discussions about how the schools can work together. The Head would like some of their sports leads to come and support lunchtimes at Holly.

GB/23/25

Financial reporting

Schools Financial Value Standard (SFVS) 2024/2025 (deadline 31.3.2025)

Agreed following answers to some queries being clarified.

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

Approved on 10th March 2025

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

Details revenue balance carried forward (higher than previously predicted). The Head went through a few of the expenditures eg gates, ICT,

Governor Question: what % of revenue budget is spent on staffing?

Answer: 85.1%

The Chair would like to look at this in the Finance meetings next year.

Governor Question: do Nova have a view on this?

Answer: Head to ask the question

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

This has been **approved**.

The Related Party Transactions have been agreed.

GB/24/25

Summary of headteacher's report and governors' questions and challenge

Having already shared his report with governors, the Head went over the following highlights:

- March 2025 data (attached)
- School Meals: The Chair reported that there was a complaint from a member of staff regarding the quality of the meals. The Chair was provided photo evidence of the issues and has addressed this with the Head. The Head has started to review this going forward and actions have been put into place. Please also refer to **Confidential Items**.

School numbers are consistently high and F1 is full for next year. Pan is 40

Whole School attendance is above the national average

The Head is going to start using the DofE comparison info site. The persistent absenteeism is lower than average quite significantly. Holly has a robust system in place.

Currently school do not currently formally record decisions on fining, and this is to be looked at going forward to make it a little more evidenced and supports safeguarding issues.

One child receiving a lot of support for attending very minimal hours per week. Lots of work has been carried out with the parents also. The Head is looking at the next steps with the family as the progression appears to be slow.

Governors asked questions around which agencies are supporting, and where the child sits within the priority scale. The Head updated other issues happening with the family.

CPOMS – this is working well, and staff are getting used to using the system. No MASH referrals or Social Services currently.

There has been an issue taking place outside of school with older children sending text messages to each other and school are looking at how to educate children on appropriate behaviours via PHSCE.

The governing body **queried** the low number of incidents and referrals and **questioned** whether staff are perhaps underreporting.

It was agreed that further training on CPOMS could be given to staff to see if this increases reporting in the future.

Action: staff training on CPOMS

DW

Staffing Structure – the Head went over the details within the staffing structure and impacts coming up in the next year.

FSM – 36, this has increased significantly over the last year.
There have been no racial incidents.

Writing remains an issue throughout school, and this will form a large part of the School Improvement Plan for next year.

Governors queried a slight discrepancy within the SEND data.

A governor raised a query regarding PP to Dan and asked for more info on the interventions that have been implemented.

Writing results – above national in Greater Depth

Multiplication – there has been a 3-year decline even though generally the stats are above national, school are going to have a deep dive into why this is happening.

Phonics – have increased to 82%. The Head would like to see more improvement and thus will remain on the SIP.

Good Level of Development stats are the highest they have been in four years, which is hugely positive.

SATS results will be shared when they come out.

Breakfast Club is going very well and is continually reviewed. The Head explained some of the finance figures associated with the club. Parent feedback is positive.

Financial audit is booked in and once the report is finalised, the Head will share the info.

There has been one FOI and One Data Breach. These were explained to the governing body, the protocols have been reviewed and followed thoroughly. The Data Breach has changed the way info is left in a shared office.

SIP – there is a lot of green showing good progress throughout. The Head to investigate a couple of issues re PP and Parent views on the importance of Attendance.

Assessment policy needs to be consistently applied.
Link Governor visits and staff presentations to be left on.
High Quality CPD based on assessments - to remain on.

The Head will begin drafting the new SIP based on the SATS results and feedback from curriculum leads.

The Head went over the **Curriculum Lead Review** document with governors, and acknowledged the things that need improving on, and that this will be an ongoing regular document prepared.

Governors **agreed** that this was a very good piece of work.

GB/25/25 Update on appraisal process and wellbeing for headteacher and staff

All the appraisals have followed the cycle and are where they should be. The Head will book his appraisal in the new academic year.

There are no major concerns within the staff team generally regarding wellbeing. There has been one quite serious issue with one member of staff that is being dealt with.

The Head reported that his own wellbeing is generally good, he is conscious of the consuming nature of the Academy process and will be pleased when a decision is made. The Head reported that The Chair has been very supportive as have the Leadership Team.

Sophie **thanked** the governing body and leadership team for their support which enabled her to have the maternity leave that she wanted and that this has been invaluable.

GB/26/25 Information from the Corporate Director

Education Improvement Service Updates and Ofsted

The Education Improvement Service (EIS) focuses on partnerships to utilise funding and resources effectively, empowering schools for continuous improvement. EIS Support Levels are:

- Universal Support: Available to all LA maintained schools.
- Targeted Support: Tailored to specific areas of improvement and unique challenges.
- Enhanced Support: Intensive support for schools facing significant challenges, involving deeper intervention and ongoing monitoring.

Ofsted Updates (from September 2024):

- No single overarching grade: evaluations are made across sub-categories.
- Ungraded inspections (Section 8) assess maintenance of previous standards.
- Inspectors can suspend inspections for safeguarding issues.
- Schools with 'requires improvement' judgments may undergo monitoring.
- Schools with inadequate key judgments or ineffective safeguarding are placed in a formal category of concern.

ACTIONS FOR GOVERNORS

- Governors should ask informed questions about school improvement with focus on specific areas of the School Improvement Plan and with an understanding of the support currently being provided by EIS.
- The Head noted that the EIS does not have any involvement with Holly at this time as there are no concerns that are tripping support.

The Head also Denise Bryant the Head of the EIS if Holly were able to support another school, however he declined at this time due to capacity.

- Governors should ask questions which demonstrate their understanding of their role in holding leaders to account for the quality of education.
- Governors should consider whether collaboration or networking with local schools might be appropriate.

Building Relational Schools: Attachment Aware and Trauma Informed Schools

This is an initiative by Nottinghamshire County Council's Virtual School and Educational Psychology Service, which aims to create a safe, inclusive environment where children feel secure, develop trust in adults, and experience meaningful connections. This approach is based on psychology and evidence-based practices, emphasising relational models like Responding in the Moment and Emotion Coaching to support children's emotional regulation and repair relationships.

The initiative provides headteachers and school leaders with knowledge, frameworks, strategies, and follow-up supervision to implement relational practices tailored to their schools' needs. An action research model with supervision sessions helps school leaders adapt these practices to their specific contexts. Nottinghamshire County Council is dedicated to promoting relational practices to support the behaviour and inclusion of all children and the wellbeing of staff.

ACTION FOR GOVERNORS

Governors should familiarise themselves with the training and guide headteachers to utilise it for whole school inclusion.

BACKGROUND INFORMATION

This approach aligns with Nottinghamshire County Council's Strengths Based Approach, aiming to enhance the strengths of schools, foster stronger relationships, and ensure high-quality education for children, young people, families, and communities. Building Relational Schools is part of the council's broader inclusion strategy, benefiting all children, especially those who have experienced trauma, including looked-after children. Governing Bodies are responsible for ensuring school policies reflect the needs of looked-after and previously looked-after children and advocating for their wellbeing.

GB/27/25 General Data Protection Regulations – report from the DPO/Information Governance Link Governor
(See article spring 2 for information and actions for DPO/Information Governance)

As discussed in the HT report.

GB/28/25 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

Holly has 3 children who are post looked after. The Head went over the relevant data within his report. There are various issues that school are aware of regarding progress and attendance and attainment. The Head went over the specific tracking information with the governors. All staff are made aware of the children's needs and how they are tracked within the Vulnerable Children's tracking systems.

GB/29/25 Communication

From Chair

The Chair had summarised the issues regarding the lunchtime issues.

The Chair wished to revisit the Year One Phonics 82.5% pass rate as an area of concern that should be noted. The Head reiterated that there will be targets within the SIP for next year to improve the rate higher.

There are currently no maths interventions happening which will also be included in the SIP.

The Chair queried how the SIP will be included within Curriculum and Learning going forward? The Head stated that there are going to be changes made with the HT rewards and there will be certificates developed for next year.

There was a **discussion** around redefining the link governor roles. It was widely **agreed** that there need to be some more governors involved.

Action: The Head to ask Nova if they may know anyone who wished to join the governing body.

DW

From Headteacher

As previously mentioned, the EUC request.

From Clerk - Governor Newsletter and actions for governing boards

Summer 25 Newsletter first summer term 2025 edition and actions for Governing boards

Governor Conference: Focus on courageous leadership with insights from Ofsted and Local Authority teams.

HR Updates: Introduction of the Nottinghamshire Headteacher Wellbeing Support Package and the HSE Wellbeing Survey.

Safeguarding: Emphasis on training and reminder on the revised Child Protection and Confidential File Audit Toolkit.

Governor Roles: Responsibilities in supporting vulnerable children and useful questions and challenges

Dealing with complaints – support for governors and urgent actions for all boards

National Updates: New resources from the National Governance Association (NGA) including RISE teams, Prevent duty and school food standards.

Recruiting great governors! – revised toolkit available on GovernorHub

Key Actions for Governors:

- Review HR and safeguarding updates.
- Ensure all governors complete required training.
- Completed the end of year check list – highlight actions
- Update Review and Implement the new Scheme of Delegation and Annual Planning Documents (2025/2026)
- Prepare for governor panels and complaints handling.
- Engage with the Governor Termly Briefings and other provided resource

GB/30/25 Approval of in-service training days (5) 2025-2026

These were **agreed and approved** at the Spring FGB meeting.

GB/31/25 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

The Head has completed the scheme of delegation and went through this with governors.

Anything that is new, is indicated Red.

Governors **approved** the Scheme of Delegation.

Approval of scheme of delegation 2025-2026

In hand.

Note annual planner 2025-2026 to support agenda setting

To be worked through

Policy checklist 2025-2026 statutory policies for schools

Completed.

Assessment Policy (attached)

This was **approved** by Governors.

Review of and appointment to link governor roles

As previously discussed, a meeting will be arranged.

Plan for Governor Link Visits for next year

In hand.

Curriculum Lead Presentations for 2025/2026

To be decided.

GB/32/25 Pupil Attendance

Governors should be aware of the attendance rates for each group - as per View Your Education Data (VYED) This data should drive governor questions governors to be able to ask:

What more the school do to improve these figures?

The Head feels that this is a very useful document and is always happy to hear suggestions.

GB/33/25 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

There has been no training since Emma left. A Training co-ordinator needs to be allocated at the Link governor meeting.

Action: for Link governor meeting

GB/34/25 Review of governor monitoring visit reports

Key actions for governing body

As discussed.

GB/35/25 Confirmation that the school website is compliant with the statutory requirements

(The statutory requirements are on the DFE website. An annual audit should take place, and a free website compliance checklist is available on Nottinghamshire Governors Services resources page)

The Chair pointed out that there were several policies that may be out of date and should be reviewed, and that the Governor Information section needs updating.

Action: Leadership team to go through the website to ensure that all policies are up to date and updated policies are uploaded.

SLT

Action: Head to send Chair the website checklist so that she can go through again

DW

Governor Question: on one of the checklists it mentions monitoring staffing attendance, should we have this data?

Answer: yes, this can become a standing agenda item going forward.

Action: Head to share the staff attendance data with the governing body and include it into the SDC agenda.

DW

The Head informed governors that the intention is to have a Special Governing Body meeting to discuss and make a decision regarding Nova in September. The

Head will contact governors and arrange a meeting, which could be via teams if necessary.

Action: Head to arrange

DW

GB/36/25 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 attendance, Pupil Premium pupils, wellbeing, data and pupil progress.
- Governors engaged in detailed discussions about Link Governor roles and how best to take this forward in the new academic year; and the issue (under review) with the school lunches.
- 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.
- 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/37/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2025 – Monday 24/11/25 @ 6pm

Spring term 2026 – Monday 16/03/26 @ 6pm

Summer term 2026 – **Thursday** 09/07/26 @ 6pm

GB/38/25 Determination of confidentiality of business

It was **resolved** that an item discussed within the Headteachers report (GB/24/25) is deemed **Confidential**, and that all other papers and reports be made available as necessary.

The meeting closed at 19.50pm.

Signed



(chair)

Date

17/11/25