

**HOLYWELL PRIMARY GOVERNING BODY
MINUTES**

Tuesday 11th June 2019 at 6.30 pm

Present: Kim Bloomfield (KB), Abbas Gulamali (AG); Michaela Kirtley (MK); Daniel Moore (DM); Irvin Needle (IN), Laurie O'Brien (LO'B), Sue O'Brien (SO'B), Lisa Bancroft Prescott (LBP); Laura Rogers (LR), Coert Van Straaten (Head),

In Attendance:

Monique Jowers (Item 7): John Conlon (Clerk).

All paperwork is held on file in school and on GovernorHub.

1	Welcome Governors and colleagues were welcomed.	Actions
2	Apologies Apologies received from Toyin Keshiro; Robert Palmer (abroad); Steven Moran (abroad/work); Kaveeta Songria (work); Barbara Bahirathan. Absences approved. All other Governors were present and the meeting was quorate	
3	Conflict of Interests Governors to declare any conflict of interest that may occur during the meeting. No new interests were declared.	
4	Minutes To approve minutes of the Governing Body Meeting, 7 th May 2019. Agreed and signed by the Chair.	
5	Matters arising <ul style="list-style-type: none"> • Q: any update on the SEND questionnaire? A: KB reported that there had been no further progress. Parents will be approached at the next Parents' Meeting on 16th July. The form takes 5 minutes to complete and is not overly arduous. Results will be reported to Governors at the beginning of the Autumn term. • Full time places: Head's action is ongoing. (Post meeting note: Details about full-time places are set out on the school website and parents are also advised at open meetings). • Lettings Policy: terms of payment have been revised to include deposit of £100 as stated on the website. All other items were on the agenda.	Head
6	Governor Correspondence To report on any correspondence received. None.	
7	Finance/Budget Budget Review: since the last update, some questions arose from some of the figures Q: Reconciliation of some figures relating to staffing projection v what was approved was questioned. A; some alternations noted since May including additional pension contributions. Q: the other inquiry related to ICT, where £16k compared with £27k, leaving to a difference of £45k. A: this will be looked into by MJ. The current budget matches the approved budget but the total at the foot of the document differs by £42k (the surplus), leaving a carry-forward of £11k. A potential error in the formula will be looked-into and will be reported on. Concern raised by the Chair about the difference to what was agreed in May. MJ will reconfigure the numbers so that it matches what was agreed. Action: MJ. Q: what is the current carry-forward? A: £53k (includes some late additional income).	MJ

	<p>Electricity utility contract needs to be agreed by 28th June. This is the best available deal. The recommendation is to continue with this contract.</p> <p>Q: is there any overnight usage recorded anywhere? A: No.</p> <p>Concern expressed about any penalty for the use of the night meter. The question will be asked by MJ to ensure there is no penalty.</p> <p>Letting Fees: will be reported at the first meeting for the autumn term as part of a summary of all self-generated income.</p> <p>Q: any fees for parking on match days? A: Not a success so far. However, we have been advised by Watford FC that it would be better to target away fans and next season they will provide details to the away clubs</p> <p>Q: any income from wrap-around care? A: yes; as self-generated it is recorded separately from letting fees.</p> <p>Additional income for Student placements is also self-generated.</p> <p>MJ was thanked and left the meeting.</p>	<p>Agenda</p> <p>MJ</p>
8	<p>Policy Review</p> <p>To consider for approval the following policies:</p> <p>Attendance:</p> <p>3.3 relates to pupil attendance. Subject to a few other grammatical items, agreed.</p> <p>Behaviour Management: SO'B reviewed this. <i>Herts Steps Programme</i> and related training noted. Some items that are not relevant will be removed. E.g. Golden Head's Lunch is no longer supported.</p> <p>More reference is needed to the Behaviour Plan, Rewards & Consequences, Behaviour card, which are all still used. Appendices are referenced.</p> <p>Action: the Head will look into this, in line with the Herts Steps.</p> <p>The document is lengthy and complex, noted LR. It has been subject to many revisions and updates over the years</p> <p>Action: address updates and bring to the next meeting for approval.</p> <p>Q: is the wording around Extended Leadership Team still relevant? A: Yes.</p> <p>Q: Pg 4 graphic relating to six hats previously referenced the playground – is this still relevant? A: this will be reviewed by the Head.</p> <p>'Parents have the right to appeal a permanent exclusion' – this sentence stands alone.</p> <p>Supporting Pupils with Medical Conditions: no changes proposed</p> <p>Q: is an emergency inhaler still held? A: Yes.</p> <p>Q: are drugs sent home at the end of the summer? Are drugs stored in school checked that they continue to be in-date? A: noted and needs inclusion in the policy. Out-of-date medication will not be used.</p> <p>7.6 wording was suggested. <i>this is checked half-termly by the school office for logged medication for expiry dates and a record is kept. Notice is given to parents if any medication should expire during that half-term.</i></p> <p>No child should be penalised for having medication for school journeys. Parents are not charged to attend residential trips if they were required; however this duty is covered by suitably-trained staff.</p> <p>Action: This needs to be cross-referenced with reference in other policies that cover Educational Trips where one exists. LO'B to check the status of this for the information of Governors.</p> <p>The policy needs to reflect any further support that is required for a pupil with a disability to attend a residential trip.</p> <p>9.4 Risk assessments are conducted as required. Necessary adjustments are made to ensure all pupils are able to participate.</p> <p>Agreed to leave the wording as it is.</p> <p>A recent external case was cited, stressing the importance that everyone needs to be aware of the content.</p> <p>To confirm policies for review at next meeting</p> <p>Online Safety: some changes noted for the next meeting Action: Clerk to circulate.</p> <p>Behaviour Policy from last meeting</p>	<p>Head</p> <p>Agenda</p> <p>Head</p> <p>LO'B</p> <p>LO'B Clerk</p>

	Sex & Relationships Education for 2020. (Staff training raised; the Head will check this).	Head
9	<p>School Improvement Plan</p> <p>The Head highlighted progress with the review of the action plan.</p> <ul style="list-style-type: none"> • <i>Whole school attainment and progress- Year 1 included-24-4-19</i> as circulated, includes a summary of this term across the years in Reading Writing and Maths, Attainment and Progress summary • Progress and attainment: traffic light system is used. • Outcomes for 2018/19 were summarised. • Training on the framework was recommended for early in the new academic year. • Vulnerable groups are recorded separately. • The key measure for pupils not in these categories is improving but is behind national figures. • Overall, there are some pupils that require further intervention. • Achievement appropriate to age is under review. English will be a focus under the new Ofsted framework. • Phonics screening takes place this week. • Pupils articulate their knowledge in an age-appropriate way. • Subject leaders are writing an implementation plan for their areas to focus on how pupils articulate their learning. • Classroom assessment: Good baseline from the start of the year, with 80% recorded as good or better. • Accessing the curriculum in a confident manner is a priority. • Interventions were criticised by Ofsted for taking pupils out of class. • Q: what is the progress criteria for success? A: based on end of KS2 to now. • Amber records that matters are nearly on track. • Computing skills: Purple Mash scheme bought into since Easter and is being used by the majority of teachers. Hardware use is providing the biggest challenge. HfL has offered some suggestions for Chromebooks as replacement. • Aim is to move away from English and Maths external support and move this in-house. • Leadership: developing middle leaders is being explored. Many are relatively new to their field. • Performance management is closely tracked. • SEAL/PHSE scheme is still in use and this is under review. • The school continues to be inclusive. Progress meetings will continue to review the effectiveness of this • Healthy Eating Plan is being supported. • Wellbeing of pupils: work on this is underway to achieve a quality mark by the end of 2019. The Kitchen is working well. Greater uptake of school meals needs to be reflected in the budget. • Behaviour: staff and pupils continue to work on this. • Breakfast club continue to operate but is running at a loss. • EY: recurring topic in reviews; greater use of the outdoors is a focus. The independent learning aspects need to be reviewed. • Progress this year will be similar to last year in terms of pupils achieving a GLD. Pupil mobility continues to be an issue. • SIP Item for 3rd meeting of next year (December) it would be good to match this with the proposed Ofsted training early in the autumn. Action: set date for this. • <i>Whole school attainment and progress- Year 1 included-24-4-19</i> 	Clerk
10	<p>Head's Report</p> <p>To receive an update from the Headteacher including:</p> <p>Update on staffing: school is fully staffed for the autumn</p> <p>Q: how were EAL staff deployed? A: they performed TA functions at a saving of £50k. Many schools are unable to provide this level of support. EAL pupils joining the school develop language skills rapidly.</p>	

	<p>Q: is there a surplus of TA provision? A: yes.</p> <p>CPD plans for next year are underway. Assessment Week is next week SLT are working on their subject intent statement, linked to the new Ofsted framework.</p> <p>Behaviour: <i>Herts Steps</i> programme has been introduced. It has had a positive impact on staff and on the behaviour of pupils. Pupil tracking continues from Y5 into Y6.</p> <p>Update on building work and H&S H&S: fire drill postponed because of the weather. One 2-day fixed-term exclusions linked to e-safety and prejudice noted. The pupil will not be returning in the autumn.</p> <p>H&S walkaround with the site manager conducted. SM agreed to take on the H&S role, for which many thanks. A £20k grant offers funding to upgrade the playing field. There is a proposal to install a five-a-side pitch that could be a future revenue generator at an estimated cost of £50k.</p> <p>Q: what is the funding approach? A: managed by MJ the Bursar. KB can look at potential lottery funding – such projects need to be widely accessible.</p>	
11	<p>Governors' Classroom Visits To receive an update on recent classroom visits. SM and IN attended the SATS comprehension paper.</p>	
12	<p>Safeguarding Covered in the Head's Report</p>	
13	<p>Any Other Business</p> <p>AG noted about Academy proposals with HfL. Land ownership obstructions noted. Academisation has reached a number of other local schools. HfL has not been in touch about this.</p> <p>Training: online offering introduced (Modern Governor), along with invitation of Governors to log into the new training database and book on any future training. SM and DM have booked on Induction Training.</p> <p>Part II items (Staff Performance) Addressed separately</p>	
14	<p>Date of Next Meeting 16 July 2019, 6.30pm (Parents' Evening concludes at 6pm)</p>	