

**HOLYWELL PRIMARY GOVERNING BODY
MINUTES**

Tuesday 17^h September 2019 at 6.30 pm

Present: Kim Bloomfield (KB), Toyin Keshiro (TK), Michaela Kirtley (MK); Daniel Moore (DM), Steve Moran (SM), Irvin Needle (IN), Laurie O'Brien (LO'B), Lisa Bancroft Prescott (LBP), Laura Rogers (LR), Coert Van Straaten (Head), Kaveeta Songria (KS).

Apologies: Abbas Gulamali (AG), Robert Palmer (RP), Barbara Bahirathan (BB).

In Attendance: John Conlon (Clerk).

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

1	Welcome IN welcomed those present.	Actions
2	Apologies Apologies received from Abbas Gulamali (AG), Robert Palmer (RP), Barbara Bahirathan (BB). Absences approved.	
3	Register of Business Interests/Conflict of Interests Forms were circulated, completed and returned for filing. No new conflict of interest in the agenda was declared. The Head inquired about the Governor Self-Declaration form that is recorded on the SCR. HfL advise it is best practice to continue with this. Action: the Clerk will bring copies to the next meeting.	Clerk
4	Election of Chair & Vice Chair During this phase of transition while Chairing duties are handed to AG and SM, IN offered to remain in post as Chair until the end of the autumn term – agreed.	
5	Minutes The minutes of the Governing Body Meeting 16 th July 2019 were agreed as an accurate record and signed by the Chair.	
6	Matters arising <ul style="list-style-type: none"> • Utility Bill: it was advised that this is an industry standard that for a large site like this, a change from smart metering is not possible (where updates are provided on a half-hourly basis). • Trip Policy: a draft is available (under the title of <i>Education Visits and Learning Outside The Classroom</i> policy) Thanks to LO'B for supplying this. • Inclusions & Equality Update: Review of the Accessibility Plan and Equality Objectives were carried forward to this term and remain to be addressed. Some issues need to be resolved. Action: IN & KB plan to meet with TK. • All policies have been updated and uploaded to the website. Some Safeguarding link glitches have been addressed. • Annual Report for parents: Action IN to circulate to Governors. All other items were on the agenda.	IN, KB, TK IN
7	Governor Correspondence No new correspondence had been received.	
8	Governing Body Appointments: To agree allocation of governors' responsibilities and Year links A draft was circulated, recording roles and policy responsibilities. Classroom links need to be addressed, along with other links and oversight of policies. Policies were grouped thematically and assigned as follows: SM & AG: HR & Governor policies; KB: Inclusion & Equality; AG: Head's Performance Management, Pay Committee & Governor Development;	

	<p>MK: Safeguarding; Pay committee SM: to take IN's place on the Pay Committee. He won't join the HTPM and provides an avenue for appeal if required for the Head. RP: Head's Performance Management (suggested to have a chair of the panel to coordinate and IN will discuss this to him); Pay Committee; Pupil premium, Sports Premium. Pay Committee: AG, RP, MK, SM. Pupil Premium Policy requires a responsible Governor. There are financial, safeguarding and inclusion aspects to this. How funds are spent needs to be reviewed. A PP report is available for review. Sports premium can remain in Finance. DM: H&S/Security IT/Data; KS in the frame to address the policies. DPO list of requirements are extensive and beyond the scope of a Governor; could this be outsourced? Outside bodies exist to take this on. SO'B had Curriculum & Behaviour. IN plans to meet a prospective Governor. In principle, the list of responsibilities was agreed. Head: Subject Policies; Assessment, EYFS, Teaching & Learning. Other links and the Visits Policy: last year many classes did not receive a visit. Following a discussion, it was suggested that a Governor Day is booked to address visits in one go. It is essential for Governors to visit and see how the school operates. The current arrangement will continue for the remainder of the autumn term. Termly or twice-yearly is the ideal frequency. Views were canvassed. Attendance of in-school events like Inset days is useful. Lunch will be provided as an incentive. There is pressure on the teachers who will want to give a good performance on the day. Some classes get visited and some do not. Time during the day is a factor for busy volunteers. MK has developed her role and gone above and beyond what is expected in EYFS. Offering both options allows some flexibility. IN suggested breaking the link between years and instead focus on a classroom visit. The Head could manage this and direct the visit to where the need exists. KS suggested linking Visits with a careers workshop. This idea was welcomed. For subject links, the new framework seeks consistency in the way subjects are taught across the curriculum. Key subjects are ICT, Science, English and Maths. KB and MK participate in regular meetings. Expectations need to be set about what Governors need to do. If this does emerge as more important, then other duties will need to be reviewed.</p>	
9	<p>Policy Review To consider for approval the following policies: Governors' Classroom Visits: linked with the review above. Describes the link between the responsible Governor and the teacher link, with a follow-up verbal report at a future GB meeting. No changes required as it stands. Agreed. Schedule of Financial Delegation: set at the start of the year, name have been updated. Q: are internal audit reports still conducted? A: No. Pg 5: DPO responsibilities likely to be outsourced. No other changes. Agreed. SEND Information Report: set at the start of the year Education Visits and Learning Outside The Classroom (for school trips): The template is HCC's model policy and requires customising to the Holywell context. Para 1: policy to be available electronically. Q: is this accessible to parents? A: it is more for staff and has an operational focus that perhaps is too detailed for many parents. Q: what should be the frequency of review? A: three-yearly review suggested, in line with many HR policies. DONR: summer 2022. Q: who is the EVC? A: LO'B but a named person is not required by the policy. Roles and Responsibilities: wording needs tidying up. There is a need for clarity in the role if someone is an assistant group leader. A Head would be expected to have</p>	

	<p>done the necessary training before leading the group. All volunteers are not expected to have conducted a DBS so long as they are never alone with a pupil. A briefing for adult helpers prior to the trip to explain expectations regarding use of smart phone and taking photographs is essential prior to the trip. They would be answerable to the visit or activity leader.</p> <p>Pg 3: 'GB to be informed of such visits' – is this required? A: a programme of trips is published in the newsletter. The Head can include details of forthcoming trips in his report.</p> <p>'ensure this policy is updated as necessary' – agreed.</p> <p>'Member of GB Management Board to review visits?' is this required or does it fall to the Head. The GB ensure that policies are monitored and reviewed.</p> <p>Action: IN to assess how this compares with other policies e.g. Safeguarding.</p> <p>Q: Staff to be inducted for offsite visits – is this addressed in Induction?</p> <p>A: Visit Awareness training is offered at the NQT stage.</p> <p>Para 10: GB endorsement may be required for visits –Q is this necessary? what is the role of Governors in this instance? A: None – remove the phrase.</p> <p>Insurance is in place for all school trips. LO'B to find out the status of the insurance. Transport: private cars are not used.</p> <p>IN suggested to add a line about Governors monitoring and reviewing on a three-yearly basis. Subject to this and the review in respect of transport, agreed.</p> <p>Pupil Premium: arises from the PP Policy.</p> <p>Schools are obliged to publish past (and the impact of that expenditure) and present fund allocation. pg 3 needs to reflect the new DPA date.</p> <p>Q: what is the school's Single Equality Scheme? A: this is not currently supported. Action: this Head will look into this. Remove date of the Ofsted Framework Act.</p> <p>The Bursar checks for budget allocation.</p> <p>An annual statement/report will continue to be provided to parents and published online.</p> <p>Action: IN to address some amendments.</p> <p>SEND Information Report: remove reference to Pastoral Care Worker.</p> <p>Pg 4: for more information, refer to the School's Accessibility Plan as published on the website . Action: TK to address the changes.</p> <p>Subject to that, Agreed.</p> <p>To confirm policies for review at next meeting.</p> <p>CP (MK)</p> <p>Anti-Bullying (MK)</p> <p>CLA (MK)</p>	<p>IN</p> <p>Head</p> <p>IN</p> <p>TK</p>
10	<p>Accessibility Plan</p> <p>To receive Annual Accessibility Plan Report: carried forward.</p>	
11	<p>Annual Pupil Premium Report</p> <p>a) Annual Analysis for 2018/19:</p> <p>The percentage of different groups and the positive impact recorded.</p> <p>Strengths and key areas for development noted.</p> <p>Maths remains an area for improvement.</p> <p>Attainment has improved with many pupils reaching ARE or above.</p> <p>Q: what specific initiatives were referred to?</p> <p>A: Holywell Explorers was operational for a term but has since been dropped. .</p> <p>Parents were given an evening to inform them of progress.</p> <p>Q: what initiatives have the greatest impact?</p> <p>A: pupil feedback one-2-one sessions are effective but expensive. Teachers are theoretically allocated sufficient time to conduct the exercise.</p> <p>Q: is this a case for investing more in this area and dropping other support?</p> <p>A: there is never enough time to give the exercise the full justice it deserves.</p> <p>Different views on what constitutes effective teaching were raised. Ofsted encourages effective lessons in groups with a minimum of out-of-class interventions.</p>	

	<p>Q: what do the categories in white relate to? A: initiatives that had a low impact.</p> <p>b)Planned PROVISION FOR 2019/20 Categories are similar and the sums allocated have been updated.</p>	
12	<p>Annual PE & Sport Grant Report To receive Annual Report for 2018/19, as circulated. Impact : Silver Sports Games mark achieved and the requirements were explained. Increased percentage of SEND and PPG pupils competing in events noted. Q: who is the Sports Lead? A: Anna Hampton. Targets for next year noted. Q: what is the funding based on? A: the allocation is per school. It has increased even though the pupil numbers have gone down. Q: what is happening to the playing fields? A: a grant of £20k have been applied for to ensure they continue to be utilised. An all-weather pitch is proving to be not feasible.</p>	
13	<p>Hire Rates a) To receive report on self-generated income 2018/19. Income noted. Covered in detail in the Head's Report. b) To approve hire rates for 2019/20: Charges remained the same. other schools offer a different pricing structure.</p>	
14	<p>Head's Report To receive an update from the Head Teacher including review of 2018/19 outcomes and key issues for 2019/2020. As circulated (Governors report 1 - Autumn 1 2019 (1)), the following topics were highlighted.</p> <ul style="list-style-type: none"> • Staffing: trainees and NQTs are doing well. Monitoring of learning is underway by the SLT. • Closing the Gap: The school had a second visit as part of the project in the Summer term. Each pupil was set new targets to work towards and a timeline was agreed. • Brokerage Report: a visit took place in the summer term, prompted by setting a negative budget. Following the review we have a report was received which the school will now consider and any proposals will be discussed with the Governing Body in due course. • Curriculum: All leaders in the school have now written an intent and implementation statement for their subject areas. During the INSET day, medium term planning and cross-curricular topics and themes were reviewed. These will be shared with parents during the Meet the Teacher evening • Priorities for 2019-2020: details noted across Attainment & Progress, teaching learning & Assessment, Personal Development Behaviour & Welfare; Leadership and Management. <p>Outcomes 2018/19: EYFS: many pupils arrived late in the year and performed well. To get pupils to this point (national level) has been an achievement. KS1 attainment: in line with what has achieved in the previous year. Cohort is smaller. Room for improvement exists in the combined score for Reading Writing and Maths Q: KS1 attainment - why no discounted figure? A: not a statutory figure like KS2. KS2 Attainment: table records Percentage of KS2 pupils attaining the expected standard+ (EXS+) and percentage of pupils attaining greater depth (GDS) in 2018/19 and KS2 Closing gaps: Percentage of KS2 disadvantaged pupils (DVP) attaining the expected standard+ (EXS+) compared to national 'other' pupils in 2018/19 Currently performance is rated as above floor standard</p>	

	<ul style="list-style-type: none"> • Health & Safety: monthly programme of checks continues to be supported. • Safeguarding: All staff received updated Level 1 training on 10/09/2019. At that time policies were shared and signed by all staff. 	
15	<p>Safeguarding</p> <p>a) To receive Annual Safeguarding Report: as circulated, for information records current areas of responsibility; training records; induction and content for new staff; the latest iteration of the DfE document Keeping Children Safe In Education was shared;</p> <p>more trained governors for Safer Recruitment are needed. SM and AG suggested Review policy dates noted – all are up-to-date.</p> <p>Individual case work was summarised.</p> <p>CLA: 3 on roll</p> <p>The form is submitted to the LA</p> <p>b) To report any issues since last meeting: none.</p>	
16	<p>Any Other Business</p> <p>Dates for an Ofsted training session 8th ·15th 12th Nov suggested</p> <p>Hertfordshire Governors' Annual Conference 2019 Saturday 16th November 2019, Robertson House Stevenage. The conference, titled 'Governors' understanding education: a look at the curriculum', will feature a range of seminars and a varied exhibition. Bookings for the event will start in the autumn term – remember to add the date to your diary.</p> <p>IN reminded Governors to observe Confidentiality with regards to what is discussed within these meetings.</p> <p>Pay Committee convened briefly. A Review date required. IN to circulate some dates.</p>	IN
17	<p>Date of Next Meeting 5th November 2019, 6.30pm</p>	