
School: Holgate Primary and Nursery
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday 12 July 2022 at 5:00pm
Location: At the School

Membership

'A' denotes absence

A Mrs C Cavill (staff)
Mr C Orr (vice-chair)
7 x co-opted vacancies
2 x Parent vacancy
Mrs R Jackson (chair)
Miss S Arnold (head of school)
Mrs N Davies (executive headteacher)

In attendance

Miss T Mullaney (executive personal assistant)
Mr A Hughes (operations and services leader)
Andrew C Ludlow (clerk to the governors)

GB/18/22 Apologies for absence Action

Apologies for absence were received from Mr Orr (work commitment).

It was

resolved

that the governing body consented to the absence.

GB/19/22 Declaration of interest

Staff declared an interest in agenda item 17 - Ratify staffing structure from Strategic Pay Committee JCC. There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

Code of Conduct

Miss Mullaney reminded the meeting that the new Code of Conduct had been issued to governors and she asked that they sign the document as soon as possible.

agenda

Governors agreed to alter the order of items on the agenda.

GB/20/22 Agree ICT Tender

A confidential discussion took place.

GB/21/22 Summary of headteacher's report and governors' questions and challenge

The executive headteacher and head of school reminded governors that the headteacher's report had been published on Governorhub and they highlighted a range of items including:

Pupil numbers

The head of school informed governors that there were 395 pupils on the school roll, which was down on the number last year. She explained that the school had undertaken a range of marketing activities to encourage parents to choose Holgate as a reduced number of pupils would have a negative effect on school funding.

Pupil mobility

The head of school referred governors to the table showing pupil mobility. She explained that leavers were mainly as a result of parents moving home and choosing a school closer to their new address.

Pupil projections

The head of school reported that school numbers for the current F2 had improved, since the autumn term, with 58 children now registered.

A governor challenged asking what the school aims were for Nursery as the report indicated that currently there were only 35 pupils.

The head of school informed the meeting that the school was hopeful that numbers would improve and were looking for a cohort closer to 60 by first admissions.

Ethnicity breakdown

The head of school reported on changes from last term explaining that whilst 'White British' had reduced this was as a result of some parents registering as 'White English'. She highlighted the 28 children who were listed as 'information not yet obtained' explaining that parents were not obliged to provide this information.

Staffing

The head of school highlighted staff farewells, new appointments, maternity cover and executive roles.

In responding to a question regarding the movement of staff the head of school outlined the classes from autumn term 2022 and class teachers.

The head of school informed governors that at the last minute the school was allocated two new children with high levels of SEND needs and temporary care assistants had needed to be taken on for a year, to support each child.

Prejudice based incidents

The head of school informed the meeting that there had been one incident involving a Year 6 child using an inappropriate word for effect. She explained that the school had worked with the child, family and peers on the negative impact of prejudice language.

Exclusions

The head of school informed governors that there had been seven fixed term exclusions, relating to three Year 6 boys all of whom had received an extensive package of support over the last two years.

In responding to a question the head of school informed governors that one child was continuing to attend Spring Learning and the other two were transitioning to secondary school.

Minor accident report

The head of school informed governors that since September, 2021 there had been seven incidents that had been reported on the Oshen Wellworker system.

The head of school reported that there had been a significant increase in first aid incidents, reported on Scholarpack, with the majority of the incidents taking place at lunchtime when the children are engaged in more unstructured play.

The executive headteacher reported on the fact that she would be requesting at both schools that monitoring arrangements would need to be introduced to discover what is causing the increased issues being reported at lunchtimes.

In responding to a question the head of school confirmed that some of the incidents were as a result of children not being used to mixing with other children, as a result of Covid and lockdowns.

After school activities

The head of school reported on the high level of after school clubs explaining that the income would be used to provide equipment to enhance future school sports.

Extra-Curricular clubs 2021-22 Yearly overview

The head of school was delighted to report that the school had been able to offer 46 after school clubs and that 615 children had attended clubs over the year.

Attendance

The head of school informed governors that attendance was 94.3%, a reduction on last year, and she highlighted the attendance rates for the vulnerable groups.

Collaboration Persistent Absence (PA) report

The head of school circulated copies of the Collaborative PA report explaining that Covid had been a significant factor for most of the year.

Health and safety

The head of school informed the meeting that since the spring term full governors meeting all statutory testing had been completed.

The head of school highlighted the appointment of the new site manager and temporary site assistant.

A governor challenged asking if the difficulties of opening the school had been resolved.

The head of school was pleased to report that following the site management appointments this issue had been resolved.

The head of school took the opportunity of thanking Mr Orr for undertaking the health and safety visit, including the blocked fire exit test.

The head of school informed governors that the school had been awarded 'substantial assurance' following the Local Authority health and safety audit on 15 June, 2022. She highlighted the comments made by the auditor:

"It was an absolute pleasure to audit Holgate school's safety management system. I can only compliment you and your staff on the high standard of H&S management at the school – exemplary"

Covid-19 update

The head of school informed the meeting that during the summer term there had been ten reported positive cases of Covid, three adults and seven children.

End of Year reports

The head of school informed governors that all children would receive an end of year school report.

GDPR update

Miss Mullaney informed the meeting that Mr Orr had reviewed the Information Asset register and a question had been asked about holding a register of children's photographs. She explained that the school was to create a shared area for uploading photographs and that a defined deletion period may need to be established.

Miss Mullaney informed governors that as a result of Information Governance Framework changes a number of policies would need to be amended and these would be uploaded onto GovernorHub.

Miss Mullaney reported that there had been one minor incident/near miss and she outlined the actions that had been taken. She explained that a staff meeting had also been arranged for Tuesday, 5 July, 2022 to provide updates and reminders.

Safeguarding Children

The head of school referred governors to Mrs Harvey's report which highlighted safeguarding training, safeguarding audit and child protection data.

Level of SEND

The head of school informed the meeting that 21.2% of pupils were on the SEN census and she highlighted the tables that showed the level of SEN in year groups and vulnerable groups. She highlighted that the primary type of SEN was Speech Language and Communications (SALT) 42.8%.

The head of school informed the meeting that there were now ten children funded at AFN (Access and Functional Needs) up from six in July 2021.

Pupil Premium (PP)

The head of school referred governors to Mrs Harvey's report highlighting that 158 children accessed PP, 40% of the pupils on roll.

Mental health and well-being at our schools

The head of school informed governors of the aim to promote positive mental health for every member of staff and for every child.

Teacher appraisal

The head of school reminded governors that the appraisal cycle for 2021-2022 had commenced in the autumn term with face-to-face meetings taking place with the executive headteacher and head of school. She explained that in the spring term appraisal review meetings had taken place with a review prior to the end of the school year.

The head of school informed governors that a working party had been set up to devise an effective approach for support staff appraisal, across the collaboration.

CPD report

The head of school reported on the range of CPD undertaken.

CPD offer for parents

The head of school informed governors that during the summer term parents were offered the opportunity of being involved in some PSHE/SEMH (Social, Emotional and Mental Health) CPD.

Student support

The head of school reported that during the summer term the school had two students on placement and whilst one had excelled the second student had not passed the placement despite being in receipt of support from the school in partnership with the university.

Phonics Lead update

The head of school referred governors to Rachael Wragg's report highlighting the new Monster Phonics reading books, which were provided to children and matched their individual phase.

The head of school reported that 29 out of the 41 pupils passed the phonics screening test and whilst 71% pass rate was low for the school however without the inclusion of the two pupils who had been disapplied this would have given the school a 75.6% pass rate.

English Hub update

The head of school informed the meeting that the school had started working closely with the local English hub.

Summer term curriculum year reports

The head of school referred governors to the yearly group reports.

Extra-curricular activity

The head of school highlighted the extra-curricular activities that children in each year group had been able to take advantage of. She explained that F2 had not done as much due to the number of parents that were reluctant to let their children be away.

The executive headteacher was pleased to report that two successful residential visits had taken place, as the school tried to return to pre-Covid activities.

British values

The head of school reminded governor of the requirement to ‘promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs’.

Transition to Transformation reports from subject leaders

The head of school referred governors to the reports covering the school improvement areas.

PE and sports funding

The head of school referred governors to the reports covering the school vision for the Primary PE and Sport Premium.

The chair thanked the executive headteacher, head of school and all the staff for the comprehensive report.

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

The clerk highlighted the following vacancies on the governing body:

- Seven co-opted vacancies
- Two parent vacancies

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

- Mrs Cavill, co-opted governor – 12 October, 2022

Mrs Cavill informed the meeting that she was prepared to serve a further term of office. It was

resolved

that Mrs Cavill be re-appointed as a co-opted governor with effect from 13 October, 2022.

clerk

Governors discussed the difficulty of attracting new governors, despite promoting/marketing the school in the local community. It was suggested that reconstitution may be an option and the clerk explained that the first step would be to have reconstitution as an agenda item as a future full (or special) governing body meeting.

GB/23/22 Update on the DfE National Improvement Plan support and Academy Trust input so far.

The executive headteacher informed the meeting that Transform Trust had continued to support the school including taking part in a teaching review earlier in the day.

The chair reminded the meeting that a special joint full governing body meeting had taken place on 24 June, 2022. She explained that during that meeting governors agreed to join a MAT and based on the three MATs that they had had detailed discussions with they had chosen Transform Trust.

The chair informed the meeting that the early stages of consultation had now been arranged, with staff and parents of the schools within the collaboration, and would end on 5 August 2022. She explained that it was hoped that a further special meeting of the joint governing body could then take place during August to consider the outcomes of the consultation. It was

resolved

that the decision for the school to join Transform Trust MAT be ratified.

GB/24/22 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on Tuesday, 22 March, 2022 having been previously circulated (and subject to the following correction being made) were confirmed and signed by the chair.

GB/09/22 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

Amend to show Mr Orr not Mrs Jackson.

Review of actions

GB/03/22 Summary Headteacher's report and governors' questions and challenge

GDPR Monitoring visit

Governors noted that Mr Orr had undertaken the visit.

Subject presentations to Achievement & Challenge Committee

Governors noted that this was to be arranged.

A&C

GB/09/22 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

Audit via TEAMS

Governors noted that Mr Orr had undertaken the virtual audit.

GB/10/22 Information from the Corporate Director for consideration and action

Understanding Behaviour in Schools: A relationship-based approach to inclusion. A practical toolkit for schools and education settings.

Governors noted that this was an agenda item for the Achievement and Challenge committee scheduled to meet next week.

GB/11/22 Communication

From headteacher

SATs administration/security

Governors noted that Mr Orr had undertaken the visit.

GB/14/22 Governor monitoring visits

English monitoring visit

The head of School informed the meeting that she would arrange for the English lead to contact Mr Orr.

HOS

GB/25/22 Receipt of minutes and approval of policies from committees and working parties

The minutes of the Joint Special meeting of the governing bodies held on Friday, 24 June, 2022 having been previously circulated were confirmed and signed by the chair.

Matters arising

It was noted that there were no matters arising.

The minutes of the Special meeting of the governing body held on Friday, 24 June, 2022 having been previously circulated were confirmed and signed by the chair.

Matters arising

It was noted that there were no matters arising.

Finance and Personnel Committee

The minutes of the Finance and Personnel Committee dated 8 March, 2022 and 17 May, 2022 having been published GovernorHub were received.

Matters arising

It was noted that matters arising would be dealt with in the committee.

Joint Strategic Pay Committee

It was noted that the minutes of the Joint Strategic Pay Committee meeting dated 27 June, 2022 were to be distributed.

agenda

Joint Governor Benchmarking meeting

It was noted that the minutes of the Joint Governor Benchmarking meeting dated 30 June, 2022 were to be distributed.

agenda

Policies

Miss Mullaney reminded governors that the Staff Induction Policy had been uploaded onto Governorhub. It was

resolved

that the policy be approved.

GB/26/22 Financial reporting

Schools Financial Value Standard (SFVS) 2021-2022 - Ratify

Governors noted that the SFVS for 2021-2022 had been discussed in the Finance and Personnel Committee that had met on 8 March, 2022 and it had subsequently

been signed and submitted to the Local Authority before the deadline of 31 March, 2022. It was

resolved

that the governing body ratified the approval of the SFVS.

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

The executive headteacher circulated copies of:

- Committed balances return 2021/2022
- Full budget plan – Year 1 2022/2023
- Full budget plan – Year 2 2023/2024
- Full budget plan – Year 3 2024/2025

Carry forward 23/24

The carry forward was £100,326 of which £72,404 had been allocated to pay for high-cost equipment, maintaining staffing levels and other commitments.

Carry forward 24/25

The carry forward was £17,453 and £82,873 had been allocated to pay for high-cost equipment, maintaining staffing levels and review of staffing structure.

Carry forward 25/26

The carry forward was - £108,942 (deficit) and £126,395 had been allocated to pay for high-cost equipment, planned maintenance items, maintaining staffing levels and partial contribution towards a building project.

It was

resolved

that the Governors consistent financial reporting and three year out-turn statement including the intended use of balances (BO2) return be approved.

GB/27/22**Information from the Corporate Director for consideration and action**

Promoting the Education of Children with a Social Worker

The clerk informed the meeting that in September 2021, the DfE released non-statutory guidance to support Local Authorities and Virtual School Heads to take a strategic lead in promoting the education of children aged 0 up to 18 who have, or have previously had, a social worker. This guidance mirrors the role of the Designated Safeguarding Leads (DSL) as outlined in Keeping Children Safe in Education, 2021.

On average, children with a social worker perform worse at every stage of education when compared to their peers. Children with a social worker are two to four times more likely to be permanently excluded from school than their peers and they are three times more likely to be persistently absent.

Designated Safeguarding Leads should take lead responsibility for promoting the educational outcomes of children who are known to have experienced welfare,

safeguarding and child protection issues, including children with a social worker.

The clerk explained that there was A fact sheet and a short 10 minute presentation for governors on their responsibilities in relation to Looked after Children, was available on GovernorHub - [2021.11.26 The Role of Governors for Looked After Children Fact Sheet and Link to briefing.pdf - GovernorHub](#)

Governors noted the report and it was

resolved

that the report be referred to Achievement and Challenge Committee and that responses to the five key questions, contained in the report, be recorded in the committee minutes.

A&C

GB/28/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Governors noted that this had been discussed earlier in the meeting.

GB/29/22 Communication

From chair

Nottinghamshire Education Improvement Service report regarding Strategic Support.

The chair informed the meeting that she had received a copy of the Education Improvement Service report on the review of the curriculum undertaken by Andrew Johnson.

From headteacher

The executive headteacher and head of school confirmed that they had no report other than the termly headteacher's report.

From clerk - Governor Newsletter

The clerk reminded governors that the Governor newsletter was available electronically on Governorhub and that there were updates at half term. He highlighted the following items:

First summer term

- Admissions information (page 2)
- HR Updates (page 2)
- Safeguarding (page 3)
- School closure procedure (page 3)
- Government White Paper – 'Opportunity for All' and a SEND Green paper (page 4)
- National updates and information page 6)
- Free Ofsted resources and information to support governors (page 9)

Second Summer term

- Cost of school uniforms (page 2)
- HR information (page 2)
- Tuition Guidance (page 2)

- Health and Safety Update (page 4)
- Heads and Chairs briefing (page 5)
- Sharing good practice: Hotspot Mapping (page 7)
- New to GovernorHub (page 8)
- Improving school attendance (page 8)
- Ofsted's five-year strategy (page 9)
- Acronyms Guide for Governors (page 9)

GB/30/22 Approval of in-service training days (5) 2022-2023

The executive headteacher informed governors that she would bring the proposed dates to the next meeting.

agenda

GB/31/22 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

Governors considered the membership of their committees and it was

resolved

that the following committee structure and membership be approved:

Achievement and Challenge Committee

All governors would be members of the committee

Finance and Staffing Committee

All governors would be members of the committee

Joint Strategic Pay Committee

Would consist of Executive headteacher; both heads of school; Chairs and Vice-chairs from both schools, and an alternative governor if the vice-chair is not selected.

Complaints Appeal Panel

Selected from all non-staff governors

Joint Collaboration Committee

Would consist of Executive headteacher; both heads of school; Chair's and Vice-chair's from both schools, and an alternative governor if the vice-chair is not selected.

Approval of scheme of delegation 2022/23

The executive tabled the updated Scheme of Delegation highlighting the changes that had been made for the 2021/2022 document. It was

resolved

that the Scheme of Delegation be approved and published on GovernorHub governing body.

Note annual planner 2022/23 to support agenda setting

The clerk referred governors to the governing body annual planner 2022/23 document that had been produced by governor services.

Governors noted the planner.

Policy checklist 2022/23 – statutory policies for schools

The executive headteacher informed the meeting that Miss Mullaney had checked the document and confirmed that all the required school policies were in place.

Review of and appointment to link governor roles

It was

resolved

that link governor responsibilities would be considered in the autumn term.

agenda

GB/32/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

The executive headteacher reminded governors that they were now legally required to undertake safeguarding training before September 2022.

GB/33/22 Review of governor monitoring visit reports – key actions for governing body

It was noted that included in the list of monitoring visits were:

- Health and safety – Mr Orr
- GDPR – Mr Orr
- Child protection audit (virtually) – Mr Orr
- SATs security/administration – Mr Orr
- Presentation re academisation

GB/34/22 Single Central Record

Governors noted that this was included as part of 'staff safe'.

GB/35/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The chair reminded governors that a Governor Impact Statement (GIS) had been published on Governorhub.

It was noted that governors impacted in a number of ways including:

- Monitoring visits
- Asking challenging questions
- Financial monitoring and procurement of IT equipment
- Confirming joining Transform Trust MAT

GB/36/22 Ratify staffing structure from Strategic Pay Committee JCC

Staff withdrew and left the meeting.

A confidential discussion took place.

GB/37/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn 2022 – Monday 12 December 2022 at 5:00pm

Spring 2023 – Tuesday 21 March 2023 at 5:00pm

Summer 2023 – Tuesday 11 July 2023 at 5:00pm

clerk

GB/38/22 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher’s report, confidential sections of committee minutes, papers and discussion on IT tender and papers and discussion on staffing structure be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 6.37pm.

Signed (chair) Date

ACL

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Confidential items

GB/20/22 Agree ICT Tender **Action**

Mr Hughes reminded governors that they had agreed that a number of devices needed to be purchased for Sutton Road and Holgate schools. He explained that in accordance with financial regulations tenders had been sought from the following companies:

- AMC
- Bechtle
- Systems innovation
- XMA
- Insight
- Ergo

Mr Hughes informed governors that the best value tender had been submitted by AMC.

Mr Hughes informed the meeting that the tender process was in accordance with the procurement rules contained within the Finance policy and the school had used AMC for other purchases and that they had provide a good service.

Governors discussed the contract and the use that the school would make of the devices and it was

resolved

that the tender from AMC be accepted.

Mr Hughes withdrew from the meeting at 5.18pm.

GB/36/22 Ratify staffing structure from Strategic Pay Committee JCC

The chair informed the meeting that the staffing structure of the schools within the collaboration were considered in a recent Joint Strategic Pay Committee.

The executive headteacher outlined the advice that the Local Authority HR department had provided.

The chair informed the meeting that the proposed staffing structure and pay grades formalised the existing arrangements and provided a basis for moving forward. She explained that the salary scales were based on school size and numbers of pupils and reflected the current grades of post holders.

A governor sought clarification asking if the executive headteacher and heads of school were in agreement with the proposals.

The chair informed the meeting that the proposal confirmed what was already in place but also served to formalise and agree the current pay ranges the posts had operated within. It was

resolved

that the staffing structure be approved and the pay grades for the following posts:

- Executive headteacher – Group 5 – points 26-32
- Holgate Head of School – Group 3 – points 14-19

Signed (chair) Date

ACL