

---

**School:** Holgate Primary and Nursery  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Monday, 9 December, 2019 at 4.30pm  
**Location:** At the school

## Membership

'A' denotes absence

Mrs D Bent  
Mr J Biddlestone (chair)  
Mrs C Cavill  
Mr P Derriscott  
Mr C Orr (vice-chair)  
Mr A Poxon  
A Mr A Willows  
1 x parent vacancy  
2 x co-opted vacancy  
1 x Local Authority vacancy  
1 x staff vacancy  
Mr A Lineker  
Mrs N Davies (executive headteacher)

## In attendance

Miss T Mullaney (associate member)  
Miss S Arnold (head of school)  
Mr A Hughes (operations & services leader)  
Miss E Davies (assistant headteacher)  
Mrs R Vowles (EYFS lead)  
Mrs A Woodhead (assistant headteacher)  
Andrew C Ludlow (clerk to the governors)

Governors confirmed that consent had been given for members of staff and the senior leadership team (SLT) to attend governing body meetings as observers.

### **GB/37/19 Apologies for absence**

### **Action**

There were no apologies for absence.

### **GB/38/19 Declaration of interest**

The headteacher and staff declared an interest in the Director's report on teachers and support staff pay. There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

*Review and sign Register of Business Interest/Declaration of Eligibility*

Miss Mullaney circulated copies of the forms for governors to sign, reminding them that they were required to annually review and update the register of business interests held at the school.

*Review and sign Governor Code of Conduct*

The executive headteacher reminded governors that a copy of the Code of Conduct had been sent to them electronically.

Miss Mullaney circulated copies of the document to allow governors to sign them at the meeting.

**GB/39/19 Review of membership**

The clerk reminded governors to check that their membership details, on Governorhub, were still correct.

The clerk informed governors that since the last meeting Mrs Severn, staff governor, had resigned with effect from 3 December, 2019.

clerk

The clerk highlighted the following vacancies on the governing body:

- Two co-opted vacancies
- One Local Authority vacancy
- One parent vacancy
- One staff vacancy

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

- Mr Orr, co-opted governor – 12 December, 2019

Mr Orr withdrew from the meeting to allow governors to consider his re-appointment. It was

**resolved**

that Mr Orr be re-appointed as a co-opted governor, with effect from 13 December, 2019.

clerk

Mr Orr re-joined the meeting.

*Declaration of eligibility*

The clerk informed the meeting that the Local Authority, in order to complete its safeguarding role, required governors to complete a 'declaration of eligibility' form before their details would be kept on the governor database.

Mr Orr completed the form and handed it to the clerk.

clerk

**GB/40/19 Determination of term of office for chair and vice-chair**

The clerk reminded governors that under the regulations, there was no minimum or maximum term of office for chair or vice-chair although most governing bodies favoured either one or two years.

The governing body agreed that the end date for the term of office for the chair and vice-chair should be the 2020 autumn term meeting, a one year term of office.

**GB/41/19 Election of chair**

The clerk informed the meeting that he had received no nominations for the position of chair.

**In responding to a question** the clerk explained that whilst the meeting could continue, as long as a governor was prepared to chair the meeting, it was

essential that a named governor was prepared to accept the position of chair in order to support the executive headteacher.

Mr Biddleston informed the meeting that he was prepared to continue in the office of chair, until at least Federated status was achieved, but was disappointed that there were no other nominations for the position.

Mr Biddleston was proposed and seconded for the position of chair. As there were no other nominations Mr Biddleston left the room and the clerk conducted a ballot.

It was

**clerk**

**resolved**

that Mr Biddleston be re-appointed as chair of the governing body.

Mr Biddleston re-joined the meeting.

**GB/42/19 Election of vice-chair**

Mr Orr was proposed and seconded for the position of vice-chair. As there were no other nominations Mr Orr left the room and the clerk conducted a ballot.

It was

**clerk**

**resolved**

that Mr Orr be appointed as vice-chair of the governing body.

Mr Orr re-joined the meeting.

Mr Hughes joined the meeting at 4.40pm.

**GB/43/19 Approval of minutes of summer term meeting**

The minutes of the summer term meeting held on Monday, 8 July, 2019 having been previously circulated were confirmed and signed by the chair.

*Matters arising*

*GB/24/19 Approval of in-service training days*

Miss Mullaney informed the meeting of the inset dates and it was

**resolved**

That the dates would be as follows:

- Friday, 30 August, 2019
- Friday, 14 February, 2020
- Monday, 29 June, 2010
- Thursday, 23 July, 2020
- Friday, 24 July, 2020

*GB/25/19 Review of delegation and organisation of committees*

*Approval of delegation – decision planner 2019/20*

Governors were reminded that an updated decision planner had been agreed by the Chair of Governors and Executive Headteacher. It was

**resolved**

that the decision planner for 2019/20 be approved.

**GB/44/19 Approval of minutes of special meeting of the governing body held on Thursday, 9 September and Thursday, 14 November, 2019**

The minutes of the special meeting held on Monday, 9 September, 2019 having been previously circulated were confirmed and signed by the chair.

*Matters arising*

**In responding to a question** the executive headteacher outlined the progress that had been made towards Federating with Sutton Road.

Governors discussed the situation and noted that the letter sent to parents appeared to have been well received. Open days were held at each school and despite publicising these there were no attendees. A governor outlined that they felt that this was due to the detail and transparency of the consultation information that was circulated.

*Minutes of meeting held on Thursday, 14 November, 2019*

Governors noted that the minutes were yet to be issued.

**GB/45/19 Receipt of minutes and approval of policies from committees and working parties**

*Joint Achievement and Challenge Committee*

The minutes of the Joint Achievement and Challenge Committee dated 10 October, 2019 were received.

*Matters arising*

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

*Joint Strategic Pay Committee*

The minutes of the Joint Strategic Pay Committee dated 25 November, 2019 were received.

*Matters arising*

Mr Orr outlined the matters discussed during the meeting highlighting the recommendations that had been agreed relating to pay progression for teaching staff.

Governors noted that delegated authority had been given to the Pay Committee to consider appraisal pay progression and that the committee had robustly challenged the executive headteacher and reviewed the evidence presented. It was

**resolved**

that the Joint Strategic Pay Committee minutes be received and the recommendations be approved.

*Policies*

Miss Mullaney reminded governors of the policies and procedures that had been sent to them this term:

- Attendance Management Procedure
- Staff Contact Policy
- Code of Conduct
- Confidential Reporting & Whistleblowing Policy
- Disciplinary Procedure
  - Part 1 – Managing Conduct of School Staff
  - Part 2 – Managing Allegations of School Staff
- Physical Intervention Policy
- Behaviour Policy
- Health & Safety Policy
- Appraisal Policy
- Pay Policy
- Attendance Management
- Code of Conduct for Governing Bodies
- Governors Monitoring Policy
- Collaboration Charging and Remission Policy
- Collaboration Grievance Procedure
- Collaboration Harassment Procedure
- Collaboration Adoptive Leave
- Collaboration Contractual Hours
- Collaboration Cover Supervision
- Collaboration Fixed Term Contracts
- Collaboration Governor allowances
- Collaboration Anti Bullying Policy
- Collaboration Volunteer Policy
- Collaboration Calculation Policy
- Collaboration Educational visits policy
- Collaboration Special Needs Policy

It was

**resolved**

that the policies be approved.

**GB/46/19 Financial reporting**

*Year-end re-forecast*

The executive headteacher informed the meeting that representatives from the Local Authority had visited the school and had indicated that a modest surplus was expected to be carry forwarded at the end of the year.

**In responding to a question** the executive headteacher confirmed that she would make available details of the Local Authority reforecast budget statement by email to Governors following the meeting.

GB/47/19

**Headteacher's report including Pupil Premium, Sports Premium and previously CAL pupils report and the appraisal arrangements for the year.**

The executive headteacher and head of school presented the headteacher's report, highlighting the following:

*Pupil mobility*

The head of school reported on the number of children who had left the school at the end of last term. She explained that whilst the majority had transitioned to secondary education 12 pupils had moved to the new Flying High academy.

**A governor challenged** the head of school as the table indicated that there had been no leavers since September, 2019.

The head of school conceded that there was an error in the data and informed governors that she would correct it and resend the report.

HOS

*Pupil projections*

The head of school referred governors to the projected intake numbers within the EYFS explaining that the low intake was mirrored elsewhere in the area and this also may be partially linked to the new school.

*Staffing*

The head of school outlined staffing changes, highlighting maternity absences and cover.

The executive headteacher informed the meeting that she had received a request, from a teacher, for a reduction in hours worked. She explained that a copy of the request would be made available for governors to consider by a proxy response.

*Attendance*

Mr Hughes informed the meeting that the attendance data included comparable data for Sutton Road and the national figures.

**A governor challenged** the head of school on Pupil Premium figures for nursery as they were very low.

The head of school informed the meeting that the numbers of pupils in nursery were very small and this had distorted the data. She explained that in future reports he would try to include numbers of pupils involved.

Governors discussed the data and the importance of embedding good attendance as soon as children entered the school. They noted that overall the figures were slightly up.

The chair commended the staff at the school and their hard work and efforts that were helping the school to improve and asked the executive headteacher to share this with staff.

EHT

*Persistent Absence (PA)*

Mr Hughes circulated copies of the collaboration PA report and highlighted the data and the impact of pupils taking holidays in term times. He explained that overall the report was positive despite the near 19% figure in Year 3.

Governors discussed the report noting that each individual child was tracked.

Mr Hughes informed governors that he would send them an electronic copy of the report.

**Mr  
Hughes**

**A governor challenged** the head of school as he was aware of two parents whose children had been absent for the same period but were shown with data and asked that this be checked.

The executive headteacher informed governors that it was probably a numerical error and she asked if he would supply her details, outside the meeting, so she could check.

*Exclusions*

The head of school informed the meeting that there had been no exclusions since the start of the school year.

*Minor accident report*

The head of school reported on minor injuries and incidents.

**In responding to a question** the head of school explained that staff were now using a simplified coding system making the reporting system much simpler.

*Health and Safety*

Mr Hughes informed governors that Mr Andrew Tannahill, site manager, had been off ill since August and he highlighted the support provided by Mr Paul Brailsford and members of the SLT.

Governors asked that their best wishes for a speedy recovery be conveyed to Mr Tannahill.

**HOS**

Mr Hughes reported on:

- Roof leaks
- Drainage issues
- Automatic car park barrier

Mr Hughes informed the meeting that he was in the process of obtaining quotes for the automatic car park barrier.

Governors discussed the project and it was

**resolved**

that delegated authority be given to the chair to approve the work.

*GDPR update*

Miss Mullaney reported on GDPR explaining that a number of updates policies and procedures had been sent out. It was

**resolved**

that the following policies and procedure be approved:

- Acceptable Personal Use of Resources and Assets Policy
- Data Handling Security Policy
- Data Protection Policy
- Security Incidents Policy
- Security Measures
- Statutory Requests for Information
- Records Management Policy
- Retention Schedule
- Procedures for Reporting and Handling Security Incidents
- Minimisation of Personal Data Procedure
- Consent Procedures

Miss Mullaney informed governors that across the collaboration there had been three minor security incidents, all at Sutton Road.

Governors discussed GDPR and noted that there had been a Subject Access request (SAR), during the summer, and that this had been responded to within the specified time limits and that there had been no Freedom of Information requests.

Miss Mullaney informed the meeting that staff had received guidance on GDPR at a recent INSET day.

*Safeguarding children*

Mrs Harvey informed the meeting that all staff had received training on child protection procedures. She reminded governors that they would need to complete their annual safeguarding refresher training and that additionally some governors would need to be trained on safer recruitment.

Governors discussed safeguarding and noted that there had been no physical interventions during the autumn term.

Mrs Harvey informed the meeting that currently the school had 8 social care cases with 37 additional files of previous referrals/cases. She also reported that there were less child protection and CIN plans this term, which was probably linked to the high level of need that had been in last year's year 6 cohort.

**A governor challenged** the head of school asking if the school numbers had been benchmarked with other similar schools.

Mrs Harvey explained that due to the complexities involved it was difficult to find comparative schools, for benchmarking purposes.

*Looked after children (LAC)*

Mrs Harvey informed governors that currently the school had no pupils that were considered as LAC.

*Level of SEND*

Mrs Harvey informed the meeting that in the absence of Kerry Wilson, SENCO, who was on maternity leave, she had continued in her executive role. She reported that there were 77 pupils on SEN support and referred governors to the table showing levels of SEN throughout the school.

Mrs Harvey reported that the one AFN (Additional Family Needs) application had been granted.

#### *Appraisals*

The head of school reported on teacher appraisals reminding governors that the Strategic Pay Committee had met on 25 November, 2019.

The executive headteacher informed governors that the 2019-20 key objectives were:

- Identified aspects within teaching provision
- Identified aspects within subject leadership
- The SIP targets for attainment for each year group

#### *CPD report*

The head of school highlighted the range and extent of CPD undertaken.

**A governor challenged** the head of school on the extent that they were able to take advantage of the Apprentice Scheme, particularly as the school was obliged to pay into the fund.

The executive headteacher confirmed the school have to pay the levy but effectively it could only be used with respect to some support staff positions and when considering the fund conditions it was unfortunately not practical in most primary schools.

#### *Autumn term curriculum*

The head of school referred governors to the autumn term reports that had been written by the year group teams.

#### *After school activities*

The head of school outlined the range of after school clubs and the numbers of children involved. She explained that much of the monies raised from clubs was used for sporting resources and equipment.

#### *British values*

The head of school reported on British values and highlighted the assembly themes.

#### *Curriculum Working Party*

The head of school referred to the work undertaken by the Curriculum working party explaining that there was a key curriculum driver in each year group.

**In responding to a question** the head of school explained that whilst governors could 'shadow' the working party they would probably benefit more by visiting the school as part of a monitoring visit.

Governors discussed their monitoring role and it was

**resolved**

that all governors would be appointed as 'Curriculum' link governors.

*PE and Sports funding*

The head of school provided an overview of the PE and sports funding which highlighted the actions; their impact and actual costs.

*Pupil premium (PP) strategy statement 2019-2020*

Mrs Harvey informed governors that the grant for the current year was £191,140 and she provided details of the number of PP pupils within each cohort.

Governors noted the future spending expectations.

*Transition to transformation – autumn term*

*Improvement area – SEND*

Mrs Harvey highlighted a range of matters including:

- Meetings with families of children
- Face to face with TAs

Mr Derriscott withdrew from the meeting at 5.45pm.

*Improvement area – maths*

Mrs Woodhead highlighted a range of matters including:

- Times tables
- Challenge across ability ranges
- Accuracy of assessment

*Improvement area – EYFS*

Mrs Vowles highlighted a range of matters including:

- NFER baseline testing
- Learning walks

*Executive headteacher & head of school judgements – Milestone review*

The executive headteacher informed the meeting of progress towards achieving the school improvement plan priorities were as follows:

- Improve the rates of progress in reading for all pupils – the school had made reasonable progress
- Construct a curriculum that provided an appropriate and ambitious range of opportunities and experiences that richly enhance pupils' academic, social and moral development – the school had made good progress

- Improve teacher confidence in utilising different assessments techniques which positively impact on provision and progress - the school had made limited progress

Miss Mullaney informed governors that she would send them an electronic copy of the report.

**Miss Mullaney**

The executive headteacher and head of school were thanked for their report.

Members of the SLT withdrew from the meeting at 5.55pm.

**GB/48/19 Update on appraisal process for headteacher and staff**

*Confirm external appraiser*

The executive headteacher informed the meeting that Jenny Digges had been appointed as the external appraiser.

*Confirm/appoint appraisal governor*

The executive headteacher reminded the meeting that the appraisal governors were two or three governors selected from chair and vice-chair of Holgate and Sutton Road governing bodies.

**GB/49/19 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff**

*Review Appraisal policy in line with recommended changes from HR Provider*

Governors were reminded that the Appraisal policy had been approved earlier in the meeting.

*Ensure effective appraisal arrangements for all staff are in place*

Governors noted that this had been contained within the termly report.

*Ensure timetable in place for termly review*

Governors noted that this had been contained within the termly report.

**GB/50/19 Information from the Corporate Director for consideration and action**

*Contextual Safeguarding*

The clerk informed governors that Contextual Safeguarding was an approach to safeguard children and young people which responds to their experiences of harm outside the home. He explained that schools needed to develop a deeper understanding of potential risks children face both on and off-line.

The clerk informed governors that the report contained a number of questions that they should raise with the headteacher. It was

**resolved**

**Com**

that the head of school would provide a briefing note for discussion at the Combined Committee.

*Ofsted Inspection Framework*

The executive headteacher reminded governors that they had recently received an Ofsted inspection, under the new framework.

The clerk explained that this report outlined the main areas of the new Ofsted Education Inspection Framework relevant to governance.

Governors, through their monitoring and evaluation, needed to ensure that across the next 12 months;

- The school developed a clear curriculum intent which was shared with all stakeholders and is visible on the school's website.
- The school's self-evaluation was updated to consider the evidence that supports an accurate judgement for each area as set out in the inspection framework.
- The school's development plan explicitly supported the implementation of the curriculum in line with the intent.
- Appropriate Continuous Professional Development (CPD) had been sourced for staff, leaders and governors to ensure a full understanding of the latest changes to the Ofsted evaluation criteria.

It was

**resolved**

that the report be noted.

*Off-rolling in schools and academies*

The clerk informed governors that Off-rolling was the practice of removing a pupil from the school roll without using a permanent exclusion, when the removal is primarily in the best interests of the school, rather than the best interests of the pupil. This includes pressuring a parent to remove their child from the school roll. It was

**resolved**

that the head of school would provide a briefing note for discussion at the Combined Committee.

**Com**

*Reduced timetable*

The clerk informed the meeting that Ofsted were particularly concerned about how schools approached the management of children who attended school part time and their reasons for doing so. He explained that governors would need to be satisfied that the school took all appropriate steps particularly with regard to vulnerable pupils. It was

**resolved**

that the head of school would provide a briefing note for discussion at the Combined Committee.

**Com**

*School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates - September 2019.*

The clerk informed the meeting that The HR service had written to headteachers on 3 September, 2019 stating that the DfE had advised that a 2.75% increase, across

all pay ranges and allowances, had been proposed and the award would be backdated to 1 September, 2019.

The clerk reminded governors that they had discussed and resolved this issue in the Pay Committee that had on 25 November, 2019.

*HR updates - September 2019.*

The clerk informed governors that the report also outlined other guidance including:

- Ensuring that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2019 and understand the context of any changes from 1 September 2019;
- Ensuring that the systems for undertaking the required safer recruitment checks for staff, governors and volunteers are robust;
- Ensuring that a Section 128 check has been carried out for all governors;
- Ensuring that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2019).

It was

**resolved**

**Com**

that the head of school would provide a briefing note for discussion at the Combined Committee.

Mrs Cavill withdrew from the meeting at 6.10pm.

**GB/51/19**

**Safeguarding information for consideration and action**

*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter from Cheryl Stollery dated June 2019*

The clerk informed the meeting that copies of the letter had been sent to the chair and headteacher. He explained the importance of the statutory guidance and that all relevant documents were available both on GovernorHub and the school's portal.

*Safeguarding Children in Education: self-audit tool 2019-20 plus supporting guidance*

The clerk reminded governors that safeguarding was a collective responsibility and the completion of the annual checklist needed to be undertaken and evidence produced. He suggested that a copy of the completed form should be made available to all governors and could be uploaded onto Governorhub.

The clerk informed the meeting that the checklist had to be completed and returned to Cheryl Stollery no later than 20 December, 2019 and it was important that the full governing body approved the final document.

Mrs Harvey tabled a copy of the completed checklist confirming that it had been published on GovernorHub. It was

**resolved**

**Com**

that the checklist would be discussed in the Combined Committee.

**GB/52/19 Receive report from Data Protection Officer and Information Governance governor**

Governors noted that this had been dealt within the termly report.

**GB/53/19 Communication**

*From chair*

The chair informed the meeting that he had no report.

*From headteacher*

The executive headteacher informed the meeting that whilst the Governor Monitoring policy had been approved she intended to revisit this with staff and send reminders and guidance out for Governors.

EHT

*From clerk – Governor Newsletter*

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

*First Autumn term newsletter*

- Gov Services new team contact number – 0115 8044666 (page 5)
- Celebrating Governance (page 6)
- School to school collaborations (page 7)
- Children Missing Education (CME) (page 10)
- Commercial activities in schools (page 14)

*Second autumn term*

- Safeguarding (page 4)
- Relationships and health education (primary) and relationships, sex and health education (secondary) (page 8)
- Mental health support team (page 10)
- Healthy family teams: supporting young people's emotional health and wellbeing (page 10)
- School admissions information (page 11)
- Newark & Nottinghamshire Agricultural society – Free resource (page 12)
- Recording training on GovernorHub (page 13)
- Pupil Premium (PP) (page 14)
- The department of Education's 'Teaching vacancies' (page 14)

*The department of Education's 'Teaching vacancies'*

The executive headteacher informed the meeting that the school registered already to use this facility but had limited success from it.

**GB/54/19 Report from training co-ordinator including review of governor training requirements for 2019/20**

It was noted that included in recent training was:

- Mr Lineker – NGA training

Miss Mullaney informed the meeting that she would send details on how to access Hays on-line training.

Miss Mullaney

Mr Biddleston and Mr Orr informed the meeting that they would undertake safer recruitment training.

**GB/55/19 Governor monitoring visits**

Governors discussed the importance of monitoring visits whilst accepting that Federating should be seen as the priority as this would enable a refocusing on monitoring visits.

Governors noted that included in recent visits were:

- Mr Poxon – benchmarking
- Mr Lineker – health and safety
- Mr Biddleston – attendance and behaviour; SDEND and child protection

**GB/56/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governors noted that included in the evidence of their impact was the following:

- Challenging questions in committee and full governing body meetings
- Monitoring visits
- Review of policies
- Safeguarding

**GB/57/19 Single Central Record (SCR) and Fire Log – Receive and sign off**

Miss Mullaney informed the meeting that the SCR and fire log were up to date and the chair confirmed that he would visit the school to sign the documents.

**GB/58/19 Confirmation of dates for 2020**

The governing body

**agreed**

Spring term – Monday, 23 March, 2020 at 4:30pm

Summer term – Monday, 13 July, 2020 at 4:30pm

Autumn term – Monday, 14 December 2020 at 4:30pm

clerk

**GB/59/19 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of committee minutes be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 6.30pm.**

Signed ..... (chair) Date .....

ACL