

# MINUTES OF MEETING

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**School:** Holgate Primary and Nursery  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Monday, 13 July, 2020 at 6.00pm  
**Location:** VIRTUAL MEETING – TEAMS

## Membership

'A' denotes absence

|   |                                      |
|---|--------------------------------------|
| A | Mrs D Bent                           |
|   | Mr J Biddlestone (chair)             |
|   | Mrs C Cavill                         |
| A | Mr P Derriscott                      |
|   | Mr C Orr (vice-chair)                |
|   | Mr A Poxon                           |
|   | 1 x parent vacancy                   |
|   | 2 x co-opted vacancy                 |
|   | 1 x Local Authority vacancy          |
|   | Mr A Lineker                         |
|   | Miss S Arnold (head of school)       |
|   | Mrs N Davies (executive headteacher) |

**In attendance**

Miss T Mullaney (associate member)  
Mrs S Harvey (executive inclusion leader)  
Andrew C Ludlow (clerk to the governors)

The chair reminded governors that due to the pandemic the meeting would take place using the virtual meeting policy.

## **GB/18/20 Apologies for absence Action**

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

It was

### **resolved**

that the governing body consented to the absence.

No apologies for absence were sent from Debbie Bent. The Head of School shared that she understood that Debbie had decided to step down from her role as a governor following the meeting in November 2019. The Head of School will speak to Debbie Bent and confirm whether this is the case.

**HOS**

## **GB/19/20 Declaration of interest**

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

## **GB/21/20 Headteacher's report**

The head of school and executive headteacher presented the headteacher's report, copies of which had been previously circulated. Governors were reminded

that they had been encouraged to submit questions in advance as this would enable the school to research the issue and provide a full response. They stressed that this did not however prevent governors from asking questions during the meeting.

#### *Pupil numbers*

The head of school informed the meeting that the school continued to have a high mobility rate with the majority of leavers moving to schools in new catchment areas. She explained that overall pupil numbers were down on last year.

#### *Pupil projections*

The head of school informed the meeting that the Year R (F2) admissions were significantly lower with 24 vacancies being shown for September, 2020.

**A governor challenged** the head of school on why the opening of the new Flying High academy school appeared to have impacted more on the school than Edgewood primary school which was closer.

The head of school explained that relatively Edgewood primary had not previously taken many pupils from that catchment area and as Holgate primary school regularly took pupils from outside their catchment area the impact was greater.

The head of school informed governors that Mrs Vowles and the EYFS team were looking at ways to promote the school through such as on-line media, advertising and improving links with local pre-schools.

#### *Staffing*

The head of school reported on staffing and classes for summer term 2020 and the structure from September, 2020.

The head of school highlighted:

- Leavers
- New appointments
- Maternity cover
- Executive roles

Governors noted the retirement of Sarah Thompson who was due to leave at the end of the academic year after 32 years and they thanked her for her long and valued service.

#### *Attendance*

The head of school outlined the number of pupils that had attended school at some time, along with the makeup of the 'bubbles'. She reported that a total of 114 pupils were able to access some in school learning out of a total of 429 pupils on roll.

#### *Prejudiced based incidents*

The head of school informed governors that there had been no reported prejudiced incidents since the start of term.

#### *Minor accident report*

The head of school informed the meeting that three incidents had been reported on the Oshwens Wellworker system.

The head of school informed governors that 65% of injuries at the school (289) took place during lunchtimes, a period when children were generally engaged in unstructured play. She explained that as a result of this there would be an increase in the level of structured play on offer.

#### *Health and safety report*

The head of school referred governors to the report produced by Alan Hughes and highlighted a range of matters including:

- Drainage issues
- Car park barrier and door security system
- Covid-19 risk assessments

The head of school of school thanked Mr Poxon who had visited the school and reviewed the risk assessments.

The head of school highlighted a number of matters including:

- Training
- Servicing/repairs
- Servicing contracts

**A governor challenged** the head of school on the PAT testing quotes and sought clarification on the extent of savings achieved.

Miss Mullaney informed the meeting that based on the current number of annual tests the school had made a saving in the region of £82.

#### *GDPR report*

Miss Mullaney referred governors to the report that she had produced with Alan Hughes and highlighted a number of matters including:

- New policies
- Covid-19 and the impact on GDPR
- Security incidents
- External stakeholder incidents
- Subject access requests
- Freedom of information requests

Miss Mullaney informed governors that the two policies associated with GDPR would be sent to them:

- Collaboration – password policy
- Acceptable personal use policy

It was

**resolved**

that the policies be approved ten days after they were issued, subject to governor comments.

**A governor challenged** the head of school asking what actions had been taken to remedy the issue relating to the use of group e-mail addresses.

Miss Mullaney informed the meeting that there had been a lack of understanding of how the 'to' and 'BCC' boxes worked and this had now been addressed. She explained that use of the BCC box was not part of the school email protocol usually however when sending group emails out to parents / carers this was necessary to use.

Miss Mullaney reported on the availability of on-line training opportunities including those from the NCSC (National Cyber Security Centre).

#### *Safeguarding report*

Mrs Harvey referred governors to the report and highlighted a number of matters including:

- Annex A to Safeguarding policy
- Covid-19 risk assessments for vulnerable pupils
- Risk assessments for pupils requiring 'door step'/home visit
- Confidential family overviews

#### *Approval of policies*

Mrs Harvey reminded governors that the following updates to policies had been sent to them:

- Annex A of the Safeguarding policy
- Annex A Behaviour policy

It was

#### **resolved**

that the updated policies be approved.

Mrs Harvey informed governors that a wide range of training had taken place and was recorded in individual's personnel files and Scholarpack.

Mrs Harvey informed the meeting that currently there were 12 open Social Care cases and 69 additional files which had been addressed according to need. She explained that there had been an increase in child protection incidents and interventions during covid-19.

**A governor challenged** the head of school asking if the increased number of cases was school specific.

Mrs Harvey informed governors that sadly the rise in cases was a national problem impacting on many schools.

#### *Looked after children (LAC) report*

Mrs Harvey informed the meeting that there were four LAC pupils on roll of which two were post LAC. She outlined the current support provided for individual LAC.

#### *Pupils with and EHCP (Education, Health and Care Plan) report*

Mrs Harvey informed the meeting that the school had one pupil with an EHCP and that the pupil was in receipt of high AFN funding.

#### *Level of SEND report*

Mrs Harvey referred governors to the report and explained that there were 93 children on SEN support and one child on EHCP. She outlined the support that the school had provided throughout the school closure.

Mrs Harvey informed the meeting that the school had taken advantage of TEAMS to provide a wide range of CPD.

Mrs Harvey referred to the 'mental health award' and explained that the school was working towards achieving this objective. She highlighted the actions undertaken including well-being activities as part of home learning and pastoral support.

The executive headteacher informed governors that the school hoped to use their success in this area as part of the school promotion to encourage parents to send their children to Holgate.

#### *Appraisal*

The executive headteacher informed the meeting that the three key objectives for 2019-20 were:

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

The executive headteacher reminded governors that some data had already been reviewed in the recent Achievement and Challenge Committee.

The executive headteacher informed the meeting that it was intended to hold meetings with staff early in September 2020 and that HR advice was that no one should be penalised for not reaching appraisal targets where they have been impacted upon by covid-19.

#### *CPD report*

The head of school highlighted an extensive range of CPD undertaken explaining that during the closure period there had been a focus on CPD utilising TEAMS for meetings and Hays on-line training options.

#### *Curriculum structure during the closure period*

##### *Home learning curriculum*

The head of school outlined the resources provided and highlighted the range and scope of approaches adopted by the school.

Governors discussed home learning and whilst accepting the excellence of the support provided expressed caution that with parents working from home access to such as TEAMS was not always available to children.

Governors noted that Mr Poxon and Mr Lineker had visited the school and assessed the support provided.

The head of school referred governors to examples of 'daily challenges' that had been set during the period of closure.

#### *PE and Sports funding*

Governors noted the report that highlighted the actions undertaken.

#### *Pupil Premium (PP) strategy statement*

The head of school referred governors to the PP report.

The chair asked each governor individually if they had any further questions.

The chair thanked the executive headteacher and head of school for their report. He also took the opportunity of commending the head of school and her team of staff who had faced unprecedented challenges and had provided high levels of support for all children at Holgate primary school.

### **GB/22/20      Review of membership**

Governors noted the following vacancies on the governing body:

- Three co-opted governors
- One Local Authority governor
- One parent governor

The clerk informed governors that Ms Rebecca Jackson had been nominated by the Local Authority and he reminded them of the Local Authority appointment process.

The chair asked governors, individually, if they would support the appointment and it was

#### **resolved**

that Ms Jackson be appointed as the Local Authority governor with effect from Monday 13, July, 2020 **clerk**

The executive headteacher informed the meeting that the process to elect a parent governor had been undertaken but unfortunately there had been no nominations for the position. She reminded governors that in such situations the governing body was able to appoint a parent governor, subject to the certain criteria, that she outlined.

Governors discussed the vacancies and noted that there were such organisations as Inspiring Governance that could be contacted. **HOS**

#### *Position of co-chair*

The chair proposed that a co-chair be appointed to assist him in his role of chair at both Holgate and Sutton Road.

Mr Poxon was nominated and seconded for the position and removed his headset so that governors could discuss his appointment.

The chair asked governors, individually, if they would support the appointment and it was

**resolved**

that Mr Poxon be appointed as co-chair for a term of office linked to that of the chair.

**Clerk**

Mr Poxon was invited to re-join the virtual meeting.

**GB/23/20 Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on Thursday, 7 May, 2020 having been previously circulated were confirmed and would be signed by the chair at a later date.

*Matters arising*

*GB/06/20 Headteacher's report*

*Attendance figures*

The executive headteacher informed governors that due to covid-19 she had not been able to implement the suggestion to include the numbers of pupils alongside the percentages this term as the usual report was not appropriate to be produced.

*School meals/food vouchers*

*NCC community hub*

The executive headteacher informed governors that information relating to the 'golden number' had been published on facebook.

*GB/08/20 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems*

Governors noted that Mr Poxon had confirmed that he would visit the school next week and carry out the necessary safeguarding checks.

**Mr Poxon**

*GB/09/20 Information from the Corporate Director for consideration and action*

*Relationships, Sex and Health Education (RSHE): Preparing for September 2020*

The executive headteacher informed the meeting that working with other local schools a scheme had been established using 'Talking Points' (Talking Point is a Physical Health, Mental Wellbeing and Relationships Curriculum for Primary Schools) enabling RSHE to be implemented and meeting all the requirements.

*GB/15/20 Single Central Record (SCR) and Fire Log – Receive and sign off*

Governors noted that Mr Poxon had confirmed that he would visit the school next week and review and sign the SCR. **Mr Poxon**

**GB/24/20 Receipt of minutes and approval of policies from committees and working parties**

*Finance and Personnel Committee*

The minutes of the Finance and Personnel Committee meetings held on 29 April, 2020 and 2 July, 2020 were received.

*Matters arising*

There were no matters arising.

*Special Joint Combined Committee*

It was noted that the minutes of the Special Joint Combined Committee held on 3 June, 2020 were to be published.

*Matters arising*

There were no matters arising.

*Achievement and Challenge Committee*

The minutes of the Achievement and Challenge Committee held on 24 June, 2020 were received.

*Matters arising*

There were no matters arising.

**GB/25/20 Review Child Protection and Safeguarding recording and reporting systems**

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

**GB/26/20 Financial reporting**

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

Governors were reminded that the Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return had been discussed and agreed in the Finance and Personnel Committee.

The executive headteacher explained that the Local Authority now required a B02 form to be completed by all schools, irrespective of carry forward amount, and details of this had also been agreed in the Finance and Personnel Committee. It was

**resolved**

that the approval of the Finance and Personnel Committee be ratified.

**GB/27/20 Information from the Corporate Director for consideration and action**

### *Strategy for Improving Educational Opportunities for All (IEOfA)*

The clerk informed the meeting that the strategy had been approved by the Local Authority Policy Committee in January 2020, following an extensive and productive consultation. It clearly sets out the County Council's promises, priorities and expected outcomes in relation to improving educational opportunities for all of Nottinghamshire's children and young people.

The IEOfA Strategy focused on the most vulnerable and disadvantaged, particularly those children and young people with Special Educational Needs and Disability, those eligible for free school meals, those children and young people who are looked after as well as care leavers. This is in recognition that disadvantaged children and young people are less likely to fulfil their academic potential, secure employment and gain a sense of future emotional and financial security.

The clerk stated that the Strategy would build upon the successes of the Closing the Educational Gaps Strategy (2012) by continuing to work in partnership across the Council with learning providers, alongside key services and partners and, of course, with children, young people and their families. He explained that there were a number of questions governors would want to ask and that these had been included in the report and covered such as the use of Pupil Premium funding and the impact of interventions for vulnerable learners. It was

#### **resolved**

that further discussions would take place in the Finance and Personnel Committee and that responses to the five key questions contained in the report would be shown in the minutes.

**F&P**

### *Special Educational Needs and Disability Policy (2020-2023)*

The clerk informed the meeting that the Policy builds on over 30 years of learning and best practice in Nottinghamshire and confirms the Council's continuing commitment to inclusive practice and the new policy reflects this.

The Policy reflects the changing landscape of SEND following the Children and Families Act (2014). Key changes resulting from the Act included:

- The replacement of Statements of Special Educational Needs with Education, Health and Care Plans (EHCPs) and extended the age range for these from 18 to 25 years of age.
- The need for Local Authorities to involve families and children in discussions and decisions relating to their care and education; and to provide impartial advice, support and mediation services.
- The duty on Local Authorities to promote integration between educational and training provision, health care provision and social care provision, which mirrors the duty placed on Clinical Commissioning Groups (CCGs) by the Health and Social Care Act 2012.
- The extension of the right to a personal budget for the support to children and young people.
- The development of a 'Local Offer' to provide information on local services to children and families.

The clerk explained that there were a number of questions governors would want to ask and that these had been included in the report. It was

#### **resolved**

that further discussions would take place in the Finance and Personnel Committee and that responses to the five key questions contained in the report would be shown in the minutes. **F&P**

Mrs Harvey informed governors that she had started work on drafting responses to the reports.

## **GB/28/20 Communication**

*From chair*

The chair informed the meeting that he had no report.

*From head of school*

The head of school confirmed that she had no report other than her termly report.

*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 summer term*

- Key things that governors should be considering during the partial closure (page 2)
- Message from NAGS (page 5)
- Engagement model – An assessment tool for pupils working below the standard of national curriculum tests (page 8)
- News from the National Governors Association (NGA) (page 10)

*Second summer term*

- Nominations and elections of staff and parent governors (page 2)
- Inspiring Governance – recruitment to governing boards (page 3)
- Re-opening guidance for schools (page 4)
- Safeguarding in education news (page 5)
- Tackling emerging threats to children team (page 6)
- RHSE policy and consultation with parents (page 8)
- HR Service update (page 9)
- School finance update (page 10)
- All together united against bullying 2019-2020 (page 11)
- Maintaining your school premises during Covid-19 (page 12)
- Governor learning and development (page 13)

## **GB/29/20 Approval of in-service training days**

The executive headteacher informed the meeting that due to covid-19 the school was intending to hold an Inset day on Tuesday, 21 July, 2020 as the Inset day on Monday, 29 June, 2020 had not taken place. It was

**resolved**

that the changed inset date be approved.

The clerk reminded governors that a proforma had been produced relating to school inset days for the period September, 20120 to August, 2021. It was

The executive headteacher informed the meeting that the dates had not yet been finalised. It was

**resolved**

**agenda**

that the inset dates would be approved at a later meeting

**GB/30/20 Governor Report**

Governors noted that a number of visits had taken place and reports, where appropriate would be placed on Governorhub, including:

- Mr Poxon – covid-19 risk assessments
- Mr Lineker and Mr Poxon – home learning
- Mr Poxon – PE

**GB/31/20 Single Central Record (SCR)**

Governors noted that Mr Poxon had confirmed that he would visit the school next week and review and sign the SCR.

**GB/32/20 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
- Financial management
- Safeguarding
- Review of policies
- Monitoring visits
- Risk assessments – covid-19

**GB/33/20 Confirmation of dates for 2019/20 – to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Autumn – Monday, 14 December, 2020 at 5.00 pm  
Spring 2021 – Monday, 22 March, 2021 at 5.00 pm  
Summer 2021 – Monday, 12 July, 2021 at 5.00 pm

**clerk**

**GB34/20 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; staffing; 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 6.24pm.**

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

ACL