



School: Holgate Primary and Nursery
Meeting title: Spring term meeting of the governing body
Date and time: Monday, 22 March 2021 at 5.00pm
Location: Virtual -TEAMS

Membership

'A' denotes absence

A	Mrs D Bent Mrs C Cavill Mr P Derriscott Mr C Orr Mr A Poxon (vice-chair) 1 x parent vacancy 4 x co-opted vacancies Mrs R Jackson (chair)
A	Mr A Lineker Miss S Arnold (head of school) Mrs N Davies (executive headteacher)

In attendance Miss T Mullaney (executive personal assistant)
Andrew C Ludlow (clerk to the governors)

Governors were advised that due to the pandemic the meeting would take place using the virtual meeting policy.

Governors agreed that a recording of the meeting would be made on the understanding that it would be deleted once the unconfirmed minutes had been approved by the chair.

GB/01/21 Apologies for absence Action

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

It was

resolved

that the governing body consented to the absence.

GB/02/21 Declaration of interest

There were no 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 confirmed that the majority of governors had completed and signed their business interest and Declaration of Interest forms and she would remind those that had not completed the documentation the importance of completion.

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

GB/03/21 Review of membership and the governing body constitution

The head of school informed the meeting that she had contacted Mrs Bent, co-opted governor, who had advised her that she wished to resign from the governing body. It was

resolved

that Mrs Bent’s resignation would take effect from Monday, 22 March, 2021.

clerk

Mr Derriscott joined the meeting at 5.14pm.

The clerk highlighted the following vacancies on the governing body:

- Five co-opted vacancies
- One parent vacancy

The executive headteacher informed the meeting that the election process to fill the parent governor vacancy would commence after Easter.

HT

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

- Mr Poxon, co-opted governor – 16 July 2021

Governors discussed the need to fill outstanding vacancies and amongst suggestions made were using Inspiring Governance, Governors for schools and local community-based face book pages.

Governors noted that Sutton Road was also seeking new governors and it was agreed that Mr Houldsworth, who has a marketing background would take the lead on this project.

The chair suggested a streamlined governing body may be more appropriate, reminding the meeting that any change to the instrument of Government would need to ensure that the number of governors who were also staff could not exceed 33% of the governing body.

Governors discussed the situation and supported a smaller governing body and it was

resolved

that Instrument of Government be an agenda item at the next meeting of the full governing body.

agenda

GB/05/21

Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on Monday, 14 December 2020 having been previously circulated and subject to the following corrections being made were confirmed and were electronically signed by the chair, at a later date

GB/48/20 Information from the Corporate Director for consideration and action

Updates to Safer Working Documents - Keeping Children Safe in Education 2020 (KCSIE 2020)

Amend to show delegated to the Achievement & Challenge committee not the Pupils and Personnel committee.

Review of actions

GB/37/20 Headteacher's report

Minor Accident report

The executive headteacher confirmed that the changes that had been requested to ensure that more accurate information would be provided to parents had been implemented.

GB/38/20 Review of membership

In responding to a question, the clerk confirmed that he had sent a letter of appreciation to Mr Biddlestone.

GB/47/20 Review of delegation and organisation of committees (deferred from Summer Term)

Note annual planner 2020/21 to support agenda setting

Governors noted that the annual planner 2020/21 documentation had been reviewed.

Policy checklist 2020/21 – statutory policies for schools

Governors noted that the policy checklist had been reviewed.

GB/48/20 Information from the Corporate Director for consideration and action

Updates to Safer Working Documents - Keeping Children Safe in Education 2020 (KCSIE 2020)

Governors noted that this had been considered by the Achievement & Challenge Committee.

Joint Special meeting of the governing body - Wednesday, 13 January, 2021

The minutes of the autumn term meeting held on Wednesday, 13 January, 2021 having been previously circulated were confirmed and were electronically signed by the chair, at a later date

Review of actions

There were no matters arising.

GB/06/21 Receipt of minutes and approval of policies from committees and working parties

Finance and General Purposes Committee

The minutes of the Finance and General Purposes Committee meeting dated 8 February, 2021 were received. It was noted that the minutes from the meeting held on Monday, 15 March, 2021 would be presented to a future meeting.

Matters arising

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

Achievement & Challenge Committee

It was noted that the minutes of the Achievement & Challenge Committee dated Monday, 8 March 2021 would be presented to a future meeting.

Matters arising

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

Strategic Pay Committee

The minutes of the Strategic Pay Committee meeting dated 24 November, 2020 were received.

Matters arising

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

Policies

Miss Mullaney reminded governors that a number of policies had been uploaded onto Governorhub, more than 7 days ago, and that she was seeking approval for the following policies:

- School Disciplinary Procedure: Part 1 – Managing the Conduct of School Staff (September 2020)
- Charging & Remissions Policy - For Schools within our Collaboration
- Complaints Policy (including the policy for managing serial and unreasonable complaints)
- Annex A Handling complaints during the coronavirus (COVID-19) outbreak
- Governor Allowances Policy Autumn 2020 - For Schools within our Collaboration
- Online Safety Policy Spring Term 2021 - For Schools within our Collaboration
- Accessibility Plan - February 2021
- Collaboration Remote Learning Policy - Spring Term 2021
- Mental Health and Well-being Policy
- Dinner Money Debt Policy – Spring 2021
- Teaching & Learning Policy 2021
- Assessment Policy 2020 – 2021
- Equality Policy - February 2021

It was

resolved

that the policies be approved.

Approval of Finance policy

Governors noted that the Finance policy was being reviewed and would be published on Governorhub shortly, to enable it to be formally approved at the next full governing body meeting.

agenda

School budget

The chair reminded governors that the budget had been approved in the last Finance and General Purposes Committee and that as delegated authority had been given to the committee, in the Scheme of Delegation, it was not necessary for the full governing body to approve it. It was

resolved

that the approval of the Finance and General Purposes Committee be ratified.

Services for schools

Governors discussed Services for Schools and noted that there was an ongoing issue relating to one service which was in the final stages of review.

Update on Schools Financial Value Standard (SFVS) for 2020-21

Governors noted that this was not now required to be submitted until 28 May, 2021 and would therefore be considered at a future Finance and Staffing Committee.

F&S

GB/08/21 Collaboration agreement*Review of draft agreement*

The chair reminded governors that a copy of the draft agreement had been published on Governorhub. She explained that governors from both governing bodies had reviewed the document and she highlighted the changes that had been incorporated into the plan.

Decision on continuation

The chair informed the meeting that the proposed agreement was to cover the period 1 September, 2020 to 31 August, 2023.

Governors discussed the proposed agreement and after it was seconded it was

resolved

that approval be granted to enter into the agreement with effect from 1 September, 2020. This would now be subject to a final review by the Local Authority.

GB/03/21 Headteacher's report

The chair took the opportunity of thanking all staff who had contributed to the production of a comprehensive and informative headteacher's report. She suggested that Subject Leaders should be encouraged to give presentations to the Achievement & Challenge Committee.

Governors discussed the suggestions and felt that this was a positive way forward, but they were mindful that governors must also ensure that they read and understood the termly headteacher's report.

It was suggested that to improve on the process governors would be encouraged to submit questions in advance, allowing the executive headteacher and head of school to prepare fuller responses, which could still be challenged in the meeting.

The executive headteacher and head of school highlighted a range of items from the termly report including:

Pupil numbers

The executive headteacher informed the meeting that there had been a decrease in numbers on roll with the school having a total of 396 pupils, a reduction of 23 in the same term last. She explained that vacancies existed across the school and highlighted the range of reasons for the reduction in numbers.

The head of school informed the meeting that reduced numbers would also mean that the school would have to consider mixed classes.

The executive headteacher reminded governors that reduced numbers impacted negatively on the school budget and that long-term predictions indicated that a budget deficit was predicted in three years.

Governors discussed the issue and the need to generate a greater awareness of Early Years. It was noted that the school had issued a flyer in November and that work was also being undertaken at Sutton Road to highlight the availability at both schools.

The chair stressed that the school needed to raise its profile within the local community.

The executive headteacher reported on the recent success of publicising 'Red Nose' day on Facebook and that this had secured a good level of engagement from the local community and interaction and this needed to be done more regularly with staff being trained to provide the content themselves more widely.

Governors discussed the issues raised and noted that that these ideas would be fed into the Sutton Road project to ensure that other social networking sites, including Twitter and Instagram, would be explored and potentially used.

Attendance

The executive headteacher reported that attendance rates had gone up and were now above the target of 97%.

Governors discussed the improved attendance and it was suggested that a reduction in holidays in term time may have been a factor.

Minor Accident report

A governor challenged the head of school asking about the incident involving a child being hit on the head by equipment provided by an outside provider.

Miss Arnold informed the meeting that the contractor – Bible Explorers, had brought an item of equipment that had suddenly folded resulting in the accident. She explained that the company had apologised and were reviewing the suitability of their equipment for primary schools.

A governor challenged the executive headteacher as he had received a 'child injury' text which had not named which of his children had been injured.

The executive headteacher expressed her disappointment that this had now happened a second time, despite advice being given to staff. She explained that she would count this as a complaint and ensure that it would not happen again.

PTFA – Playground markings

Mrs Arnold reported that the PTFA had offered to invest an initial £5,000 into improving the playground including providing markings.

Governors discussed their generous offer and it was

resolved

that the offer from the PTFA be accepted and that Mr Lineker would act as the link governor.

**HOS/Mr
Lineker**

GDPR

Governors were informed that there had been one minor breach which had been dealt with. They noted that staff remained proactive and that a TEAMS meeting had been held with the Compliance link governors.

Transition to Transformation – Spring Term 2021

The executive headteacher and head of school provided governors with a screen presentation highlighting milestones and actions taken.

Priority 1: (Standards) - Improve the rates of progress in reading for all groups of pupils

The executive headteacher and head of school's evaluation was that reasonable progress was being made in achieving Priority 1 of the School Improvement Plan

Priority 2: Construct a curriculum that provides an appropriate and ambitious range of opportunities and experiences that richly enhance pupils' academic, social and moral development

The executive headteacher and head of school's evaluation was that reasonable progress was being made in achieving Priority 2 of the School Improvement Plan

Priority 3: Construct a clear strategy that promotes a cohesive, responsive and appropriate approach to well-being throughout the school for children, their families and staff

The executive headteacher and head of school's evaluation was that reasonable progress was being made in achieving Priority 3 of the School Improvement Plan

The chair thanked the executive headteacher and head of school for the report and presentation.

GB/09/21 Update on appraisal process for Headteacher and staff

Headteacher

The chair informed the meeting that the appraisal governors had met with the executive headteacher and head of school on 5 February, 2021.

Staff

The executive headteacher informed governors that monitoring had been maintained during lockdown and appraisers had met with appraisees to establish targets and put action plans in place. She reminded governors that the school had

introduced a 'learning log', at the start of the academic year, and this would be reactivated after Easter.

Governors discussed appraisals and noted the extent and range of CPD undertaken, which had been highlighted in the headteacher's report.

GB/10/21 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

Mr Poxon informed the meeting that he had visited the school and undertaken the audit with Sally Harvey.

The executive headteacher informed the meeting that the school used CPOMS.

GB/11/21 Information from the Corporate Director for consideration and action

Blended Learning

The clerk informed the meeting that the report had been written pre the New Year restrictions and that Blended learning combined classroom learning with remote learning. He explained that the DfE required that from September 2020 all schools would have drawn up and be working to an agreed contingency plan which secured remote learning for children when needed.

The clerk informed governors that a Blended Learning Hub of resources, training videos, planning and case studies was available through the East Midlands Education Support website: www.em-edsupport.org.uk/blendedlearning. He explained that Government funding was available to setup virtual classroom schools usually google classroom or Microsoft 365.

The executive headteacher informed the meeting that it was now a statutory requirement to publish the contingency plan and that this was available on the school website. She reminded governors that the school had also been subject to a Ofsted interim monitoring visit on 23 February, 2021 and the school had been advised that it was responding well in its delivery of blending learning.

Governors noted the report.

Considering Everyone's Wellbeing in Schools: An Update

The clerk informed the meeting that the Wellbeing for Education Return (W4ER) project was a grant funded joint initiative by the DfE and the Department of Health & Social Care to support children and young people's wellbeing, resilience and recovery in the context of Covid-19, but with the hope and expectation that these developments will have an enduring positive benefit.

The clerk explained that there were different elements to the project:

- Firstly, a training package delivered to the Mental Health Leads in all state-funded schools through two webinars;
- the development of a Wellbeing Local Offer website

The clerk informed governors that details of the project and useful resources could be accessed via the project website <https://www.em-edsupport.org.uk/w4er>

The clerk informed the meeting that governors needed to:

- Familiarise themselves with the content of both wellbeing focused webinars for governors on 11 December 2020 and 6 October 2020;
- Visit the NCC's Wellbeing for Education Return Project website;
- Consider with school leaders how these and other useful resources can be used to ensure that everyone's emotional health and wellbeing (including that of governors) are given a high profile and included in the school's recovery plan at this time.

Governors discussed the report noting that the actions required had been undertaken and both staff and governors had seen the webinars.

Children Missing Education (CME) Strategy

The clerk informed the meeting that the Local Authority (NCC) Children Missing Education Strategy focused on known children and young people who were not accessing their full educational entitlement. He explained that the Local Authority was able to identify and address cases where children and young people were described as:

- Children and young people known to be missing from education (CME)
- Children and young people who were on roll but were believed to be inappropriately prevented from accessing their full entitlement to education, as 'pupils missing from education' (PME).

Governors discussed the report and it was

resolved

that the Achievement and Challenge Committee would ensure that all requirements were in place.

GB/12/21 Communication

From chair

The chair shared the report from Jenny Digges, from the Education Improvement Service, following her successful and productive visit.

From headteacher

Ofsted interim monitoring inspection

The executive headteacher showed a copy of the Ofsted letter, dated 5 March, 2021, as a screen shot. She highlighted the main findings and outlined the comments made by Ofsted.

The executive headteacher informed the meeting that since the inspection the school had been able to meet with other schools, to assess progress on curriculum developments.

Governors discussed the inspection and noted that Mr Poxon had recently undertaken a phonics monitoring visit.

The chair took the opportunity to thank all staff and governors who had been involved with the inspection.

From clerk - Governor Newsletter

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 Spring term

- Teaching vacancies service (page 2)
- Celebrating governance (page 6)
- Safeguarding (page 7)
- Speak out. Stay safe on-line (page 9)
- HR Updates (page 12)
- School admissions information (page 13)

Second Spring term

- Sharing best practice in Nottinghamshire – PE and Sports premium (page 2)
- School Finance – School Financial Value Standard (SFVS) (page 2)
- News from National Governance Association (NGA) (page 3)
- Message from the Chair of NAGS (page 4)
- Safeguarding (page 5)
- Ofsted virtual visit (page 7)
- Monitoring Remote Education (page 8)
- Reporting Property issues (page 10)
- HR Updates (page 10)
- Governor Learning and Development (page 12)

GB/13/21 Report from training co-ordinator including review of governor training requirements for 2021

Mrs Cavill, training co-ordinator, reminded governors of the on-line safeguarding training.

The chair thanked governors who had completed the skills audit and explained that once the information had been entered into a spread sheet she would circulate the document as it would be a useful tool when looking at training needs and when recruiting new governors.

GB/14/21 Single Central Record

Governors noted that Mr Poxon had visited the school and examined the SCR.

GB/15/21 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

Governors noted and confirmed the following appointments:

- Data protection officer – Miss Mullaney
- Senior Information and Risk Owner – executive headteacher

Report from the DPO and Information Governance Governor

Governors were reminded that there was a detailed report on GDPR in the headteacher's report.

GB/16/21 Governor monitoring visits

Governors noted that there had been a number of monitoring visits including:

- Mr Poxon – health and safety
- Mr Orr – GDPR (completed as a collaboration)
- Mr Poxon – SCR
- Mr Poxon – safeguarding
- Mr Poxon - phonics

Mr Orr informed the meeting that he hoped to undertake a maths monitoring visit on 22 April, 2021.

Governors discussed curriculum monitoring roles and the executive headteacher agreed that she would revisit the roles.

EHT

GB/17/21 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:

- Collaboration agreement
- Ofsted inspection
- Curriculum link governors
- Promoting the school
- Challenging questions in committee and full governing body meetings
- Covid-19 update
- Wellbeing

GB/18/21 Confirmation of dates for 2021-2022

The governing body

agreed

Summer term – Tuesday, 13 July 2021 at 5.00 pm
 Autumn term 2021 – Tuesday, 14 December 2021 at 5.00pm
 Spring term 2022 – Tuesday, 22 March 2022 at 5.00pm

**clerk
 clerk
 clerk**

GB/19/21 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report; financial details 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 6.56pm.

Signed (chair) Date