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**School:** Holgate Primary and Nursery  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Tuesday 22 March 2022 at 5:00 pm  
**Location:** Virtual platform - TEAMS

## Membership

'A' denotes absence

Mrs C Cavill  
Mr C Orr (vice-chair)  
A Mr A Poxon  
A Mr B Brocklehurst  
5 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)  
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/01/22 Apologies for absence Action**

Apologies for absence were received from Mr Poxon (sabbatical).

It was

### **resolved**

that the governing body consented to the absence.

## **GB/02/22 Declaration of interest**

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

### *Governor Code of Conduct*

Miss Mullaney informed the meeting that the new Code of Conduct was one of the documents that they would be asked to approve later in the meeting. She explained that once approved, copies would be issued to governors for their signature.

**agenda**

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

It was noted that governors are always 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 reminded governors that the headteacher's report had been published on Governorhub and highlighted a range of items including:

#### *Pupil numbers*

The head of school informed the meeting that overall pupil numbers were up. She explained however that nurse intake was disappointing, but this was a national issue as birth rates were falling.

#### *Ethnicity breakdown*

The head of school referred governors to the ethnicity breakdown table explaining that the school was mainly white – British.

#### *Staffing*

The head of school reported on staffing including:

- Staff farewells
- New appointments
- Maternity cover

#### *Exclusions*

The head of school informed the meeting that there had been a two-day fixed exclusion following a pupil filming and posting on Tik Tok verbal abuse of a member of the supply teaching staff. She explained that the post had subsequently been deleted, after contacting Tik Tok and a package of support and guidance had been provided around the child involving the support of their parents.

#### *Minor accident report*

The head of school referred to the table of minor accidents highlighting the increase in numbers, particularly 'bumped heads'. She explained that as the school returned to normal many children were finding it difficult to adjust to having other children around and as a result the number of minor accidents had increased.

#### *After school activities*

The head of school was delighted to report on the number of activity events that were being offered to pupils. She explained that the minimal charge went into a sports fund which was used to purchase sports equipment and ancillary items to enhance provision further.

**A governor asked** the head of school if the parent/child event had been popular?

The head of school was pleased to report that 11 parents and children had taken part.

#### *Attendance report*

The head of school referred to Tony Bettridge and Elle Fearn's report explaining that holidays were again becoming an issue, along with Covid absences and an outbreak of childhood illnesses which had resurfaced now that children were freely mixing again.

The executive headteacher informed the meeting that the school was taking a hard line on attendance and she referred to recent advice demonstrating that

attendance and behaviour was high on the government's agenda and the availability of good practice examples available from the DfE that the school was exploring via attendance leads.

#### *Health and safety*

The head of school referred to Alan Hughes report highlighting several issues including:

- Roof leaks – repairs to be undertaken by Kier, under warranty
- Servicing and inspections
- New network and Wi-Fi installed – funded by DfE

**A governor asked** the executive head how old was the building and how long was the warranty for.

The executive head informed the meeting that the building was now five years old and the roof warranty was for ten years.

#### *Covid -19 update*

The head of school referred to Gemma Marshall's report and informed governors that there had been 65 positive cases of Covid-19 (12 adults and 53 children). She was pleased to report that staff had been very flexible and covered absences wherever possible, which was particularly important as supply staff were difficult to appoint, as all schools needed staff at the same time.

#### *Parents Consultation*

The head of school reported that during the first week of the summer term the school planned to return to face-to-face parents' evenings.

**A governor challenged** the executive headteacher on returning to in-school events.

The executive headteacher explained that following DfE guidance that school risk assessments no longer required the wearing of face coverings, although staff/parents could wear them if preferred, there was no longer a need to restrict access to the school.

#### *GDPR update*

Miss Mullaney referred to the report on GDPR that she and Alan Hughes had compiled. She highlighted a range of matters including:

- Working with external providers to ensure their systems and processes were GDPR compliant
- Encouraging staff to be pro-active in reporting potential breaches

Miss Mullaney highlighted a security issue where a school laptop was stolen from a member of staff's car. She was pleased to report that the laptop was encrypted so there was no security risk and an insurance claim had been submitted to fund a replacement by the staff member.

**A governor challenged** Miss Mullaney asking if the member of staff was alright and had advice and guidance been issued to all staff, following the incident,

Miss Mullaney was pleased to report that the staff member was alright and the theft had been one of a series in the local area where she resides. She explained

that advice and guidance had been issued to staff on the safety and security of equipment when off-site and not leaving a laptop in a car overnight.

Miss Mullaney informed the meeting that there had been two incidents relating to external stakeholders.

Miss Mullaney reported that there had been:

- Two data protection/subject access requests
- No freedom of information requests

Miss Mullaney outlined the GDPR training that had been undertaken and asked if a governor would be able to visit the school and conduct a 'walk through' GDPR.

Mr Orr informed the meeting that he would undertake the visit.

**Miss  
Mullaney  
Mr Orr**

### *Safeguarding children*

The head of school referred governors to the report compiled by Sally Harvey.

### *Level of SEND*

The head of school referred governors to the report compiled by Ellie Baker and Sally Harvey. She explained that the primary type of SEN was speech, language, and communications (SALT).

### *Staff developments*

The head of school referred to teachers and support staff CPD highlighting the TAs and the inclusion team who had accessed a package of CPD, to develop awareness of sensory difficulties.

### *Looked After Pupils*

The head of school informed the meeting that currently there were no Looked After pupils but there were eight Previously Looked After.

### *Pupil Premium (PP)*

The head of school referred to Sally Harvey's report and she informed the meeting that there were 153 children accessing PP (38.4% of pupils on roll).

### *Mental health and wellbeing*

The head of school referred to Sally Harvey's report highlighting that two members of staff (Rebecca Vowels and Sally Harvey) had attended the mental health leads CPD.

### *Teacher Appraisal*

The head of school reminded governors that the appraisal cycle for 2021/22 had started in the autumn term and she explained that targets were linked to the Ofsted three 'I's (Intent, Implication and Impact).

The executive headteacher informed governors that staff were challenged to demonstrate progress made and that coaching had been given initially to the SLT by Claire Stafford, from the Transform Trust.

**A governor challenged** the executive headteacher asking if governors could assist in the process.

The executive headteacher agreed that this would be useful and that at the next Achievement & Challenge Committee she would arrange for a number of subject presentations to be given and that governors could then ask challenging questions based on the Ofsted framework.

#### *CPD*

The head of school reported that there had been an increase in the number of CPD sessions undertaken explaining that whilst some were bespoke other CPD had been provide by Transform Trust.

#### *CPD offer for parents*

The head of school informed the meeting that the school offered parents the opportunity to be involved in various courses and she highlighted:

- IT
- Wellbeing

#### *Student support overview*

The head of school reported on the three student assignments from Bishop Grosseteste university.

#### *Curriculum*

The head of school referred to Izzy Roe and Jim Wakeland's report highlighting:

- Monitoring of Curriculum vehicle
- CPD on memory strategies

#### *PE*

The head of school referred governors to the report written by Wayne Smith.

#### *Phonics*

The head of school referred governors to the report written by Felicity Barnes.

#### *Autumn term curriculum – overviews*

The head of school referred governors to the reports written by Year group teams.

#### *Extra-curricular activities*

The head of school referred governors to the report on enrichment sessions and events.

**A governor asked** the head of school if residential trips had restarted.

The head of school informed the meeting that trips had been arranged for Year 4 and 5, and one for Year 6. She invited governors to join the trips.

#### *Subject leaders reports*

The head of school referred governors to the subject leader's report containing the impact of the spring term.

The chair thanked the executive headteacher, head of school and all the staff for the comprehensive report, commenting on the level of training and support provided by the Transform Trust and that the school was 'open' to visitors and had restarted trips.

#### **GB/04/22 Review of membership**

The clerk informed governors that since the last meeting Miss Hill, parent governor, had resigned with effect from 28 February, 2022.

The clerk informed the meeting that he had written to Mr Brocklehurst reminding him of the importance in attending full governing body meetings and explaining that if he was not able to attend a meeting he would need to offer his apologies. He informed governors that no apologies had been received for this or the last meeting.

Governors discussed the Mr Brocklehurst's continued absence and it was

#### **resolved**

that Mr Brocklehurst be disqualified from membership of the governing body with immediate effect.

**clerk**

The executive headteacher informed the meeting that she had received the resignation of Mr Poxon, Co-opted governor.

**clerk**

The clerk highlighted the following vacancies on the governing body:

- Two parent governors
- Seven co-opted governors

The executive headteacher informed the meeting that they would start the parent governor process after the Easter break. She explained that regarding the co-opted vacancies local companies would be contacted.

#### **GB/05/22 Update on the DfE National Improvement Plan support and Academy Trust input so far.**

The chair reminded governors that through the DfE schools in RI, in certain designed areas of the Country, were eligible for support, to be provided through an academy.

The executive headteacher reminded the meeting that whilst the school was in RI it leadership had been given a 'good'. She explained that when seeking support from a MAT she asked the DfE if the school could work with MITRE, as she had worked with them before and they had provided good support.

The DfE however felt that Transform Trust were a 'better fit' and the school and she reported that they had now been working with them for some time. She was pleased to report that the support had been excellent and was far above what the Local Authority was now able to offer.

The executive headteacher reminded governors that she and other heads in the area had been exploring a range of MATs and had received a number of presentations. She informed the meeting that the Government White Paper 'Levelling Up the UK' would seem to offer the opportunity to delve further into multi-academy options and she recommended that contact should be made with:

- Transform

- MITRE
- Redhill academy Trust

The head of school suggested that the Aspire Education Trust may also be worth considering and she highlighted some of the support that they were currently giving Leen Mills primary school, however this was not as refined as the support Holgate had received.

The chair suggested that now was the time to look at alternatives as it was likely that at some stage in the future a choice may not still be available to Holgate.

The executive headteacher proposed that the MATs (Multi-Academy Trusts) be invited to give presentation to governors, and the SLTs of both Holgate and Sutton Road, as ideally should an academy be chosen both schools would hopefully be able to join the same Trust. It was

**resolved**

that there would be separate presentations (one from each Trust) ideally taking place straight after Easter, subject to Sutton Road agreeing to this approach.

**A governor questioned** where the presentation would take place suggesting that two should be at each school.

The executive headteacher noted the request and confirmed that she would try to set up the presentations once Sutton Road had endorsed this approach.

EHT

GB/06/22

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

The minutes of the autumn term meeting held on Tuesday, 14 December, 2021 having been previously circulated were confirmed and were electronically signed by the chair.

*Review of actions*

*GB/47/21 Approval of minutes of summer term meeting and any additional special governing body meetings*

*Nottinghamshire SEND Strategic Action Plan 2021-2023*

It was noted that Mrs Harvey had prepared a report for the Achievement and Challenge Committee

*GB/53/21 Information from the Corporate Director for consideration and action*

*Spotlight on Disadvantage*

It was noted that the report had been discussed in the Achievement and Challenge Committee

*Job Evaluation for Support Staff Posts*

The clerk informed the meeting that he had failed to contact HR.

Miss Mullaney informed the meeting that the school had subsequently been able to obtain the document and the link had now been corrected.

*GB/55/21 Receive report from Data Protection Officer and Information Governance governor*

*Single Central Record (SCR)*

It was noted that the chair had not been able to visit the school to sign the SCR documentation.

**GB/07/22 Receipt of minutes and approval of policies from committees and working parties**

*Combined Finance & Personnel and Achievement & Challenge Committee*

The minutes of the Combined Finance & Personnel and Achievement & Challenge Committee meeting held on 2 December 2021, were received.

*Matters arising*

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

*Collaboration Committee*

The minutes of the Joint Collaboration Committee dated 7 October 2021 were received.

*Matters arising*

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

*Achievement & Challenge Committee*

The minutes of the Achievement & Challenge Committee dated 25 January, 2022 were received.

*Matters arising*

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

*Finance & Personnel Committee*

The minutes of the Finance & Personnel Committee dated 8 March, 2022 were to be published on GovernorHub.

**agenda**

*Matters arising*

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

*Policies*

Miss Mullaney reminded governors that several policies had been uploaded onto Governorhub. It was

**resolved**

that the following policies be approved:

- School Pay Policy (Approved in the Autumn term - amendments made in Spring Term re: TLR3 payments)
- SEN Policy 2021-22
- Collaboration Code of Conduct
- Fundraising Policy



- Assessment Policy
- Uniform Policy (this has been reviewed in line with DfE guidance to ensure that the cost of school uniform is reasonable as well as considering obligations under the Equality Act).

**GB/08/22 Approval of**

*School budget*

The chair reminded the meeting that the budget had been considered and approved in the recent Finance & Personnel Committee. It was

**resolved**

that the budget be formally approved, ratifying the decision of the committee.

*Schools Financial Value Standard (SFVS) for 2020-2021*

The executive headteacher presented on screen the SFVS self-assessment dashboard that had been prepared by Miss Mullaney. She explained that Miss Mullaney had 'RAG' rated and benchmarked comparative data from last year and the school had gone from low risk to medium risk.

**A governor challenged** the executive headteacher asking what caused the school to move to medium risk.

The executive headteacher explained that this was caused by a minor change relating to income generated by staff and that without this the school would revert to low risk.

The executive headteacher highlighted a number of expenditure areas including:

- Education support staff
- Admin and clerical staff
- School characteristics

The executive headteacher was pleased to report that resulting from the work undertaken an Action Plan 2022-2023 had been produced.

The executive headteacher informed the meeting that the completed SFVS needed to be signed off by the chair and submitted to the Local Authority before the 31 March, 2022. It was

**resolved**

that the SFVS would be reviewed and signed by the chair of the finance and personnel committee and submitted to the Local Authority and a copy would be sent to governors so that it could then be retrospectively approved by the full governing body in the summer term meeting.

*Year-end re-forecast*

Governors noted that this had been considered and approved during the budget discussions in the Finance & Personnel Committee.

*Services for schools*

Governors noted that this had been considered and approved during the budget discussions in the Finance & Personnel Committee. It was

EHT

agenda

**resolved**

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

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

The executive headteacher suggested that the examination of CPOMS could be undertaken virtually and she would ask the head of school to contact Mrs Jackson, to complete the audit via TEAMS.

**HOS**

It was noted that Mr Orr would visit the school to look at the 'staff safe' information, which had replaced the Single Central Record.

**Mr Orr**

**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.*

The clerk informed the meeting that a toolkit has been developed by teams from within Nottinghamshire County Council's Education, Learning and Skills division in partnership with a group of Nottinghamshire schools (including primary, secondary, and special) and local alternative providers. The toolkit outlined a relationship based, restorative approach to understanding behaviour in schools instead of solely behaviourist approaches which have been shown to be limited in their effectiveness when used in isolation (EEF 2019).

The intention was that schools used the toolkit to adapt, develop or redesign their own relationships-based behaviour policies, relevant for their own unique setting. He stressed that the toolkit had three key ideas about understanding behaviour:

- Unmet needs
- Individual influences
- Relationships

The clerk referred to the actions that were recommended including reviewing policies and monitor 'policy in practice', particularly pertinent to:

- Behaviour policy
- Exclusion policy
- Equality policy. Governors must ensure that school systems do not disproportionately disadvantage particular groups of children.
- Complaints policy

The clerk highlighted key questions that governors needed to ask to satisfy themselves that the school was meeting the new requirements.

Governors discussed the report and it was

**resolved**

that the report be referred to the Achievement & Challenge Committee.

**A&C**

*The Nottinghamshire Plan 2021- 31*

The clerk informed the meeting that the new administration had undertaken the 'Big Notts Survey' during the summer months of 2021 to help the Council to develop a plan for 2021- 31. He explained that the new plans aimed to create a

healthier, more prosperous and greener future for everyone; the vision focussed on nine ambitions, which outlined what the Council aspired for all within the County.

The clerk highlighted the key actions that governors needed to take to satisfy themselves that the school was in step with new requirements. It was

**resolved**

that the report be noted.

**GB/11/22 Communication**

*From chair*

There was no additional information to report from the chair.

*From headteacher*

The executive headteacher confirmed that she had no report additional information to report.

The head of school informed the meeting that as part of the administration/security surrounding SATs it would be helpful if a governor was able to visit the school and quality assure/audit the processes the school used. It was

**resolved**

that Mr Orr would visit the school on Wednesday 11 May, 2022 to undertake the inspection.

Mr Orr

*From clerk - Governor Newsletter*

*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 Spring term*

- Governor Services - updates and information (page 2)
- DfE updates (page 3)
- News from the Education Endowment Foundation (EEF) (page 3)
- Updates from the National Governance Association (NGA) (page 3)
- Message from the Chair NAGS (page 4)
- Safeguarding in Education News (page 5)
- A summary of 'Teaching a Broad and Balanced Curriculum for Education - Recovery' (page 8)
- Natasha's Law (page 8)
- HR Updates (page 9)
- School Admissions Information (page 10)

*Second spring term*

- Holiday Activities and Food Programme (HAF) 2022 (page 3)
- Children Missing Education (page 3)
- HR Updates (page 4)
- Safeguarding in Education News (page 4)

- National updates and information (page 7)
- Governor Conference - Saturday 26th March 2022 at Eastwood Hall (page 8)
- Celebrating governance (page 9)
- The 2010 Equality Act - Protected Characteristics and Ofsted's expectations (page 9)

**GB/12/22 Report from training co-ordinator including review of governor training requirements for 2021**

The chair referred to the recent correspondence sent from Jon Coles, Governor training, and encouraged governors to take advantage of the training that was available.

Mr Orr informed the meeting that he had recently completed the 'Ofsted readiness' training and he recommended that other governors undertake the training session.

**GB/13/22 General Data Protection Regulations**

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

Governors noted that the following appointments had been made:

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

*Report from the DPO and Information Governance Governor*

Governors noted that this had been included in the headteacher's report.

**GB/14/22 Governor monitoring visits**

The chair reminded governors of the importance of monitoring visits and encouraged governors to visit the school in the summer term.

Mr Orr informed the meeting that he would aim to undertake a monitoring visit relating to English.

The head of school advised that she would ask the English lead to contact Mr Orr. **HOS**

**GB/15/22 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 the GIS (Governor Impact Statement) had been published on the school website. It was felt that evidence of governor impact could also be seen in the challenging questions put to the SLT in full governing body meetings, committee meetings and at pre-meetings.

**GB/16/22 Confirmation of dates for 2022-2023**

The governing body

**agreed**

Summer term 2022 – Tuesday, 12 July 2022 at 5:00pm  
 Autumn term 2022 – Monday, 12 December, 2022 at 5:00pm  
 Spring term 2023 – Tuesday, 21 March, 2023 at 5:00pm

**GB/17/22 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher's report; financial and contract 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 7.09pm.**

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

ACL