

HOLYWELL PRIMARY GOVERNING BODY MINUTES

Tuesday 18th December 2018 at 6.30 pm

Present: Kim Bloomfield (KB), Abbas Gulamali (AG), Irvin Needle (IN), Toyin Keshiro (TK), Michaela Kirtley (MK), Laurie O'Brien (LO'B), Robert Palmer (RP), Melanie Ring (MR), Laura Rogers (LR), Coert Van Straaten (Head),

In Attendance: Steven Moran, Kaveeta Sonigra, John Conlon (Clerk).

All paperwork is held on file in school and on GovernorHub.

1	Welcome	Actions
1	Kaveeta Sonigra and Steven Moran were welcomed as potential new Governors Introductions were made. This was Melanie's last meeting.	
2	Apologies No apologies for absence. All Governors were present.	
3	Conflict of Interests No new conflicts of interest were declared.	
4	Minutes Subject to an update on page 1 regarding the amount of savings made, the minutes of the Governing Body Meeting, 6 th November 2018 were agreed and signed by the Chair.	
5	Matters arising <ul style="list-style-type: none"> • Item 5 <i>Annual Report to Parents</i> has been added to the website. • Catering: Q: Where are we with packed lunches? Is the new service profitable? A: guidance on packed lunches is planned. In KS1 80% are on UFSM; 20% do not take advantage. Some absence in the kitchen has been addressed. • Budget: £10k from the Chancellor proposed – no plans for it yet, however there are some maintenance tasks that would benefit from this. • No staff are currently trained in sign language; some are trained in Makaton • Attendance at social clubs: Q: is this being monitored? A: it is being addressed. • Policies that were agreed are on the website. • Insurance Q: Can cost of repairs be covered from insurance? A: The leak occurred in a concreted area. • Parental Survey: planned for SEND parents linked to all pupils on the SEND register. 	
6	Governor Correspondence No new correspondence had been received.	
7	Policy Review To consider for approval the following policies: MK reviewed these, following current models. Anti-bullying: definitions have been extended and further definitions added (e.g. cyber-bullying). Agreed. Capability Procedure: this was previously covered in the Performance Management policy; now addressed separately, using the HCC model drafted following union consultation. Q: does this still include items that come under informal capability structure. A: it is included.	

	<p>Action: Chair to forward the previous PM Policy to double-check.</p> <p>Children Looked After: no recent changes. An annual review is required. Now includes CLA abroad. Agreed.</p> <p>Restrictive Physical Intervention: Q: developing a risk reduction plan and appendices Recording and Reporting; – has this been included in the Model from May 2017? A: MK to review this with Sarah before approval.</p> <p>Q: is there a list of trained staff in the policy? A: SOB could not access.</p> <p>Action: Head to check.</p> <p>Q: is training still provided by the LA? A: no longer; the Herts Steps Training has replaced this to support de-escalation of situations and does employ restraint.</p> <p>Q: where a situation needs instant de-escalation, what happens? A: the policy is worded appropriately to cover this. Any incident of restraint is recorded.</p> <p>Q: how often is this called on? A: rarely if at all.</p> <p>All school staff are expected to have received Steps training. Without this the school will not be supported in the event of an issue.</p> <p>Q: how often is this refreshed? A: yearly. Agreed.</p> <p>Whistleblowing: a disclosure can be written as well as verbal. The preference is for people to have things recorded in writing. Agreed.</p> <p>To confirm policies for review at next meeting</p> <p>4 further policies</p> <p>Collective Worship SOB</p> <p>CCTV (arising from Data Protection Policy)</p> <p>Equality & SEND KB</p> <p>Safer Recruitment IN.</p>	<p>Chair</p> <p>MK.</p> <p>HT</p>
8	<p>Holywell Dashboard: To review the latest performance data from last year TK took questions on the data.</p> <p>Y1: attainment was as expected. Q: why do numbers vary? A: Numbers show those pupils working at ARE.</p> <p>Y2: attainment in Reading is securely expected. PP pupils are working towards ARE.</p> <p>Q: what is the cohort size in Y2? A: 46 (43 are already at expected).</p> <p>Boys are performing better at Maths.</p> <p>The figures show an average by year and by subject to indicate how many are performing at ARE, not those below. At Reading only 43 pupils were recorded, suggesting 3 are missing, for whatever reason.</p> <p>IN will seek clarification on the matters raised last July. For the next review, a clearer picture will emerge on developments this school year. The overall picture is constantly changing.</p> <p>Y2 Progress in RWM is positive.</p> <p>Q: how is the progress measured? A: it compares where they are now with where they were last June. High performers continue to perform well.</p> <p>Y3 attainment: A5 is towards expected in W&M.</p> <p>Writing is at risk of negative progress – not as much progress has been made.</p> <p>Y4 attainment in R is securely expected</p> <p>W is working towards expected progress.</p> <p>Y4 Progress significant progress recorded in RWM.</p> <p>Y5 R is working toward expected progress.</p> <p>W is below expectation</p> <p>M is working toward expected progress</p> <p>The above has been reviewed in a recent Pupil Progress meeting.</p> <p>Progress is Reading is positive</p> <p>Y6 R is below expected progress.</p>	

	<p>W – below expected progress. M – below expected progress. Results are based on Autumn 1 assessments conducted in October. Reading progress is at risk of negative progress. However this is being worked on. Projections are looking more positive Q: what has been the impact of the Maths project? A: LA support and staff training has been conducted. Q: can the data be broken down into further stages? A: the software dictates the format</p> <p>EY Overview: timings and actions. Q: when are the assessments conducted? A: in October, closely followed by another in November. Progress Evidence suggested the gap is closing. This level of ARE reflect the good work conducted by the school.</p>	
9	<p>School Improvement Plan The current plan was last reviewed in April. The new strategic document reflects the 5 sections. Currently rated as Good and the goal is to be Outstanding. Behind the objectives are notes on steps being taken to achieve this. Progress and pupils' starting points are a focus. The other big change is emphasis on the wider curriculum. The progress of disadvantaged pupils will be the subject of the next Inset day. SEND, Achievement (detailed reading and comprehension dependent on age). The school is close to reaching 100% teaching that is outstanding. Specific steps in Maths and Computing noted. Leadership shift reflects how the Governors are holding the school to account. Behaviour and specific support (use of external agencies). EYFS: two leaders are covering the post at present. At the end of the academic year, progress will be traffic-lighted. Q: can this be emailed out? A: The Head will address this. Q: how often is this reviewed? A: leaders review their section termly and that in turn is added to the strategic document. Governors were encouraged to study the plan in their own time. Inset Day = Monday 7th January 2019</p>	Head
10	<p>Head's Report As circulated (<i>Governors Report Autumn Holywell</i>) the following items were highlighted: Attendance data: achieving 96% attendance target continues to be a challenge. 10 pupils continue on the roll even though they have left, impacting on the figures. A few penalty notices from the summer have been processed, resulting in fines of £700. Q: when does it become a Child Protection issue? A: when it is escalated to an outside agency. Q: what more can the school do? A: it can seek support via referrals to e.g. Family Support where possible. Q: what do the figures look like with the absent pupils taken out? A: the figures look healthier and sit at the target figure of 96%. Monitoring activities with parents continue. Q: following a message received from a grandparent, can school-based email addresses be removed from the website? A: it is a requirement. Governors were informed about a complaint so would not be able to address this on a panel.</p> <p>Monitoring of Teaching & Learning: statistics noted. one figure needed refreshing. This represents a high percentage of good or better for the start of the year. Q: EAL - any records for those pupils new to learning English? A: 10% of the recorded number. 46 languages are spoken across the whole school (including</p>	

	<p>dialects).</p> <p>Q: is it anticipated any action will be taken over behaviour issues? A: both fixed and permanent exclusion options are considered to deal with aggressive behaviour.</p> <p>Recruitment: an agency teacher takes up post in January. CPD: Steps training will be delivered to all staff in Twilight sessions. Parents' evening takes place the week before half-term.</p> <p>Behaviour: themes include Respect – Autumn; Pride – Spring. 11 -17 Feb is Feeling Good week. Bid application: waiting to hear on outcome. Euro council Bid was successful, meaning that 15 pupils will visit Spain and another 15 in two years time. 2fe progress continues.</p> <p>On the website, some statutory information has dropped-off following a switch to the new website. All staff have received L1 Safeguarding training. There are 4 post-LA pupils on roll.</p>	
11	<p>Governors' Classroom Visits To receive an update on recent classroom visits IN visited Y6 on 4th December. Report attached. Governors are encouraged to make their visits in the new year as time allows.</p>	
12	<p>Safeguarding Covered above.</p>	
13	<p>Any Other Business</p> <ul style="list-style-type: none"> • Parent Consultations in February 12 & 14 (IN will be away from 9th – he can arrange the logistics). Q: Can ipads be used to help support the survey? Are governors happy to attend to support the consultation? • Xmas Presentations this week • Thanks recorded to Melanie for her contribution as she leaves at the end of the term. <p>Part II items (Pay Committee – Feedback from Headteacher's Performance Review) were addressed separately.</p>	
14	<p>Date of Next Meeting Tuesday 5th February 2018, 6.30pm</p>	

Note by Chair following classroom visit to Year 6 on 4 December 2108

I visited Year 6 during the morning of 4 December. It was encouraging to see such good behaviour in all three classes and the pupils so engaged and enthusiastic throughout all the lessons. It was interesting to see the maths reasoning work being done in Birch class, helping to improve number skills and raise standards in maths. The pupils in Elm class read very confidently from a WW1 novel about a mother and her son Alfie whose father was off in the war and his mother refused to tell him the truth. The children were asked to describe the emotions of Alfie and his mum and came up with some excellent language – I certainly didn't expect to hear the word 'discombobulated'! Finally, I enjoyed the discussion on WW2 rationing in Rowan class which really grabbed the attention of the children I and was pleased to have the opportunity to work with some of the pupils answering questions about the text of a war poem.