

HOLYWELL PRIMARY GOVERNING BODY

Minutes

Tuesday 5th February 2019 at 6.30 pm

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

In Attendance: Barbara Bahirathan; Lisa Bancroft Prescott; Lisa Patrick; Monique Jowers (School Business Manager); John Conlon (Clerk).

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

		Actions
1	Welcome New staff members Barbara Bahirathan and Lisa Bancroft Prescott were welcomed, along with Lisa Patrick who gave a presentation. Lisa and Barbara are interested in joining the board, replacement for Melanie.	
2	MATHS PRESENTATION Lisa Patrick gave an update on Progress in Maths. <ul style="list-style-type: none"> The picture is looking more positive for the spring following a visit from the advisor. Content is designed to help consolidate the understanding of pupils. A learning walk is planned this week with the advisor that will include a fluency training session. The data arising from the training should show more pupils working at ARE. Some pupils have tripled their scores following the training. Book scrutiny has been conducted. Lower prior attainers need the opportunity to improve their performance. A multiplication project is planned for LKS2. Online testing is coming and pupils need to prepare for this. Q: when is multiplication introduced? A: In Y1. A lot of activities are underway to help attainment in Maths. Q: what has changed in the practice of teaching Maths? A: method has not changed much; however there are several ways to address each function such as division. The <i>Herts Scheme for Maths</i> involves a range of strategies. Focus is on solving problems at source and introducing relevant interventions. Learning by rote helps but later they need to have the reasoning skills to understand the mechanics. Speed is of the essence and this is a focus for the coming year. Q: is learning by rote still encouraged? A: yes, if it is an effective way of learning. Q: where is the time found for this extra focus? A: the fluency sessions are timetabled for three times a week. Q: are parents aware of how they can help? A: steps are proposed to push this approach at home. Governors will keep an eye on progress when the next batch of data is received. Lisa was thanked and left the meeting.	
3	Finance/Budget The Business Manager was welcomed. Questions were invited. Budget Review: Catering staff: Q: how was the figure of £24k reached? A: the new catering staff started in September and the income for UFSM (£42k) is reported on. Parents pay for meals directly to the school, which add to the coffers (I09). Repairs & Maintenance: some adjustments noted to cover a water bill (now based on actual readings and the meter was relocated for ease of access). Q: what meter led to the bill of £6k? A: There was a leak in the boiler house (leaky valve), detected late and needed prompt action. Q: was there a warranty in place. A: the building was not new. Q: what steps are underway to avoid a recurrence? A: conversations are underway. Q: what would the bill have been otherwise? A: approx £600. Reprographics costs noted. Sports costs have been boosted by parental contributions (I08 clubs) Q: what is the background to the in-house catering figure? A: maintenance and FSM. Q: for I18 outrun, what was the PE grant? A: £20k was received in total.	

	<p>Carry-forward updated to £224k as of 2019. Budget looks healthy and on-track.</p> <p>Q: where did the additional £122k come from? A: through more budget share; nursery funding received. 12 are in the nursery. Free provision is 15 hours and funding is received on top of this. Where they are not entitled, parents pay instead.</p> <p>Q: what is the projection?</p> <p>A: new display screens were installed in 8 classrooms (@£8k per screen).</p> <p>Q: what about the additional £10k announced in the last budget? A: this will appear in next year's budget.</p> <p>A saving has been made in health insurance outlay (E10).</p> <p>Q: Any plan to spend on health initiatives for staff? A: wellbeing options will be reviewed.</p> <p>Report on Fund Account: question invited. There were none.</p>	
4	<p>To review the latest benchmarking data (2017/18)</p> <p>Information for academies is excluded.</p> <p>The Chair had asked MJ to validate some of the figures and she confirmed that they were of the right order.</p> <p>An increase in spending for premises (buildings and maintenance) recorded and explains the jump in sums in recent years.</p> <p>Q: why is the spend so much greater than other comparable local schools?</p> <p>A: the school has the services of a site manager and caretaker, along with the use of contracted cleaning company. The differences stand out; plus this site is considerably larger than many others.</p> <p>Attendance: only a few schools meet the attendance requirement. Holywell is not alone in facing this challenge.</p> <p>Q: Pupil/teacher ratio – why is this not the same as class size?</p> <p>A: many staff are not present in the classroom.</p> <p>Q: how is further income generated? A: through lettings, which are being worked on.</p> <p>A Saturday let recently concluded. A Thursday let for an after-school club attracted low numbers. Holiday options and sports activities are being explored.</p> <p>Parking space for football days is being sold using a contactless device. The site manager and caretaker are in attendance when required to supervise.</p> <p>Monitoring continues. Broadly the figures are positive and income for pupil has increased.</p> <p>MJ was thanked for the budget reports and she left the meeting.</p>	
5	<p>Apologies</p> <p>Apologies noted from Kaveeta Sonigra (away on business).</p> <p>Apologies noted and absence approved. All other Governors were present.</p>	
6	<p>Conflict of Interests</p> <p>No conflicts in the agenda were declared.</p>	
7	<p>To approve minutes of the Governing Body Meeting, 18th December 2018</p> <p>Agreed and signed by the Chair.</p>	
8	<p>To consider any matters arising from previous minutes not otherwise on the agenda</p> <ul style="list-style-type: none"> • Physical Intervention Policy appendix: this has been addressed. • SIP has been emailed. • IN's classroom visit noted. 	
9	<p>Governor Correspondence</p> <p>No new correspondence had been received.</p>	
10	<p>Policy Review</p> <p>To consider for approval the following policies:</p> <p>CCTV (new): arising from the existing Data Protection Policy, and developed from what other schools have published.</p> <p>1.2 recording system records continuously – wording on lights/timer can be deleted.</p> <p>Lighting will result in clearer images, but night vision recording is supported.</p>	

	<p>Location of the unit needs to be recorded. Images are recorded on a hard-drive and are held secure. There are 27 cameras in place.</p> <p>5 system details to be presented as a statement.</p> <p>5.1 site manager checks noted.</p> <p>8.1 allows for the possibility of an independent investigation by the Head based on the seriousness of the incident.</p> <p>Date of review to be every 3 years – agreed.</p> <p>Collective Worship: reviewed by SO'B and recommendation noted.</p> <p>Values and Aims: The 6 Rs suggested as an appendix.</p> <p>Special Occasions: could be referenced in the first paragraph.</p> <p>Parent assemblies: parents attend on Fridays.</p> <p>Subject to these updates – agreed.</p> <p>Equality: KB reviewed this.</p> <p>3.1. SDP = SIP.</p> <p>Q: 2.2 what does this mean? A: ‘civil partnerships’ is an example of a protected characteristic and is not relevant in this context. Age is relevant to staff.</p> <p>Trans-gender: what is the school’s policy in this case? The policy states it does not discriminate. If a situation arises, there needs to be evidence that the situation has been considered. Parents could be consulted on views.</p> <p>Action for TK to seek current HCC guidance.</p> <p>Agreed.</p> <p>Pay Committee Terms of Reference (new): drafted to address issues of quoracy. Staff Governors are excluded from membership and the Head attends in an advisory capacity. To be reviewed every 3 years. Agreed.</p> <p>Special Educational Needs & Disability (SEND):</p> <p>Q: what support is there to support parents for home learning? This should be recorded especially if the parent is hesitant to express the need.</p> <p>A: parents are involved in the process. They ask questions if they have concerns. Details are contained in the SEND offer document.</p> <p>6.1 is the place to record this. Action: SO'B to suggest wording.</p> <p>Pupil Passport is a one page profile – remove this.</p> <p>6.5 EHCP 2018 deadline has been met – this can be removed.</p> <p>Subject to annual review – subject to these additions, agreed.</p> <p>To confirm policies for review at next meeting:</p> <ul style="list-style-type: none"> • Safer Recruitment • Behaviour Management (apols SO'B) – deferred to the summer term. • Intimate Care Policy • Freedom of Information Publication Scheme • Dealing with Allegations Against Staff 	TK
11	<p>To approve SEND Parent questionnaire</p> <p>KB and TK worked on this. Suggestions for updates noted with thanks.</p> <p>12 questions have been developed. The questionnaire will be sent to those families on the SEND register. Parents will be given the questionnaire as they leave the Parents’ evening.</p> <p>Outputs to be shared at a future meeting.</p>	
12	<p>Head's Report</p> <p>Update on staffing: Melanie Ring’s position has been covered internally, so resources are stretched. A move to recruit did not lead anywhere. For the autumn, the class situation will have to be considered. Supply cover has been deployed where practical. Cost implication noted.</p> <p>Q: any NQT support needed? A: not presently, until needs become clearer (even though they always do well here).</p> <p>Pupil Premium Project invitation was accompanied by a self-review. Runs over a year with</p>	

	<p>the current Y5.</p> <p>National Projects continue. Trip planned to Spain in June and it is fully funded.</p> <p>JARV took place on 30th January 2019 last week which was positive and enthusiastic. Report to follow. Initial feedback:</p> <ul style="list-style-type: none"> • Progress according to the autumn data suggested there was more work to be done. • No teaching is less than good and use of AFL is good. • Learning behaviour is outstanding and pupils felt that bullying, when it occurs, is being dealt with. • Attainment and progress in books is good. • More able pupils are challenged. <p>Reports have been submitted for subject areas.</p> <p>Q: When is the next staff questionnaire scheduled? A: in the summer term. e-safety issue from a home mobile phone situation noted. EHCP: 3 are being drafted.</p> <p>Q: will the school take place in the Ofsted consultation on the new framework? A: yes. SO'B summarised some of the changes.</p>	
13	<p>Governors' Classroom Visits</p> <p>To receive an update on recent classroom visits. No recent visits to report on.</p>	
14	<p>Safeguarding</p> <p>The Head summarised the status of DSP training for senior staff and safeguarding training for all other new and existing staff in his report.</p>	
15	<p>Any Other Business</p> <p>IN reminded Governors of his intention to step down and the need to find a successor. He is prepared to remain in post until the end of 2019 to ensure an effective handover.</p> <p>AG raised a proposal relating to Sex Education to be introduced from 2020. Concerns expressed about some of the content. AG proposed home-schooling his children if the situation is not addressed. The school was asked to reflect on the supporting textbooks that range from texts written by Stonewall and NSPCC.</p> <p>New requirements noted. Governors agree content to be used in the school.</p> <p>Parental Right to withdraw child seems to end then.</p> <p>Content will be aged-related. Schools are not obliged to teach to a specific text book (e.g. Stonewall) and will be given advice on how to roll this out. The matter will be returned to at a later date.</p>	
	<p>Date of Next Meeting</p> <p>26 March 2019, 6.30pm (Apolis SO'B)</p>	