

**HOLYWELL PRIMARY GOVERNING BODY
MINUTES**

Tuesday 7^h May 2019 at 6.30 pm

Present: Kim Bloomfield (KB), Toyin Keshiro (TK), Michaela Kirtley (MK), Steven Moran (SM), Irvin Needle (IN), Laurie O'Brien (LO'B), Sue O'Brien (SO'B), Robert Palmer (RP), Lisa Bancroft Prescott (LBP); Laura Rogers (LR), Kaveeta Songria (KS); Coert Van Straaten (Head),

In Attendance: Barbara Bahirathan (BB); Marisela Gonzales-Brew (Item 4); Monique Jowers (Item 8); John Conlon (Clerk).

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

1	Welcome	Actions
1	Everyone was welcomed.	
2	Apologies Apologies received from Abbas Gulamali (unwell), Daniel Moore (on a course); absences approved. All other Governors were present	
3	Conflict of Interests Governors to declare any conflict of interest that may occur during the meeting.	
4	<p>Subject Presentation by Marisela Gonzales-Brew, Spanish teacher, on development of International Projects</p> <p>MGB reported on important learning developments in respect of a number of international projects. An exchange programme with a school in Galicia is underway, including an exchange of letters.</p> <p>Links with the Historic centre of Pontevedra, in NE Spain where the city centre has been pedestrianised. Under the Erasmus scheme, this is the first time a primary school has participated. A class in Y5 will be visiting a school in Cordoba after the half term. They have been to Parkgate Junior School to meet the children they will be travelling with. Mrs Wylie, Miss Rogers, Mrs Keshiro and Ms Gonzales-Brew will accompany the children on the trip. The classes from Year 3 will be combined for the week and will take part in team building activities and other joined learning.</p> <p>Funding: The British Council was approached; MGB submitted an expression of interest. Budget summary was explained. £33k will be received over two years. In total, €196k was awarded to 4 schools in Watford (Holywell, Bromet, Oxhey Wood, Parkgate) and two schools in Spain (in Tenerife and Cordoba).</p> <p>The project is based on cooperation for innovation and the exchange of cultures. Goals and aims of the school and the local community were identified, based on the school's vision. The aim is to increase perspective of the world, for both Spanish and British pupils,</p> <p>Uses of the funding noted. Some of the local schools already had international projects underway. Benefits exist for pupils and staff alike. Multi-culturalism will be celebrated. Parents will be encouraged to be more engaged in their child's learning.</p> <p>Objectives include language competencies; opportunities to travel; providing staff with opportunities to work in a different context.</p> <p>An International school award was applied for. Presentations and cards will be exchanged. Seven projects need to be undertaken to be eligible: Getting to know you; my heritage; from my window; community day; walk to school; linking classrooms and exchange trips.</p> <p>This is the biggest school in the group. A suitable venue was considered to display the outputs of the project (boxes). A local church has been identified.</p> <p>Further planned activities to run until 2020 noted.</p> <p>PHSE/RE lessons have been used as a basis to do the research.</p> <p>English Heritage angle explained.</p> <p>STEPS training covered attachment, trauma and resilience in practice. Aim is to develop in the pupils a sense of self-identity.</p> <p>In the recent Ofsted pilot visit of 1st/2nd May, impact on pupils' particular context is an important focus. Questions were taken.</p>	

	<p>Q: how many pupils will be involved? A: 15 from Holywell, matched by the other 3 local schools</p> <p>Q: how were they selected? A: through a questionnaire for pupils and parents. Results were shared with Parkgate to ensure impartiality.</p> <p>Q: what are the language competencies required? A: in Spain, there are bi-lingual schools. The pupils will be able to communicate with each other.</p> <p>Ms Gonzales-Brew was thanked for her presentation and she left the meeting.</p>	
5	<p>To approve minutes of the Governing Body Meeting, 26th March 2019</p> <p>Agreed and signed by the Chair.</p>	
6	<p>Matters arising</p> <ul style="list-style-type: none"> • Potential trans-gender position: TK reported on the resources now available on the Herts Grid offering guidance. http://www.thegrid.org.uk/learning/bme/equality/lgbt/resources.shtml • SEND parent Questionnaire: this was sent out; response was low (5 out of 69). There is still time to respond. The target is to obtain 30-40 responses. Opportunities exist to issue reminders in assembly and for parents to pick up a paper copy from the school office. Q: what are the next steps? A: it has been mentioned in two recent newsletters. The next parents' evenings are in July. • Succession Planning: situation remains unchanged in terms of colleagues to succeed IN for the autumn term. • Governor email addresses are to be removed from the Governor page on the school website for reasons that were explained. • All recent policies that have been reviewed and updated have been posted online. • Wording for the policy addressing physical restraint is now available. • Y1/2 assessment data to be reviewed and circulated by LO'B <p>All other items were on the agenda.</p>	
7	<p>Governor Correspondence</p> <p>To report on any correspondence received. None.</p>	
8	<p>School Budget</p> <p>To report on 2018/19 year-end financial outturn</p> <p>MJ opened the discussion. The carry-forward figure of £278k recorded (consisting of some revenue and some capital) more than was budgeted for.</p> <p>Q: where were the savings made? A: more than expected funding was received. Some savings were made, spread across the board. Pupil Premium; letting fees etc.</p> <p>To approve 2019/20 budget</p> <p>In terms of five-year projections, the prospects are challenging. £60k for the extra classroom as part of the original move to 3fe is no longer received. The loss of this will be felt. Fewer children on roll, impacting on Pupil Premium grant. Increased on-cost contributions for staff noted. £1.841m is the Settlement from HCC, reflecting a noticeable drop since last year. Income from catering: this is the first full year of covering this in-house for staffing, leading to a new heading. Overall revenue income is £2.09m compares with £2.6m for last year.</p> <p>Q: how as this been allocated? A: looking at the out-turn expenditure; staffing remains stable. Building maintenance is covered by £50k of capital. ICT has allowed for some savings to be made.</p> <p>Q: why do the staffing costs vary so widely across the year? A: reduction of class sizes/staffing had an impact, a process that will continue into the autumn as part of the transition of 2fe.</p> <p>Q: can a comparative column be added to allow comparisons? A: MJ will address this.</p> <p>Resources: non-ICT reduction noted. Some hardware is in need of an upgrade.</p>	MJ

	<p>£90k compares with £170k from last year.</p> <p>Q: what is the view of HCC? A: they expect the necessary action to be taken. Staff attend courses on making savings. Big savings have been made in recent years and overspending curbed.</p> <p>Q: what are indirect employee expenses? A: these include trainee fees that are met by the school at a cost of £21k.</p> <p>Q: are trained staff obliged to remain? A: yes for at least a year, subject to performance.</p> <p>Contingency of £52k noted. Funding for IT could come from the capital fund.</p> <p>In the event of a deficit budget, HCC will be paying a visit and asking questions.</p> <p>The school has looked ahead and the necessary preventative action has been taken.</p> <p>The fund account will be addressed separately – remains unchanged.</p> <p>The project to address the playing field is on hold – to be funded from the allocation for the Daily Mile.</p> <p>Challenges are being experienced by all schools.</p> <p>MJ was thanked for her report and preparation of the budget.</p> <p>It was proposed to approve the budget. Approved and signed by the Chair.</p>	
9	<p>Policy Review</p> <p>a) To consider for approval the following policies: Behaviour Management (c/f to the next meeting)</p> <p>British Values: included across PHSE & Citizenship lessons. Para 4 wording needs tidying up. Referrals to the Behaviour Management policy noted. Promotion of diversity: again, wording clarified to include citizenship. A harvest event takes place in the autumn. Subject to these changes, agreed.</p> <p>Early Years Foundation Stage (EYFS): 6.2 should read 'exposed'. 9 Transition: meetings with parents to include liaison with pre-school facilities. Q: Are observations included? A: these are included in the front of the journal. 1.3 Many pupils that have attended other pre-school settings still need to apply through the in-year admissions process. IN will add suitable wording. Role of parents: wording reviewed. EYP = Early Years Practitioner. Q: for EYFS, are there any f/t places? A: currently 13; the Head will check this is included in the Admissions Policy.</p> <p>Lettings: RP reviewed this. 2.2 the school's position was clarified (e.g. bookings that support the school's criteria). 4.2 total cost to be made upfront, unless otherwise agreed. No cash payments will be accepted. Deposit recommended to cover any damage or clear-up required. 50% required up-front and balance required 14 days in advance of the event. Deposit cash to be held on site in the safe. MJ continues to manage such bookings and ensure they are legally valid. Lettings are advertised on the school website.</p> <p>Q: are there many inquiries for lettings? A: holiday activities have been initiated. Summer school initiative fell through. There are many other local providers. Licensing, caretaking and catering restrictions exist. Birthday parties offer opportunities and are easier to manage than adult parties. Effective use of banners raised. The council has taken these down in the past. Lettings have been mentioned in recent newsletters. Finding revenue from the school's underused facilities remains a priority. An annual report of such revenue to be requested at the July meeting. Subject to this, agreed</p> <p>b) To confirm policies for review at next meeting.</p> <ul style="list-style-type: none"> • Behaviour Management (from tonight) • Attendance • Online safety 	<p>Agenda</p> <p>IN</p> <p>Head</p> <p>MJ</p>

	<ul style="list-style-type: none"> Supporting pupils with Medical conditions 	
10	<p>Head's Report As circulated (Governors Report Summer 1).</p> <ul style="list-style-type: none"> Staffing: the school fully staffed for September. Changing staffing profile noted 3 Schools Direct TAs to be engaged. Outcome of consultation to reduce the number on roll is still pending. Steps Training has been conducted and has informed the review of the Behaviour Management Policy. Ofsted Pilot inspection (so-called 'friendly inspection') was conducted over two days last week – it is a demanding structure. Relations between pupils and adults seen as a positive. Actions: more coherent EY approach is needed. These actions will be used to review the SIP. Science and topic work in History and Geography were areas of interest. Triangulation was applied to assess impact. No grading was received on Teaching & Learning. The HMI inspection was more interested in the impact of interventions. They queried that if teaching is good, why is the additional provision required? Q: was there anything in the feedback to follow-up on? A: taking pupils out of class reduces their access to other areas of the curriculum. If the school decides on the measure, they can decide on the level of effectiveness. Q: the inspection had 4 inspectors – is this usual? A: it forms part of their training process. Q: what are the implications for the level of detail? A: they can look at more areas .There is more scope for 'deep-dives'. The process is less data-driven, even though data is the key way of measuring progress and impact. . The new framework is still at the consultation stage. The main focus is on the broad curriculum. The team of inspectors played cards close to their chests. Style of inspectors was not helpful – less evidence of partnership working than in the past, in contrast with what was anticipated. Next inspection scheduled for 2021 or within 4 years at the latest. Advice received will be used to strengthen the development of the school. Premises: no major work planned. Training records are up-to-date. 4 pupils have EHCP plans in place. 	
11	<p>Governors' Classroom Visits To receive an update on recent classroom visits. No recent visits. More are planned before the end of the summer term. Governors invited to attend SATS next week M&T</p>	
12	<p>Safeguarding Staffing profile and training update from the Head's report noted with thanks.</p>	
13	<p>Any Other Business Watford Mums on Facebook: positive feedback noted.</p>	
14	<p>Date of Next Meeting 11th June 2019, 6.30pm</p>	