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**School:** Holly Primary School.  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** 20<sup>th</sup> February, 2017 at 4.00pm  
**Location:** At the school

**Membership**  
'A' denotes absence

	Mrs A Proctor (Chair)
	Mr N Smith (Vice-chair)
	Mr D E White (head teacher)
A	Mr A Gerus
A	Mrs C H Flinton (Training Co-ordinator)
	Mrs H R Westwell
	Mr A Hickling
A	Mr Roebuck
	Mrs J H Mayhew
	Miss S McGuinness
	3 Co-opted governor vacancies
	1 Parent Governor vacancy

**In attendance** D J Baker (clerk to the governors)

**GB/01/17 Apologies for absence Action**

Apologies for absence were received from Mrs C H Flinton (work); Mr A Gerus (Medical) and Mr N Roebuck (work). It was

**resolved**

That the governing body consent to these absences.

**GB/02/17 Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda. The Head Teacher confirmed that all governors had reviewed their statutory declarations of business interests.

**GB/03/17 Review of membership**

Governors received and noted the governing body membership list, which had been previously circulated. The clerk reported that there were currently vacancies for 3 co-opted governors and 1 parent governor. He also reported that a nomination had been received from the local authority for the re-appointment of Mrs C H Flinton, whose term of office was due to expire on 10<sup>th</sup> June, 2017. The head teacher reported that the outstanding parent governor vacancy would be advertised in the near future and that efforts were being made to recruit additional governors through the School Governors One Stop Shop, inspiring governance and other agencies. It was

**resolved**

1. That the report be accepted.
2. That the nomination of Mrs C H Flinton be accepted and she be appointed as local authority governor for a 4 year period with effect from 7<sup>th</sup> June, 2017.
3. That further consideration be given to the appointment of Co-opted Governors at the next meeting.

**GB/04/17 Reconstitution of the Governing Body**

Consideration was given to the appropriate size and composition of the governing body and the clerk outlined model constitutions and structures available.

1. That the governing body of the Holly Primary School be reconstituted with effect from 1<sup>st</sup> April, 2017
- 2 That the reconstituted governing body shall consist of 12 governors as follows:
  - Four Parent Governors
  - One Authority Governor
  - Five Co-opted Governors
  - One Staff Governor and the
  - Head teacher
- 3 That the existing co-opted governors and their terms of office be noted as follows:

Mr N Smith	- 30 <sup>th</sup> July, 2018
Mrs A Proctor	30 <sup>th</sup> July, 2018
Mrs H R Westwell	30 <sup>th</sup> July, 2018
Mrs J H Mayhew	30 <sup>th</sup> July, 2018.

- 4 that the current parent governors and their terms of office be noted as follows:
 

Mr A Gerus	- 19 <sup>th</sup> June, 2018.
Mr A Hickling	- 31 <sup>st</sup> August, 2018
Mr N Roebuck	- 26 <sup>th</sup> March, 2019
Vacancy	

- 5 That it be noted that Mrs C H Flinton is the current authority governor and that her term of office will expire on 6<sup>th</sup> June, 2021.
- 6 That it be noted that Miss S J McGuinness is the current Staff governor and that her term of office will expire on 31<sup>st</sup> August, 2020.

**GB/05/17 Minutes**

The minutes of the autumn term meeting held on 31<sup>st</sup> October, 2016 having been previously circulated were confirmed and signed by the chair.

## Committees and working parties

### Pupils and Strategic Development Committee

The minutes of the Pupils and Strategic Development Committee meeting held on 10<sup>th</sup> October 2016 were received. The Head Teacher reported on matters considered as follows:-

#### Yammer

The head teacher reported on the number of families accessing the yammer programme and that the newsletter had been published on the school website

#### Pupil Premium

Governors noted that letters had been sent to all parents recommending that where appropriate, they register their entitlement to a range of benefits which would result in Pupil Premium Grants being available. In response to questions, the head teacher reported that following the letters, 1 family had registered their entitlement so far with another family currently processing their application. It was noted that Mrs H Westwell was the Pupil Premium Link Governor.

### Finance, Personnel and General Purposes Committee

The minutes of the Finance, Personnel and General Purposes Committee meeting held on 28<sup>th</sup> November, 2016 were received. The Head Teacher reported on matters considered as follows:-

#### School Budget

The Head Teacher reported that the school budget for 2016/17 had been considered in detail and was operating in line with expectations. The budget for 2017/18 which had recently been received would be considered at the next meeting of the committee under delegated powers

#### Health and Safety

It was noted that the health and safety inspection would be carried out in the near future.

#### Finance Policy

Governors noted that the school finance policy had been reviewed and approved under delegated powers

#### Next Meeting

It was agreed that the next meeting of the committee be held on 13<sup>th</sup> March, 2017 at 6pm.

## **GB/06/17 Correspondence**

The clerk reported on the following items of correspondence:

The Nottinghamshire governor magazine, (first spring term edition) copies of which had been emailed to all governors and in which the following matters were highlighted:

- Governors Conference to be held on 11<sup>th</sup> March, 2017.
- NAGS- Writing Competition – closing date 7<sup>th</sup> February, 2017.
- Opportunities within Governor Services
- Education Trust Board – Membership recruitment
- Governor Meetings – Voting by Telephone
- HMCI – Final Report
- Governor Leadership Development Programme
- Head Teacher's Appraisal – Quality Assurance
- School Safe alert system
- Safer Recruitment – updated regulations
- Implementation of the National Apprenticeship Levy
- Dealing with Complaints
- Provision of Translation and Interpretation facilities
- Early Years Funding Consultation
- Protecting Primary Aged Children against Flu
- Tackling Emerging Threats to Children
- Sherwood Forest Trust – Provision of Trees

The Nottinghamshire governor magazine, (Second spring term edition)

- Governors Conference to be held on 11<sup>th</sup> March, 2017.
- e-mails from Governor Services
- New Governance Handbook
- Recruitment of Governors
- New Ofsted Chief Inspector
- Length of Meetings and Agenda
- Supporting Pupils with Medical Conditions
- Looked After Children
- Co-leadership
- DBS Checks
- National Funding Formula Consultation stage 2
- National Child Measurement Programme
- Schools Portal

Basic Need Provision

The clerk reported that under the basis need programme; the local authority had provided over 5000 primary school places since 2013.

Implementation of the National Apprenticeship Levy – Information

Local Authority Prospectus – Changes to Governor services offers and use of Governor hub

**GB/07/17 Head teacher's report**

The head teacher presented his report, copies of which had been previously circulated, highlighting the following matters

### School Visitors

Governors noted the number and range of visitors to the school, including Lightning McQueen and Foundation fun which arose from a pupil donating a considerable amount to charity.

### Pupils

The head teacher reported that there were currently 352 pupils on roll and referred to the gender composition and class organisation adopted, details of which were noted. In response to questions, the head teacher reported that whilst there were no major concerns,

He advised that there were currently 46 pupils identified as having special needs, details of the additional support provided being noted.

Governors were informed that a number of parents failed to submit applications for transfer to their preferred secondary schools on time and as a result would be considered as a late application.

### Pupil Attendance

The head teacher reported on the major push to improve pupil attendance which was currently 96.20% and presented detailed tables setting out full details of pupil attendance on a group by group, and class basis which included reference to both authorised and unauthorised absences.

Responding to challenges, the head teacher reported that all parents had received RAG rated letters regarding their children's attendance level and where necessary he and other staff had met with the parents to provide additional support designed to improve the level of attendance. It was noted that following this intervention, attendances normally improved.

Responding to further questions regarding benchmarking of attendance levels, he advised that attendance at Holly Primary School was classed as good. Governors noted that the attendance of pupils in receipt of Pupil Premium and free school meals was lower than average. Governors again challenged the head teacher who reported on the use of an on line register which enabled staff to access detailed data on pupils attendance and on the procedures adopted to chase latecomers and absences with an initial phone call from the school office within 1 hour of the start time, further calls and warning letters after 5 days absence.

A variety of strategies had been put in place to encourage pupils to attend punctually and regularly. It was noted that despite the best efforts a few families continued to withdrawing their children for holidays during term time. The head teacher confirmed that attendance would remain a priority in future.

### Pupil Behaviour

The head teacher reported that pupil behaviour remaining extremely good, with no instances of bullying, racist incidents or exclusions during the term

## Staffing

The head teacher reported on staffing changes since the last meeting, advising that Mrs Freer intended to return from her maternity leave on 9<sup>th</sup> March, 2017 on a 2 day per week timetable. In response to a question, the head teacher reported that the absence had been covered in house.

Governors noted that the cycle of staff appraisals continued with no areas of concern being identified with teaching being classed as good or better. Where necessary targets for improvement were set and followed up and in response to questions the head teacher reported that the process was well received by staff. The whole school appraisal would be reviewed in due course with recommendations regarding pay progression being presented to the Pay Committee during the summer term.

## School Improvement Plan

The head teacher reported that data on standards and achievements had been considered in detail at the last meeting of the Strategic Development Committee. He referred to the School Improvement Plan, copies of which had been circulated, and to the six priorities identified for improvement, which were designed to raise the quality of teaching to outstanding, to raise standards in attainment and progress through teaching and learning, including narrowing the gap for vulnerable pupils. AS previously reported, pupil attendance remained a major focus with efforts also being made to improve parental engagement.

In response to questions, he replied that the quality of teaching was enhanced with good quality professional development training courses and through good staff meetings and shared expertise and examples of good practice. Governors received detailed colour coded schedules setting out the local authority risk classifications from which it was noted that the school was in the top 10% for English and Maths although writing remained a challenge. The inspection data dashboard for the school was circulated and reported on with the much strength and few areas of weakness being highlighted with particular confirmation that the school had met the floor standards. Governors noted that pupils exceeded national averages in Phonics.

A Series of Raise on Line charts setting out the schools basic characteristics and trends from 2014 were received with the head teacher reporting that boys were at or had exceeded their age related expectations and in response to questions and challenges reported on the assessment process and also the early identification of needs which enabled various intervention programmes to be implemented.

Data for all areas of performance was available and the head teacher expressed some concerns over the current year 5 pupils moving to year 6, where he anticipated a reduction in standards during the coming 3 years because of the cohort involved. The possibility of employing additional staff to meet the need to boost the pupils was being explored but the schools budgetary position severely limited this course of action. He considered that following completion of the SATS tests, it would be possible to relocate some staff to provide an early boost. Governors questioned the proposals suggesting the possibility of providing after school booster sessions which could be possible but would impact on staff time and goodwill. In response to further questions and challenges, the head teacher considered that the cost of providing extra booster staff would cost in the region of £2 - £3,000 and he had identified staff available to provide that boost.

Following detailed consideration, the head teacher was authorised to take appropriate action to secure the booster sessions. Governors questioned the head teacher regarding the allocation of staff to individual classes and were advised that this was done on an annual basis and reviewed during the year. Governors requested a plan showing areas of staff responsibility.

The head teacher also reported that the light touch support of St Peters school had now ceased. Proposals to reform the Friends of Holly were noted.

#### School Accommodation/Health and Safety

Governors noted that a fire evacuation practice had been conducted successfully with several teachers participating as part of their professional development. During the annual boiler inspection, it had been discovered that the lead flashing had again been stolen from the roof and would be replaced at a cost of £800. Possible efforts to further discourage thieves would be explored.

The head teacher reported that the design for the hygiene suite was proceeding with work likely to be carried out during the summer break. He also reported on discussions with the local authority regarding the possibility of a further classroom being provided at the school.

#### Tracking

The Deputy Head Teacher gave a detailed presentation on the tracking systems and procedures used in the school which included pupils in receipt of pupil premium grants.

Responding to questions, she reported that year 5 pupils were significantly below national standards on entry to the school and following identification of pupils needs, a number of initiatives were in place to raise standards. She responded to further questions, reporting that staff were in tune with progress measures and analysed their own data which was then quality assured.

#### Pupil Premium

Governors noted the detailed report on the rationale behind the expenditure of pupil premium receipts including the specific uses of the premium, the cost of each intervention, its purpose and impact on the pupil's performance of disadvantaged pupils. In response to questions.

It was noted that the school web site was up to date and fully compliant with regulations.

#### School Budget

The head teacher reported that the draft school budget had been released by the local authority and would be referred to the Finance and General Purposes Committee for consideration. An initial review had shown a reduction of £5,000 with a further reduction expected in future years.

#### School Support

The head teacher reported on a request from Heatherley Primary School for the provision of support and mentor the Acting Head Teacher during the head teacher's maternity leave.

In response to questions, he advised that the support would be for 3 hours per week for which Heatherley would be invoiced £18,500 per annum pro rata for the support. He outlined the different options under which he would either act as Executive Head Teacher being legally responsible for the school or as part of a partnership where Heatherley would retain overall responsibility. Governors again questioned the head teacher who advised that an Ofsted Inspection at Heatherley was possible in the coming 18 months. He had taken advice from HR who recommended that he take the option of Executive Head Teacher.

Responding to more questions, the head teacher outline possible benefits to Holly Primary School through additional income, obtaining more good practice and expertise, against which had to be balanced the extra pressure on the head teacher's home life balance and the capacity of staff at Holly Primary School to provide the required support. The head teacher assured governors that the staff at Holly were extremely capable with the Deputy Head Teacher being willing and able to undertake additional duties. Governors concerns regarding the impact of the proposal on existing staff at Holly were noted and requested additional information regarding the 2 options available. The head teacher reiterated his belief that he could effectively manage the support programme without detriment to Holly and that the role of Executive Head Teacher was the preferred option.

Following a lengthy discussion it was agreed that approval in principle be given to the head teacher providing support for Heatherley Primary School, either as Executive Head or through partnership working, with the Chair and Vice Chair being authorised to determine the issue following receipt of further advice.

#### Childcare Provision

The head teacher reported that because of space restrictions, Holly Primary School was unable to provide for the additional 15 hours free childcare on offer and was signposting parents to other providers.

#### Governor Handbook

It was noted that a new Governor Handbook had been published.

The head teacher was thanked for his full detailed report.

### **GB/08/17 Reports from the Corporate Director**

#### Changes to Ofsted Inspections 2016-17

The clerk reported on changes to the focus of Ofsted Inspectors, advising that they would continue to focus on Safeguarding Issues with particular reference to the Single Central Record and school web site to ensure that both were fully compliant with the regulations.

He also referred to the importance of governors being aware of the issues identified in the Data Dashboard and also of the impact made by the use of Pupil Premium Grants in diminishing the difference. It was recommended that the school's SEDF and SIP be reviewed to being "on a page" where possible with specific references being made to disadvantaged pupils.

Governors were recommended to ensure the following:

- That the Single Central Record is up to date and meets the latest requirements
- That the Website meets all statutory requirements, especially reporting the use and impact of the pupil premium.
- That the Inspection dashboard has been used to predict key lines of enquiry and that governors understand pupil's performance and the outcomes especially for disadvantaged pupils.

To assist Governors, a pro forma checklist had been circulated to head teachers enabling them to identify any issues and provide appropriate evidence.

The head teacher reported that the school web site was up to date and fully compliant with the regulations.

In response to questions, the head teacher reported that an Ofsted Inspection was likely during the coming 3 years with the possibility that it could take place during 2018.

Responding to further questions, the head teacher undertook to arrange for a refresher on governors participation in Ofsted to be provided at the next meeting of the Strategic Development Committee

**HT/SDC**

Safeguarding:

The Clerk presented the report, together with an NSCB Newsletter, referring to the focus on Safeguarding issues and practices, advising that Governors should meet with the safeguarding leads to discuss how the school maintains high quality safeguarding arrangements and ensure that all staff, particularly those with Designated Safeguarding responsibilities, access up to date and statutory training and that information is shared with the wider staff team.

He advised on the importance of ensuring that the child protection policy is reviewed annually, read, understood and signed by all staff with copies of the signed declaration forms being retained. Ideally, the policy should be approved during the autumn term.

The clerk also suggested that an annual audit of up to 5 active case files be reviewed as part of the safeguarding process and it was noted that files had been audited as appropriate.

The report was noted.

Schools Causing Concern Strategy

The clerk presented the report together with the Education Improvement Service strategy for schools causing concern, advising that if a school was at risk, it was likely that letters from the Regional Schools Commissioner and the local authority would be received drawing attention to the position and recommending governors to take remedial actions.

The clerk suggested the benefit of commissioning a quality assurance visit from the local authority to ensure that all necessary action is being taken by school leaders and governors to sustain a good or better outcome at the next inspection.

In response to a question, he advised that this would cost in the region of £900. Governors should be aware of what action is being taken to secure improvement through receipt of evaluative reports against the success criteria in the school improvement plan and through regular governor monitoring activities and by maximising the impact of any support being received from a partner school or Teaching School Alliance.

Governors monitoring policy should be reviewed annually to ensure it is up to date, relevant and well implemented.

Governors noted that the level of progress made by pupils meant that the school could not be classed as a coasting school.

#### **GB/09/17 Behaviour and pupil attendance policy (including anti-bullying policy)**

The Head Teacher reported that the school's Behaviour, Pupil Attendance and Anti-bullying policies had been reviewed and approved by the Pupil and Personnel Committee following which they had been published on the school web site.

#### **GB/10/17 Policy update**

The clerk reported that policies were usually referred to the appropriate committee with delegated powers to consider and approve them. It was noted that there were no policies which required approval at this meeting.

#### **GB/11/17 Appointment of Link Governors**

It was noted that whilst the appointment of Link Governors was still under consideration by the working party link governors had been previously appointed as follows:

Safeguarding/Child Protection	– Mrs A Proctor
Early Years	– Mrs A Proctor
Pupil Premium	– Mrs H Westwell
Training	– Mrs H Westwell
Appraisal	- Chair, Vice Chair and Mrs Westwell
Health and Safety	– Mr A Hickling
Looked After Children	Mrs A Proctor
Years 1 and 2	Mrs H Westwell,
Years 3 and 4	Mr A Gerus
Years 5 and 6	Mrs H Westwell
School Sports Funding	Mr Hickling and Mr A Gerus
Complaints	Mrs C Flinton

A number of vacancies existed and governors were invited to express an interest in areas of work, with consideration being given to the appointment of Link Governors at a future meeting.

AGENDA

#### **GB/12/17 Governor training**

In the absence of Mrs Westwell, Training coordinator, no report was received. The Chair reported that she had completed Safeguarding training and was up to date. The clerk referred to the programme of training available. Governors were recommended to access the on line training courses

**GB/13/17 Governor visits and monitoring reports**

The head teacher reported that governors met with members of staff earlier in the day and that a programme of link governor visits would be developed. A number of governors had visited the school during the term, details of which were noted. Governors were reminded to complete their report forms following each visit.

**GB/14/17 Financial Matters**

## School Budget 2017/18

The Clerk reported that the draft budget for 2017/18 had been released recently and that in accordance with delegated powers this could be referred to the Finance and General Purposes Committee for consideration and approval. In response to a question, the clerk advised that the school budget had to be approved and submitted to the local authority prior to 31<sup>st</sup> May, 2017. It was

**resolved**

That the draft school budget be referred to the Finance and General Purposes Committee for consideration and approval.

## Schools Financial Value Standard

The clerk reported on the requirement for the schools Financial Value Standard to be approved and returned to the local authority by 31<sup>st</sup> March, 2017

## Finance Policy

It was noted that the Finance Policy had approved under delegated powers by the Finance and General Purposes Committee during the autumn term.

## Year end re-forecast 2016/17

It was noted that following a visit by local authority Finance staff, the school's year end re-forecast would be considered and approved by the Finance and General Purposes Committee at its next meeting.

## Services for Schools

The clerk referred to the Local authority services to schools buy back prospectus which included a number of changes from previous years and the use of the Governorhub system and it was agreed that this would be referred to the Finance and General Purposes Committee as part of the budget process.

**GB/15/17 Governor impact on outcomes for pupils**

Governors impacted on outcomes for pupils through consideration of progress reports, analysis of data, including the Data Dashboard and Raise on Line reports, observational visits linked to subject areas, review of school policies, challenges to the head teacher and staff and review of pupil attainment in respect of which the head teacher was required to provide convincing proof and evidence of progress.. The roll and effectiveness of governors was confirmed with governors having a sound understanding of the school's performance and priorities.

**GB/16/17 Holding School Leaders to Account**

Governors held school leaders to account by frequent observational visits, reports on which were received and close links with staff, regular challenges to the senior leadership team, questioning reports and data provided, discussions on the strategic direction of the school and information regarding school achievements and activities. By seeking responses to governor's questions on why things were done, how those activities worked and when interventions happened. Governors had developed higher levels of skill and expertise through training which enabled them to mount greater in depth challenges to the senior management team.

**GB/17/17 Confirmation of date for 2017**

It was

**resolved**

That the summer term meeting be held on 8th May, 2017 at 6.15pm

**GB/18/17 Determination of confidentiality of business**

It was

**resolved**

That with the exception of reports relating to pupils contained within the report of the head teacher, all papers and reports be made available as necessary.

**The meeting closed at 6.00pm.**

Signed .....(chair)      Date .....

DB/IY

