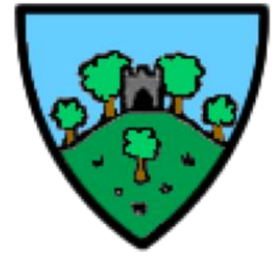




**CONFIDENTIAL**

Minutes of the meeting of  
**Holton-le-Clay Schools Full Governing Body**  
held on  
5<sup>th</sup> March 2018  
6.00 p.m. at Holton le Clay Infant School



Present:

Mr J Allen (Chair), Mrs S Holmes-Barber (Vice-Chair)  
Mrs D Hunt (Executive Headteacher),  
Mrs A Morgan, Mrs L Riggs, Mrs C Wright

**Also present:** Mrs S Ellerby (Clerk to the Governors)

Agenda Item No.	Minutes	Action by whom/w hen
1	<b>Apologies for absence</b> Apologies for absence received from: None	
2	<b>Declaration of Interests in items on this agenda</b> None	
3	<p><b>Headteacher’s Report March 2018</b></p> <p>The Headteacher's Report had been previously circulated to Governors and the following points were particularly noted:-</p> <p><b>Leadership and management</b></p> <p><b>1. SENCOs</b></p> <p>Both our newly appointed SENCOs have made a super start to their work, across the federation. The list below is a compilation of their achievements to date.</p> <p><u>Work of SENCOs 2017/18</u></p> <p><u>Relationships</u></p> <ul style="list-style-type: none"> <li>• SENCOs working together to achieve consistency across the federation</li> <li>• SENCOs and SEN Governor have met</li> <li>• Parent forums established - we intend to tweak the format of the parent forums to engage more parents</li> <li>• Cluster meetings-networking with other SENCOs across the county.</li> <li>• Building parent relationships</li> <li>• Engaging and supporting teachers across the federation</li> <li>• Liaising with SLT</li> <li>• Working with Specialist teacher.</li> <li>• Working with outside agencies WTT, BOSS, Jolly Bee</li> </ul>	

#### SENCO/parent meetings

- A new format for SENCO/parent meetings has been established

#### Outside Agencies

- Networking
- Establishing relationships
- Making referrals
- Attending EP bookable appointments

#### Standards

- Reviewing policy-awaiting new guidance before finalising
- Written subject action plan
- Working together to ensure continuity across the federation in paperwork, approach and resources.

#### Teaching and Assessment

- Introduced new PLP format in line with the code of practice
- Planned new intervention mapping
- Investigating use of school pupil tracker to triangulate results
- Supporting teachers in assessing children and identifying needs
- Supporting teachers in planning interventions to support and meet the needs of the pupils

#### Investigating assessment

- P-scales
- Boxall assessment
- Development journey
- Bracken
- Wellcomm

#### Administration:

- Compiling class SEN file
- Compiling SENCO subject leader file
- Planning extensive, successful transition for September

#### Intervention:

- Investigating, researching intervention types
- Socially speaking
- Lego therapy
- Precision teaching
- Yoga
- Meditation
- Phonics
- Nessy
- Play therapy
- Dough disco
- Researching and implementing 5 point scale
- Researching and implementing growth mind-set

#### Training

- SENCOs to attend training to cascade to all staff including TAs and dinner staff as appropriate-BOSS, Tier 2
- Identifying SENCO training needs
- SENCOs to attend training, liaise with specialists, research best ways to support our pupils with SEMH needs and their teachers

	<ul style="list-style-type: none"> <li>• Plan to up skill TAs so training and interventions have maximum impact</li> <li>• Staff skills audit</li> <li>• Delivered SEN awareness training to whole school in Jan 18</li> <li>• Trauma training delivered to KS2 Feb 18</li> <li>• 5 point scale introduced to KS2 staff and to be implemented across the federation</li> </ul> <p><u>Resources</u></p> <ul style="list-style-type: none"> <li>• Sharing resources across the federation</li> <li>• Purchase SENCO reference books to help inform and up skill</li> </ul> <p><b>3. From JB’s newsletter: - New Ofsted format</b>  <b>Short inspections of good schools:</b> The first reports under the revised approach are starting to be released. An extract from a recent report is shown below:</p> <p><i>‘Based on evidence gathered during the short inspection, I have identified some priorities for improvement which I advise school to address. In light of these priorities, school’s next inspection will be a full section 5 inspection. There is no change to the school’s current overall effectiveness grade of good.’</i></p> <p>A fifth of good schools now receive a full inspection if Ofsted’s risk assessment raises concerns. Once a short inspection has begun, it only converts if there are safeguarding concerns or school may be inadequate. Otherwise, short inspections lead to an overall judgement of good and there will be a letter indicating strengths and areas for improvement, or specific strengths only. A full inspection will usually occur within 1 to 2 years to give a school more time to address areas for improvement or continue with its potential for outstanding.</p>	
<p><b>4</b></p>	<p><b>Approval of the Minutes of meetings held on:</b></p> <p><b>Full Governing Body meeting 15<sup>th</sup> January 2018</b>  Governors <b>RESOLVED</b> to approve the minutes of the Full Governing Body meeting held on 15<sup>th</sup> January 2018</p>	
<p><b>5</b></p>	<p><b>Matters arising from the above minutes:</b></p> <p><b>Full Governing Body meeting 15<sup>th</sup> January 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Junior School Pupil Premium Strategy 2017-2018</b>  The Pupil Premium Strategy document for 17-18 (which includes the academic year end outcomes for 16-17) was discussed.  Pupil Premium Governor CW reported details of her meeting with KG regarding last year’s data and the current year’s strategy. Since taking over this area in October 2018, KG has identified and analysed the provision mapping required for all pupil premium pupils, the new strategy has been written for 17-18 and is now presented to governors. This document is</li> </ul>	

	<p>reviewed regularly and will continue to be presented to governors on a regular basis.</p> <p>Holton le Clay Schools full governing body <b>approved the Pupil Premium Report 17-18 with focus on the academic year end data for 16-17.</b></p> <p><b>Wording of statement for stakeholder questions</b></p> <ul style="list-style-type: none"> <li>• Governors were reminded of the governor response to questions or challenges by parents.</li> </ul>	
<b>6</b>	<p><b>Constitution, vacancies and elections</b></p> <ul style="list-style-type: none"> <li>• Staff Governor election – Following the resignation of the current staff governor, a staff election took place. Governors were advised that staff of both schools <b>elected</b> Ms Katie Grantham to the post of Staff Governor with immediate effect.</li> <li>• Co-opted Governor resignation - Following receipt of the resignation of MC (Co-opted governor) there are 3 co-opted vacancies.</li> <li>• Co-opted Governor applications These vacancies have been recently advertised in a variety of ways. During this process we have received 5 applications. Giving due consideration to the skills required of our governing body, Holton le Clay Schools Full Governing Body will invite Mr D Sandiford, Mrs S Whatley and Mrs L Findlay to serve on Holton le Clay Schools Governing body holding the posts of co-opted governors. Once invitation to serve has been accepted each governor will be appointed with effect from the date of this meeting.</li> </ul>	<p>Clerk to thank MC for service to Holton le Clay Schools</p> <p>Clerk to advise successful and unsuccessful governors</p> <p>Clerk to advise LCC</p>
<b>7</b>	<b>SEF – update – See Confidential Part B</b>	
<b>8</b>	<p><b>LAPSA Agreement (Louth Area Primary Schools Alliance)</b></p> <p>The newly formed LAPSA Agreement was submitted to governors with the agenda for this meeting. DH advised governors that this is a local agreement is a group of Infant Junior, Primary and Specialist Schools working in collaboration to support pupils and families in Louth and it's surrounding areas. This alliance exists to improve educational outcomes for all young people in the area and builds on a history of successful, informal collaborative working between the schools concerned.</p>	
<b>9</b>	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• <b>Holton le Clay Infant School Fund 2016-2017</b> - The annual audit of the School fund for 2016-2017 was undertaken by Finance Department LCC. The final certification has been received and signed by the Headteacher and Chair of Governors the returned to Finance Department for the</li> </ul>	

	<p>Auditors signature and return to school. Governors <b>approved</b> the Holton le Clay Infant School Fund 2016-2017</p> <ul style="list-style-type: none"> <li>• <b>Holton le Clay Infant School SFVS 17-18</b> Completed SFVS document and evidence submitted to governors with the agenda for this meeting. SHB, Chair of Finance will visit school on Friday 9<sup>th</sup> March to meet with SE to discuss the SFVS prior to it's submission.</li> </ul> <p><b>Business Continuity Plan</b> – updated with current contact details. A new Business Continuity and Critical Incident Plan is being written and will be submitted to governors in the near future.</p>	
10	<p><b>Policies due for review:</b></p> <ul style="list-style-type: none"> <li>• Looked After Children – reviewed and <b>approved for a further 12 months</b></li> <li>• EYFS- Reviewed and <b>approved</b></li> <li>• Phonics – reviewed and <b>approved</b></li> <li>• Anti-bullying – to be submitted to Standards Committee meeting 19.03.18</li> <li>• Handwriting – to be submitted at a later date</li> <li>• Assessment Policy</li> </ul> <p><b>Q. What is the process if a pupil does not make progress?</b> <b>A. Add a reference to an appropriate policy such as 'refer to SEN policy, Pupil Premium Policy'</b></p> <p>This policy was <b>approved</b> pending the amendment detailed above being made.</p>	DH to add to policy
11	<p><b>Document reviews due:</b> <b>Holton le Clay Junior School Access Plan</b> – Plan has been reviewed and will be submitted to the next Standards Committee 19.03.18</p>	
12	<p><b>Academisation – CONFIDENTIAL PART B</b></p>	
13	<p><b>Training</b> <b>Training Courses attended:</b></p> <ul style="list-style-type: none"> <li>• Governor Visits – CW &amp; JA attended. Up-to-date ethos for Governor Visits presented at training is: Visits should be approx. 30 minutes long, be for a specific reason and follow the priorities of the schools. The final report should be timely and approx. one A4 page in length. It was suggested that the Governor Visit form be amended to best fit.</li> <li>• Analyse School Performance – CW &amp; JA N E Lincs training attended. JA &amp; CW commented that the presentation of the training was not adequate to share with governors. It was suggested that Governors look out for any</li> </ul>	Amended form to be submitted with minutes.

	ASP training offered by Governors Services which will be on Governor bulletins forwarded by LCC.	
<b>14</b>	<p><b>Governor Visits:</b></p> <ul style="list-style-type: none"> <li>• Governor Visit Form – amended and issued to Governors</li> <li>• Visit Reports from CW &amp; AM AM reported following a School Council Visit the profile of the Junior School Council should be raised. AM suggested that a Teacher be present at meetings to support and lead the pupils. AM will also be present to support when possible. AM also reported on a governor visit to EYFS. New team working well together AM reported on SEND visit with Senco’s from both schools. This was a very positive meeting see agenda item 3 for successes. CW reported on her Pupil Premium Visit to the Junior school – see agenda item 5.</li> </ul>	
<b>15</b>	<p><b>Governor Portal</b> A new Governor Portal has been created on the school website. Access details have been issued to all governors. An e.mail will be sent in advance of Governor meetings to advise that all relevant documents are on the portal.</p>	
<b>16</b>	<p><b>HTPM Review – date change confirmation</b> HTPM Panel reminded that the mid-year review of the Headteacher’s Performance Management is scheduled with Pat Eccles for 3<sup>rd</sup> May 2018 during the afternoon. Time to be advised once confirmed.</p>	Please note your diaries SHM, AM CW
<b>17</b>	<p><b>Annual Health &amp; Safety Assessment – Holton le Clay Infant School</b> The annual Health and Safety Assessment has been undertaken and submitted to LCC. A copy of the final document was also submitted to governors with the agenda for this meeting. Mr J Allen Chair of Governors <b>approved</b> the submission of this document.</p>	
<b>18</b>	<p><b>Any Other Business:</b> SHB will attend the Standards Committee meeting on 19<sup>th</sup> March 2018. (without voting powers on this committee.) <b>Approved</b> by full governing body.</p>	

Meeting closed at 8.40 p.m.

Signed: Chairman .....

Date .....

*Please note that if you wish any items to be discussed within a meeting, these should be advised at the last agenda item of the meeting, or to the Clerk at least 2 weeks before the date of the next meeting.*

*This request will then become an agenda item at the next relevant meeting.*

*Contact details:*

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*Our Mission Statement*

*'We Aim to Understand and Respect the World and Each Other'*

*Our 3 core functions*

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Executive Headteacher to account for the educational performance of the school and its pupils; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.

**CONFIDENTIAL PART B – held securely**