



UNAPPROVED CONFIDENTIAL
 Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
 held on
25th June 2018
 6.00 p.m. at Holton le Clay Infant School

Present:

Mr J Allen (Chair), Mrs A Morgan, Mrs C Wright, Mrs L Riggs,
 Mrs S Whatley, Mr D Sandiford and Ms L Findlay

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

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.

Agenda Item No.	Minutes	Action by whom/when
1	<p>Apologies for absence</p> <p>Apologies for absence received from: Mrs D Hunt (Executive Headteacher - away on school residential training) Mrs S Holmes-Barber</p> <p>Governors agreed to approve these absences as authorised.</p>	<p><i>Clerk to note register and update attendance for governors for 17-18 ready for publication on website.</i></p>
2	<p>Declaration of Interests in items on this agenda</p> <p>None</p>	
3	<p>Presentation By Senco – Infant School CONFIDENTIAL PART B</p>	
4	<p>Approval of the Minutes of meetings held on:</p> <p>Governors RESOLVED to approve the minutes of the Full Governing Body meeting held on 14th May 2018</p> <p>Governors RESOLVED to approve the minutes of the Full Governing body</p>	

	<p>meeting held on 5th June 2018</p> <p>* NB. Committee meeting minutes were approved by members of those committees, present at that meeting.</p> <p>Chair to sign minutes at and of this meeting.</p>	
5	<p>Matters Arising from minutes approved above (agenda item 4) (not covered in any other item on this agenda) None</p>	
6	<p>Governor Monitoring Visits AM – Phonics Event 22nd May 2018 Governor AM attended the federation Phonics Event held at Holton le Clay Junior School and reported back to Governors. Unfortunately there was a low turn-out this time however these events will continue and hopefully attendance numbers will grow.</p>	
7	<p>2018 LCC Monitoring Visits - Early Years and Key Stage 2 Holton le Clay Junior School Year 6 SATs – 14th May 2018 Monitoring visit report issued with agenda. Monitoring visit made by Jane Banham – all aspects of the administration of the Key Stage 2 Sat’s were deemed to be correct and procedures for storage etc. followed.</p> <p>Holton le Clay Infant School – Phonics – Year 1 – 12th June 2018 Monitoring visit report issued with agenda. Monitoring visit made by J Jeffries – all aspects of the administration of the Phonics Assessment papers were deemed to be correct and procedures for storage etc. followed.</p>	
8	<p>Ofsted Action Plans – Holton le Clay Junior School Following the recent Ofsted visit, an action plan for 2018-2019 has been prepared and is available on the Governor Portal. Governors agreed this Milestones document which will be re-visited to check progress made towards recommended actions throughout 2018-2019. As milestones occur progress will be rag rated and presented to governors.</p> <p>Middle leader training will take part at 3 points during 2018-2019</p>	<p><i>DH to produce Milestones document for Infant School</i></p>
9	<p>Expected year end results 17-18 – all A table of expected and greater depth data for all year groups for the academic year 2017-2018 was presented to governors. Comments made were:</p> <ul style="list-style-type: none"> • Year 2 data is above national average across all subjects • There has been a positive impact with regard to the push on 	

	<p>reading, we still have gaps to reduce and must ensure that maths and writing do not slip</p> <ul style="list-style-type: none"> • This is a promising set of accurate data which has been matched to books, pira testing etc. • Governors suggested that national data should be added to the document to allow comparisons 	<i>DH to consider</i>
10	<p>Residential Feedback</p> <p>KG (staff governor) presented feedback following the recent Year 6 residential visit to Scarborough. On the whole, the visit with its new format, was a huge success which pupils enjoyed immensely. Positive feedback from parents who welcomed the new Twitter feed used as a communication tool.</p> <p>Many report from adults stating behaviour of children was excellent. There were 2 situations which were addressed at the time and prevention of re-occurrence will be considered prior to the next residential visit</p>	
11	<p>Competency Framework</p> <p>Governors have been requested to complete the Competency Framework questionnaire and return to the clerk prior to our next meeting.</p> <p>The summarised responses will be collated by CW (governor) and the data used to inform:</p> <ul style="list-style-type: none"> • our election to specific governor responsibilities for 2018-2019 • training needs • analyse gaps 	<i>LR requested copy to be issued – actioned 27.06.18</i>
12	<p>Circle model of Governance</p> <p>Governors agreed to adopt the Circle model of governance for 2018-2019.</p> <ul style="list-style-type: none"> • All meetings will be full governing body meetings • Dates to be set at first meeting of the new academic year • HTPM/Pay/Appeals/ Complaints committees formed as necessary • Working party meetings may still be required and arranged as necessary • As well as 3 meeting of Finance and 3 meetings of Curriculum, best practice is to have a 7th planning meeting at the end or start of the academic year to plan: Meeting dates Monitoring opportunities Chair & VC election Key roles and responsibilities 	<i>First meeting set as 1st October 2018 6.00 p.m. at the Infant School</i>

13	<p>Sample Meeting Schedule Meeting schedule to be used for guidance and reference following adoption of the new Circle model of Governance in 2018-2019</p>	
14	<p>Strategic Plan review and set Aims for 2018-2019 The current Holton le Clay Schools Strategic Plan 2016-2021 was viewed and reviewed. Our vision, aims and mission statement were discussed.</p> <p>To update our Strategic Plan it was agreed that stakeholders opinions would be sought i.e. parents, pupils etc. and gathered together with governor’s opinions and a new plan would be written. It was suggested that the plan should be shortened and be in plain English.</p> <p>It was again agreed that early in the new academic year, staff and governors would meet informally to introduce new staff and new governors to all.</p>	
15	<p>Policy reviews:</p> <ul style="list-style-type: none"> • Business Continuity and Critical Incident Plan New federation plan for Business Continuity and Critical Incident Plan prepared with updated procedures including more detailed in-vacuation plan. To be distributed as detailed in the plan. Governors approved the review and update of this guidance • Anti-bullying This policy has been updated and reviewed following the implementation of GDPR with Cyber Bullying now included Governors approved the review and update of this policy • CCTV Governors approved the adoption of this policy • Records Management – to be presented at future meeting • SMSC – subject policy explained. Policy has been presented to staff of both schools Governors approved the adoption of this policy • SEN Policy and SEN Information Report The SEN policy has now been combined with the SEN Information Report following release of new SEN procedures and will be published on our website. Governors approved the adoption of this policy 	
16	<p>Safeguarding Audit 17-18 Prior to submission to LCC The LCC Safeguarding Audit was completed during 2016-2017 with evidence attached and action tasks prepared for best practices to be undertaken and implemented to enhance our school procedures.</p>	

	<p>During academic year 2017-2018 this document (2nd version) has been updated and progress reported to governors during the year. Completion of some tasks is still required to further enhance our safeguarding procedures however the majority of sections are complete with evidence attached. This audit will be updated with comments, actions and evidence on an ongoing basis to ensure our safeguarding practices are secure.</p> <p>Governors approved the submission of the Safeguarding Audit for 2017/2018 and the certificate will be uploaded to the Audit as instructed.</p>	
17	<p>Health and Safety Assessment 17-18 Confirmation 'Good' from LCC</p> <p>Following the report to governors of the 'good' results following the completion of the annual Health and safety Assessment, governors were shown a letter received by both schools judging them to be 'good' schools</p>	
18	<p>CFR Benchmarking Annual reports 2016-2017 (data available June 2018)</p> <p>CFR Benchmarking current process explained to governors present. Benchmarking Reports for financial year 2016-2017 received for both schools recently and analysed.</p> <p>Holton le Clay Infant School – Benchmark set used by CFR found to be not similar in criteria to our school characteristics. Areas of weakness identified on the report were, Support staff costs and Catering. A report has been prepared by the Business Manager to research these areas of expenditure and it was found that:</p> <p>Support staff costs – All teaching assistants following training and assessment were moved from level 1 to level 2 increase support costs substantially for financial year 2016-2017</p> <p>Catering - expenditure has been compared to primary schools, out of our area, and as we are solely an Infant School with all pupils accessing Universal Free School meals the expenditure will be greater when compared to a primary school.</p> <p>Hot school meal provision is constantly checked for best value to other local schools and the costs per meal compare favourably with other local schools.</p> <p>In summary, the 2 areas of weakness identified on the CFR report for 16-17 have reasons for the increased costs identified (as shown above) No further action is required at this time. Benchmarking exercises are undertaken regularly to ensure best value and identify any new areas of weakness.</p>	
19	<p>Appeal Panel CONFIDENTIAL PART B</p>	

20	<p>Date for next meeting (first meeting of new academic year) The first meeting the new academic year was arranged for Monday 1st October 2018 6.00 p.m. start at Holton le Clay Infant School</p>	Please note your diary
21	<p>Thank you to all staff from Governors</p> <p>The Governors asked me to pass on the following to all staff:</p> <ul style="list-style-type: none"> - A HUGE thank you to staff for all your hard work this year. The Governors recognise how challenging this year has been and are grateful for your continued hard-work. - They wanted to note that the SBM have had an incredibly heavy work load, on top of fending of many parental complaints and moans/groans; your hard work is very much appreciated, as always, ladies! - Finally, I wanted to share Governors thoughts on our recent Federation events: The Picnic: the Governors were thrilled to see so many teachers at the picnic, relaxing and enjoying the event. Governors, who are parents, also echoed how much they enjoyed the event, especially Dave Burns’ entertainment. Sports Days: FS/KS1 and KS2 both received positive feedback from Governors. Parent governors who attended KS2 said they really enjoyed the event, they felt that the small whinges and moans we received were unfair. <p>Governors are keen to support all staff as much as they can and are keen to meet with all staff in the new academic year to continue our shared vision for continued improvement as a Federation.</p>	KG e.mail to all staff

Meeting closed at 9.00 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:

Infant School 01472 822065

Junior School 01472 826432

enquiries@holton-le-clay-infant.lincs.sch.uk

enquiries@holton-le-clay-junior.lincs.sch.uk

CONFIDENTIAL PART B

Agenda Item 3.

Presentation By Senco – Infant School

Mrs Ardern presented to governors the up-to-date situation regarding a request by parent of a current SEN pupil.

A pupil currently attending Holton le Clay Infant School has been accepted for a Early Help Assessment prepared by our Senco.

Parent has enquired about a Readiness Programme offered by a local Special School. This programme is aimed at preparing pupils for school life. The pupil will attend the off-site programme for the academic year 18-19 with a view to re-integration back to Holton le Clay Infants' during the last term in 2019 should this be deemed appropriate at that time.

The cost of the programme is approximately £10000 which the host school (HLC Infant's) are expected to pay. Due to the pupil's age, this is the last academic year that he/she can be accepted on to the programme.

An HLC Teaching Assistant may be required to aid transition in September for a short period of time.

It is mum's wish that the pupil attends the Readiness Programme.

From September 2017 to April 2018 a cost of £18000 has been met by the school for this pupil.

This presentation was made to keep Governors informed of this situation.

Agenda Item No. 19

Appeal Panel Election – for 6th July 2018

Following objections raised, CW and LF have been removed from the elected panel.

Holton le Clay Schools Full Governing Body **elected** Mr David Sandiford and Mrs Shelagh Whatley to the panel.