



UNAPPROVED
 Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
 held on
1st October 2018
 6.00 p.m. at Holton le Clay Infant School

Present:

Mr J Allen (Chair), Mrs D Hunt (Executive Headteacher),
 Mrs S Holmes-Barber (Vice-Chair) Mrs A Morgan, Mrs C Wright,
 Mrs S Whatley, Mr D Sandiford and Mrs 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.

| Minute Ref | Actions From This Meeting | Action By | Completed |
|------------|--|---------------|-----------|
| 1 | Notify Governor Services of appointment for 2018-2019 of Chair | Clerk | 02.10.18 |
| 2 | Notify Governor Services of appointment for 2018-2019 of Vice-Chair | Clerk | 02.10.18 |
| 3 | Update attendance register | Clerk | 02.10.18 |
| | Update Business and Personal Interests Register | Clerk | 02.10.18 |
| | Update Governing Body Code of Conduct for 2018-2019 | Chair to sign | |
| | Update register of Business/Personal Interests | Clerk | 02.10.18 |
| | Follow up absent governor declarations | Clerk | 02.10.18 |
| 4 | Letter of apology to be issued to complainant | Chair/Head | 04.10.18 |
| 5 | Note next agenda - Governors to compare targets on SIP to actual progress | Clerk | 02.10.18 |
| | DH to arrange subject leaders to present to governors | Head | |
| 8 | National Data and School Comparison – note next agenda | Clerk | 02.10.18 |
| 10 | Chair to sign minutes following approval of GB meeting held 25 th June 2018. | Chair to sign | |
| | Note next agenda Infant Improvement Plan Key Priorities document/Budget Monitoring update/Gov. Questionnaire | Clerk | 02.10.18 |
| 11 | Timetable of meeting dates to be drawn up and published | Clerk | 02.10.18 |
| | Invite staff of Governor/Staff meeting | Clerk | 03.02.18 |
| 12 | Updated list of governors, responsibilities, and attendance to publish | Clerk | 02.10.18 |
| 13 | Guidance documents to be forwarded by e.mail for Governor reference and safe keeping | Clerk | 11.10.18 |
| 16 | Note policies with review dates | Clerk | 02.10.18 |
| | Update Policies folder and share with Junior School | Clerk | 02.10.18 |
| | Upload signed acknowledgement to Safeguarding Audit | Clerk | 02.10.18 |

| Agenda Item No. | Minutes | Action by whom/when |
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| 1 | <p>Election of Chair <i>Holton le Clay Schools Governing Body agreed a self-nomination election, nominees to leave the meeting, in the event of a tied vote, the nominees should be asked to speak again before another vote is held. The current chair, or person acting as chair, shouldn't use their casting vote during an election, the term of office will be 12 months.</i></p> <p>Self-nominations were requested for the position of chair. Governors were asked if they wished to accept the nomination. A vote was taken by show of hands.</p> <p>It was agreed for Mr James Allen to stand as Chair until the first meeting of the next academic year.</p> | <p><i>Led by Clerk</i></p> <p><i>Clerk to inform Governor Services</i></p> |
| 2 | <p>Election of Vice Chair <i>Holton le Clay Schools Governing Body agreed a self-nomination election, nominees to leave the meeting, in the event of a tied vote, the nominees should be asked to speak again before another vote is held. The current chair, or person acting as chair, shouldn't use their casting vote during an election, the term of office will be 12 months.</i></p> <p>Self-nominations were requested for the position of vice-chair. Governors were asked if they wished to accept the nomination. A vote was taken by show of hands.</p> <p>It was agreed for Sharon Holmes-Barber to stand as Vice Chair until the first meeting of the next academic year.</p> | <p><i>Led by Chair</i></p> <p><i>Clerk to inform Governor Services</i></p> |
| 3 | <p>Welcome, Apologies, Declaration of Interests and Chair's Comments</p> <p>Apologies for absence from this meeting? Mrs L Riggs – No childcare – Governors approved this absence</p> <p>Declaration of Business and Personal Interests for 2018-2019</p> <p>All Governors issued with Declaration of Business and Personal Interests documents for completion and return. Clerk to collate and update register.</p> <p>Holton le Clay Schools Governing Body to re-adopt governors' Code of Conduct for 2018-2019 Code of Conduct for Holton le Clay Schools Governing Body issued with agenda. Governors agreed to adopt the Governor Code of Conduct for a further academic year.</p> | <p><i>Clerk to note register</i></p> <p><i>All to complete and sign</i></p> <p><i>Reviewed and adopted- Chair to sign</i></p> |

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| | <p>Declaration of Interests in items on this agenda?</p> <p>None</p> <p><i>Governors must withdraw from meetings if there is a potential conflict between the interests of that person, and the interests of the Governing Body, or where a fair hearing must be given; and there is reasonable doubt about the individual's ability to act impartially on any matter.</i></p> <p><i>If there is a disagreement about whether a person is required to withdraw, it will be for the other members of the Governing Body or committee to make the decision.</i></p> | |
| 4 | <p>Headteacher's Report – Autumn 2018 see Confidential Part B</p> | |
| 5 | <p>Leadership and Management - see Confidential Part B KS2 improvement plan</p> | |
| 6 | <p>Leadership and Management - see Confidential Part B LCC visits – reports from Mark Anderson</p> | |
| 7 | <p>Personal development, behaviour and welfare - Safeguarding - see Confidential Part B</p> | |
| 8 | <p>Outcomes July outcomes 2018 – a summary - see Confidential Part B National Data 2018 – to be an agenda item at next meeting</p> | <p><i>Clerk to note agenda</i></p> |
| 9 | <p>Constitution and Membership - Academic Year 2018-2019 <i>(Autumn Term - annual review of responsibilities)</i></p> <p>Circle of Governance adopted following discussions at full governing body meeting held 25th June 2018. Other committees; HTPM, Pay, Disciplinary, Capability, Complaints, to be elected as required taking declaration of interests into account.</p> <p>Appointment of Governors Year Groups and Special Responsibilities – (Annual review of responsibilities)</p> <p>Governors self-nominated for responsibility of the following year groups:</p> <ul style="list-style-type: none"> ➤ Reception Mrs A Morgan ➤ Year 1 Mr J Allen ➤ Year 2 Mrs L Riggs ➤ Year 3 Mrs S Whatley ➤ Year 4 Mrs S Holmes-Barber ➤ Year 5 Mrs S Holmes-Barber ➤ Year 6 Mrs C Wright | <p><i>Governors to be aware of their responsibilities</i></p> |

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| | <p>Governors self-nominated for the following responsibilities:</p> <ul style="list-style-type: none"> ➤ Link Mrs L Riggs ➤ SEN Mrs A Morgan KS1 Mrs S Whatley KS2 ➤ Pupil Premium Mrs C Wright ➤ Health and safety Mr J Allen ➤ HR Mr J Allen ➤ Data Mrs L Findlay ➤ Reading Mrs A Morgan ➤ Writing Mrs L Findlay ➤ Maths Mrs S Holmes-Barber ➤ Gifted and Talented Mrs C Wright <p>Holton le Clay Schools Full Governing Body elected the above governors to the relevant posts.</p> | |
| 10 | <p>Approval of the Minutes of meetings held on 25TH June 2018 Governors RESOLVED to approve the minutes of the Full Governing Body meeting held on 25th June 2018 (on the Governor Portal from 26th June 2018)</p> <p>Matters Arising from minutes approved above (not covered in a separate agenda item on these minutes)</p> <ul style="list-style-type: none"> • Request for Infant School HLC Improvement Plan Key Priorities document to be submitted to governors – <i>Head teacher advised that this Document will be submitted to next full governing body meeting.</i> • Competency Framework Questionnaire – <i>available from last meeting, to be submitted to governor CW during summer for summarisation.</i> CW received 3 responses which were summarised to inform future Governor Training needs and Governor Responsibilities. Gaps have been identified so far, further questionnaires received at the meeting will be added to the governing body summary of skills prior to our next meeting for discussion. | <p><i>Chair to sign</i></p> <p><i>Clerk to add to next agenda</i></p> <p><i>Add update to next agenda - Clerk</i></p> |
| 11 | <p>Set dates of meetings for 2018-2019 (6 full, 1 per term) Meetings will be held at Holton le Clay Infant School premises 6.00 p.m. start</p> <p>Governors agreed the following future dates: Full Governing Body meeting 12.11.18 Full Governing Body meeting 03.12.18 Full Governing Body meeting 04.02.19 Full Governing Body meeting 04.03.19 Full Governing Body meeting 29.04.19 Full Governing Body meeting 24.06.19</p> <p>Set date for staff and governors to meet informally to introduce new staff</p> | <p><i>Clerk to publish list of dates on Governor Portal</i></p> <p><i>Governors to note own diaries</i></p> |

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| | <p>and new governors to all. Also to advise staff of this academic year's governor responsibilities. (see agenda item 14 of minutes 25th June 2018)</p> <p>DH suggested dates for an informal meeting of Governors and Staff. Governors agreed the date of 20th November 2018 4.45 p.m. to 5.30 p.m. at Holton le Clay Junior School site.</p> | <p><i>Governors to note own diaries</i></p> <p><i>Clerk to invite staff</i></p> |
| 12 | <p>Review Governor Attendance for 2017-2018 (to be published on website)</p> <p>Governors discussed the attendance percentage for all governors present at full governing body meetings, for academic year 2017-2018 prior to publishing.</p> | <p><i>Updated list of governors, responsibilities, and attendance Published on website and within School</i></p> |
| 13 | <p>Review of annual documents for 2018-2019</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Keeping Children Safe in Education - Sept 18 version • Scheme for Financing – March 2018 version • Whistleblowing Policy • Duties of a Governor guidance document 13 <p>All documents re-issued to governors for reference and safe keeping by e.mail and documents are available on the Governor Portal.</p> | <p><i>Clerk to e.mail documents to all governors</i></p> |
| 14 | <p>Financial Position and Other Resources Matters</p> <ul style="list-style-type: none"> • Budget monitoring outturn/carry forward figure to date will be reported at our next full governing body meeting. • SEN Infant School– see Confidential Part B | |
| 15 | <p>Governors' Monitoring</p> <p>Reports from governor visits presented for full governing body information:</p> <ul style="list-style-type: none"> ➤ CW - Pupil Premium visit - Junior School 14.09.18 Visit to be made to the Infant School in the near future to meet with SL. Template issued for completion. ➤ CW – Visit to event at Junior School June 2018 | |
| 16 | <p>Policies and other documents</p> <ul style="list-style-type: none"> • Teacher Appraisal Policy – LCC model, (prior to Pay Panel meeting due in near future) Governors approved the adoption of the LCC Teacher Appraisal Policy for a further 12 months • E Safety and Social Media – amendment Governors approved the review of the Online safety and Social Media Policy for a further 12 months | <p><i>Clerk to note policies with review dates</i></p> |

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| | <ul style="list-style-type: none"> School Pay Policy (LCC Model – prior to Pay Panel meeting due in near future) Governors approved the adoption of the LCC Schools Pay Policy for a 12 month period Admissions Policy Governors approved the adoption of the LCC Maintained schools, Primary Admissions Policy for 2018-2019 for 12 months <p>Safeguarding</p> <ul style="list-style-type: none"> Keeping Children Safe in Education – revised September 2018 Updated version from 3rd September issued to all governors. | <i>Governors to sign acknowledgement- Clerk to upload to Safeguarding Audit</i> |
| 17 | Any Other Business (with prior approval of the chair) Governor event – date set for November 22 nd November 2018 Governors to let Chair know of availability to attend. | <i>Governors to contact Chair</i> |
| 18 | Submission of agenda items for next meeting None | |

CONFIDENTIAL PART B on separate document

Meeting closed at 8.45 p.m.

Chair of Governors 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