



UNAPPROVED
Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
held on
12th November 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
3	LR to monitor training and cross reference with gaps in skills	Ongoing	
3	Add updated Declaration of Business Register to displays and website	Clerk	Yes
3	Terms of Reference 2018-2019 – add to website	Clerk	Yes
4	DH to e.mail panel members with possible dates	Head	Yes
4	Pupil Premium Reports for 2018-2019 to be placed on website	Clerk	Yes
4	PE and Sports Grant Report 2018-2019 to be added to future agenda and added to website	Clerk	Yes
5	If governors have questions regarding the National average and school comparison data, please raise these at our next meeting	Governors	
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7	Safeguarding and Child Protection Policies issued to all staff and governors requesting acknowledgement of receipt.	Clerk	

Agenda Item No.	Minutes	Action By whom/when
	<p>Presentation by Emma Bell – Phonics Lead</p> <p>Emma presented to governors her vision of phonics for the school, current phonics data and details of the Infant School Phonics Action Plan in place to achieve 90% pass mark. The national average is 83%.</p>	
1	<p>Welcome, Apologies, Declaration of Interests and Chair’s Comments</p> <p>Apologies for absence from this meeting? N/A</p> <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> <p>Chair’s Comments:</p> <p>Mr Allen thanked all governors for their support during the recent Holton le Clay Junior School Ofsted visit. The number of governors attending the afternoon meeting with the Ofsted Inspectors and the final meeting at the end of the visit was outstanding given the short notice. Thank you again.</p>	Clerk to note register
2	<p>Holton le Clay Junior School Ofsted Visit – 6th - 7th November 2018 see Confidential Part B</p>	
3	<p>Previous Minutes – accuracy and to review the list of actions</p> <p>Full Governing Body Meetings :</p> <ul style="list-style-type: none"> • 1st October 2018 • 8th October 2018 <p>(All actions arising from these meetings have been completed)</p> <p>Governors RESOLVED to approve the minutes of the Full Governing Body meetings held 1st October 2018 and 8th October 2018</p> <p>Matters Arising (not covered as separate agenda items on these minutes)</p> <ul style="list-style-type: none"> • Competency Framework Questionnaire and Summary CW detailed Gaps identified in the skills of Governors. 	Link Governor (LR) to monitor

	<p>Consideration to our current gaps will be given when training opportunities arise. Finance training offered by Business Managers – presentation to governors at future meeting to be arranged.</p> <ul style="list-style-type: none"> • LR – Sign Declaration of Interests for 2018-2019 • Ratify Disciplinary Panel election: Holton le Clay Schools Full Governing Body elected to a Disciplinary Panel the following governors: Sharon Holmes-Barber Shelagh Whatley Lynn Findlay • Terms of Reference for Full Governing Body 2018-2019 Our Full Governing Body Terms of Reference have been updated. This reviewed document includes ‘The Election Process of the Chair’ Holton le Clay Schools Full Governing Body approved the adoption of Terms of Reference for a further 12 months. • Safeguarding Letter - follow up DH referred to confidential item 7 for minutes dated 1st October 2018 - See Confidential Part B • Confirmation of staff subject presentations <i>DH arranged with middle leaders to present to full GB</i> <table data-bbox="459 1227 654 1384"> <tr><td>12.11.18</td><td>EB</td></tr> <tr><td>3.12.18</td><td>MW</td></tr> <tr><td>4.2.19</td><td>HB</td></tr> <tr><td>4.3.19</td><td>AA</td></tr> <tr><td>29.4.19</td><td>AAH</td></tr> <tr><td>24.6.19</td><td>KS</td></tr> </table> 	12.11.18	EB	3.12.18	MW	4.2.19	HB	4.3.19	AA	29.4.19	AAH	24.6.19	KS	<p><i>LR completed Decl. of Int. Clerk to add to the register and website</i></p> <p><i>Clerk to add to website</i></p> <p><i>Clerk to add to future agendas</i></p> <p><i>DH to remind staff prior to meeting</i></p>
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24.6.19	KS													
4	Financial Position and Other Resource Matters CONFIDENTIAL PART B													
5	Standards/data CONFIDENTIAL PART B													
6	Governors’ Monitoring Reports from governor visits since last meeting <ul style="list-style-type: none"> • CW – Gifted and Talented visit will be arranged in the near future. CW has met with G&T co-ordinator for discussion. • LF – Data visits – both schools LF visited both schools alongside Tamsin Caputa. Copies of visit reports are on the Governor Portal for viewing prior to this meeting. Both visits were positive. 													

7	<p>Policies Reviews</p> <p>Following the issue of Keeping Children Safe in Education September 2018 version (see minutes for meeting held 1st October 2018) Lincolnshire County Council have recently issued separate model policies for Child Protection and Safeguarding. Holton le Clay Schools Governing Body agreed to adopt the following policies with immediate effect:</p> <ul style="list-style-type: none"> • Child Protection Policy (LCC model) Governors approved the adoption of the LCC Child Protection Policy, to be reviewed annually. • Safeguarding Policy (LCC model) Governors approved the adoption of the LCC Safeguarding Policy, to be reviewed annually. 	<p><i>Clerk to note policies with review dates</i></p> <p><i>Clerk to issue to Governors and staff by e.mail. These policies are also on the Governor Portal.</i></p>
8	<p>Any Other Business (with prior approval of the chair)</p> <ul style="list-style-type: none"> • RE and Collective Worship – AM <i>Following changes in staff do we have a subject co-ordinator for RE and Collective Worship?</i> DH confirmed that subject co-ordinators have been appointed for RE and Collective Worship (see Curriculum, Subject Responsibilities section on school website) • Pupil Premium Strategy for the Junior School – CW - not yet uploaded on the Schools website prior to Ofsted visit? DH confirmed that the Pupil Premium Report and the PE & Sports Grant annual reports are now available on the school website. 	
9	<p>Reminders:</p> <p>Dates already set:</p> <p>20th November 2018 - Staff and governors to meet informally at Junior School from 4.45 p.m.</p> <p>22nd November 2018 - Governor event – Kingsway - 7 p.m.</p> <p>27th November – Bedtime Stories Event – Infant School 6.00 p.m.</p>	

CONFIDENTIAL PART B on separate document

Meeting closed at 9.00 p.m.

Chair of Governors Date.....