



CONFIDENTIAL
 Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
 held on
3rd December 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.

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

Minute Ref	Actions From This Meeting	Action By	Completed
2	LF to sign at next meeting, Clerk then add to Safeguarding Audit	4 th February 2019	
4	Governors requested a report for next meeting on discussions at Wellspring meeting of 17 th January 2019 Clerk to note next agenda.	4 th February 2019	04.12.18
5	Governor Safeguarding Training <ul style="list-style-type: none"> • Clerk to forward to CW, NGA login details. • Clerk to add certificate to Governor training records • Add governor to LAC Policy and update Governor responsibilities 	4 th December 2018	04.12.18
6	Parent Questionnaires (both schools) – Clerk to add to school website	4 th December 2018	04.12.18
7	Policy reviews - Clerk to add review dates and update website 1 spelling typo to amend	4 th December 2018	04.12.18
8	Note agenda re Health and Safety walk around by governors in the new year	4 th February 2018	04.12.18

Agenda Item No.	Minutes	Action By whom/when
	<p>Presentation by Marie Walmsley – Reading</p> <p>Marie (subject lead) presented to governors an overview of Reading at Holton le Clay Junior School.</p>	
1	<p>Welcome, Apologies, Declaration of Interests and Chair’s Comments</p> <p>Apologies for absence from this meeting? Mrs L Findlay</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. 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: Mr Allen once again thanked all governors for their support during the recent Holton le Clay Junior School Ofsted visit.</p>	<p><i>Clerk to note register</i></p>
2	<p>Previous Minutes – accuracy and to review the list of actions</p> <p>Full Governing Body Meetings :</p> <ul style="list-style-type: none"> • 12th November 2018 <p>(All actions arising from this meeting have been completed)</p> <p>Governors RESOLVED to approve the minutes of the Full Governing Body meetings held 12th November 2018</p> <p>Matters Arising (not covered as separate agenda items on these minutes)</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policies along with KCSIE September 2018 previously issued to governors requesting acknowledgement of receipt. Governors present signed their acknowledgment of receipt. • PE & Sports Grant Report 2018-2019 including summary of 2017-2018 Mr Sandiford reported that the 2018-2019 PE and Sports Grant Report (including summary of spend for 2017-2018) had been discussed with SE and SL at our recent Staff/Governor meeting. Governor recommended approval of this document for both 	<p><i>LF to sign at next meeting Clerk then add to Safeguarding Audit.</i></p> <p><i>Clerk to add to website</i></p>

	schools and will review 2018-2019 at interim periods and report back to the full governing body.	
4	Standards/Data CONFIDENTIAL PART B	
5	Governor Safeguarding Training Governors brought a log of own safeguarding training, over the past 5 years. CW requested confirmation from NGA re access/log in SW produced certificate to add to Governor records Looked After Children Governor Holton le Clay Schools Full Governing Body agreed to elect Mrs Shelagh Whatley to the post of Looked After Children Governor	<i>Clerk to forward to CW</i> <i>Clerk to add certificate to governor training records</i> <i>Add governor to LAC Policy and update Governor responsibilities.</i>
6	Parent Questionnaires - Feedback Summaries of the recent parent questionnaires for both schools were reported to governors. Governors commented that it was pleasing to see a marked improvement in the responses from parents of Holton le Clay Junior School.	<i>Clerk to ensure summaries on website</i>
7	Policies and other documents for review <ul style="list-style-type: none"> • Schools Pay Policy • LCC Admissions Policy – September 2019 intake • SEN Policy and Information Report • HLC SEND Local Offer • First Aid • Homework Policy • Equality and Diversity and associated policies 	<i>Clerk to amend spelling mistake on SEND policy Prior to publishing</i> <i>Clerk to note policies with review dates and add to website as appropriate.</i>
8	Any Other Business (with prior approval of the chair) Health and Safety Assessments for 2018 have been submitted with the approval of the Chair for both schools. The Chair will be arranging a walk around in the new year by governors with a view to Health and Safety observations. Caretakers will be invited.	<i>Clerk to note diary</i>

CONFIDENTIAL PART B on separate document

Meeting closed at 7.45 p.m.

Chair of Governors **Date**.....

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