



CONFIDENTIAL
Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
held on
4th February 2019
6.00 p.m. at Holton le Clay Infant School

Present:

Mr J Allen (Chair), Mrs D Hunt (Executive Headteacher) Mrs A Morgan, Mrs C Wright,
Mrs S Whatley, Mr D Sandiford, Mrs L Findlay, Miss K Grantham

Also present: Mrs S Ellerby (Clerk to the Governors)
Miss H Baxter (Teacher)
Mr S Leeman (SLT)
Mrs K Shearer (SLT)

Minute Ref	Actions From This Meeting	Action By	Completed
1	Update register	5 th February 2019	05.02.19
3	LF to sign at next meeting, Clerk then add to Safeguarding Audit – add to agenda	4 th March 2019	06.02.19
3	Invite Caretakers of both schools to attend the Health and Safety Walk Friday 1 st March 2019 from 9.00 a.m.	6 th February 2019	06.02.19
5	Governor Visits reports to be submitted to next meeting by Governor LF – add to next agenda	4 th March 2019	06.02.19
6	Policy reviews - Clerk to add review dates and update website	5 th February 2019	05.02.19
7	Update responsibilities of governors with changes from this meeting – Clerk Add new governor details to website and display on foyer of each school – Clerk	5 th February 2019	05.02.19
Part B	Clerk to note next agenda to discuss the School Fund Audits for both schools.	5 th February 2019	05.02.19

Agenda Item No.	Minutes	Action By whom/when
<p><i>HB left the meeting at 6.10 pm.</i></p>	<p>Presentation by Helen Baxter – PE Key Stage 2</p> <p>Helen (subject lead) presented to governors an overview of PE at Holton le Clay Junior School. DS (PE Governor) asked questions of SL (PE lead at Holton le Clay Infant School) who was present at this meeting for another agenda item) DS will meet with both PE co-ordinators in the near future – arrangements to be made.</p>	<p><i>DS to arrange</i></p>
<p><i>SL and KS left the meeting at 6.30 p.m.</i></p>	<p>SLT Attended for discussion – CONFIDENTIAL PART B</p>	
<p>1</p>	<p>Welcome, Apologies, Declaration of Interests and Chair’s Comments</p> <p>Apologies for absence from this meeting? Mrs S Holmes-Barber (Vice-Chair) Mrs L Riggs</p> <p>Governors approved these absences</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: None</p>	<p><i>Clerk to note register</i></p>
<p>2</p>	<p>Headteacher’s Report January 2019 CONFIDENTIAL PART B</p>	
<p>3</p>	<p>Previous Minutes – accuracy and to review the list of actions</p> <p>Full Governing Body Meetings :</p> <ul style="list-style-type: none"> • 3rd December 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 3rd December 2018</p>	<p><i>Chair to sign at end of meeting</i></p>

	<p>Matters Arising (not covered as separate agenda items on these minutes)</p> <ul style="list-style-type: none"> • Acknowledgment of KCSIE to be signed by LF • Health and Safety working elected as governors JA,CW and AM <p>Friday 1st March 2019 9.00 a.m. Infant 10.00 a.m. Junior Caretakers of both schools to be invited</p> <ul style="list-style-type: none"> • Confidential Part B 	<p><i>LF to sign at next meeting Clerk then add to register to Safeguarding Audit.</i></p> <p><i>Clerk to invite caretakers and advise Junior School of visit arrangements</i></p>
4	<p>Financial Position and Other Resource Matters</p> <p>CONFIDENTIAL PART B</p>	
5	<p>Governor Monitoring</p> <p>CW presented visit reports to Governors for: Finance, SCR and Gifted and Talented</p> <p>AM presented to Governors reports for: Phonics, EYFS and SEND (all reports available on the Governor Portal)</p> <p>LF to submit reports for visits made to our next meeting</p>	
6	<p>Policies and other <i>documents</i> for review</p> <ul style="list-style-type: none"> • Looked After Children – amendment with addition of Previously Looked After Children section • Race Equality – review • Records Management – new re GDPR • Complaints – LCC model – Complaint Campaigns added • Children Missing Education – new LCC model • Domestic Abuse – review LCC model • Peer to Peer Abuse – new LCC model • Display - review • RE – review – updated by staff co-ordinator • Modern Foreign Language - reviewed <p>Governors discussed the policies above and approved all policies for review, or adoption as detailed above.</p> <p>Re: Modern Foreign Language Policy - Governors advised school that the British Council could be useful for making links with schools in other countries.</p>	<p><i>Clerk to note policies with review dates and add to website as appropriate and advise Holton le Clay junior School</i></p>
7	<p>Any Other Business (with prior approval of the chair)</p> <ul style="list-style-type: none"> • Re-election of JA – Expiry of Term of appointment (Community Governor) March 2019 – Re-elect to post and responsibilities. Holton le Clay Schools Governing Body re-elected Mr James Allen to the post of Community Governor for a further 4 year term. Mr Allen was also elected to the responsibility of 	<p><i>Clerk to update responsibilities</i></p> <p><i>Clerk to advise Governor Services of re-election</i></p>

	<p>Finance Governor with effect from this meeting date.</p> <ul style="list-style-type: none"> • Safeguarding Governor changes Governors elected Mrs Caroline Wright to the responsibility of Safeguarding Governor with effect from this meeting date. • Appoint PSHE/SRE Governor Governors elected Miss Katie Grantham as Holton le Clay Schools PSHE Governor • PGL Educational Visit Confidential Part B 	
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CONFIDENTIAL PART B on separate document

Meeting closed at 7.45 p.m.

Chair of Governors

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Date.....

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