Holbeach Primary School

Non-confidential minutes of a meeting of the Governing Board of Holbeach Primary School held on Thursday 19th September 2024 at 6.30 p.m.

In attendance

First Name	Surname	Governor Type	End of Office	Present
Gbolahan	Adedoyin (GB)	Parent Governor	05/01/2025	No
Ross	Baptie (RB)	Co-opted Governor Chair of the Resources Committee	26/11/2027	Yes
Colleen	Boxall (CB)	Co-opted Governor	10/07/2028	Yes
Emma-Jane	Boyd (EJB)	Parent Governor	18/10/2027	Apologies received
Tom	Bulpitt (TB)	Headteacher Ex-Officio	-	Yes
Katie	Drew (KD)	Co-opted Governor	27/03/2027	Apologies received
Glenys	Englert (GE)	Co-opted Governor Vice Chair of Governors	18/09/2027	Yes
Sharon	Farnley (SF)	Co-opted Governor Chair of Governors	06/04/2027	Yes
Charlie	Killick (CK)	Staff Governor	17/01/2027	Yes
Sylvia	McCloskey-Quigg (SMQ)	Parent Governor	01/12/2026	Apologies received
Steven	Orpwood (SO)	Co-opted Governor	06/07/2026	Apologies received
Ben	Pitcher (BP)	Local Authority Governor Vice Chair of Governors Chair of the Curriculum and Standards Committee	29/11/2024	Yes
Miriam	Baguley (MBy)	Governance Professional	NA	Yes

1. APOLOGIES

Apologies for absence were received from EJB, KD, SMQ and SO. No apologies were received from GA.

Governors agreed that the time commitment, expectations of attendance to meetings and the requirement to send apologies for absence should be made clear to prospective Parent Governors when running the next election.

RESOLVED:

1. that the apologies of EJB, KD, SMQ and SO were accepted and the absences were consented to

2. that the absence of GA was not consented to.

2. DECLARATIONS OF INTEREST AND ANNUAL GOVERNANCE BUSINESS

2.1. Declarations of Interest

No declarations, in addition to those already registered, were made.

2.2. Annual Governance Business

The documents listed on the agenda that would be sent to Governors to be agreed via DocuSign were noted. Documents were to be returned as soon as possible, and any outstanding returns would be noted on future agendas until they were completed.

Governors received and approved the following additional documents:

- Scheme of Delegation
- Standing Orders
- Instrument of Government
- Governors' Attendance Policy
- Governors' Allowance Policy
- Virtual Meeting Policy
- Maintained School Governance Guide 2024 – DfE document for noting.

RESOLVED:

1. to approve the annual policies and documents as circulated

2. to defer the approval of the Whistleblowing Policy and Governors' Statement of Behaviour Principles to the next Full Governing Board meeting

3. MBy to provide a model Statement of Behaviour Principles to TB.

3. ELECTION OF CHAIR AND VICE CHAIR

- SF was nominated as Chair of Governors.
- GE and BP were nominated as Co-Vice Chairs of Governors.

No further nominations were received.

RESOLVED:

1) that following a unanimous vote in favour, SF was appointed as Chair of Governors for the 2024-2025 academic year

2) that following a unanimous vote in favour, GE and BP were appointed as Co-Vice Chairs of Governors for the 2024-2025 academic year.

4. GOVERNING BOARD MEMBERSHIP MATTERS

4.1. Resignations

None.

4.2. Appointments

None.

4.3. End of Office

- BP 29th November 2024

BP agreed to be proposed for a second term as Local Authority Governor to run from the end of his current term of office. MBy to contact the LA with regard to obtaining their re-nomination.

4.4. Vacancies

- One Parent Governor

SF said there had been no contact from GA, so it was likely that the Parent Governor election to be held after a settling in period would be for the existing vacancy only. Another election would then be held in the spring term to fill the vacancy created by GA when his term of office ended on 5th January 2025.

4.5. Due Diligence/DBS checks

- TB to confirm with Phil Morriss (PM) that all DBS checks were up to date.
- Outstanding due diligence returns to be reported at FGB meetings until completion.

RESOLVED: that following a unanimous vote in favour, BP was approved for reappointment as LA Governor, once re-nomination by the LA had been received, with his term of office to run for four years from 30th November 2024.

5. COMMITTEE PLANNING

5.1. Terms of Reference

The Committee Terms of Reference were received and agreed. No changes were recommended.

5.2. Committee Chair Appointments

- Curriculum and Standards – BP
- Resources - RB

5.3. Committee Membership Appointments

Governors agreed to retain the structure that all Governors were members of both the Curriculum and Standards Committee, and the Resources Committee.

It was noted that whilst attendance at Committee meetings was not mandatory, Governors were strongly encouraged to attend as many meetings as possible to ensure a complete understanding of the school. Governor meeting attendance records on the website would include explanatory information to this effect.

5.4. Arrangements for Headteacher's Performance Management

The Committee would comprise SF, GE and SO. TB to contact David Goslin to confirm he was able to continue acting as external adviser.

RESOLVED:

1) the Terms of Reference were agreed

2) the Committee memberships and Chairs were agreed.

6. LINK GOVERNOR STRUCTURE

6.1. Appoint Link Governors

The following link roles were agreed:

- Safeguarding and Child Protection – SF
- SEND, Inclusion and Looked After Children – CB and BP
- Health and Safety and Premises – GE and KD
- Governor Training and Development – SF, BP and GE
- Finance, GDPR and website compliance – RB
- English – GE and SMQ
- Maths – CK and SO
- Curriculum – BP and CB

SF to agree link roles with Governors who were not present at the meeting.

6.2. Governor visit schedule/expectations

Governors were encouraged to carry out one visit per term for effective monitoring purposes. Visits should start in the second half of Autumn 2. TB to circulate dates for visits following consultation with SF, BP and GE, and would highlight to relevant Link Governors', areas of responsibility and focus.

6.3. Governor Visits Policy

The policy circulated to the meeting was received and approved.

RESOLVED:

1) the link roles were agreed as listed

2) the Governor Visits Policy was agreed.

7. NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 11TH JULY 2024

The non-confidential minutes of the meeting held on 11th July 2024 were circulated to the meeting.

It was noted that RB was incorrectly listed as a Parent Governor instead of Co-opted.

RESOLVED: that the non-confidential minutes of the meeting held on 11th July 2024 were approved to be signed as an accurate record of the meeting subject to the amendment noted.

8. MATTERS ARISING

- Item 9 - SATs paper re-marks had not resulted in any changes.
- Item 11 - Tackling Race Inequality in Education (TRIIE) to be included in the School Development Plan (SDP).

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9. CHAIR'S ACTION/CHAIR'S REPORT

Chair's Action

None.

Chair's Report

- Continuing focus on being outward facing/community involvement.
- Governors, in conjunction with Friends of Holbeach (FOH), to be present during parents' evenings. SF to circulate information and create an attendance rota.
- Governor photos and bio information to be sent to PM for display in the reception area and on the school website.
- SF to make contact with the Chairs of the FOH and attend their AGM.
- Consideration to be given to Governor attendance at open mornings.

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10. HEADTEACHER'S UPDATE

10.1. School Self-Evaluation (SEF)

TB referred to the SEF circulated with the agenda and noted that it had been updated to include summer 2024 statutory testing outcomes. Group data analysis and LA information was not yet available. Outcomes had been added to the school website as required.

10.2. Performance Data (Pupil Outcomes 2023-24)

- EYFS – 52% achieved a Good Level of Development (GLD), which was comparable to 2023, but significantly below LA and national average.

TB noted that pre-pandemic outcomes had also been lower than LA and national, but the gap had been narrower. However, the impact of the pandemic on the most disadvantaged had been severe and this was reflected in the figures. Younger pupils' performance had been particularly affected by the limited opportunity to socialise and the rise in social, emotional and mental health (SEMH) issues. Around one third of pupils were school ready at the start of Reception, but, supported by a strong and

experienced EY team, half were then ready for Year 1, and most were ready for Key Stage (KS) 2. External review judged the practice in EY to be good and TB had confidence that pupils were receiving a good education and were developing well. Although improving Phonics outcomes was a key focus of the SDP, many pupils struggled with phonological awareness which impacted the Early Learning Goal (ELG) of word reading. As such, in Reception, the focus would be on driving other skills which supported Phonics and providing information to parents so they could provide support at home.

Governors asked what support was being provided to parents of children in Nursery. TB said workshops on Phonics and phonological awareness were being held; however, these did not always attract those who needed the support the most. Messaging around what parents could do to support development would be relentless, but it was difficult to counter the influence and reliance on the use of mobile devices to entertain children outside of school.

Governors discussed the difficulty some pupils had with blending sounds in books, but the importance of ensuring pupils were familiar with books and reading. TB said that there was potential to develop the school house as a parent/community hub to provide families with support in this area.

- Phonics – 57% passed the screening check, which increased to 71% at the end of Year 2.
- Multiplication Table Check (MTC). The average score had increased to 19/25 from 14 in 2023, with 21% achieving full marks, up from 7%. The 2023 and 2024 cohorts had been similar, and the improvement resulted from more effective practice, a focus on attainment instead of behaviour, and the positive impact of the relational approach.
- KS2 – those reaching Expected Standard (EXS+) or above:
  - Reading 70%; 29% Greater Depth (GD)
  - Writing 70%; 11% GD
  - Maths 73%; 24% GD
  - Combined 61%; GD to be confirmed
  - GPS 70%; 32% GD

  TB noted that:
  - EXS Reading outcomes were lower than in previous years, but numbers achieving GD had remained level.
  - Writing outcomes had improved and GD was now close to national (13%).
  - Maths, GPS and Combined outcomes were in line with national.

10.3. <u>School Development Plan (SDP)</u>

TB highlighted key areas of focus.

- Improving pupils' outcomes in Phonics across the school. Areas of focus included phonological awareness interventions in EYFS, targeted Phonics interventions, monitoring of Phonics sessions by subject and phase leaders, and parent workshops.
- Improve the teaching and learning of Maths across the school. Continued focus on embedding the Maths scheme and development of middle leaders.
- Improve SEND provision for those pupils with complex sensory profiles. Actions to support this included being part of an LA project (Partnerships for Inclusion of Neurodiversity in Schools PINS) focusing on parental engagement and occupational therapist interventions on a trial basis.

- Maintenance of focus on Writing outcomes at all key stages, embedding the relational approach, and development of a systematic approach to CPD, which included TRIIE.

10.4. Pupil Premium (PP) Strategy and Statement

TB to review and evaluate the impact of all targeted funding for presentation to the next FGB meeting and for publication on the school website.

10.5. ECT Arrangements

There was one ECT in Reception. Appropriate mentoring and support were in place, including the requisite non-contact time.

10.6. Single Central Record (SCR) Assurance

The SCR was well maintained and overseen by the DSL. Safeguarding Link Governors carried out regular monitoring checks.

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11. FINANCE AND PREMISES UPDATE

- Gareth Hudson (GH) was now Bursar and acted in an advisory role through an SLA. He would continue to liaise with Link Governors but would no longer attend Resources Committee meetings.
- The school had successfully bid for £50k funding in respect of the after-school club.
- Pupil numbers in Reception had increased from 52 to 58/59 which was within tolerance levels of financial viability.

School Resource Management Adviser (SRMA) Report

Governors reviewed and discussed the report circulated with the agenda in detail. Further review would be carried out by Link Governors and the Resources Committee.

The following remarks were noted:

- Many of the recommendations had already been actioned or partially acted upon, including reducing leadership and staffing levels, although not to the extent suggested because of the wider impact. Support staff numbers had been reduced and the use of a nurture group for pupils with complex needs was working well.
- All recommendations would be given due consideration and implemented if in the best interests of the school.
- Some recommendations were currently not feasible, either for reasons of cost or because of the impact on pupils' education; however, the report was forensic and was supportive of the current approach to financial management.
- There was recognition of the proactive and collaborative approach taken by TB, GH and Governors.
- Some data in the report was out of date, including SEND/EHCP levels, but overall, benchmarking data was helpful particularly in respect of SLT size.
- TA contracts required review and consideration given to those TAs who provided teaching cover.

School House

- Two school houses within the borough had been recommended for disposal by the LA at a recent council meeting (viewable online).
- The school house at Holbeach had been previously earmarked for disposal.
- If it was confirmed that it was to be disposed of, an LA representative would be invited to attend a Governing Board meeting to discuss the decision. SF to arrange attendance to either the next Resources Committee or FGB meeting.

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12. STANDING ITEMS

Safeguarding, Behaviour, and Safety

- No urgent or reportable incidents.
- All exclusions would be reported to FGB meetings.

Premises and Health and Safety

- No urgent or reportable incidents.
- The premises manager had made a temporary fix to a leak in the EY roof and would carry out further works at a cost of approximately £5k. This represented value for money as the works would cost significantly more if carried out by an external contractor.
- The health and safety autumn term check of the site was due to be carried out.

GDPR

- No urgent or reportable incidents.

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13. POLICIES

Governors received and reviewed the following policies circulated to the meeting:

- Charging and Remissions Policy
- Safeguarding Policy
- DfE Suspension and Exclusion Guidance August 2024 – for noting
- DfE Working Together to Improve School Attendance 2024 – for noting

TB confirmed that staff had received Safeguarding training at the start of the term.

RESOLVED:

1) the policies circulated to the meeting were received and approved

2) the DfE guidances were noted as received

3) the following documents and policies were deferred to the next FGB meeting:

Policy review schedule – MBy to provide TB with template
Equalities Data and Objectives
Pay and performance policies.

14. GOVERNORS' REPORTS

SEND link visit 16th July 2024 – BP

BP referred to the visit report circulated with the agenda and noted areas of discussion which included:

- the number of EHCPs had increased to 20 compared to 9 in March 2023 and was now in line with national and local averages.
- SEND learning plans were being produced by teachers and updated regularly. Link Governors to monitor the impact of staffing changes resulting from the SRMA recommendations.
- Interventions.
- PINS support with the sensory environment and neurodiversity issues.

TB noted long term plans for the SENDCo role moving to full-time and the options under consideration given the challenges in recruiting to this role.

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15. GOVERNING BOARD ITEMS

- Annual Skills Audit. BP would circulate the skills spreadsheet after the conclusion of the Parent Governor elections to ensure all Governors were included.
- Governor Training.
  - Governors to monitor emails from LA regarding training and attend where possible.
  - The requirement and arrangements for annual Safeguarding training would be considered by BP with a standalone training session to be arranged.
- Governors' Self-Evaluation. To be completed as part of a session with Michele Holmes.
- LA/Clerk's information. None.

16. DATES OF NEXT MEETINGS

- Resources Committee – Wednesday 9th October 2024 at 6.30 p.m. (to be confirmed).
- Pay Committee – to be confirmed.
- Curriculum and Standards Committee – Thursday 14th November 2024 at 6.30 p.m. (new date)
- FGB – Thursday 28th November 2024 at 6.30 p.m.

17. ITEMS FOR NEXT MEETING

- Groups data analysis – PM to present
- PP strategy and statement

- School house update
- Deferred policies and documents as noted under item 13.

18. ANY URGENT OTHER BUSINESS, AGREED WITH THE CHAIR IN ADVANCE

TB to circulate dates of events.

Meeting closed 8.30 p.m.

CHAIR'S SIGNATURE:……

DATE SIGNED:...../...../.....