

**EMMANUEL HOLCOMBE CofE PRIMARY SCHOOL  
MINUTES  
OF THE GOVERNING BOARD MEETING**

<b>Date</b>	<b>Wednesday 23<sup>rd</sup> March 2022 at 6.30pm</b>
<b>Venue</b>	<b>Emmanuel Holcombe Primary School</b>

<b>Present:</b>	Mr Robert Airey Mrs Catherine Bennett Mr Ian Flemming Mr Tom Hardcastle Mr David Hulme Mr Keith Jones Rev Paul Sumsion Mrs Lisa Wilson Mrs Jan Thomond Miss Jo Venn	Foundation Governor Headteacher Foundation Governor Parent Governor LA Governor Foundation Governor Foundation Governor Parent Governor Staff Governor Foundation Governor (Chair of Governors)
<b>Apologies:</b>	Mrs Glad Cooper Mrs Sarah Lawrence	Foundation Governor Foundation Governor
<b>In attendance:</b>	Mrs Amy Longstaff Mrs Lynne Bailey	Deputy Headteacher Clerk to Governors

**The meeting met its quorum**

<b>AGENDA ITEM 1</b>	<b>HOUSEKEEPING</b>
<b>Discussion:</b>	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>Governors were welcomed to the meeting which opened with a prayer. Apologies were received and accepted from Mrs Lawrence and Mrs Cooper.</li> </ul> <p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>Governors were reminded that all discussions during Governors Meetings are to be treated as confidential.</li> </ul> <p><b>Disclosure of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>Pecuniary Interest information was circulated, governors who were absent from the last meeting were asked to sign to confirm that the information declared is still accurate. (Mrs Lawrence still to sign) The register will be held in school and is published on the school's website.</li> <li>Changes to the Governing Body membership should be sent to <a href="mailto:governors.support@bury.gov.uk">governors.support@bury.gov.uk</a>.</li> </ul> <p><b>Governor Pen Portraits</b></p> <ul style="list-style-type: none"> <li>Those governors who have not yet returned their 'pen portraits' for the school's website were asked to do so as soon as possible.</li> </ul>
<b>Decision:</b>	<b>RESOLVED: That the apologies of the above-named governors be accepted.</b>
<b>Action:</b>	<b>ACTION: Those governors who are absent to sign to confirm pecuniary interests and agreement to abide by the Code of Conduct/have read KCSiE updated guidance.</b>
<b>Action:</b>	<b>Governors to provide 'pen portrait' to the Headteacher to be included on the school's website.</b>

<b>AGENDA ITEM 2</b>	<b>REVIEW OF VACANCIES ON THE GOVERNING BODY</b>
	There are no vacancies on the Governing Board.

<b>AGENDA ITEM 3</b>	<b>MINUTES OF THE LAST MEETING (25<sup>th</sup> November 2021)</b>
	The minutes which were circulated prior to the meeting were approved as an accurate record, with the exception of the following: Mrs Lawrence, Mrs Wilson and Mr Hulme were present at the meeting and

	are noted in the apologies. Mrs Longstaff attended the meeting. Mrs Wilson is noted as a Foundation Governor but is a Parent Governor.
<b>Decision:</b>	<b>RESOLVED: That the minutes of the meeting held on 25<sup>th</sup> November 2021 are an accurate record, with the above noted exceptions.</b>

<b>AGENDA ITEM 4</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<p><b>Item 1:</b> Those governors absent to sign to confirm pecuniary interests and agreement to abide by the Code of Conduct, also to sign to confirm they have read the updated KCSiE guidance. <b>(Action ongoing)</b></p> <p><b>Item 1:</b> Update on Application for lighting scheme. <b>Reported:</b> The application has gone through, and the lights have been installed. <b>(Action completed)</b></p> <p><b>Item 1:</b> Update on road safety discussions with the Local Authority, Police and Holcombe Society. <b>Reported:</b> This subject has been revisited by the Finance Committee. If the crossing patrol is absent, a member of staff should not be undertaking this role. Parents have been informed that they are responsible for crossing their children in the absence of the school crossing patrol. This will be reiterated in the school newsletter. <b>(Action completed)</b></p> <p><b>Item 10:</b> The Headteacher to enquire about giving children of staff some priority under the Admissions Policy. <b>Reported:</b> The Headteacher advised that this must go to consultation and the deadline for this has passed this year. If governors wish to go ahead consultation can take place in the autumn term. Thirty applications have been received for the September Reception intake with 14 applications stating the school as their first choice. <b>Q: Are there many children feeding in from Nursery? A:</b> Nursery has had a significant impact, with 6 applications. Ways of marketing the nursery are being considered. <b>(Action completed)</b></p> <p><b>Item 11:</b> Information from the Skills Audit to be shared. <b>Reported:</b> LW reported that there is a new skills audit available. Information is on Teams; more reflection needs to be done in terms of self-evaluation. <b>(Action completed)</b></p> <p><b>Item 11:</b> The Chair to provide a template for governors to provide meeting feedback. <b>Reported:</b> The Chair will bring a template to the school office to circulate to governors. Governors were asked to complete a form following each FGB/Committee meeting. <b>(Action completed)</b></p> <p><b>Feedback on new classroom style:</b> The Headteacher has received feedback from children on the new Y5/Y6 classroom and shared this with governors. Feedback is positive, 90% of children gave a very positive response, and believe that areas are operated fairly, they like the flexibility of who they can work with. The tall tables and wobble chairs are the most popular. LW reported that there has been a mixed response from parents. It was suggested that individual questionnaires are given to children so that they can answer independently and not be influenced by peers.</p>

<b>AGENDA ITEM 5</b>	<b>GOVERNOR SELF EVALUATION AND TRAINING PLAN</b>
<b>Discussion:</b>	<p>The Chair informed governors of the following:</p> <ul style="list-style-type: none"> <li>• There is a lot of training available through the Diocese, most events are free.</li> <li>• The school buys into Governor training through the Local Authority. A full list of courses can be found at <a href="http://www.burygd.co.uk">www.burygd.co.uk</a>.</li> <li>• The Chair has attended a course on Safeguarding and also Preparing for Ofsted.</li> <li>• RA has also attended safeguarding training and has been on a Wellbeing Governors Course.</li> <li>• KJ will attend new governor training through the Diocese.</li> <li>• The Headteacher has attended the Headteachers and Chairs meeting with the Diocese.</li> </ul>

<b>AGENDA ITEM 6</b>	<b>REPORTS FROM SUB-COMMITTEES</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Minutes from all sub committees were circulated to governors prior to the meeting.</li> <li>• The Progress Committee will meet again imminently to look at pupil progress data.</li> <li>• Concerns about work carried out on the outside area were discussed. There is a 'snagging list' and concerns were raised around health and safety elements. The Headteacher informed that the</li> </ul>

	<p>Diocese has given their assurance that they will pay any additional costs to make the area safe.</p> <ul style="list-style-type: none"> <li>The Headteacher confirmed that a letter is to go out to parents about re-establishing school trips. Parents will be offered to withdraw children from the next school trip if they are uncomfortable. Two parents will attend the trip as they are particularly concerned. The school will still be responsible for their children and these parents are there to observe and will not be included in the pupil/staff ratios. This will happen as a 'one off' on this occasion, due to the nature of the school trip.</li> </ul>
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<b>AGENDA ITEM 7</b>	<b>REPORT FROM THE HEADTEACHER</b>
<b>Discussion:</b>	<p>The Headteacher's Report was circulated prior to the meeting. The report is comprehensive, please refer to the report for full details. The Headteacher highlighted the following:</p> <ul style="list-style-type: none"> <li>Numbers continue to be healthy in nursery.</li> <li>There are 14 first choice applications for September 2022.</li> <li>Six nursery applications have been received for September 2022. A marketing plan is to be put in place.</li> <li>Attendance is low. There has been a significant outbreak of Covid in school, with a significant number of staff and children off in January. A designated teacher is working with families who have persistent absences.</li> <li>Staff links were checked and updated.</li> <li>The School Development Plan has been updated and has been made available to Governors on Teams. Most of the actions have been completed.</li> <li>Pupil progress was discussed. The most significant impact of school closures has been on current Year 2 and Year 3 pupils. There has been less of an impact for older children.</li> <li>The attendance at Peelers before/after school club is increasing. A report has been made available to governors on Teams. The Headteacher proposed that due to increasing numbers and ratios, that a qualified play leader is recruited, who can also step up in the absence of the manager. Governors discussed and gave their approval. Governors agreed that a cap is set on attendance for 20 pupils and that parents should be encouraged to book places in advance. DH queried the member of staff who is still on a temporary contract, should this now be permanent? The Headteacher will investigate this.</li> <li>The recent SCA bid has been unsuccessful, to repair an area of the building where rain can get in if the wind is blowing in a certain direction. The bid will be submitted again in the next round of applications.</li> <li>Pupil premium funding allocated is used to support children on trips and visits, for sensory resources and towards staffing.</li> </ul> <p>The Headteacher was thanked for her report.</p>
<b>Decision:</b>	<b>RESOLVED: That a qualified playworker be appointed to work in the out of hours club.</b>
<b>Decision:</b>	<b>RESOLVED: That numbers in the out of hours club be capped at 20.</b>
<b>Action:</b>	<b>ACTION: The Headteacher to investigate why a member of the out of hours club is still on a temporary contract.</b>

<b>AGENDA ITEM 8</b>	<b>REPORT FROM THE WELLBEING GOVERNOR</b>
<b>Discussion:</b>	<p>The Headteacher reported on wellbeing activities that have been put in place for children:</p> <ul style="list-style-type: none"> <li>Forest School.</li> <li>Climbing Wall activities.</li> <li>Horse Riding.</li> <li>Lego Club.</li> <li>Sensory activities.</li> <li>Moors Visit.</li> <li>Staff are given the opportunity to have time of if they have children, to attend sports days, nativities etc.</li> <li>Parents evenings have been rescheduled to run earlier in the day.</li> </ul>

	<ul style="list-style-type: none"> <li>There is reduced curriculum content, this has been possible through streamlining some content which is repeated.</li> </ul> <p>The Headteacher informed that this has been a difficult term for staff, due to the number of absences in relation to Covid.</p>
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<b>AGENDA ITEM 9</b>	<b>SCHOOL WEBSITE CHECKLIST</b>
<b>Discussion:</b>	DH volunteered to carry out a check of the website, against the new checklist. The Headteacher confirmed that the SEND information report has now been uploaded. Parents have been involved in the production of this.
<b>Action:</b>	<b>ACTION: DH to carry out a check of the school website.</b>

<b>AGENDA ITEM 10</b>	<b>SCHEME OF FINANCIAL DELEGATION FOR APPROVAL</b>
<b>Discussion:</b>	The amended Scheme of Delegation was circulated prior to the meeting. The Headteacher can agree an amount of up to £4k without governor approval. This should be made consistent throughout the document. Lettings of buildings and scale of charges will be considered by the Finance Committee.

<b>AGENDA ITEM 11</b>	<b>ADMISSION ARRANGEMENTS 2023/24</b>
<b>Discussion:</b>	Admission arrangements are set for 2023/24. The Governing Body will consider further in the autumn term for admission arrangements in 2024/25.

<b>AGENDA ITEM 12</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	The date of the next meeting will be held on Thursday 30 <sup>th</sup> June at 6.30pm

<b>AGENDA ITEM 13</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>DH raised the question of the clerking of sub-committee meetings and governors agreed that committees would benefit from independent clerking, however there will be a cost implication to this. The Headteacher agreed to explore the option of a member of office staff undertaking the clerking duties for sub-committees but highlighted the fact that the office team have an extremely heavy workload already.</li> <li>The Headteacher informed that a rolling program has been created for reviewing policies and this has been uploaded to Teams. Policies to be reviewed will be uploaded to Teams. Governors were asked to review the shared policies and to email with any comments/approval to the Headteacher. The Chair asked that any changes be highlighted. Governors were asked to provide their feedback/approval by 30<sup>th</sup> March.</li> <li>Governors were asked to check their school email account regularly so that important items are not missed.</li> <li>The Chair of Governors asked if any suggestions could be made regarding improving communication within the school community. It was suggested that background be given when informing parents of items, so that there is a better understanding of how and why decisions are made. The Deputy Headteacher asked that governors make themselves more visible to staff who do not get the opportunity to attend governing body meetings.</li> <li>The Chair of Governors informed that she will be circulating meeting evaluation forms following the meeting and these should be returned to the Clerk/Chair of Governors.</li> </ul>
<b>Action:</b>	<b>ACTION: The Headteacher to explore the possibility of office staff clerking sub-committees.</b>
<b>Action:</b>	<b>ACTION: Governors to approve those policies for review, by 30<sup>th</sup> March.</b>
<b>Action:</b>	<b>ACTION: Governors to complete and return evaluation forms following future meetings.</b>

There being no further business, the meeting ended with a prayer and closed at 8.10pm

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Minutes of the Governing Board Meeting held on Wednesday 23<sup>rd</sup> March 2022

Signed: ..... (Chair of Governors) Date: .....