

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

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| <b>Date</b>  | <b>Thursday 25<sup>th</sup> November 2021 at 6.30pm</b> |
| <b>Venue</b> | <b>Emmanuel Holcombe Primary School</b>                 |

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

**The meeting met its quorum**

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| <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 from Mrs Lawrence, Mrs Russell, Mr Hulme and Rev Paul Sumsion.</li> </ul> <p><b>Three Core Functions of Governance</b></p> <p>Governors were reminded of the three core functions of governance:</p> <ul style="list-style-type: none"> <li>Ensuring clarity of vision, ethos, and strategic direction.</li> <li>Holding executive leaders to account for the education and performance of all staff and students.</li> <li>Monitoring finance of the school.</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/Code of Conduct/KCSiE Updated Guidance</b></p> <ul style="list-style-type: none"> <li>Pecuniary Interest information was circulated, and governors were asked to sign to confirm that the information is still accurate. The register will be held in school and is published on the school's website.</li> <li>The Governor Code of Conduct was circulated prior to the meeting. Governors signed to confirm that they agree to abide by the Governor Code of Conduct.</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 absent to sign to confirm pecuniary interests and agreement to abide by the Code of Conduct.</b>   |

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| <b>AGENDA ITEM 2</b> | <b>APPOINTMENT OF CHAIR OF GOVERNORS UNTIL AUTUMN TERM 2022</b>   |
| <b>Discussion:</b>   | TH proposed that Jo Venn be appointed as Chair of Governors and this was seconded by RA. All governors were in favour of the appointment. |
| <b>Decision:</b>     | <b>RESOLVED: That Jo Venn be appointed as Chair of Governors until the Autumn term 2022.</b>  |

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| <b>AGENDA<br/>ITEM 3</b> | <b>APPOINTMENT OF VICE CHAIR OF GOVERNORS UNTIL AUTUMN TERM 2022</b>  |
| <b>Discussion:</b>       | JV proposed that David Hulme be appointed as Vice Chair of Governors, and this was seconded by TH. All governors were in favour of the appointment. |
| <b>Decision:</b>         | <b>RESOLVED: That David Hulme be appointed as Vice Chair of Governors until the Autumn term 2022.</b>   |

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| <b>AGENDA<br/>ITEM 4</b> | <b>APPOINTMENT OF CLERK 2021-22</b>   |
|                          | The Governing Body voted in favour of appointing Lynne Bailey as Clerk to Governors for the academic year 2021-22.                    |
| <b>Decision:</b>         | <b>RESOLVED: That Lynne Bailey of Second 2 None School Support, be appointed as Clerk to Governors for the academic year 2021-22.</b> |

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| <b>AGENDA<br/>ITEM 5</b> | <b>OVERVIEW OF HISTORY &amp; GEOGRAPHY</b>  |
| <b>Discussion:</b>       | <p>Mrs Hannah Bulmer, Class Teacher leads on Geography, History and PHSE. She presented on Geography and History. Mrs Bulmer explained that the school follows the National Curriculum for both subjects and explained how the subjects are organised. Mrs Bulmer also presented on PHSE, the school buys into the Jigsaw Scheme of Work for this subject. The presentation will be circulated to all governors. Following the presentation questions were invited:</p> <p><b>Q: Is history taught as a topic, or on a timeline? A:</b> The subject is taught in topics, not chronologically.</p> <p><b>Q: What is the balance of skills versus content in PHSE? A:</b> This is not heavily skills based but is more content based. Children develop skills that they may already have, there is a lot of time for discussion, partner time, roleplay. The purpose of PHSE is to develop skills, knowledge, respect, co-operation and is child led. The subjects History and Geography are more focused led and then goes into child activities. The children lead the way in PHSE.</p> <p><b>Q: Are all staff comfortable in teaching PHSE? A:</b> When the new guidance came out staff met to discuss. Teachers have then had the opportunity to meet one to one. Mrs Bulmer continues to consult with staff on a regular basis.</p> <p><b>Q: Are trips back on? A:</b> PHSE trips are planned to Crucial Crew for Year 6 children about transition and scenarios that they might come across. A trip to Hadrian's Wall is planned. It is hoped that more extracurricular sessions can be held covering Geography and History.</p> <p>Mrs Bulmer was thanked for the presentation and left the meeting at 7.15pm.</p> |

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| <b>AGENDA<br/>ITEM 6</b> | <b>REVIEW OF VACANCIES ON THE GOVERNING BODY</b> |
|                          | There are no vacancies on the Governing Board.   |

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| <b>AGENDA<br/>ITEM 7</b> | <b>MINUTES OF THE LAST MEETING (30<sup>th</sup> June 2021)</b>   |
|                          | The minutes which were circulated prior to the meeting were approved as an accurate record.                |
| <b>Decision:</b>         | <b>RESOLVED: That the minutes of the meeting held on 30<sup>th</sup> June 2021 are an accurate record.</b> |

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| <b>AGENDA<br/>ITEM 8</b> | <b>MATTERS ARISING</b>  |
| <b>Discussion:</b>       | <p><b>Item 9 - Training information to be shared on Teams. (Action completed)</b></p> <p><b>Item 9 - The Headteacher to investigate the availability of safeguarding training for governors. (Action completed – all have undertaken training)</b></p> <p><b>Item 11 - The Headteacher to agree and set occasional days for 2022/23 and 2023/24. (Action completed)</b></p> <p><b>Item 12 - The Headteacher to make enquiries about extra day of annual leave offered by the Council. (Action completed – this was given governor approval)</b></p> <p><b>Item 13 - The visit report template to be uploaded to Teams. (Action completed)</b></p> |

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|  | <p><b>Item 13</b> - Governors to write up visit reports. <b>(Action completed)</b></p> <p><b>Item 14</b> - Lighting work to go ahead with WN1 Lighting. Reported: The original scheme was withdrawn; another similar scheme has been applied and the application is being processed. <b>(Action ongoing)</b></p> <p><b>Item 20</b> - The Headteacher to make enquiries to the Local Authority with regard to taking measures to improve road safety. <b>Reported:</b> The Road Safety Department are working with the Holcombe Society and the police. Various strategies are being considered to improve road safety around the school. <b>(Action ongoing)</b></p> |
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| <b>AGENDA ITEM 9</b> | <b>SAFEGUARDING/KEEPING CHILDREN SAFE IN EDUCATION 2021</b>  |
|                      | All Governors signed to confirm that they have read the updated guidance.  |
| <b>Action:</b>       | <b>ACTION: Those governors absent to sign to confirm they have read and understand the updated KCSiE Guidance.</b> |

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| <b>AGENDA ITEM 10</b> | <b>SCHOOL ADMISSIONS CODE SEPTEMBER 2022 (for information)</b>  |
| <b>Discussion:</b>    | Discussion took place around admissions for the children of staff members. The Chair said she had done some research and many schools give the children of staff members priority, after siblings. The Headteacher will investigate to see if this is something that can be added into the Admissions Policy. |
| <b>Action:</b>        | <b>ACTION: The Headteacher to enquire with regard to giving children of staff some priority under the Admissions Policy.</b>  |

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| <b>AGENDA ITEM 11</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 SIAMs briefing and has also attended the Governor and Headteacher meetings.</li> <li>• A skills audit has been carried out recently. LW has collated responses. <b>Information from the skills audit will be shared at the next meeting.</b></li> <li>• Self-evaluation – the Chair asked that this be added to the end of future agendas and asked governors to comment on the format of meetings, <b>this can be done anonymously and would be useful information to receive immediately following the meeting. The Chair will provide a template for this.</b></li> </ul> |
| <b>Action:</b>        | <b>ACTION: The Chair to share template for Governors to give anonymous meeting feedback.</b>  |

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| <b>AGENDA ITEM 12</b> | <b>PUPIL PREMIUM USE AND IMPACT</b>  |
| <b>Discussion:</b>    | <p>The number of pupils in school eligible for pupil premium funding is low. There are 7 pupils in total. Funding received is spent on staffing. Children have the opportunity to speak to staff, a sensory room is available, Ipads are provided for those children who are in need, to take home to access learning. Training is being provided for a Mental Health Ambassador related to child and staff mental health and wellbeing.</p> <p><b>Q: Does it matter if non pupil premium children benefit? A:</b> Other children do benefit from the resources provided from PPG funding, i.e., within the ‘Time to Talk’ Group there might be 1 child who is eligible for PPG funding, but the group might involve other children who also need support. Information on pupil premium spend and impact is available on the school’s website.</p> |

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| <b>AGENDA<br/>ITEM 13</b> | <b>REPORTS FROM SUB-COMMITTEES</b>  |
| <b>Discussion:</b>        | <ul style="list-style-type: none"> <li>● <b>Progress Committee</b><br/>Data has been shared. Progress is pleasing. Work done during lockdown has ensured that most children have made very good progress. A significant number of pupils are achieving the expected standard or above in Maths and Reading. Writing is a focus as school closure has impacted on this subject. The Year 4 class has had seating arrangements changed, an evaluation has been carried out and staff have asked for more beanbags and more hard tables, and this is being facilitated.<br/><b>Q: Have the views of Year 4 parents been gathered? A:</b> Parents evening was purposely held in the classroom to share the learning environment. Teaching staff report that the versatile environment is working very well for both staff and children.</li> <li>● <b>Finance</b><br/>The minutes of this meeting have been circulated. Another meeting is scheduled for Wednesday 1<sup>st</sup> December 2021. All governors are welcome to attend. The work to the outdoor area is a major focus at the moment.</li> </ul> |

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| <b>AGENDA<br/>ITEM 14</b> | <b>REPORT FROM THE HEADTEACHER</b>  |
| <b>Discussion:</b>        | <p>The Headteacher's Report was circulated prior to the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>● There are 5 children with Educational Health Care Plans (EHCP). One further application is waiting for approval. This child has significant needs. Support is in place currently for this child, but the school has only limited resources.</li> <li>● 'Catch Up' Funding provided by the government is spent on children who have gaps, being provided with additional, more focused teaching learning in school.</li> <li>● An advert has been placed for a temporary member of staff to cover Mrs Sanderson until the end of the summer term, then different staffing options can be considered.</li> <li>● Extracurricular clubs have to be balanced so that there is not too much of an impact on Peelers. The clubs will be limited to a Monday and a Friday when the school will use the hall so as not to be reliant on using the outdoor space for running clubs.</li> <li>● Clubs also run for 40 minutes at lunchtime and staff use their time for this, as a PE coach will not deliver sessions of less than an hour. The Headteacher proposed to governors that staff be given this time back in the following term, by being released for half a day to catch up on areas that they may need to catch up on.<br/><b>Q: How long do the clubs run for? A:</b> Normally for a period of 6 weeks. <b>Q: Would this set a precedent? A:</b> Staff will be made aware that this is some time that they are being given back and is only available whilst PE funding is being received.</li> <li>● The Headteacher stated that following discussions with staff around PE funding, the school is looking to bring a sports coach in on a Monday. Some funding will also be used to take a group of children to a climbing centre in Haslingden to boost self-esteem. Also, will be taking a group of children to the BMX Centre in Manchester. This will be built into positive mental health learning.</li> <li>● The Headteacher asked if governors would attend to cover lunch duty on 8<sup>th</sup> December so that staff could have their Christmas lunch together. Governors agreed. The Headteacher will contact those governors who were absent from the meeting, for their involvement too.</li> <li>● The School Improvement Plan is progressing, and impact is being seen in areas of focus. Periodic updates on progress have been circulated to governors.<br/><b>Q: Mrs Sanderson has areas of responsibility as Art, DT and Phonics, have these been picked up in house, or will her replacement pick these responsibilities up. A:</b> These areas of responsibility will be covered in house.<br/><b>Q: Peelers, where will they meet on a Monday and Friday when there are extracurricular activities being held in the hall? A:</b> They will be in the Library Room and in the Rainbow Room. Monday and Friday are usually lighter attended days for Peelers.</li> </ul> |

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| <b>AGENDA ITEM 14</b> | <b>ADMISSION ARRANGEMENTS FOR 2023/2024</b>   |
| <b>Discussion:</b>    | <p>a) Governing Bodies are asked to consider the School's Admission Number for the academic year 2023/24. The proposed Admission Number is <b>15</b>.</p> <p>b) For information, the consultation period for admission arrangements for 2023/2024 is from October 2021 to January 2022. There is no longer a requirement to consult on admission arrangements if there are no proposed changes to the policy. Any requests for changes should be made before 1 December 2021. (If no changes are made to admission arrangements, they must still be consulted on at least once every seven years.)</p> <p>c) The Headteacher will put forward the discussion recorded under Agenda Item 10.</p> |

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| <b>AGENDA ITEM 15</b> | <b>DATE OF NEXT MEETING</b>                |
| <b>Discussion:</b>    | Wednesday 23 <sup>rd</sup> March at 6.30pm |

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| <b>AGENDA ITEM 16</b> | <b>ANY OTHER BUSINESS</b>   |
| <b>Discussion:</b>    | <ul style="list-style-type: none"> <li>• The improvements to the area outside of the Early Years Foundation Stage has been finished. Furniture has been ordered for this area, together with a permanent canopy, which the PTA are funding.</li> <li>• Phase one of the outside building work is complete. Work has stopped now until the Diocese has made their payment.</li> <li>• An assessment of need for work to school premises has been undertaken with an Architect. A main priority was identified as being in the Willow Classroom where there is poor ventilation. There is a high ceiling, the windows are very high and cannot be opened. A bid will be put in to install a suspended ceiling, new windows and doors in that classroom and roof insulation where there is none. New lighting work will be done, some plastering work, redecoration, and a check for asbestos. The bid for this work equates to £64K. The PTA maybe able to help with the 10% contribution required. If not, this amount will have to be incorporated into the main budget allocation. If successful, the work will take place over the summer holidays. Governors were in favour of the bid being submitted for this work.</li> </ul> |

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