



UNAPPROVED -CONFIDENTIAL
 Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
 held on
13th November 2017
 6.00 p.m. at Holton le Clay Infant School

Present:
 Mr J Allen (Chair),
 Mrs D Hunt (Executive Headteacher), Mrs H Treadgold
 Mrs A Morgan, Mrs L Riggs, Mrs C Wright

Also present: Mrs S Ellerby (Clerk to the Governors)

Agenda Item No.	Minutes	Action by whom/when
1	<p>Apologies for absence Apologies for absence received from:</p> <p>Mrs S Holmes-Barber (Vice-Chair) Mrs K Baldock – Staff Governor Mr M Croft – Co-opted Governor</p> <p>Governors agreed to approve these absences as authorised.</p>	<p><i>Clerk to note register</i></p>
2	<p>Declaration of Interests in items on this agenda None</p>	
3	<p>Headteacher’s Report November 2017 This report was issued to governors prior to this meeting, the following points were discussed in detail:</p> <p>Consultant visit to Holton le Clay Junior School Catherine Caldwell visited the Junior staff during the training day on 30.10.17. She provided many useful strategies and tips for improving reading and spelling across KS2. The training included both teachers and teaching assistants and those staff giving feedback stated the visit was very useful. Some teachers have already successfully started implementing some of her ideas.</p> <p>A full copy of the minutes from this training day event were also submitted to governors for perusal prior to and at this meeting, detailing a number of action points and focusses. Summarised as</p> <ul style="list-style-type: none"> • Modelling and direct teaching of reading skills is key to enhancing reading standards – e.g. read aloud to pupils asking questions about the text and making comments as we go along. It is important to model the thinking process that 	

happens in our heads, as teachers, so that the children can then adopt the skill.

- Teach to the needs of the children – whole class and group

Outcomes for Pupils

Phonics

Phonics has been assessed for pupils as at October 2017. The baselined results, compared with last year, are much lower; the phonics coordinator is aware and the matter will be discussed at SLT.

CW commented that from discussions with the Year 2 teacher, it is felt that such a strong emphasis is placed on phonics and reading phonetically in Year 1, this has an impact on their knowledge of spelling when the pupils reach year 2.

CM commented that a morning was spent in Reception class and the teaching of sounds and letters in the session observed, was inspiring with enthusiastic teacher and learners. The teaching was cross-curricular and the learning style differentiated.

Pupil Premium – Holton le Clay Junior School

Miss Grantham is leading the advance on standards regarding PP children at KS2. A report of provision mapping and outcomes to date is being prepared for Governors. The 2017-2018 Pupil Premium Strategy will be presented to governors prior to publication on the school website in the near future.

CW (newly appointed Pupil Premium Governor), has visited both schools, arranging discussions with SLT members regarding pupil premium and the effectiveness of the strategies and interventions currently in place for these individual pupils.

The monitoring and recording of pupil premium expenditure is undertaken within school on a regular basis, these findings will be now presented to our pupil premium governor informing her reports. Given examples of good practices currently in place over both schools were:

* Teaching Assistants arriving at school early to encourage prompt attendance of pupil premium pupils.

*Currently one of 8 pupils is not achieving expected standards, evidence that Teaching Assistant intervention is an effective strategy for these pupils.

Moderation process

The main factors involved in moderating teacher assessments were demonstrated to governors present (attachment enclosed with these minutes)

Governor visits

Governors were given an opportunity to discuss the updated KS2 visit form and what to look for in pupil books. A sample of books chosen

	randomly were passed to governors for scrutinisation. Guidance on standards expected as per Holton le Clay Schools Presentation policy and Marking and Feedback policy.	
4	<p>Governor Code of Conduct 2017 (NGA version adopted)</p> <p>Governors were reminded of the Governor Code of Conduct document, adopted by Holton le Clay Schools Governing Body on 25th September 2017. These guidelines must be adhered to at all times, if you have any query with regard to any aspect of the Code of Conduct please contact the Clerk or Chair.</p>	
5	<p>Approval of the Minutes of meetings held on:</p> <p>25th September 2017 – Full Governing Body Meeting Governors RESOLVED to approve the minutes of the Full Governing Body meeting held on 25th September 2017</p> <p>16th October 2017 – Finance and Resource Meeting Governors RESOLVED to approve the minutes of the Resource and Finance Committee meeting held on 16th October 2017</p> <p>16th October 2017 – Standards Committee Meeting Governors RESOLVED to approve the minutes of the Standards Committee meeting held on 16th October 2017</p> <p><i>* NB. Committee meeting minutes were approved by members of those committees, present at that meeting.</i></p>	
6	<p>Matters arising from the above minutes in agenda item 5</p> <p>25th September 2017 – Full Governing Body Meeting</p> <ul style="list-style-type: none"> • Elect governors LR and MC to Year group responsibility Governors elected LR to Year 4 MC absent from meeting therefore unable to elect to year group Final list of governor year group responsibility is: Reception – Mrs Morgan Year 1 – Mr Allen Year 2 – Mrs Wright Year 3 – Mrs Holmes-Barber Year 4 – Mrs Riggs Year 5 – Mrs Wright Year 6 – Mrs Treadgold • Elect MC, KB to committees? No action taken as both governors absent from meeting • Parent Election result Mrs Sharon Holmes-Barber was re-elected as Parent Governor for a further 4 year term following the recent Parent Election process. 	<p><i>Clerk to update on website and notice boards</i></p> <p><i>Carry forward to next meeting</i></p> <p><i>Clerk to advise LCC</i></p>

	<ul style="list-style-type: none"> Co-opted governor vacancy - no interest shown from Parish Council, School newsletter or other stakeholders – will continue to raise profile of this vacancy to enable the governing body to fill this position but still meet the skills required of the post. <p>16th October 2017 – Finance and Resource Meeting</p> <ul style="list-style-type: none"> Presentation Policy – re-issued by e.mail following word changes <p>16th October 2017 – Standards Committee Meeting</p> <ul style="list-style-type: none"> CONFIDENTIAL PART B number 1 2017-2018 Pupil Premium Strategy for publishing – Infant School The current strategy document is now published on the school website and the original is reviewed within school at least half termly following pupil progress meetings. Infant School Fund Auditor – Our School Fund final accounts for 2016-2017 are scheduled to be audited by Adam from LCC Finance Department on December 8th 2017. 	
7	<p>Policy reviews</p> <ul style="list-style-type: none"> Educational Visits -including DFE parental consent form. The governing body agreed to approve the review of this policy, pending clarification of ratios from subject co-ordinator. Drug Awareness –not yet received from subject co-ordinator – will be presented to next appropriate meeting. Manage Safe Use of Photos The governing body agreed to approve the review of this policy Recruitment & Selection - LCC Policy The governing body agreed to adopt this LCC policy (latest version) Capability Policy (LCC) The governing body agreed to adopt this LCC policy (latest version January 2017) Pay Policy 2017 draft -due Oct (LCC) – not yet received will be presented to next meeting following issue for adopting and approval. Homework policy review cycle amended from bi-annually to annually as requested by governors present. 	<p><i>Clerk to return to co-ordinator for clarification – re-issue to governors when confirmed</i></p> <p><i>Clerk to follow up receipt – (Present to Standards 4.12.17)</i></p>
8	<p>Governor Training – Visits, Events and Books Including:</p> <ul style="list-style-type: none"> Amended KS2 Governor Visit Form – all governors have been issued with this updated form for KS2 visits and reminded to use on each occasion as the document provides structure and guidance on current focusses. Booking of training events: 	

	Governor Visit Training booked for MC & JA – Governor Visits along with Effective Pupil Premium training for CW.	<i>Governors have been notified by e.mail</i>
9	<p>School Council (Requested at last meeting by governor, Anna Morgan)</p> <p>Mrs Morgan is currently involved with the School Councils. Junior School have now elected their 2017-2018 members. Previously, Junior School pupils achieved the Bronze Award and would now like to work towards the Silver Award. Part of the criteria are for School Council members to present an item to governors and take a school assembly. The School Council will have a Chairperson and Minute taker. Mrs Morgan believes the benefits to both pupils and school will be great, developing pupil's confidence, self-esteem and enthusiasm for school life.</p>	
10	<p>Any Other Business</p> <p>CONFIDENTIAL PART B (number 3)</p>	

Meeting closed at 9.00 p.m.

Signed: Chairman

Date

Please note that if you wish any items to be discussed, these should be advised at the last agenda item of the meeting, or to the Clerk at least 2 weeks before the date of the next meeting.

This request will then become an agenda item at the next relevant meeting.

Contact details:

Infant School 01472 822065

Junior School 01472 826432

enquiries@holton-le-clay-infant.lincs.sch.uk

enquiries@holton-le-clay-junior.lincs.sch.uk

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 pupils; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.