

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 21 MAY 2018**

MEMBERS

LA GOVERNOR

Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

*Mr Stuart Bewley (25.3.22)

Mrs Rachel Landau (11.12.20)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.19)

PARENT GOVERNORS

1 x vacancy

*Mrs Jenny Jekyll (25.09.21)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.19) (Chair)

*Mrs Kirstie Stroud (9.2.19) (Vice Chair)

*Mr Graham Hayday (11.12.20)

Miss Meera Depala (26.3.21)

*denotes member present

NON-VOTING OBSERVER

Skeve Constantinou –Deputy Headteacher

IN ATTENDANCE

Ossie Airewele – Project Lead

John Morgan – Premises Committee Associate Member

Gui Rodrigues - Premises Committee Associate Member

Caroline Winston - Clerk

18/31 CANTEEN REDEVELOPMENT PROJECT

The Chair welcomed all to the meeting. He introduced John Morgan who worked as an Associate Member with the Premises Committee due to his professional background and had been supporting the School with the redevelopment plans. Ossie Airewele, Project Lead working for Capita was also introduced.

Governors noted that the purpose of this section of the meeting was:

- a) To consider the results of the consultation and agree whether to proceed.
- b) To agree the budget that the School put to the scheme in respect of the most recent valuation.

- c) Submit an application to the DfE to gain consent for disposal of the land and secure increased budget for the project.

Governors were reminded that the project was still in its infancy stage. The key thing was that it was well aligned with the requirements of each key stage.

Consideration of Consultation

Following notification through mailings to local addresses and schools, leaflets to parents and updates to the school website, the community was consulted and invited to view the proposals at a community event held on 28 March 2018. This event had been well attended.

The proposals were summarised as:

- Disposal of a small parcel of land, currently the existing canteen and partial playing field for residential redevelopment – six townhouses.
- Fully reinvest the capital receipts from the sale, back into the project where a new kitchen and larger hall would be accommodated, physically linking between the Infant and Junior blocks.

The consultation feedback report was tabled for Governors to consider. A full discussion ensued.

It was noted that the majority of attendees had been in favour of the principal of what the School was trying to achieve, through the disposal of a small parcel of land to fund the redevelopment project. The concerns raised had been:

- loss of current views
- parking issues
- construction noise

The specifics of these concerns were highlighted in the consultation document.

Sarah Johnston joined the meeting at this point.

The Stanley Road resident concerned about changes to their view had been reassured that there would be no change for them.

With regard to concerns raised about possible increases in parking issues and traffic, it had been pointed out that usage of the School would not change, but that during construction there would be an increase in vehicle numbers. The increase in vehicles were factored in the evaluation criteria of the contractor. It was usual practice for local residents to be given regular updates through this type of project and for them to be provided with a contact number for them to voice any concerns or issues. The Chair said that the School could stipulate this with the contractors in their terms of contract.

Gui Rodrigues joined the meeting.

A Governor queried item 4.11 in the consultation and asked whether this removed the School's ability to hire out the MUGA. The Chair said that he did not anticipate a sudden influx of requests to hire the MUGA. It was also not proposed to have flood lighting at this stage.

After full consideration of the consultation, Governors supported proceeding to the next phase of the project. This would include the preparation of the required applications for the DfE as follows:

- S77 Application
- Schedule 1 Application
- Change of Use Application (from playing field to residential)

The outline drawings had been circulated in advance of the meeting and these were considered.

A Governor queried whether the land would be marketed with planning permission in place. In reply the Chair confirmed that outline planning would be in place. Governors were reminded that the land sale funds could be different to the evaluation. Consideration was being made as to whether seven instead of six townhouses could be developed on this site. If the number of houses increased, then this would be an estimated additional £250,000 on the land sale rate.

Governors heard that the DfE Sport England application process was necessary as the School would be losing a small amount of playing field.

Consideration of Budget

Governors noted that, to support the application to the DfE to dispose of the land, a Red Book Valuation was required. Since the previous valuation, the design team had identified the opportunity to increase the site capacity from five to six dwellings.

The residential land value was estimated at £2 million. The remaining estimated funds from the Borough was £0.72 million. The total estimated budget potentially available for the project was £2.72 million. Governors were reminded that the availability of this budget was subject to DfE consent to dispose of the land and the eventual capital receipt from the land. The DfE would need to see evidence of all of the available budget from the sale of the land being entirely invested in the School. This was illustrated through the cost plan and valuation.

Governors discussed these figures and acknowledged that these could be affected by any changes in the property market or unknown land factors such as Japanese Knotweed.

The Chair asked Governors to consider what figure they would be comfortable with for the whole project, including a 10% contingency. He added that backlog maintenance had been included in the plans. Ossie added that he had met with a contact at the DfE who he said had been initially supportive of the School, having walked round the premises and viewed the elements of repair required.

Governors heard that the scheme would need reappraising once the definitive figure from the land sale was available.

The Chair asked Governors how they felt about the proposal to set a £2.5 million budget (including contingency), with £200,000 for back log maintenance.

A Governor asked why Governors should not simply go ahead with the full budget anticipated of £2.72 million, considering there was a chance to resubmit after the land sale anyway. The Chair said that he felt being conservative felt like the correct thing to do to protect the School in case the project went over budget. He added that he was conscious of the financial responsibilities the Governing Body had for the School. He added that when considering the contractors, it would need to be risk minimal. Governors were in agreement with this.

Consideration of Design

The new project design plans had been circulated to all Governors.

The Chair reminded Governors that the initial plans had included the redevelopment of the Key Stage 2 classrooms. Budget restrictions meant that the new drawings did not include this.

Governors' attention was drawn to the proposed outline specification plan and the proposed alterations and construction site area in the drawings. The Chair queried whether the demolition costs were included in the project budget and this was confirmed to be the case. Governors heard that the demolition period was estimated to only last one and a half weeks.

The Chair asked whether the blue area in the drawings compromised the operation of the School. It was noted that for servicing and Health and Safety reasons, it was important to preserve access.

Governors briefly discussed the matter of pupil access around the site. Ossie explained that there would be a phased approach to the sequence of work areas on site. During the tendering process Governors would need to work out the details regarding access, programme of works and timescales along with other factors.

In response to a query, it was reported that the project build was expected to last six to nine months depending on the constraints of the site.

The Headteacher said that he had concerns about the MUGA plans, as at the moment the School could host football fixtures. He added that the new MUGA proposed did not include a high fenced around it. Ossie explained that in the cost plan, £5,000 had been assigned to fencing and this was associated with the MUGA.

A Governor raised concerns that in the trimmed plan drawings, there was a lack of designated breakout spaces for the EMA team, which was a high priority for the School. The Chair explained that there were options available for this, either through segmenting a section off of the hall or possibly taking one end of the Year 1 classroom space. Governors were assured that this was within the limits of the proposed budget and would be investigated further. The Headteacher undertook to explore different ways of achieving this with the Project Lead.

Action: Headteacher

A Governor queried the suitability of the L shaped outside space between the hall and the store. It would be considered how to best utilise this area with the Project Lead.

Action: Headteacher

A Governor queried whether the School still required a MUGA. It was then explained that the site proposal would be less favourable to Sports England without it as it was effectively replacing lost play space on the field. The Headteacher added that football could only be played on the grass for four months of the year due to drainage issues.

A full cost report had been circulated to all Governors. This outlined the costs discussed earlier in the meeting in more detail.

After full consideration the Governing Body **AGREED** that plans could be submitted to the DfE to apply for permission to dispose of the land. The Chair asked whether the land sale could be marketed and Ossie Airewele undertook to produce a time-line action plan for the project.

Gui Rodrigues and John Morgan left the meeting at this point.

18/32 **APOLOGIES**

Consent was recorded to apologies for absence submitted on behalf of Meera Depala, Rachel Landau and Barry Rawlings.

A special welcome was extended to Skeve Constantinou, who had recently returned to school following maternity leave.

The Governing Body recorded thanks to Nancy Stone, Acting Deputy Headteacher in Skeve's absence, for her contribution to the Governing Body.

18/33 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared a pecuniary interest in the business to be discussed.

18/34 **GOVERNANCE ISSUES**

Parent Governor Election A parent governor election had recently been held but there had been no nominations. The Clerk undertook to organise a further election at the start of the Autumn Term.

Action: Clerk

18/35 **PART I MINUTES OF THE MEETING HELD ON 26 MARCH 2018**

The Part I Minutes of the meeting held on 26 March 2018 were confirmed and signed by the Chair as an accurate record, subject to a correction on page 6 to the spelling of the surname of Sarah Johnston.

18/36 **MATTERS ARISING**

Arising from the minutes:

Pg. 2 18/17 Proposal to Deliver Extended Hours in the Nursery The Headteacher updated Governors about the new offer of extended care in the Early Years. He said that uptake to date had been low and the provision was therefore not yet making any profit. The Chair reminded Governors that the driver of this initiative was improving the numbers on roll in the Nursery. This could only accurately be assessed next year.

A brief discussion ensued, and it was agreed that the School should proceed with this new offer of extended care in the Early Years. The Nursery roll and use of the extended provision would be reviewed again by Governors at the meeting in September 2018.

Action: Governing Body

A Governor queried whether the new extended day provision had been publicised on the School website. The Headteacher undertook to check this.

Action: Headteacher

Pg. 5 18/23 Finance: Voluntary Counselling Services Jenny Jekyll was still in the process of finding out whether this type of service could be sourced for the School. The Headteacher said that he had been contacted about this in terms of student counsellors and gave an overview of how this had to be managed within a school. He added that Rebecca Mottershead, the retired Headteacher from Churchill Primary School, was also now working in this area. He undertook to contact her to find out what hours she would have available.

Action: Headteacher

Pg. 5 18/23 Finance: Year-End Budget The Chair was pleased to report that the year-end budget had been better than anticipated and therefore the cuts in art had not had to be made.

Pg. 5 18/23 Finance: School Publicity Leafleting The Chair reported that he had discussed with Lenka Jenks, School Business Manager, the possibility of leafleting in the local area to promote the School with the hope of increasing numbers on roll in Reception. A budget of £500 had been agreed for this and it had been decided that the Autumn Term would be most suitable in terms of timing. Governors heard that Royal Mail offered a targeted 2,000 leaflet drop service which could be targeted demographically. This would be organised for September 2018.

Pg. 6 18/23 Finance: Financial Management Policy The action to update the policy with the amendments discussed was carried forward in the absence of Meera Depala.

Action: M Depala

Pg. 6 18/24 School Improvement Plan (SIP) The Vice Chair reported that she was continuing to carry out spot checks of all key monitoring systems.

The Chair said that the pupil progress meetings for that term had already taken place. He asked the Headteacher to confirm dates for Governors to get involved next term.

Action: Chair

Governors heard that staff had been reminded of the importance of Accelerated Reader quizzes being taken in a timely manner. Passwords would not be distributed to parents and this issue would be monitored.

Pg. 7 18/25 Performance Scorecard Pupil Mobility would be added to the next scorecard spreadsheet.

Pg. 7 18/27 Premises The Chair had emailed Ossie Airewele to find out what the costings would be for the redevelopment of the classrooms included in the original plans. This action was carried forward.

Action: Chair

Pg. 8 18/30 Future Governing Body Meeting Dates The Governing Body meeting dates for the next academic year had been circulated to all Governors.

Dates for the Teaching and Learning Committee had also been circulated.

The Chairs of the Personnel and Finance Committees were reminded to arrange their meeting dates for the new academic year.

18/37 **FINANCE**

The Chair reported that year-end accounts were not yet available to view, but the year-end figure was £16,000 more than anticipated.

Governors heard that the School Librarian had resigned before the end of her one-year contract which had saved some funds.

18/38 **SCHOOL IMPROVEMENT PLAN (SIP)**

The School Improvement Plan (SIP) had been circulated to all Governors. The Headteacher highlighted a number of points:

- Attendance was now stronger than it had been for a while. The Education Welfare Officer (EWO) had been targeting difficult to reach children. In response to a query, the Headteacher said that there were four children from individual families that the EWO was currently working with.
- Performance work was ongoing and the School were addressing the actions raised by Ofsted.
- The yellow sections under SEND were in process. The SENDCO role had been retained following the return of the Deputy Headteacher from maternity leave.
- The yellow sections under Leadership were being addressed in the Summer Term.

18/39 **UPDATE FROM TEACHING AND LEARNING COMMITTEE**

The minutes of the committee meeting held on 3rd May 2018, copies of which had been previously circulated, were received and noted. The committee chair highlighted some of the discussion points:

- The Science Lead had given a presentation on recent work.
- An update on the sports provision had been provided.
- A selection of policies had been ratified.
- Year 6 attainment and progress had been analysed
- An update on attendance had been given.
- The Headteacher had given an update on the School's partnership work

A Governor asked what the School needed that would boost its sports provision. In reply, the Headteacher said owning a minibus would have a significant impact as, at present, transporting the children to away matches was problematic.

A discussion ensued, and all agreed that improving participation in sport was important. The Headteacher reminded Governors that swimming lessons were now being offered to other year groups.

A Governor asked for an update on the recent SATs. The Headteacher said that in Year 6, the children had been calm and felt well prepared. He gave a

brief overview of some of test paper content. Thanks were recorded to Sarah Johnston for all her hard work preparing Year 6 for their SATs.

Governors heard that the Year 2 SATs were ongoing. They had finished their reading and arithmetic, but still had their maths reasoning to do. The Headteacher said that the children had not been anxious or stressed about the testing. He added that Key Stage 1 were being moderated that year.

18/40 **PERSONNEL**

The Personnel Committee had met on 14 May 2018, but the minutes were not yet available.

The School's staffing needs had been reviewed at this meeting. Governors were reminded that the deadline for resignations was 31 May 2018.

18/41 **ANY OTHER BUSINESS**

- a) **GDPR** The Chair proposed that following development of the necessary policies, that the Governing Body ratify these electronically. The Headteacher undertook to organise this.

Action: Headteacher

The Fair Processing Notices were to be circulated and completed. These were tabled for completion by Governors.

The School would also be sourcing a Data Protection Officer (DPO).

- b) **Communications Review** Graham Hayday had revisited this and had produced a new document which had been reviewed and updated by Emma Wilkinson in the School office. He would be meeting with her again and recommendations would be brought to the next Governing Body meeting.

Action: G Hayday and Clerk

- c) **Frontage of School** The Chair expressed concerns about the appearance of the front of the premises. He asked that this be raised with the Premises Manager. He asked that the School sign be made more visible as it was currently obscured.

Action: Headteacher

- d) **Fundraising** The Chair reported that consideration had been given to how school fundraising could be increased. The Headteacher had discussed with the Chair and the Chair of the PTA some potential projects that would benefit from additional funds. The Chair of the PTA had also agreed to work on some grant applications on behalf of the School.

- e) Safeguarding Governors heard that the Safeguarding Audit was under review. A full report would be provided at the next meeting.

Action: Clerk

Governors heard that the DfE document 'Keeping Children Safe In Education' had been updated.

18/42 **DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Monday 16 July 2018 at 6.30 pm.**

There being no further business, the meeting closed.