

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 11 DECEMBER 2017**

MEMBERS

LA GOVERNOR

1 x vacancy

PARENT GOVERNORS

*Mr Jason Reeves (18.03.18)

*Mrs Jenny Jekyll

PARTNERSHIP GOVERNORS

Councillor Barry Rawlings (21.11.18)

*Mrs Rachel Landau (11.12.20)

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)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.19)

*denotes member present

NON-VOTING OBSERVER

Nancy Stone – Acting Deputy Headteacher

IN ATTENDANCE

Mrs Caroline Winston, Clerk

17/77 APOLOGIES

Apologies for absence were accepted from Graham Hayday, Meera Depala and Barry Rawlings.

Nancy Stone, Acting Deputy Headteacher whilst Skeve Constantinou was on maternity leave, was welcomed to the meeting as a non-voting observer.

Governors were pleased to hear that the School had been open that day despite the heavy snowfall, when most primary schools in the borough had been closed.

17/78 DECLARATION OF PECUNIARY INTEREST

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

17/79 **GOVERNANCE ISSUES**

Governing Body Membership

The appointment of Barry Rawlings as an LA Governor had been further delayed as the General Functions Committee meeting had been cancelled. This would be considered at their next meeting in January 2018.

The Chair reminded Governors that the term of office of Jason Reeves would end on 18 March 2018. A Parent Governor election would be held in due course.

A prospective Governor with a background in HR had been in to meet with the Chair to discuss the possibility of joining the Governing Body. She had since found a position in a school closer to her home. We will continue to try and source a new Governor with a HR specialism.

Action: Ed Tytherleigh

17/80 **PART I MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2017**

The Part I Minutes of the meeting held on 25 September 2017 were confirmed, initialled and signed by the Chair as an accurate record of the meeting.

17/81 **MATTERS ARISING/ACTIONS**

Arising from the minutes:

Pg.2 17/57 The Ofsted Inspection outcome had been formally reported to staff and parents. A new canvas banner had also been displayed at the front of the School.

Pg.3 17/59 Governance Issues: Governing Body Membership The appointment of Barry Rawlings as an LA Governor was pending, as discussed earlier in the meeting.

Pg. 3 17/61 Matters Arising: Fundraising Governors were reminded of the need to have a more formal structure in place for fundraising. The Headteacher said that £3,100 had been raised by a member of the School community. This had been through pledges for a hedge installation at the front of the premises. This was not something needed now, especially because of the building plans. It had since been agreed that these funds could be used for gardening on the site and the science wild garden.

The Headteacher said that there needed to be a focused push for any fundraising. The Governing Body, PTA and volunteers all needed to have the same focus for what they were fundraising for.

A suggestion was made to install a new visual display in the hall for fundraising, to replace the current pig. All agreed that a thermometer type display would be suitable.

Jenny Jekyll undertook to lead of this work on behalf of the Governing Body, along with the Headteacher. Jenny undertook to arrange a meeting with Diana Voxerbrant to get a breakdown of expenditure for the Governing Body to ensure the Headteacher and Governors approve the expenditure and any future fundraising.

Action: Jenny Jekyll

A Governor queried whether the PTA's procurement was covered by the School's Financial Management Policy.

The Headteacher undertook to decide what the next target for fundraising would be and how this would be used. This information would be circulated to the Governing Body, PTA and staff.

Action: Headteacher

Pg. 3 17/61 Matters Arising: Nursery and Reception Roll In response to a question, the Headteacher confirmed that there were still some spaces available at the School.

A discussion ensued about the fact that the recent change in Ofsted grading should have a positive impact in terms of attracting more families to the. The Chair asked whether the new grading was now showing on the 'school checker' facility on Rightmove. The Vice Chair undertook to check this.

Action: Vice Chair

Rachel Landau undertook to check the Ofsted status of the School on the DfE system.

Action: Rachel Landau

The Chair suggested that the School continue to be publicised through social media. In response to a question about whether the Headteacher thought the change in Ofsted category would improve the number of admissions, he confirmed that he anticipated this would be the case after a period of time.

The business plan for the proposed extended day provision would be brought to the next meeting.

Action: Headteacher

A brief discussion ensued about the high mobility of pupils at the School.

A Governor asked whether it would be worthwhile having a conversation with the person who ran Kidz Kabin to explain the change in Ofsted category. The Chair undertook to do this before the next Reception open day.

Action: Chair

Pg. 4 17/61 Matters Arising: Q&A Session The Chair confirmed that the Governor Q & A session for parents had taken place. It had been poorly attended, but a further session would still be planned for the future.

Pg. 4 17/61 Matters Arising: Changes to assembly time The Headteacher had notified the parents about the new assembly arrangements.

Pg. 4 17/61 Matters Arising: Librarian Rota This had been provided for the Teaching and Learning Committee as requested. They had scrutinised the new system in the library and would evaluate this again once the accelerated reading programme was fully embedded within the School.

Pg. 5 17/64 Scorecard The ASP data had been presented at the Teaching and Learning Committee meeting as agreed.

The updated Scorecard data had also been presented to the Teaching and Learning Committee.

Pg. 5 17/66 Finance The Chair undertook to arrange a Finance Committee meeting before the next Governing Body meeting.

Pg. 5 17/67 Personnel The new Caretaker had joined the School in September. Jenny Jekyll had completed her action to support the Caretaker and School Business Manager to produce a premises action plan. She reported that the main points raised were the presence of Japanese Knotweed and a possible security risk with one of the perimeter fences, where concrete slabs had been stacked against the fence by one of the School's neighbours. Nancy Stone undertook to follow up this matter with the family concerned.

Action: Nancy Stone

Pg. 8 17/66 Any Other Business (b) Communications The Governor responsible for communications was to produce the termly letter to parents on behalf of the Governing Body.

Action: Graham Hayday

17/82 **OFSTED**

The OFSTED inspection report had been circulated to all Governors.

The Headteacher highlighted the key findings and things the School needed to do next to improve further, namely:

- Improve the effectiveness of teaching further by:
 - providing more opportunities for pupils to work at greater depth in reading in key stage 2
 - making sure that all teachers deliver lessons which challenge all pupils and meet the needs of the most able pupils.

- Continue to work with pupils, parents and external agencies to ensure that the school's disadvantaged pupils attend school regularly and on time.

A Governor asked whether these points were adequately covered in the School Improvement Plan (SIP). In response, the Headteacher confirmed that they were already in the SIP before the inspection as the senior leadership team (SLT) had identified these areas for improvement.

The SIP would be monitored closely throughout the academic year.

In answer to a question from the Chair as to whether any further actions were required following Ofsted, the Headteacher said that they were not.

17/83 **SCHOOL IMPROVEMENT PLAN (SIP)**

The SIP had been circulated to all Governors. Arising from the document:

- In the attendance section some areas were still yellow (being completed) as it was not the end of the year yet.
- The yellows in the section related to the accelerated reader programme were nearly complete. The new librarian had been working extremely hard to get the system embedded. A baseline of every child was now on the system and their levels of ability were as predicted by staff.
- The Headteacher highlighted that the SEND priority was still yellow as it was still early days since the new SENDCO had taken on the role for three days a week.
- The final yellow section related to reporting on subject areas would be taken to the next Teaching and Learning Committee meeting.

17/84 **SCORECARD**

The data had been circulated to all Governors. Arising from the documents:

Reading

- In response to a Governor's question about trends, the Headteacher highlighted that the first four cohorts in the table were strong, especially when compared to the same cohorts in 2016.
- The vulnerability was in Year 5 and Year 6. These issues were cohort specific, due to the high number of children with SEND in Year 5 and the high pupil mobility in Year 6.
- The data would be re-appraised in the spring and summer terms.
- The targets had already been met in Year 1-Year 3.
- A Governor queried whether the progress of summer born children was measured differently and in reply, the Headteacher said that it was not.
- In response to a question about SATs expectations for this academic year, it was noted that an improvement on the previous year had been predicted. A large group of children were currently not working at levels they should be, but an improvement was expected by the following term.

Governors heard that reading stamina was an issue for this cohort. It was hoped that the accelerated reading scheme would boost the number of children reading for pleasure.

- The target for Key Stage 1 was 96%. This was very ambitious as expectations increased as they moved up the School.

Writing

- Standards were generally up, with similar trends as reading.
- High pupil mobility was a factor for Years 5 & 6. Year 4 had work to do to catch up before their SATs.
- The Headteacher said that progress needed to stay at 100%.

Maths

- The first four cohorts of the School were making good progress. Depth of learning was lacking in Years 5 and 6. This could have been affected by the introduction of the new curriculum.
- It was noted that there had been a great improvement in reasoning skills in Year 6 that year.

17/85 **MATERNITY COVER**

The Headteacher reported that it had been agreed that Nancy Stone would be acting up as Deputy Headteacher until the summer term. The insurance cover for the absence of Skeve Constantinou would be invested in SEND cover and the consolidation of systems. The Headteacher was pleased to report that the new arrangements had, so far, been working very well. Jacquie Boulton was now out of class more which improved bandwidth. There had also been an increase in office cover with the new person working a full five-day week.

A teacher from All Saints N20 was also providing scrutiny of KS2 teaching and support for key groups for one day a week which was working well.

The monitoring programme was being followed and Governors stressed the importance of this being done stringently.

The Chair requested that feedback from the recent pupil progress meetings be presented at the next Teaching and Learning Committee meeting.

Action: Headteacher

The Headteacher updated Governors concerning the new safeguarding cover. The Vice Chair would meet with Zaineb Shah , Safeguarding Lead.

Action: Vice Chair

Tracey Rutherford was covering the Inclusion part of Skeve's role.

The Headteacher said that he hoped to employ a part-time SENDCO when Skeve returned from maternity leave. The Finance Committee would need to look into this.

Action: Finance Committee

In response to a Governor's question, Nancy Stone said that her focus in the afternoons was currently the performance management reviews of the Teaching Assistants (TAs). The monitoring work fed into these appraisals. She was also undertaking lots of English work and had been working on the SIP with the Headteacher.

17/86 **FINANCE**

It was reported that there was currently £100,000 in the cash reserves. At the last Finance Committee meeting, the budget forecast had been reviewed.

The Headteacher informed Governors that an area of the roof was in a bad state and would need repair work. This was where the new room joined the old part of the building. The Finance Committee had looked at quotations for this work last year, but had not approved them as it was thought, at that time, that the premises redevelopment work would soon be underway. The estimated cost of this work was approximately £3,000. The Governing Body **APPROVED** this expenditure. The Headteacher said that he would find out whether the work could be claimed on the insurance. Jason Reeves undertook to assist him with this.

Action: Headteacher and Jason Reeves

The School Business Manager had requested future Finance Committee meeting dates be linked to the budget forecasts for the next year.

A brief discussion ensued on some of the unexpected costs to the budget that year, one being the issue with the School cooker hood. This issue would be permanently resolved in the premises works planned. The Headteacher explained that, in the interim, only cold lunches were being served.

17/87 **PERSONNEL**

The Headteacher reported that a new mealtime supervisor (MTS) had been employed and had made a good start at the School.

The new Premises Manager had also made a good start. A concern was raised that he was working split shifts which might affect our ability to retain him.

The Year 5 teacher who had been on long-time sick leave had returned after the half-term break. The temporary teacher had been kept on until the end of the term.

The board of staff photographs was to be updated.

Action: Headteacher

17/88 **PREMISES**

The Chair reported that progress was being made with the proposed building project, albeit slower than desired. The cost evaluation of the design had been commissioned at the end of July 2017, but this had only been received by the School in December 2017. The evaluation came in at £4.1 million so readjustments would be required as the project budget was circa £2.1 million (dependent upon what income we could receive for the sale of the land on Pembroke Road.

The Premises Committee would be meeting the following week in order to sign-off the new designs. The Chair said that the initial plans to redevelop Key Stage 2 were unlikely to go ahead at this stage.

A positive pre-planning conversation had taken place with the LA. The School would need to make a planning application for the new build. The Sports England Panel would not be until July 2018. The School would therefore need to delay going to full planning until after this date. Before this time, a full consultation would be required. If the new plans were delayed, then the Sports England Panel could not take place until January 2019.

The Chair said that if all proceeded well, he expected the building work to commence in early 2019. It was hoped that the new designs could be presented to Governors at the next meeting.

17/89 **ANY OTHER BUSINESS**

- a) Holiday Clubs The Chair reminded Governors that, at present, some of the holiday clubs were run by a parent and the others by a member of staff. They were both seeking clarification on arrangements for 2018. The Headteacher explained that both providers had been invited to submit their proposals for this service by the end of February 2018. A decision on which provider would be used would be made subsequently.

17/90 **DATES OF COMMITTEE MEETINGS**

These were circulated separately.

17/91 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next Governing Body meetings were:

- Spring (1) – Monday 22 January 2018 at 6.30 pm
- Spring (2) – Monday 26 March 2018 at 6.30 pm
- Summer (1) – Monday 21 May 2018 at 6.30 pm
- Summer (2) – Monday 16 July 2018 at 6.30 pm

17/92 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.