

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 17 JULY 2017**

**MEMBERS**

**LA GOVERNOR**

1 x vacancy

**PARENT GOVERNORS**

\*Mr Jason Reeves (18.03.18)

1 x vacancy

**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**

Ms Skeve Constantinou, Assistant Headteacher

**IN ATTENDANCE**

Mrs Caroline Winston, Clerk

17/39 **APOLOGIES**

Apologies for absence were accepted from Barry Rawlings and Rachel Landau.

17/40 **PART I MINUTES OF THE MEETING HELD ON 22 MAY 2017**

The Part I Minutes of the meeting held on 22 May 2017 were confirmed, initialled and signed by the Chair as an accurate record of the meeting.

17/41 **MATTERS ARISING/ACTIONS**

Pg. 2 17/28 Matters Arising: Fundraising The Headteacher had circulated a document outlining his proposed fundraising projects.

The Chair confirmed that he had been in communication with Wendy Dimitriadi and Christina Palmer concerning their fundraising work. He said that he hoped to build their confidence in this area.

A Governor queried the amount that was required to fund the pirate ship project. The Headteacher replied that this would be £15,000 for the flooring, depending upon the size of the plot.

Fundraising efforts would be ongoing.

Pg.2 17/28 Matters Arising: Nursery and Reception Roll In response to a query, the Headteacher reported that there had been no increase in the numbers on roll for the Nursery. The Chair requested that he should ask Stephanie Turner-Proud, Early Years Foundation Stage (EYFS) Lead to continue to promote the vacancies.

**Action: Headteacher**

The Headteacher said that since the last meeting, the number of places accepted in Reception for September 2017 had dropped from 22 to 20. This would have a negative impact on funding, losing the School approximately £30,000. Governors heard that the vacant places could possibly be filled during the academic year but Reception would definitely not be full for Census day.

Pg. 2 17/28 Matters Arising: Financial Management Policy This would be reviewed during the summer break.

**Action: Chair and Meera Depala**

Pg. 3 17/28 Matters Arising: Academisation The Governor's action to continue investigating academisation was carried forward due to his absence from the meeting.

**Action: Cllr Rawlings**

Pg. 3 17/28 Matters Arising: Increasing the GB profile within the School The action to arrange a question and answer session for parents with the Governing Body had been completed. This event would be taking place on Monday 25 September 2017 at 6.00 pm. The panel would consist of the Chair, Vice Chair and Headteacher and other members of the Governing Body would be in the audience. A Governor suggested offering childcare during the session and the Headteacher undertook to organise this.

**Action: Headteacher**

Pg. 3 17/28 Matters Arising: Governing Body Membership The Clerk undertook to contact Cllr Rawlings again to ask that he complete a local authority (LA) Governor nomination form as soon as possible.

**Action: Clerk**

The Chair said that he already had two potential candidates for the Parent Governor election that would be taking place in September. It was hoped that the Governing Body could attract candidates with skills in premises, legal or extra-curricular areas.

Pg. 3 17/28 Matters Arising: Performance Review The data spreadsheet had been RAG rated as requested.

Pg. 4 & 5 17/28 Matters Arising: Governance Audit The Chair reported that work on the Governance Procedures was in progress.

The Vice Chair had supplied a list of policies to be included in the terms of reference of each of the committees.

The action to produce a Governing Body succession plan was carried forward by the Chair.

***Action: Chair***

The Headteacher had provided Governors with a report on the use of Pupil Premium and Sports Funding. A copy of this would be re-circulated to the Chair.

***Action: Headteacher***

Pg. 5 17/31 Staffing for 2017-2018 The Headteacher informed Governors which teachers had been assigned to each year group for the next academic year:

Nursery	Stephanie Williams
Reception	Stephanie Turner-Proud and Tina Kasamias
Year 1	Tilly O'Brien, Computing Lead
Year 2	Nancy Stone, Phase Leader for KS1 and English Lead
Year 3	Gabby Hinc, Science Lead
Year 4	Shilpa Sharma and Tracey Rutherford, full details of their split roles were provided
Year 5	Gillian Preston
Year 6	Sarah Johnston

Governors heard that the new teacher appointed in Year 5 was very experienced.

There would be no changes to the teaching assistants, who would be allocated across the school in relation to need.

The Headteacher was pleased to report on the appointment of a Learning Mentor. Their focus would be on removing barriers to learning, attendance, safeguarding, social and emotional development and therapy for children. In response to a Governor's question, the Headteacher said that this was a full-time post.

Pg. 5 17/32 Three-Year Financial Projections The Chair drew Governors' attention to the list of things identified by the Headteacher that the School could stop providing, if necessary, in the future in order to break even. A brief discussion ensued and Governors were reminded of the importance of working strategically on how the year-end carry forward of £142,000 would be used. The Finance Committee would be monitoring this matter closely.

Pg. 6 17/32 Voluntary Contributions Initial investigations had indicated that the School could not obtain charitable status. The Chair and Clerk would look into this matter further to ascertain whether there was a way of claiming gift aid should the School introduce parental contributions to a voluntary fund.

***Action: Chair & Clerk***

#### 17/42 **GOVERNANCE ISSUES**

Governors were reminded:

- To attend Governor training sessions on offer.
- Governor vacancies were being addressed.
- Governor procedures were being drafted.
- All Governors to complete a new skills audit in the new academic year.
- Safeguarding was now an item on every meeting agenda
- Health & Safety was also now an item on every meeting agenda

#### 17/43 **SAFEGUARDING OR HEALTH & SAFETY RISKS**

##### Safeguarding

The Assistant Headteacher reported that all members of staff were booked to attend Team Teach training in October 2017. She explained that this training focussed on de-escalation and positive handling techniques.

There were currently two families with Children In Need Plans, one family with a CAF and one child had been referred through the Multi Agency Safeguarding Hub (MASH).

##### Health & Safety

The Assistant Headteacher reported that school staff would be attending a full day INSET on Health & Safety. This could then be renewed online. A Governor challenged whether this was an efficient use of staff time, as the focus would not be on teaching and learning. The Headteacher reassured Governors that the other INSET days all had a teaching and learning focus.

#### 17/44 **SATS**

The SATs data had been circulated to all Governors with the agenda. The Headteacher highlighted the following points:

## Key Stage 2

- Reading was significantly below the national average for the second year running
- Writing was lower, by one child, and was close to the national average
- Grammar and Mathematics were in line with national averages
- The low result in Reading had had an impact on the combined results?
- Both Reading and Writing progress was lower than last year
- Progress in Maths was much better
- The group 'SEN support' was the worst performing in progress terms.

## Key Stage 1

The data was noted and the Headteacher reported that four new arrivals in Year 2, three of whom had EAL and one with significant and behavioural issues had had an impact on their progress. There was substantial evidence of improvement in Key Stage 1 SATs.

## Phonics Screening Test

Governors noted that 83% of children passed this test, compared to 80% last year. The national average pass rate had been 80.6%.

A full discussion ensued and the Headteacher highlighted that there was clear evidence of improving standards in EYFS and Key Stage 1. The Reading result in Key Stage 2 stood out and presented an area that needed to be addressed urgently.

Governors were reminded that the School had become a 'Power of Reading' school the previous year. The Headteacher said that more work was required in this area to get a deeper focus on reading. Children who did not have good reading habits at home were to be targeted through closer monitoring of home reading. This focus would be on children at Key Stage 2. At Key Stage 1 reading at home was working well. The Headteacher said the Key Stage 2 time table was being changed so that the first session of the school day was dedicated to reading and spelling. Children would be engaged in activities to develop their reading. This approach had been agreed by staff.

The Headteacher added that staff were also investigating investing in new accelerated reading scheme software to support the work in the classroom. The Staff Governor explained that this was an online tool to assess reading across the year and gave targeted books for children to use after they had answered questions online. Primarily this would be used in Key Stage 2.

In response to a Governor's suggestion, the Headteacher undertook to contact the LA to find out whether there was any funding available for investment in the accelerated reading package.

A discussion ensued about the possibility of using a TA specifically to take on a librarian role to manage the categorisation and allocation of books.

The Governing Body endorsed the changes to the timetable proposed for reading.

Following a Governor's question, it was noted that the cost of the accelerated reading software would be approximately £2,000 per year. The Vice Chair and Staff Governor undertook to investigate this further and were given approval to its purchase so that it could be implemented by September 2017.

The Governing Body agreed with the Chair's proposal that funds should be allocated for the TA librarian/reading post. The Headteacher undertook to produce a job description, including hours, to advertise to fill this post urgently.

***Action: Headteacher***

The Staff Governor said that a special assembly had been arranged for the following day to ask Year 5 children to join a local library during the summer break. They would also be asked to participate in the national summer Reading Challenge being run by libraries. They would be asked to produce their library card in September as proof that they had completed this homework.

A full reading action plan would be circulated to the Governing Body.

***Action: Headteacher***

The Headteacher said that a letter would be sent to parents the following day concerning the recent SATs results.

#### 17/45 **PERFORMANCE DATA**

The Headteacher tabled the updated scorecards, copies of which were received and noted.

A brief discussion ensued. The Chair asked the Headteacher to highlight any particular trends and in reply the Headteacher said that the SEN group was most vulnerable.

A Governor queried the data for Year 6 reading, which in the RAG rating was red. The Headteacher explained that this cohort was making better than expected progress and the in-year data demonstrated this strong progress.

#### 17/46 **FINANCE**

This had already been discussed under item 17/41 Matters Arising/Actions.

#### 17/47 **OFSTED PREPARATIONS**

The BPSI Action Plan had been circulated to all Governors and was received and noted.

A discussion ensued and it was agreed that there was a good narrative in place around the matters arising from the BPSI review, including differentiation in the classroom, challenge and increasing opportunities for the more able children.

The Senior Leadership team (SLT) was consistently monitoring in the classroom.

The Teaching and Learning Committee had been focussing on challenge, which was also a key priority for all teaching staff.

The School's action plan would provide key evidence for Ofsted on the swift action taken in response to the recent SATs results.

The Attendance Action Plan was another key piece of evidence for Ofsted. Overall attendance was currently 95.6%, with three out of seven classes having 96% attendance.

#### 17/48 **PREMISES**

The Chair was pleased to report that the project design was almost complete. He said that the Governing Body would need an extraordinary meeting in August 2017 in order to give formal approval for the project to proceed to the consultation stage.

A discussion ensued and the Chair said that, if the land assigned could be sold, the total scheme would cost approximately £2,250,000.

It was decided that the extraordinary meeting of the Governing Body would take place on 25 August 2017 at 6.00pm at the School.

#### 17/49 **PARTNERSHIP**

Research on the building of a partnership with Middlesex University was ongoing.

The Headteacher reported that work with Partnership 6 was going well.

The School continued to work with the Muswell Hill Network Learning Committee. The Headteacher and Deputy Headteacher had trained to become reviewers and would be visiting other schools in this role soon. This supported the School's capacity to sustain improvement.

17/50 **ANY OTHER BUSINESS**

- a) Request for Additional Teaching Assistant (TA)

**MOTION OF CONFIDENTIALITY**

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

(Part I resumed)

17/51 **DATES OF COMMITTEE MEETINGS**

A full list of committee dates was to be completed and circulated once committee chairs had notified them to the Clerk.

***Action: Committee Chairs & Clerk***

17/52 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next Governing Body meetings were:

Autumn (1) – Monday 25 September 2017 at 6.30 pm

Autumn (2) – Monday 11 December 2017 at 6.30 pm

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

17/53 **MOTION OF CONFIDENTIALITY**

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