

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 25 SEPTEMBER 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, Deputy Headteacher

Ms Jenny Jekyll

**IN ATTENDANCE**

Mrs Caroline Winston, Clerk

17/57 **APOLOGIES**

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

The Chair welcomed all to the meeting, extending a special to Jenny Jekyll, who had been nominated in the recent parent governor election and was attending the meeting as an observer before her new role as Parent Governor was confirmed.

The Chair paid testament to the Headteacher, staff, pupils and parents for their work during the Ofsted Inspection the previous week.

A brief discussion ensued about the inspection process. The Headteacher advised that the report was currently in draft and should become available in

ten working days. Until that time the details of the inspection were to remain confidential.

*Sarah Johnston arrived at this point.*

A Governor queried how the inspection outcome would be announced. The Headteacher said that this would be sent to parents in a letter. A formal notice would also be provided to staff.

**Action: Headteacher**

Installation of a new canvas banner for the front of the premises would also be arranged.

**Action: Headteacher**

Governors also discussed how the Ofsted outcome could be publicised on social media.

#### 17/58 **DECLARATION OF PECUNIARY INTEREST**

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

#### 17/59 **GOVERNANCE ISSUES**

##### **Appointment of Chair for the Academic Year 2017-2018**

Nominations were invited and Ed Tytherleigh was proposed and seconded. Upon a show of hands, it was RESOLVED that he be appointed Chair for the academic year 2017-2018.

##### **Appointment of Vice Chair for the Academic Year 2017-2018**

Nominations were invited and Kirstie Stroud was proposed and seconded. Upon a show of hands, it was RESOLVED that she be appointed Vice Chair for the academic year 2017-2018.

##### **Annual Register of Business Interests**

Governors were requested to complete the pro forma provided and return it to the Headteacher for inclusion in the Register of Business Interests.

##### **Annual Review of Committee Structure, Membership and Terms of Reference**

It was AGREED that the committee structure and membership would remain the same for a further year.

The Terms of reference had also been reviewed and CONFIRMED.

## **Governing Body Membership**

Governors were reminded that it had been decided that Cllr Barry Rawlings would be appointed as the LA Governor to fill this vacancy. The Clerk undertook to contact him again to request that he completed the relevant paperwork so that she could process this appointment with Democratic Services.

***Action: Clerk***

The Partnership vacancy that would remain would then be filled with somebody meeting the skills requirements of the Governing Body.

## 17/60 **PART I MINUTES OF THE MEETING HELD ON 17 JULY 2017**

The Part I Minutes of the meeting held on 17 July 2017 were confirmed, initialled and signed by the Chair as an accurate record of the meeting.

## 17/61 **MATTERS ARISING/ACTIONS**

Pg. 2 17/41 Matters Arising/Actions The Chair proposed that Jenny Jekyll speak to Christina Palmer, PTA Chair, to find out whether they were happy with the pirate ship plans. She had recently been fundraising for improvements to the front of the School. The Headteacher said that he would like further information on this. He undertook to email Wendy Dimitriadi so that consistency in the fundraising efforts could be achieved.

***Action: Headteacher***

Governors agreed that the refurbishment programme needed to be considered when planning any outside improvements. The Chair said that Richard Groves was keen to fundraise to add value to the refurbishment programme.

Pg. 2 17/41 Matters Arising/Action: Nursery and Reception Roll The Headteacher reported that the Reception class had 21 children on roll. The Nursery had 26 on roll so both classes remained undersubscribed.

A brief discussion ensued on the importance of having a full roll. The Headteacher said that he felt the only solution to this in the Nursery would be to offer wrap-around care from 8am – 6pm. The Chair asked whether the Headteacher thought this service would break even financially if it was full and in reply the Headteacher said that he thought it would. He said that he wanted this to be one of the key focuses of the Early Years Leader that year. The Headteacher undertook to provide a business plan on this model at the next Governing Body meeting.

***Action: Headteacher***

Further discussion on this ensued and it was generally thought that a pilot of this new scheme running in the summer term would be useful. In response to a Governor's query, the Headteacher said that the after school provision for Nursery would need to be separate to the regular after school club.

A suggestion was made to have a school advertisement banner installed in the Colney Hatch Lane area. Some possible locations for this were considered. Graham Hayday undertook to research further how they would seek permission to put up this banner.

**Action: Graham Hayday**

A Governor suggested seeking permission to have this type of banner hung outside the empty pub in Sydney Road. He undertook to find out whether this was possible.

**Action: Jason Reeves**

Pg. 2 17/41 Matters Arising/Action: Financial Management Policy This action was carried forward.

Pg. 2 17/41 Matters Arising/Action: Academisation This action was closed.

Pg. 2 17/41 Matters Arising/Action: Increasing the GB profile within the School  
It was decided to postpone the planned Q&A session with parents until after publication of the Ofsted inspection report. The Headteacher would present the report, the Chair would speak on the premises plans and then questions would be invited from parents. It was agreed that this event would take place on Monday 16 October 2017 at 6.30pm at the School. A creche service would be provided. The Headteacher undertook to communicate this information to parents.

**Action: Headteacher**

Pg. 2 17/41 Matters Arising/Action: Governance Audit The Pupil Premium and Sports Premium report had been circulated as requested.

Pg. 4 17/41 Matters Arising/Action: Voluntary Contributions The Chair and Jenny Jekyll undertook to contact the Chair of the PTA about the possibility of them obtaining charitable status.

**Action: Chair & Jenny Jekyll**

Pg. 4 17/44 SATS The Chair said that the Governing Body had been impressed with the speed of response from the School regarding the recent dip in Reading results. Actions taken to date included;

- The recruitment of a librarian
- The purchase of the Accelerated Reading Programme. All staff had access to the data on this system
- The timetable had been changed so that there was a half an hour reading slot every day.
- Reading sessions were now more structured.
- Assembly had been moved to the afternoon. The Chair asked whether this had been communicated to parents and in reply the Headteacher confirmed that this had been included in the School newsletter. It was agreed that some separate information on the new reading arrangements and timing of assembly should be sent to parents and the Headteacher undertook to organise this.

**Action: Headteacher**

A Governor asked whether the library space could be further improved. The Deputy Headteacher explained that the librarian was currently in the process of doing this.

The librarian rota would be provided to the Teaching and Learning Committee.

***Action: Deputy Headteacher***

#### 17/62 **SCHOOL IMPROVEMENT PLAN (SIP)**

The School Improvement Plan (SIP) 2017-2018 had been circulated to all Governors. The Headteacher highlighted that the current priorities in the plan were:

- Attendance
- Outcomes
- Teaching
- Leadership and Management

Once the full Ofsted inspection report had been published, their key recommendations would also be incorporated into the SIP. The Headteacher said that Governors might also decide that some areas included in the SIP could actually be removed. The document would be signed off by the Chair and Vice Chair on completion.

#### 17/63 **SELF EVALUATION FORM (SEF)**

The SEF had been circulated to all Governors. The Chair endorsed the document and said that it was an extremely useful overview of the School.

#### 17/64 **SCORECARD**

The data was highlighted and noted.

A Governor requested the RAISEonline data and the Headteacher undertook to send this to the Chair and Vice Chair in the first instance.

***Action: Headteacher***

The updated scorecard data would be presented at the next Teaching & Learning committee meeting. It was agreed to move the date of this meeting from 13 November to a date in December. The Vice Chair and Headteacher undertook to organise this.

***Action: Headteacher and Vice Chair***

#### 17/65 **POLICY REVIEW UPDATE – PAY**

Pay Policy The policy had been reviewed by the Personnel Committee and was recommended for ratification by the Governing Body. After full consideration the document was RATIFIED.

17/66 **FINANCE**

The Finance Committee had not yet met and the Chair was to arrange this so that they met before the next Governing Body meeting.

***Action: Chair***

Some additional costs incurred that term included investment in the accelerated reading scheme, the new TA employed and the Librarian.

17/67 **PERSONNEL**

The Pay Committee would be meeting directly after this meeting and would be scrutinising staff pay.

The Headteacher reported that the new Caretaker would be starting work on Wednesday 27 September 2017. He would be working on a premises action plan with Lenka Jenks, School Business Manager.

Governors heard about the cover arrangements currently in place in Year 5, while the class teacher was off sick with an injury.

**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)

The Headteacher said that the new administrative assistant working in the office had been brilliant. She was extremely efficient and organised and was replacing the person leaving that term.

The Headteacher updated Governors concerning the changes in subject lead roles.

A new MTS was working well. The School also had a new librarian post and new Learning Mentor and Counsellor.

The Headteacher would be meeting Bonnie Erdwin John the following day. She had applied for the Librarian post but had SEND experience that might be suitable to cover the Assistant Headteacher in this area whilst on maternity leave.

Darren Smith had recently been trained in safeguarding. Zainab Shah was also completing her level 3 safeguarding training.

17/68 **PREMISES**

The Chair reminded Governors that the Premises Working Group had explored the proposal to link the separate building together, increasing classroom size and the office area.

The design had been confirmed at the end of term, but Capita were waiting for the sign-off from the Borough in the summer break so that the plans could be progressed to the costing of the design with a quantity surveyor. The Chair said that once this had happened, depending on the cost outlined, the plans might need to be revisited to see which design costs the Governing Body would be most comfortable with.

A Working Group meeting would be convened once the costings had been received. The Chair said that he would keep Governors updated concerning this matter.

A Governor raised the issue of the land sale and the fact that this would impact what the School could afford to proceed with in terms of the building project.

#### 17/69 **ANY OTHER BUSINESS**

- a) School Partnership Programme The Headteacher reminded Governors that this partnership was between several Muswell Hill schools. The School had been the first to volunteer to be inspected as part of this programme, not realising that they would have received their Ofsted inspection before it happened. The review of the School would still be going ahead that week. The findings would be reported back to the Headteacher with some actions to consider. A workshop would be provided for staff on the findings of the Partnership review. The findings would also be included within the SIP, as would those from Ofsted.

A brief discussion ensued and the Headteacher said that this was good CPD for himself and those involved who had also trained to be reviewers of the other schools.

Governors agreed that consolidation and consistence was key to the School going forward.

- b) Communications The Governor responsible for communications said that communications with parents should be reviewed again and undertook to do this.

***Action: Graham Hayday***

- c) Event for Staff In response to a query from the Chair about how the Governing Body could thank staff for their efforts in the recent Ofsted Inspection, the Headteacher suggested holding one of the INSET days at a nice venue so that something social could also be included.

A suggestion was also made to organise a tea party for the parents and children.

#### 17/70 **DATES OF COMMITTEE MEETINGS**

These were circulated separately.

17/71 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next Governing Body meetings were:

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

17/72 **MOTION OF CONFIDENTIALITY**

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