

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL

MONDAY 14 DECEMBER 2015

MEMBERS

LA GOVERNOR

Miss Reema Patel

FOUNDATION GOVERNORS

*Councillor Barry Rawlings (21.11.18)

*Mr Kunal Amin (1.2.19)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.19)

PARENT GOVERNORS

*Mr Matthew Reeves (18.03.18)

*Mr Zahid Ur Rehman (12.12.16)

COOPTED GOVERNORS

*Mr Bidesh Sarkar (7.7.18) (Chair)

*Mrs Kirstie Stroud (9.2.19) (Vice Chair)

ASSOCIATE MEMBERS

Mr Richard Groves (5.10.19)

*Mr Ed Tytherleigh

*denotes member present

NON-VOTING OBSERVER

*Ms Skeve Constantinou, Assistant Headteacher

IN ATTENDANCE

Ms Madhu Nambiar, Relief Clerk

PART I

15/139 **WELCOME AND APOLOGIES**

The Chair welcomed the Governing Body to the second meeting of the autumn term.

Apologies for absence were submitted and accepted in respect of Ms Patel and Mr Richard Groves.

15/140 **DECLARATION OF PECUNIARY INTEREST**

The Chair declared a pecuniary interest on behalf of his wife who was employed to work at the School as a teaching assistant to deliver a reading intervention for one and half hours, three days a week.

There were no other declarations of pecuniary interest in the current agenda

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15/141 APPROVAL OF PART I MINUTES OF THE MEETING HELD ON 5 OCTOBER 2015

Approval of the minutes

The unconfirmed Part I minutes of the meeting held on 5 October 2015, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair of Governors at the time of the meeting.

Matters arising

Pg 3: 15/113 Matters Arising: Ratification of Policies

The Headteacher confirmed that the list of statutory policies had been circulated to the Governing Body. It was agreed that Kunal Amin would review the list with the Headteacher and advise when periodic reviews of policies should be incorporated into future agendas.

Action: Kunal Amin

Pg 3: 15/113 Matters Arising: Governor Training Sessions

Kirstie Stroud undertook to finalise arrangements for Governor training on assessment.

Action: Kirstie Stroud

Pg 6: 15/118 Headteacher's Report: Continuing Professional Development (CPD)

It was agreed that Jason Reeves would review the training and development to ensure alignment with whole school objectives, staffing model and individual development needs

Pg 7: 15/118 Headteacher's Report: School Roll

The Headteacher reported that it had been difficult to target events to market the nursery. There was a brief discussion regarding how this could be done. Arising from this:

It was noted the opening hours of the nursery could be extended which parents could pay for and which would help working parents. Consideration would have to be given to the age of the children and ratios required; costs would have to be factored in as core funding would not cover longer opening hours.

It was suggested that Kids Cabin could be approached to consider a partnership arrangement.

It was suggested that leaflets could be printed for posting locally and in shops and coffee bars; it was also put forward that they could be distributed at the Northbank facility. Leaflets would be printed and the distribution area would be decided. The responses and feedback to the campaign would be monitored.

Action: Ed Tytherleigh and Kirstie Stroud

At a Governors suggestion the Headteacher would make enquiries within the School Partnership to see how they have managed expanding their nursery numbers and with the Local Authority (LA) regarding what the figures are for other nurseries in the borough.

Action: Headteacher

Pg 8: 15/119 Update from Governors on Engagement with the School

Governors were reminded to send in their photographs and the action was ongoing.

Action: Headteacher and Governing Body

Pg 11: 15/129 Review Health and Safety Audit Response Work Plan

The action was ongoing as the School were waiting ^{for} a report from an audit ^{carried out} by the LA SHAW team.

Action: Kunal Amin

15/142 CHAIR'S REPORT

The Chair provided a verbal update on his work for the school since the last meeting, including:

Executive Headteacher

The Chair reported that the LA had suggested a candidate for the role who he and Ed Tytherleigh had met with. They had agreed the person was unsuitable for the School and the Chair with the Headteacher, would look at alternative models to the executive headship.

A Governor suggested a consultant could be appointed on a shorter term basis.

It was noted that if heads from other schools were to be considered then

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they should have seen their schools through an inspection based on the current Ofsted framework.

Estates

The Chair reported on discussions with the LA about the Schools redevelopment plans where the Chair and the Headteacher updated the LA on progress, and were able to inform the LA that two Governors had been appointed who had relevant estates and construction experience.

The Headteacher reported on a conversation with George Church, the LA's Property Services manager, who had explained what the planning process would entail and that he would manage the statutory process. The Headteacher added that he had also met with a representative from Capita but did not feel their services would be required.

An independent valuation had been done of the Land Title issue and the Blue Ribbon option was chosen; he expanded on the possibilities and process.

It was noted that despite much pursuing, the LA have yet to confirm the procurement process for various aspects of the estates redevelopment project. Once the LA confirm the procurement process, competitive tendering for an architect will begin, who can support the school in finalizing the redevelopment vision and plans. The Headteacher said he had been in regular contact with the LA to clarify the procurement process. It was decided Barnet's Chief Executive (CE) should be approached regarding the delays from the LA. Ed Tytherleigh would prepare the questions for Barry Rawlings to submit to the CE on the School's behalf.

Action: Ed Tytherleigh and Barry Rawlings

Governors agreed that the pupils should be involved in the building project and be invited to submit designs and comments; once an architect was appointed they could be asked to present their plans in an assembly.

It was noted that the timeline to the opening of the building could potentially be the autumn of 2018.

Post Ofsted planning

The Chair stressed to the Governing Body the criticality of finalising the post-Ofsted inspection School Action Plan. Several formats of the School Action Plan were discussed and the Headteacher agreed to present a

final version of the plan at the 18 January 2016 meeting. The Chair recognised that although the School Action Plan had not been finalised, work was however underway to address all areas Ofsted highlighted as needing improvement.

Action: Headteacher

15/143 HEADTEACHER'S REPORT

The Headteacher's report, an electronic copy of which had been distributed to Governors, was noted by the Governing Body.

The Chair requested that the report be sent to the Governors a few days earlier so that they could consider the contents in more detail.

Action: Headteacher

Arising from the report:

Singapore Maths method

The Headteacher said the system had been trialed in three classrooms, year groups 2, 3 and 4; it was proving to be successful. On being questioned by a Governor, he explained what the method involved.

Writing

The Headteacher was pleased to note that the feedback for the writing had improved with the children responding well. A Governor asked for a book sample to be brought to the next meeting.

Action: Headteacher

Target Setting

There followed a discussion about how the levels and targets were being set. Governors asked a number of questions regarding how these related to the Ofsted inspection and how the staff were dealing with the changes. The Headteacher said the adjustments have been introduced systematically alongside the new curriculum and that staff were being supported through the process. On being asked by Governors, the Headteacher clarified how progress was measured and evidenced and how the children know what was expected of them.

A Governor asked about the impact of high mobility among students. The Headteacher stated this did make it difficult to maintain targets and have

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had to adjust the objectives for the class or year group as relevant.

Staff

There followed a discussion about how teachers who require extra support were being managed and the Headteacher confirmed that the Senior Leadership Team (SLT) were monitoring this carefully and would be able to measure the outcomes of models being employed such as Team Teaching.

A Governor asked how Teaching Assistants (TA) were being deployed and the Assistant Headteacher explained individual pupil and class requirements were considered. There were ten TA's in the School who were receiving training and professional development according to the needs of the children in combination with their own areas of interest.

Attendance

The Headteacher was pleased to note that attendance was at 96.5% since half term. The School had been engaging successfully with the LA Education Welfare Officer (EWO). The Headteacher added that 11 children had left the School and that most of them had moved to other areas of London.

Governors asked who managed the court process in cases where families were issued with Fixed Penalty Notices or if taken to court. The Headteacher informed them that the LA would take these cases forward when legal action was applied.

Behaviour

The Headteacher was pleased to report that behaviour among the pupils had been generally good but there had been one exclusion. He went on to say that serious incidents had been handled well and there were positive relationships developing. A Governor requested that any serious incidents were brought to the attention of the Governors since they had been unaware of any in the previous year which the Headteacher agreed to.

Action: Headteacher

BPSI Consultancy Service

There was a discussion about the efficacy of the BPSI advisor who had been working with subject leaders on writing. The Headteacher explained her input had been useful and particularly when she attended the inset days. The Governors were pleased to hear this but expressed concern

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about getting value for money when specialists were brought in to the School. They asked that evidence of their impact be provided to the Governing Body along with an assessment of their contribution.

School Partnerships

The Chair challenged the value of the School being involved in the number of Partnerships it was engaged with, asking if they could be time consuming and confusing to the SLT. The Headteacher acknowledged they were reviewing their partnerships by looking at what the main common issues were with other schools; such as Pupil Premium on which they benefit from exchanging information and advice. Also he noted that savings were sometimes achieved through sharing training sessions. The Headteacher would keep the Governing Body apprised of the partnerships.

Action: Headteacher

15/144 UPDATE FROM GOVERNORS ON ENGAGEMENT WITH SCHOOL

Mr Rehman presented his report to Governors from learning walks around the School and another school in Partnership 6, which was tabled, received and noted. Arising from the report:

He had found the visits informative and recounted the similarities and differences between the schools. The report had been deliberated with the Headteacher and areas for improvement had been discussed including ways in which children who were not participating in an exercise should still be engaged in an activity. Also it was proposed that one book should be kept for writing which would make it easier to assess progress; it was noted that the BPSI advisor John Paxton, had made the same recommendation. Mr Rehman asked the Governors to look at the other school's website to consider if it could be used as a template for the School's own website.

The Chair thanked Mr Rehman for the work and the report which he said had been useful for benchmarking and support school improvement.

Governors remarked that books were demonstrating an improvement in writing.

Governors went on to discuss how parents could be included further in the plans and developments of the School and in their children's learning. It was suggested a text system or the purchase of Parentmail which would reach parents by email and text. It was agreed that multiple communication platforms would be ideal as it would cover all the ways in

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which parents preferred to communicate. Mr Tytherleigh explained he is covering this in the communication and engagement strategy he was developing with the Headteacher.

Action: Mr Tytherleigh

Ms Stroud reported on her meeting with three members of the Inclusion Team and said she was impressed with their knowledge of SEN issues. They had discussed that it would be prudent to spend more money on earlier diagnoses, planning and evaluating the impact of SEN children on classroom learning and dynamics.

Mr Amin had met with Sarah Johnstone to discuss the Science Action Plan which would be shown to Governors at the next meeting.

Action: Mr Amin

Mr Amin commented that he had been trying to meet with the Computing lead and not been able to arrange an appointment. He had been sent information that he had asked for but it did not answer his queries adequately. The Headteacher undertook to discuss issues with the lead for Computing and would invite Mr Amin to a meeting. The Chair said that Computing was scheduled for a subsequent Governing Body meeting agenda where the Computing plan and approach could be reviewed.

Action: Headteacher

It was noted by the Governors that data collated by the SLT was not always being disseminated to Governors. There followed a robust discussion about how this could be efficiently done without causing the SLT unnecessary or undue work. The Governors asked for a standard reporting pack which monitored children's progress as well as finance, staffing and other areas that collectively represented the overall operation of the school.

Mr Amin undertook to do research on the possibility of using dashboards developed for schools which could represent the information required by the Governors.

Action: Mr Amin

It was noted the Governors were waiting for the outcome of the recent Health and Safety report so the matter would be discussed at the next meeting.

Action: Headteacher

15/145 **REVIEW OF THE GOVERNING BODY EFFECTIVENESS**

The Governors noted the template provided by the LA to capture the skills of the Governing Body. It was suggested that staff be asked to provide feedback of the Link Governors who had recent contact with them and also to incorporate comments from the Ofsted inspection.

It was agreed to engage a BPSI advisor to carry out a review of the Governing Body and the Chair undertook to arrange this with Bronwyn Tumani.

Action: Chair

15/146 **REVIEW SCHOOL EVALUATION FORM AND RAISE ONLINE SUMMARY**

This item was covered in 15/147.

Action: Headteacher and Chair

15/148 **UPDATE ON ESTATES PLANS, INCLUDING LAND STATUS ISSUES**

This item was covered under the Chair's Report, item 15/142.

15/150 **PUPIL PROGRESS REPORT BY CLASS FOR AUTUMN TERM 2015**

The item was deferred to the next Governing Body meeting.

Action: Headteacher

15/151 **REVIEW BEHAVIOUR MANAGEMENT APPROACH AND POLICY**

A Governor expressed concerns about the behaviour witnessed in the different zones during break times and questioned if this could be due to staff pupil ratios. The Assistant Headteacher referred to the various causes the behaviours could be attributed to and it was recommended that children and parents should be made aware of the playground rules.

Action: Assistant Headteacher

Due to the lack of time the following items were deferred to the next meeting:

Review School incidents recording and reporting processes

Benchmarking report on School Premises

Review School contracts

Report of the Director of Education and Skills Autumn 2015

Policies review and approval

Action: Headteacher

15/152 **ANY OTHER BUSINESS**

- i) In order to save time reviewing documents at the meeting, Governors were asked to send reports in good time ahead of the meeting to allow contents to be read. The meeting could then be used to clarify points and agree decisions.
- ii) The Chair informed the meeting that he had recently been offered the position of Chief Operating Officer at one of the largest academy chains. The Clerk to enquire if this would need to be declared as a conflict of interest.

Action: Clerk

15/153 **FUTURE MEETING DATES**

The following Governing Body meeting dates were confirmed:

Spring term: (1): Monday 18 January 2016 at 6.30 pm
Spring term: (2): Monday 14 March 2016 at 6.30 pm (TBC)

Summer term (1): Monday 23 May 2016 at 6.30 pm (TBC)
Summer term (2): Monday 4 July 2016 at 6.30 pm (TBC)

2016-2017 unclerked Budget Ratification meeting to be held before 31 March 2016

15/154 **POLICIES REVIEW AND UPATE**

Item to be deferred to next meeting.

PART II

15/155 **CONFIDENTIALITY**

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

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