

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON MONDAY 14 MARCH 2016

MEMBERS

LA GOVERNOR

*Miss Reema Patel (4.10.19)

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 Ed Tytherleigh (5.10.19)

Mr Richard Groves (5.10.19)

*denotes member present

NON-VOTING OBSERVER

Ms Skeve Constantinou, Assistant Headteacher

IN ATTENDANCE

Mrs Janet Robinson, Clerk

PART I

16/19 **APOLOGIES**

Apologies for absence were submitted and accepted on behalf of Ms Skeve Constantinou, Mr Matthew Reeves; also known as Jason Reeves and Mr Richard Groves.

16/20 **DECLARATION OF PECUNIARY INTEREST**

Mr Bidesh Sarkar 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 per week.

Mr Sarkar declared a pecuniary interest concerning his position with one of the largest academy chains, which he stated, would not at this moment create any pecuniary interest within his current role as Chair of Governors.

16/21 **APPROVE PART I MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2016 AND MATTERS ARISING**

The Part I minutes of the meeting held on 8 February 2016, a copy of which had been

distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair.

Matters Arising

Pg 2: 16/03 Approve Governors Part I minutes of the meeting held on 14 December 2015 and Matters Arising:

Pg 2: Pg 7: 15/118 Headteacher's Report – School Roll:

Governors were informed that Mr Ed Tytherleigh was in the process of compilation of items for an advertising poster concerning the marketing of the nursery provision and that he would organise the distribution and displays.

Action: Mr Ed Tytherleigh and Governing Body

The Headteacher stated that he would gather information by 18 March 2016.

Action: Headteacher

Pg 3: Ratification of Policies:

The Chair requested that the Headteacher prepare a list of all policies, along with their review dates. The information should then be distributed to the Governing Body. It was **AGREED** that all policies should be distributed electronically and changes to policies should be highlighted. The policies should be reviewed and agreed electronically, prior to the Governing Body meeting. Any contentious points of discussion should be discussed at the Governing Body meeting. It was **AGREED** that, for ease of reference, all policies should indicate the date for review.

Action: Headteacher and Governing Body

It was noted that the Safeguarding Policy should be reviewed annually. Non-statutory policies should be reviewed every two years.

Action: Headteacher and Governing Body

It was **AGREED** that for safeguarding purposes, a named person should be included in the SEND Policy.

Action: Headteacher

Pg 3: 16/04 Chair's Report – Pupil Premium (PP) Review Audit

The Headteacher reported that the PP review audit had been sent to the Local Authority (LA) and a meeting would take place with a LA representative to discuss some of the points prior to its completion. The Barnet Partnership for School Improvement (BPSI) service would appoint a Review Officer to carry out a review and

who at the end of the review would provide a report.

Governors noted that the School's PP Policy remained unchanged.

Pg 5: 16/07 Pupil Progress Report by class and groups

Governors were informed that the Pupil Progress report had been completed and that a copy would be sent to the Governing Body.

Action: Headteacher

16/22 **CHAIR'S REPORT**

School website

The Chair expressed concern at the length of time it had taken to update statutory information onto the School website and that the Governor section awaited completion. Mrs Kirstie Stroud offered to check that the required information was compiled for inclusion on to the website. Governors were informed that the School had a new IT system and that the website would be complacent by 18 March 2016. It was **AGREED** that on 21 March 2016, Mrs Stroud would check that Governors had ease of access to the system and that all statutory information had been placed onto the website.

Action: Mrs Kirstie Stroud

Disclosure and Barring Service (DBS)

Governors were informed that new information had been received stating that it was a statutory requirement that all Governors should have a DBS check carried out before 1 September 2016. The Headteacher stated that he would discuss this with the School office staff and request that they notify Governors of the required documentation in order for the checks to be carried out. Mrs Stroud stated that she would liaise with the School office concerning this and would update the Governing Body accordingly.

Action: Headteacher; Mrs Kirstie Stroud and Governing Body

16/23 **HEADTEACHER'S REPORT**

The Headteacher's Report, a copy of which had been distributed earlier, was noted by the Governing Body. Arising from the report:

Effectiveness of Leadership and Management

Governors noted that the new member of the Leadership Team (LT) provided consultancy support and had undertaken a review of standards and practice in Key Stage (KS) 1 and Early Years Foundation Stage (EYFS), for which she had experience. In addition, she had also carried out assessment questions and moderation work within the School. Governors requested to be provided with a

3
BS
23/5/16

summary of the work completed and its overall effect.

Action: Headteacher

Personal development, behavior and welfare

A Governor expressed concern that the number of behavioral incidents was high for a one form entry school and challenged the Headteacher as to whether the School's actions to remedy this were adequate and robust. The Headteacher explained that incidents were comparable for the same period as the previous academic year when there had been ten serious incidents, and this had improved since 2014.

Parents/carers are involved and the key perpetrators meet with parents/carers.

Perpetrators are aware of the severe consequences of misbehaviour. There had been two racist incidents in addition to incidents of name calling. The Chair, on behalf of the Governing Body, invited the Headteacher to inform the Governing Body if it was felt that Governors could provide further support to the School.

School Improvement Partnership

Governors noted that the Partnership 6 was effective. Recent work had included sharing of practice regarding the use of the Pupil Premium (PP) and it was noted that the School is ahead of some schools within the group in terms of reporting and evaluation. Ongoing moderation work with EYFS; Year 2 and Year 6 was being carried out. It was noted that the partnership was a valuable resource.

The Chair, on behalf of the Governing Body, thanked the Headteacher for his report.

16/24 UPDATE FROM GOVERNORS ON ENGAGEMENT WITH SCHOOL

Mrs Stroud reported that she had attended a governor's safeguarding training course, which had been beneficial. She had arranged to meet with the School's Special Educational Needs Coordinator (SENCO) to ensure that the School had an effective safeguarding process in place. Mrs Stroud stated that she would provide Governors with a report on her tasks.

Actions: Mrs Kirstie Stroud

16/25 REVIEW OF RECOMMENDATIONS FROM GOVERNANCE REVIEW

It was noted that an electronic report had been sent to Governors stating key recommendations to improve the effectiveness of the Governing Body. Governors were reminded that they should read the report and contact the Chair of Governors if they had any comments on the recommendations.

BS
23/5/16

16/26 **REVIEW PROGRESS AGAINST SCHOOL ACTION PLAN AND PUPIL PROGRESS AGAINST TARGETS BY YEAR AND KEY GROUPS**

Attainment

The Headteacher reported that the School had made progress towards the targets. The new curriculum had proved difficult to assess and measure and this had been carried out on approximation. Governors were informed that KS 1 had indicated stronger progress than the previous year 2 cohort. Reception were on track to meet the target of 74%. The School would be working to improve attainment in Maths for Year 2. An Associate Governor challenged the Headteacher concerning the targets. The Headteacher explained that they are based on individual children and the floor target is 65%. All evidence had to be provided in order to ensure that proof of evidence indicated that a child was at the required level. A Governor challenged the Headteacher concerning the help and support to Years 3, 4 and 5 and the children that are struggling with the curriculum. The Headteacher explained that mobility was a factor supporting attainment; speech and learning referrals had been made; Year 6 children had been working with the new curriculum for 18 months. The Chair expressed his concern at the attainment figures and challenged the Headteacher as to how the School would respond. The Headteacher stated that he would provide the Governing Body with updated information at the beginning of the summer term to indicate the School's response to the attainment.

Action: Headteacher and Governing Body

Governors were invited to attend the pupil progress meetings.

Attendance

The Headteacher reported that the School had carried out a considerable amount of work to improve attendance. The gate was monitored each morning for late arrivals; many children had been absent due to illness such as chicken pox, tonsillitis and nausea. It was noted that 3.82% of the absence was unauthorised. Governors were informed that persistent absentees were taken to court if no improvement is made over a reasonable time frame.

Teaching and Learning

Governors enquired of the Headteacher if the quality of teaching was validated by an external validator. The Headteacher explained that this was not a formal practice, although the School did have informal external links. The School's Learning Network Inspector (LNI) would carry out a joint observation and the children's books would be scrutinised. The Chair suggested that it would be beneficial to have stronger documentation from the Headteacher to indicate the School's actions and how the teachers are judged.

B.S.
23/5/16

16/27 REVIEW RECOMMENDATIONS FROM COMMUNICATIONS AND ENGAGEMENT REVIEW

The Strategic Review of the School's Communications Activity (February 2016), a copy of which had been distributed earlier, was noted by the Governing Body.

Associate Member, Mr Ed Tytherleigh reported that he had carried out a survey of parents' views on how effectively the school communicated with them. He reported that some parents/carers had stated that they received information late or not at all. The popular method of communication had proved to be via text messaging and information placed in the School's newsletter. The Headteacher reported that information was placed on the School website. Governors suggested using social media as a method of communication with the parents/carers. It was **AGREED** that this should be investigated further to prove if this would be a beneficial resource. It was noted that an action plan would help improve communications with parents/carers and it was **AGREED** that Mr Tytherleigh would discuss this further with the Headteacher and the School Secretary.

Action: Headteacher and Mr Ed Tytherleigh

It was **AGREED** that the Action Plan for communications with parents/carers would be reviewed in the 2016 autumn term.

Action: Headteacher and Mr Ed Tytherleigh

Governors were informed that his research had indicated that the Governing Body were not reaching all staff through their communication and engagement. It was **AGREED** that an Action Plan should be put into place and that a member of the Senior Leadership Team (SLT) would be appointed to work with the Headteacher and Mr Tytherleigh concerning Governor communications with the staff.

Action: Headteacher and Mr Ed Tytherleigh

It was **AGREED** that the Action Plan for communications with staff would be reviewed in the 2016 autumn term.

Action: Headteacher and Mr Ed Tytherleigh

16/28 REVIEW OF KEY PLANNING ASSUMPTIONS FOR BUDGET 2016/17 AND FORECAST 2017/18-2018/19

Governors were informed that the Chair and Mr Amin had met with the Headteacher to discuss the FY forecast. The sum of £80,000 would be carried forward as a cash balance contingency. The predicted income would be less due to the fall in pupil numbers and was less than had been allowed for in the School budget.

Governors expressed concern at the carry forward figure. It was noted that the School had been without a Business Manager and had therefore used the financial service provided by CAPITA. There had been a lack of production of figures and Governors

BS
23/5/16. 6

expressed concern at this. It was **AGREED** that it would be beneficial to research the use of an alternative financial support service. Mr Kunal Amin volunteered to carry out the research for this and Governors accepted Mr Amin's offer.

Action: Mr Kunal Amin

2015/16 closing position latest forecast

Governors were informed that the School had a £28,000 deficit and £80,000 carried forward.

Pupil numbers, PP numbers, Special Educational Needs (SENs) pupil numbers, income per pupil

Governors were informed that there were changes in the funding for schools. The School had a decreased budget of £34 000 due to changes in funding formula. The School had 213 pupils on roll in 2015. There are 197 pupils on roll in the current academic year and more spaces in KS 2. The Headteacher explained that the 2016-2017 census would take place in June 2016; October 2016 and January 2017. The School's budget would be adjusted appropriately for changes in the pupil numbers.

The Headteacher reported that PP funding had decreased slightly due to a drop in pupil eligibility for PP funding. The School did not have any Looked after Children (LAC).

Governors were informed that the largest part of the budget was allocated for staffing. School expenditure is being closely monitored and all potential savings are being explored. Work around the effective deployment of teaching assistants (TAs) was ongoing. A Governor stated that the Unified Reward would create changes to school budgets and TAs. The Headteacher replied that the new model for TAs would be included in the upcoming restructure.

The Headteacher reported that the Assistant Headteacher would be out of class from the autumn term. Three members of staff would share a class. Due to financial constraints, the School would not have a Deputy Headteacher. Governors expressed concern at the number of part time teaching staff for a one form entry school. The LA Governor stated that the Governing Body had to ensure that staff were supported and motivated.

Governors suggested that the Headteacher should consider how staffing would be placed in line with the budget. It was suggested that Governors should be provided with the information by 25 April 2016.

Action: Headteacher

The Headteacher stated that there would be savings to the budget post September when the restructure takes place. He explained that 86% of the School budget included fixed costs, which consisted of teacher salaries; administrative costs and insurance etc.

BS
23/5/16 7

16/29 UPDATE ON SCHOOL ESTATE DEVELOPMENT PROJECT

Mr Tytherleigh reported that clarification of land ownership had to be completed. This had not yet been resolved by Harrow and Barnet Law. A valuation of the land would have to be carried out, in addition to the change of use. Specialists such as an architect and structural engineer would be required and management of quotations had to be arranged. The Chair and Mr Tytherleigh would meet with the appointed development agent before 31 March 2016 to appoint an architect. It was stated that fixed price fees for works less than £10,000 should be agreed with a development agent. It was **AGREED** that the Chair, Mr Tytherleigh and the Headteacher would appoint a development agent and that a feasibility study would be carried out.

16/30 FUTURE MEETING DATES

The following Governing Body meeting dates were confirmed:

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

It was **AGREED** that the 2016-2017 Budget Ratification meeting would take place on 31 March 2016 at 6.00 pm.

The Clerk explained that the meeting should be quorate for the vote to be valid to accept the 2016-2017 budget. She stated that the meeting would be unclerked by the Governor Clerking Service and suggested that due to the nature of discussion, it would be preferable if the meeting was recorded. The confirmed minutes should then be sent to the Clerk for distribution with the summer term Governing Body agenda papers.

Action: Governing Body and Clerk

Summer term (1): Monday 23 May 2016 at 6.30 pm

Summer term (2): Monday 4 July 2016 at 6.30 pm

16/31 POLICIES REVIEW AND APPROVAL

The Statutory Policy Review Schedule, a copy of which was tabled at the meeting, was noted by the Governing Body. It was noted that this item had also been discussed earlier in the meeting under item 16/21 Approve Part I minutes of the meeting held on 8 February 2016 and Matters arising – Pg 3: Ratification of Policies

Special Educational Needs and Disabilities (SEND) Policy

The SEND Policy, a copy of which had been distributed earlier, was noted by the Governing Body. It was **AGREED** to accept the policy.

PART II

BS
23/5/16

16/32 CONFIDENTIALITY

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

Barlow
23/5/16