

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

MINUTES OF THE MEEETING HELD AT THE SCHOOL ON MONDAY 23 MAY 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 OBSERVERS

*Ms Skeve Constantinou, Assistant Headteacher

*Ms Katie Coombes, Consultant

IN ATTENDANCE

Mrs Janet Robinson, Clerk

PART I

16/19 **WELCOME AND APOLOGIES**

The Chair welcomed Governors to the first Governing Body meeting of the summer term. An additional welcome was given to consultant, Ms Katie Coombes who was working with the Local Authority (LA) and providing support to the Headteacher and the Senior Leadership Team (SLT).

Apologies for absence were submitted and accepted on behalf of Cllr Barry Rawlings who was attending to council business and Mr Richard Groves.

Apologies for his anticipated late arrival were submitted and accepted on behalf of Mr Kunal Amin.

16/20 **DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest within the current agenda.

16/21 **APPROVE PART I MINUTES OF THE MEETING HELD ON 14 MARCH 2016 AND MATTERS ARISING**

The Part I minutes of the meeting held on 14 March 2016, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair.

Matters arising

Pgs 1-3: 16/21 Approve Part I minutes of the meeting held on 8 February 2016 and 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: 15/11 Headteacher's Report – School Roll:

Mrs Kirstie Stroud stated that she had been in communication with a photographer to arrange for photographs to be taken of the Early Years (EYs) setting. She was in the process of preparing a flyer and would continue to liaise with the photographer concerning the photographs. It was anticipated that the photographs would be completed before the end of the summer term.

Action: Mrs Kirstie Stroud

Pg 3: 16/22 Chair's Report

Governors were informed that the School website was compliant with items for inclusion. Mrs Stroud explained that she would carry out an audit of any outstanding actions for completion. The Headteacher stated that a report on the response to the audit would be included in his next Headteacher's Report to Governors.

Action: Mrs Kirstie Stroud; Headteacher and Clerk

Pgs 6-7: 16/28 Review of Key Planning assumptions for Budget 2016-2017 and Forecast 2017/18-2018/19

Pg 7: 2015-2016 closing position latest forecast:

The Chair stated that he would contact Mr Amin to enquire as to the results of his investigation regarding the costs of an alternative financial support service.

Action: Chair and Mr Kunal Amin

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16/22 CHAIR'S REPORT

Academisation options

The Chair reminded Governors that the School had been categorised as being a 'school causing concern'. He reported that following a meeting with representatives of the Department for Education (DfE), he had been informed that the school is at risk of a warning notice which could lead to forced academisation. It was agreed that a working party of the Governing Body would explore options for academisation so that if this route were pursued to accelerate school improvement, then it could be proactively shaped by the Governing Body for Hollickwood's specific needs. It was **AGREED** that the working party would consist of:

The Chair of Governors
Staff Governor, Mrs Sarah Johnston
Coopted Governor, Mrs Kirstie Stroud
LA Governor, Miss Reema Patel
The Headteacher
The Assistant Headteacher, Ms Skeve Constantinou.

The Chair stated that following their meeting, the Working Party should report back to the Governing Body with their suggestions. It was **AGREED** that the Working Party would meet on Monday 13 June 2016 at 6.00 pm.

Action: Chair of Governors; Mrs Sarah Johnston; Mrs Kirstie Stroud; Miss Reema Patel; Headteacher; Ms Skeve Constantinou

It was noted that it would be beneficial if Governors were informed of the Working Party's suggestions before the end of the summer term. It was **AGREED** that this would be included as an agenda item for discussion at the second Governing Body meeting of the summer term scheduled to take place on 4 July 2016.

Action: Headteacher, Chair and Clerk

Establishing Governing Body committees

The Chair explained that all business had been carried out through the main Governing Body following reconstitution. Due to the high volume of work involved, it would be beneficial to have a limited committee structure. It was **AGREED** to have a Finance and Premises Committee and a Staffing Committee. Strategy and Teaching and Learning would remain as items dealt with by the main Governing Body. The Clerk stated that she would prepare a draft committee membership list for approval by the Governing Body. It was **AGREED** that this would be an agenda item for discussion at the second Governing Body meeting of the summer term scheduled to take place on 4 July 2016. The Assistant Headteacher, Ms Skeve Constantinou stated that she would join the

Finance Committee.

Action: Headteacher; Chair and Clerk

Finance and Premises Committee:

It was **AGREED** that:

- Foundation Governor, Mr Kunal Amin would establish Committee membership

Action: Mr Kunal Amin

- Mr Amin would liaise with the Committee members to set the meeting date and agenda items for discussion.

Action: Mr Kunal Amin

- The Committee would have one meeting before the end of the summer term and from thereafter would meet every half term

Action: Finance Committee

- The Committee would agree the agenda plan for the academic year

Action: Finance Committee

- The Committee would prepare and complete a Terms of Reference. The Chair of Governors stated that he would provide a template document.

Action: Chair of Governors and Finance Committee

- The minutes of the meetings would be included with the agenda papers for the following full Governing Body meeting.

Action: Finance Committee

Staffing Committee:

It was **AGREED** that:

- Parent Governor, Mr Matthew Reeves would establish Committee membership

Action: Mr Matthew Reeves

- Mr Reeves would liaise with the Committee members to set the meeting date and agenda items for discussion.

Action: Mr Matthew Reeves

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- The Committee would have one meeting before the end of the summer term and from thereafter would meet every half term

Action: Staffing Committee

- The Committee would agree the agenda plan for the academic year

Action: Staffing Committee

- The Committee would prepare and complete a Terms of Reference. The Chair of Governors stated that he would provide a template document.

Action: Chair of Governors and Staffing Committee

- The minutes of the meetings would be included with the Part II agenda papers, and would be sent to the Clerk for the following full Governing Body meeting.

Action: Staffing Committee

Size of Governing Body:

A Governor suggested that it would be beneficial to appoint a new Governor responsible for fundraising. The Clerk explained that a new structure would have to be compliant with the statutory regulations and that following the approval of a new structure; a new Instrument of Government would have to be written and approved by the LA's Legal services. The Clerk suggested that an Associate Member could be appointed for the purpose of fundraising. She explained that Associate Members were appointed for their expertise and experience within a particular area that would be beneficial to the Governing Body and to the School. Associate Members were not part of the Governing Body structure and would not be included on the Instrument of Government. Associate Members do not have a vote within the full Governing Body meeting, but with the agreement of the full Governing Body, Associate Members could vote within the committee of which they were a member. Following discussions, it was **AGREED** that an Associate Member for fundraising would not be appointed at this time and that this matter, including the change to the structure of the Governing Body, would be reviewed at a later date.

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:

Pupil progress Report by class and groups

Governors noted the Special Educational Needs and Disability (SEND) data, a copy of which had been included with the Headteacher's report. Governors were informed that assessment and progression for children with SEND was measured in the same manner as for non SEND children. Mrs Kirstie Stroud and Ms Skeve Constantinou stated that they would meet to discuss the SEND data.

Action: Mrs Kirstie Stroud and Ms Skeve Constantinou

Governors noted the KS1 pupil progress. The Chair, on behalf of the Governing Body, congratulated the Headteacher and staff on the pupil progress, which it was noted, was better than had been expected.

Pupil roll action plan

It was noted that this item would be carried forward as an agenda item for discussion at the 2016 autumn term Governing Body meeting.

Action: Headteacher; Chair and Clerk

Her Majesty Inspector's (HMI) letter following monitoring visit

Governors noted that the recent monitoring visit from Ofsted had been successful and that the report, a copy of which had been distributed earlier, would be published on the Ofsted website on Friday 20 May 2016. The Headteacher reported that the report indicated that the School had made progress and was taking effective action towards improvement.

Personal Development, behaviour and welfare

The Headteacher reported that absence was being monitored, including persistent absence within the Reception year group. Governors were informed that overall attendance was 95.2% and the School's target was 96%. Absence of 95% or less would create a monitoring visit. The School's Educational Welfare Officer (EWO) had a process in place to meet with parents/carers of persistently absent children, but parents/carers often failed to attend the meetings.

The Headteacher reported that the School had benefitted from regular LA monitoring visits, which had increased.

Overview of Pupil Premium (PP) spend

Governors noted that the School had completed a self-evaluation of arrangements for the deployment of the PP Grant in March 2016 using the Barnet Partnership for School Improvement (BPSI) PP toolkit. It was noted that the Headteacher had been supported by a consultant headteacher who had

moderated the self-evaluation. Following the moderation, the self-evaluation had then been reviewed by a representative of the LA's Education and Skills service, John Paxton, who had commented on the audit, and then followed up with a visit looking at documentation and children's work. John had then responded with a report concerning strengths and areas for development.

Attainment and progress data on KS 1 Reading; Writing and Maths and KS2 Reading and Maths

The Chair, on behalf of the Governing Body, thanked the Staff Governor, Mrs Sarah Johnston for the work carried out to support the children before and during the SATs tests.

School partnership – update

Governors noted that the School partnership group, Partnership 6, would arrange to meet to discuss budgets and that moderation sessions had been planned. The Headteacher reported that the Partnership 6 was proving to be beneficial and supportive.

16/24 UPDATE FROM GOVERNORS ON ENGAGEMENT WITH SCHOOL

Governors were informed that Mrs Stroud and Mr Ed Tytherleigh had met with the Headteacher to discuss an Action Plan for the Schools safeguarding process.

Mrs Stroud and Mr Tytherleigh reported that they had been included as members of the first committee for the teaching assistant (TA) restructure. Parent Governor, Mr Matthew Reeves, had been included as a member of the interview panel for teaching staff.

16/25 REVIEW SCHOOL POLICIES LIST FOR COMPLETENESS AND APPROVAL PLANNING

The Headteacher reported that all statutory policies were in place and compliant with regulations. The Sex Education Policy was reviewed annually. The review of the Teachers' Pay Policy would be completed for the 2016 autumn term prior to its agreement by the Governing Body.

It was **AGREED** that the Sex Education Policy and the Teachers' Pay Policy would be included as agenda items for discussion at the first Governing Body meeting of the 2016 autumn term.

Action: Headteacher, Chair and Clerk

Governors were reminded that for safeguarding purposes, a named person had to be included within the Special Educational Needs and Disability (SEND) Policy.

16/26 **GOVERNOR DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

The Clerk explained that the Government had recently published a legislation stating that it was a statutory requirement that Governor DBS checks should be completed and in place by 1 September 2016. Governors were informed that they should check with the School office to enquire if they were compliant with their DBS check. If they were not compliant, the administration staff would inform them of the appropriate documentation to be provided in order that a DBS check could be carried out. The Clerk explained that DBS checks held for the LA were valid. DBS checks held for external LAs and/or other organisations would be invalid for the London Borough of Barnet. Governors should contact the School office as a matter of urgency to ensure that this was completed before 1 September 2016.

Action: Governing Body

16/27 **REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS – SUMMER TERM 2016**

The Report of the Director of Education and Skills Summer Term 2016, a copy of which had been distributed previously, was noted by the Governing Body. Governors were informed that they could also access information on the following website:

<https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/meetings-and-reports.html>

Arising from the report:

1. The Education White Paper and academisation

This item was noted by the Governing Body.

It was noted that this item had also been discussed earlier in the meeting under item 16/22 Chair's Report.

2. The National Funding Formula

This item was noted by the Governing Body.

3. Barnet with Cambridge Education

This item was noted by the Governing Body.

4. School Improvement Partnerships

This item was noted by the Governing Body.

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It was noted that this item had also been discussed earlier in the meeting under item 16/23 Headteacher's Report.

5. Maintained School collaboration across partnerships

This item was noted by the Governing Body.

6. Attendance in Primary Schools: a Barnet issue

This item was noted by the Governing Body.

7. Mandatory Disclosure and Barring Service checks for School Governors

This item was noted by the Governing Body.

It was noted that this item had also been discussed earlier in the meeting under item 16/26 Governor DBS Checks.

8. Governor Info to be published on Edubase

This item was noted by the Governing Body.

The Clerk explained that Governor contact details held by the DfE, would not be available for public viewing and would remain confidential.

9. School Organisation Guidance

This item was noted by the Governing Body.

10. Statutory timelines for Maintained Schools, Academies and Free Schools

This item was noted by the Governing Body.

16/28 UPDATE ON SCHOOL IMPROVEMENT PLAN AND OFSTED ACTION PLAN

It was noted that agenda item discussions had overrun and that due to time restraints, this item would be carried forward as an agenda item for discussion at the first Governing Body meeting of the autumn term reflecting the review of SATs outcomes in the second summer 2016 meeting.

Action: Headteacher; Chair and Clerk

16/29 UPDATE ON ACTIONS ARISING FROM COMMUNICATIONS AND ENGAGEMENT REVIEW

It was **AGREED** that Communications and Engagement would be included as an agenda item for discussion at the first Governing Body meeting of the 2016

autumn term.

Action: Chair; Headteacher and Clerk

16/30 **UPDATE ON ESTATES DEVELOPMENT PLANS, INCLUDING LAND STATUS ISSUES**

Mr Tytherleigh reported that the tender process for the preliminary feasibility study had resulted in the appointment of Capita.

It was **AGREED** that this item would be included as an agenda item for discussion at the next Governing Body meeting.

Action: Mr Ed Tytherleigh; Headteacher; Chair and Clerk

16/31 **REPORT FROM SENIOR LEADERSHIP TEAM (SLT) CONSULTANT – MS**

KATIE COOMBES

Ms Coombes presented a brief history of her working background and explained that she worked with the Local Authority (LA). In addition to her work with the SLT, she would be supporting the School's EYs provision with a focus on the Reception year. She had been working with the Reception year teachers, looking at the environment and the activities offered to consider whether the children were suitably challenged. She has also been supporting the English lead in looking at the quality of writing. She explained that the Reception teacher role was a job share and that she would be working with both teachers to find ways to improve, including developing robust and effective planning.

Ms Coombes reported that lessons had been observed across the School for teaching and learning in addition to looking at areas for development, strength and progression and improvement. She gave one example, it had been observed that, in one class, children should be given the opportunity to write independently with less reliance on an adult initiated format. The Chair challenged Ms Coombes and enquired as to how the subject leaders would ensure that this was carried out effectively. The Headteacher replied that this would be monitored; staff meetings would be used to discuss this and that planning and development would be ongoing. Governors expressed concern that the subject leaders would have insufficient time to carry out all of their duties for their various roles. The Headteacher stated that leadership time was allocated for this.

There being no further questions, the Chair, on behalf of the Governing Body, thanked Ms Coombes for her attendance and presentation. After having thanked the Governors for providing her with the opportunity to give her presentation, Ms Coombes left the meeting.

At this point, Governors took a refreshment break.

16/32 **PUPIL PREMIUM REVIEW AND ACTION PLAN**

It was noted that agenda item discussions had overrun and that due to time restraints, this item would be carried forward as an agenda item for discussion at the first Governing Body meeting of the 2016 autumn term.

Action: Headteacher; Chair and Clerk

16/33 **PUPIL PREMIUM (PP) POLICY**

The PP Policy, a copy of which had been distributed earlier, was noted by the Governing Body. Governors were informed that the School had produced a draft Pupil Premium policy which explained how the PP Grant would be deployed; the monitoring of the Grant; identification of needs; interventions; the role of the Governing Body and reporting arrangements. (It was noted that the policy required some amendments and that once completed, it would be available for distribution to staff and the Governing Body.

Action: Headteacher

16/34 **PROGRESS DATA ON KEY STAGE (KS) 2 WRITING**

It was noted that agenda item discussions had overrun and that due to time restraints, this item would be carried forward as an agenda item for discussion at the first Governing Body meeting of the 2016 autumn term.

Action: Headteacher; Chair and Clerk

16/35 **REVIEW SCHOOL RESPONSE TO GOVERNMENT PREVENT AGENDA**

The Headteacher reported that this had been completed for all members of staff.

16/36 **REVIEW SCHOOL APPROACH TO FEMALE GENITAL MUTILATION (FGM) RISK**

It was noted that Mrs Stroud would provide information concerning FGM and that this would be included as an agenda item for discussion at the second Governing Body meeting of the summer term.

Action: Mrs Kirstie Stroud; Headteacher; Chair and Clerk

16/37 **REVIEW ACTUAL FY 2015/16 INCOME AND EXPENDITURE**

The Chair reported that a Governing Body meeting to ratify the 2016-2017 budget had taken place on 29 March 2016. It was noted that the minutes of the meeting were not available for distribution to the Governing Body. The Chair stated that he would arrange for the minutes to be sent to the Clerk for retention in the Minute Book.

Action: Chair

The minutes not being available, the Chair presented a verbal report to Governors. He reported that the budget had been accepted subject to changes being made with an agreed surplus of £20,000.

16/38 **REVIEW THREE YEAR FINANCIAL PROJECTIONS TO 2018/19, INCLUDING FINAL BUDGET FOR 2016/17 FOLLOWING GOVERNING BODY FEEDBACK**

It was **AGREED** that this item would be referred to the Finance and Premises Committee for discussion and actions.

Action: Kunal Amin and Finance and Premises Committee

16/39 **FUTURE MEETING DATES**

Summer term (2)

It was confirmed that the second Governing Body meeting of the summer term would take place on **Monday 4 July 2016 at 6.30 pm.**

2016-2017 Academic Year – Governing Body meeting dates

It was **AGREED** that the 2016-2017 academic year Governing Body meeting dates would be set at the second Governing Body meeting of the summer term scheduled to take place on 4 July 2016. It was **AGREED** that this would be included as an agenda item for discussion.

Action: Clerk

16/40 **PART I ANY OTHER BUSINESS**

It was noted that further to Mr Amin's earlier apologies for his anticipated late arrival, he had not attended the meeting.

PART II

16/41 **CONFIDENTIALITY**

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

B. S. Amin
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