

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 12 DECEMBER 2016**

MEMBERS

LA GOVERNOR

Miss Reema Patel (4.10.19)

PARTNERSHIP GOVERNORS

*Councillor Barry Rawlings (21.11.18)

*Mrs Rachel Landau (11.12.20)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.19)

PARENT GOVERNORS

*Mr Jason Reeves (18.03.18)

1 x vacancy

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.19) (Chair)

*Mrs Kirstie Stroud (9.2.19) (Vice Chair)

*Mr Graham Hayday (11.12.20)

*Mr Gui Rodrigues (11.12.20)

ASSOCIATE MEMBER

Mr Richard Groves (5.10.19)

*denotes member present

NON-VOTING OBSERVER

*Ms Skeve Constantinou, Assistant Headteacher

IN ATTENDANCE

Mrs Caroline Winston, Clerk

PART I

The main meeting was preceded by a meeting with the architect concerning the proposals for the School site.

16/89 **APOLOGIES**

The Chair welcomed all to the second meeting of the Autumn Term.

Consent was recorded to apologies for absence submitted on behalf of Reema Patel, who was away on business.

Governors heard that Zahid Ur Rehman had resigned from the Governing Body since the last meeting. Thanks were recorded for his time as Governor. The Chair undertook to write to thank him on behalf of the School.

Action: Chair

16/90 **MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2016**

The Part I minutes of the meeting held on 19 September 2016 were confirmed, initialled and signed by the Chair.

16/91 **MATTERS ARISING/ACTIONS**

Pg. 2 16/67 Governing Body Membership Reconstitution had been placed as an item on the agenda.

The Chair had completed his action concerning encouraging his contact to become a Governor. The appointment was an agenda item later in the meeting.

The Headteacher confirmed that he had written to parents outlining the skills and values that the Governing body was looking for in future appointments.

The Clerk undertook to continue to look for suitable potential governors with Finance/Accountancy skills.

Action: Clerk

Pg. 2 16/71 Part I Minutes of the Meeting held on 18 July 2018 The Chair undertook to contact Bidesh Sarkar for a copy of the Budget Ratification meeting minutes.

Action: Chair

The three-year budget projection was in place. The School was now awaiting the next budget settlement to come through. The Headteacher added that the current forecast was based on the School increasing its pupil roll so suggested a review be undertaken based on current roll numbers. The Chair also suggested a stress test of the budget, looking at the figures should the budget be cut.

Action: Headteacher to present to the Finance & Premises Committee

The Headteacher said that the new template for the one-year accounts would be reviewed at the next Finance and Premises Committee meeting.

Pg. 4 16/71 Part I Minutes of the Meeting held on 18 July 2018:
Academisation This had been added as an agenda item.

Pg. 4 16/73 Headteacher's Report (a) Data Booklet The Headteacher confirmed that the new School Profile document had been circulated to all Governors. He had also communicated with parents the Key Stage 2 SATs results, as agreed at the last meeting.

Pg. 4 16/73 Headteacher's Report (c) Effectiveness The recent BPSI Review report had been circulated to all Governors and would be discussed later in the meeting.

Pg. 4 16/73 Headteacher's Report (d) School Roll The Headteacher reported that the Nursery vacancies continued to be publicised. A new poster advertising the Nursery had been installed on the school railings and an Open Day had been arranged for January 2017. He said that the new requirement to provide 30-hours free childcare for qualifying working parents might present an opportunity for growth in the Nursery.

A discussion ensued about other ways of increasing the roll numbers. The Chair suggested using the quarterly Muswell Hill newsletter as an additional publicity method.

Action: Headteacher

Pg. 6 16/77 2015/16 KS1/KS2 SATs The additional meeting of the Governing Body in November 2016 did not take place. The data would be reviewed by the Teaching and Learning Committee.

Pg.6 16/79 School Improvement Plan (SIP) Update The Chair confirmed that the SIP had been reformatted as discussed at the last meeting.

Pg.6 16/80 Review of Year-to-date 2016-2017 Income and Expenditure
The Chair highlighted that the signing-off of spending at the School would be reviewed as part of the Schools Financial Value Standard (SFVS) next month. The School's Financial Management Policy would also be reviewed at this time.

Action: Finance and Premises Committee

Pg. 7 16/83 Policy Review and Ratification The Headteacher undertook to circulate the policy framework review cycle document.

Action: Headteacher

The Vice Chair said that she would check through this list of policies.

Action: Vice Chair

The Headteacher added that the School Business Manager was now carrying out a monthly check of the School Website to ensure that all statutory documents were published. The Vice Chair and Graham Hayday undertook to carry out a check of the School website in the spring.

Action: Vice Chair and Graham Hayday

16/92 **RECONSTITUTION**

Following the discussion at the last meeting it was AGREED that the Governing Body should reconstitute in order to increase capacity. It was also AGREED that the new make-up would be:

2 x Parent Governors

1 x LA Governor
1 x Staff Governor
The Headteacher
2 x Partnership Governors
4 x Co-opted Governors

Item g on the last Instrument would be removed.

Item 6 was changed to read 'The term of office of all governors is *four* years save for Associate Members. The term for Associate members is one year or for the period of a specific project. It is recommended that Governors may serve no more than two terms which may be consecutive.'

The new Instrument of Government would be effective from 12 December 2016.

The Governing Body **APPROVED** these changes and the Clerk undertook to send the new draft Instrument to the legal team for processing.

Action: Clerk

16/93 **CONSIDERATION OF APPOINTMENT OF CO-OPTED /PARTNERSHIP GOVERNORS**

Graham Hayday and Gui Rodrigues had both been nominated as Co-opted Governors. After full consideration it was **RESOLVED** that they be appointed for the four-year period ending 11 December 2020.

Rachel Landau had been nominated as a Partnership Governor. After full consideration it was **RESOLVED** that she be appointed for the four-year period ending 11 December 2020.

Their completed paperwork was to be sent to the Clerk.

Action: Rachel Landau, Graham Hayday and Gui Rodriguez

The Clerk highlighted that a Parent Governor election was required to fill the existing vacancy. This would take place in the Spring Term.

Action: Clerk

16/94 **COMMITTEE REVIEW**

The Chair proposed that the title of the current Finance Committee be changed to the Finance and Premises Committee and this was **AGREED**. Membership of this committee was:

Chair
Headteacher
Lenka Jenks (School Business Manager)
Gui Rodrigues

The Chair further proposed a new committee entitled Teaching and Learning. This was **AGREED**. Membership of this committee was:

Headteacher
Vice Chair
Rachel Landau
Graham Hayday

Membership of the Personnel Committee was agreed as:

Headteacher
Vice Chair
Jason Reeves
Gui Rodriguez

The Chair proposed that the timing of the Personnel Committee's meetings be changed. The committee would now meet twice a year, once for pay reviews and secondly for appointments and ad hoc as and when needed in response to particular issues.

The new Terms of Reference for each committee would be sent to the Clerk.

Action: All Committee Chairs (Kirstie Stroud, Jason Reeves, Barry Rawlings)

16/95 **BARNET PARTNERSHIP FOR SCHOOL IMPROVEMENT (BPSI) REPORT**

The BPSI Review had taken place in November 2016 and the report had been circulated to all Governors by email.

The Chairman said that the School had still been graded as Requires Improvement after this review and that this could not continue. The key areas of focus had to be:

- Use of data
- Rigour of teaching appraisal
- Improvements to the website
- Improving attendance

The Headteacher said that it had been disappointing to get this grading again, but that the process had been a learning experience. He said that it was important for the School now to work hard on producing the evidence it should have in place. He said that the issues concerning statutory omissions should never have happened and these had already been rectified.

Post Review Action Plan

The Headteacher then highlighted the first action from the review:

- *Forensically analyse published data to identify underperforming groups, such as boys, disadvantaged and SEND, and use this information to inform improvement planning and appraisal target setting.*

The Headteacher explained that when appraisals were reviewed in January 2017 the targets would be amended. There was a need for more quantifiable appraisal targets in the BPSI review. The School would be giving more direct ownership of data for all staff, including the Headteacher.

The website was now being reviewed monthly by Lenka Jenks, School Business Manager and was now a standard item on the agenda of the Teaching and Learning Committee.

The scorecard documents created enabled better use of data. These were being used by staff as well as governors.

The Headteacher said that a further BPSI review would be booked as recommended.

It was a key priority that the School demonstrated progress and it was important that there was an evidence trail to support this as well as the results. It was noted that there was also a need to produce an evidence trail to show how specific schemes were working, for example, the Power of Reading or the Maths scheme, Singapore Maths. The Headteacher said that it was also important to be aspirational with the data.

The Teaching and Learning Committee would review the data in depth.

Action: Teaching and Learning Committee

A Governor asked if there had been a trend over years that progress appeared better in the Early Years Foundation Stage (EYFS). In reply, the Headteacher said that this was not the case. He added that a strength in the School at the moment was actually Key Stage 1.

The Headteacher reminded Governors that in a small school with low roll numbers, one child in a class who was not making progress would make a significant impact on the data for that cohort. He explained that in the scorecards circulated, yellow signified one pupil not at expected levels and red, two or more pupils not at expected levels.

The School would be working to improve the segmentation of the data, again with a need to improve the evidence trail. The Headteacher said that the new scorecard would also help with this.

The Headteacher said that he had anonymised notes from pupil progress meetings and would circulate these to all Governors for them to see the level of detail.

Action: Headteacher

It was noted that improving attendance at the School was also a target in the action plan and the SIP. It was noted that the figure at present was just above 95%. The Headteacher explained that there was currently an issue with persistent offenders. He said that at present the School was not making enough impact in this area. Trevor Orr, from the Educational Welfare Officer (EWO) Team, had visited the School that day. The subscription to this traded service had now been changed so that an EWO visited monthly, as the six visits a year previously purchased was not proving to be enough. A new EWO would be working with the School from January 2017. A Governor suggested introducing more incentive schemes to encourage attendance as this was proven to have a bigger impact. The Headteacher said that there were already a lot of children with 100% attendance but that it was the families whose children were persistently absent or late who needed further encouragement to improve their child's attendance. There were currently 26 children for whom this was an issue. The School would be doing a drive on lateness with immediate effect. Staff in high visibility vests would be on the gate to assist with the lateness issue.

The other actions in the plan were noted. The Chair complimented the team on the work they had done since the review, but said that the external judgement in the next review was crucial to the School. The Governing Body could not preside over continued 'Requires Improvement' judgements.

16/96 **SCORECARD**

These documents, outlining progress in Maths, Reading and Writing had been circulated to all Governors by email. The Chair commended the new format and all agreed that these documents had been very useful information tools. It was noted that:

- The red areas evolved up the School.
- Year 1 data was based on one term
- Year 6 data was based on three years. A Governor asked if the Headteacher expected lower results for the current cohort in Year 6 and in reply the Headteacher confirmed that this was the case.

The Headteacher explained that the next data snapshot would be March 2017. In reply to a question from the Chair, the Headteacher confirmed that he did expect to see less red areas on the scorecards as the year progressed.

The Chair reminded Governors that at the end of the financial year it was expected that there would be £100,000 in the contingency fund. He asked whether there should be an investment in specialist teachers, consultants and/or other resources in order to drive up standards in the short-term to help with the immediate need to improve the school's external standing. The Headteacher reminded Governors that two members of teaching staff would be returning from maternity leave soon. He undertook to discuss this matter

further with the senior leadership team (SLT) by the end of term and would report back to the Chair the outcome of this discussion.

Action: Headteacher

Non-learning Outcome

The document which had been circulated was noted. The Headteacher highlighted that staff absence at the School was extremely low.

16/97 **ACADEMISATION**

Governors were reminded that this would be a regular item on the agenda whilst various options were being explored. It was noted that the Government would be dropping the bill to convert all schools to academies but that this option should still be explored, especially as while the school was Requires Improvement the school ran the risk of having academisation forced upon it.

The Chair said that he felt that the real benefits for the School in joining a Multi Academy Trust (MAT) would be the sharing of resources, learning and best practice. The LA was still encouraging academisation and so it was felt that the School should continue to investigate their opportunities to work with other local schools.

Governors heard that Brunswick Park Primary School had been exploring a federation model rather than academisation. The Headteacher said that it would be useful to have a discussion with them about this.

The Chair said that his initial research into other Muswell Hill schools had found that there was no appetite at present to convert.

It was noted that Coppetts Wood Primary School, as an Outstanding school in Barnet, would be a good school to contact. It was agreed that it was important to work with schools with a similar cultural fit and who were as local as possible.

A Governor said that he was aware that Middlesex University were interested in sponsoring an academy. He undertook to discuss this further with the Headteacher and Chair.

Action: Barry Rawlings

16/98 **SCHOOL IMPROVEMENT PLAN (SIP)**

The updated SIP had been circulated to all Governors by email.

The Chair proceeded to highlight various sections and Governors agreed that the traffic light colour coding was useful in identifying when actions had been dealt with.

The document would be regularly reviewed at the Teaching and Learning Committee and full governing body level.

16/99 **PREMISES**

Feasibility Study

Governors had reviewed the feasibility study provided by Capita and it was agreed that a working party should be formed to continue this work. Members of the working party would be:

Headteacher	Chair
Barry Rawlings	Gui Rodrigues

Tidy Up

A brief discussion took place concerning the school grounds as Governors had expressed concerns and pupils had written to the Chair as well. The Chair endorsed an action plan to improve the grounds and suggested involving the Friends of Hollickwood to fundraise for this. He asked the Head Teacher to present a plan for immediate works at the school.

Action: Headteacher

16/100 **UNIFIED REWARD SCHEME**

The Chair of the Personnel Committee reminded Governors about the purpose of these changes to support staff contracts. He explained that more staff at the School benefitted from the proposed changes than those who would be worse off financially. In response to a query, the Headteacher said that 40% of staff at the School were affected by Unified Reward. The consultation process ran from November and ended the previous week. The Headteacher said that he had no written feedback from staff in relation to the consultation.

A full discussion ensued about the financial implications to the School and the impact on the morale of staff who would be negatively affected. The Headteacher said that he anticipated that there might be some appeals concerning the re-grading of jobs. The School would be meeting a cost in pay protection of approximately £7,000-£9,000. This cost was being reimbursed to community schools but as the School was a Foundation school this would not be covered for them. All agreed that the changes proposed should be adopted as this was a transparent way of rewarding support staff. The retention of experienced staff was acknowledged as an issue that might arise and this would be monitored closely.

The Headteacher said that letters would be sent to support staff in January 2017.

16/101 **POLICIES FOR RATIFICATION**

The following documents had been circulated to all Governors:

- Safeguarding Policy
- Anti-Bullying Policy
- Behaviour Policy (subject to amendment)
- Data Protection Policy

Appraisal Policy

After full consideration the above policies were **RATIFIED**.

Barry Rawlings undertook to review the Safeguarding Policy.

Action: Barry Rawlings

Graham Hayday said that he was happy to proof read policies going forward and was thanked for volunteering to do this.

16/102 **ANY OTHER BUSINESS**

- a) Governor Disclosure and Barring Service (DBS) Checks The following Governors were asked to complete this process:

Rachel Landau
Ed Tytherleigh
Graham Hayday
Gui Rodrigues
Jason Reeves
Barry Rawlings

- b) Increasing Governing Body Profile in School Skeve Constantinou , Assistant Headteacher, suggested that a Governor or group of Governors should come in and speak in assembly so that the children were made aware of their roles. A discussion ensued and it was suggested that some representatives of the Governing Body should meet with the School Council instead. Skeve Constantinou undertook to arrange some dates for this.

Action: Skeve Constantinou

The two Learning Walks for the term were also to be arranged.

16/103 **FUTURE MEETING DATES**

The dates of future meetings were confirmed as:

Spring (1) – Monday 23 January 2017 at 6.30 pm
Spring (2) – Monday 27 March 2017 at 6.30 pm
Summer (1) – Monday 22 May 2017 at 6.30 pm
Summer (2) – Monday 17 July 2017 at 6.30 pm

There being no further business, the meeting closed.