

## **GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

### **MINUTES OF THE MEETING HELD AT THE SCHOOL ON MONDAY 18 JULY 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 Jason 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**

##### **16/46 APOLOGIES**

Apologies for absence were submitted and accepted on behalf of Mr Richard Groves. Governors were informed that Mr Groves had been appointed Associate Member for his expertise concerning matters associated with the School's proposed estates development. Due to his work commitments, Mr Groves had been unable to attend Governing Body meetings, but he had provided support to Associate Member Mr Ed Tytherleigh. The Chairman stated that he would contact Mr Groves to enquire if he wanted to continue in the role as Associate Member.

Apologies for absence were submitted and accepted on behalf of Mr Kunal Amin. Governors were informed that due to work commitments, Mr Amin had been unable to attend recent Governing Body meetings and had subsequently submitted his resignation from the Governing Body to the Chairman. It was noted that as a result of Mr Amin's resignation, a vacancy had been created for one Foundation Governor. It was noted that somebody with finance experience or fundraising skills would be appropriate to fill the vacancy. The Clerk explained that the Governing Body Clerking Service held applications from members of the public who had expressed an interest to become a

school governor. She suggested, and it was **AGREED**, that she would examine the applications to find a suitable applicant with the required skills. Mr Jason Reeves stated that he would carry out an enquiry with local accounting firms as to whether a member of staff would be interested in carrying out the role.

*Action: Clerk and Mr Jason Reeves*

The Clerk explained that prior to an appointment, Governors should first discuss and agree the applicant's details to ensure that he/she met the statutory and preferred requirements, and the required skills as stated in the Governor Skills Audit and that the applicant was fully aware of the required commitment to the role of school governor. The applicant's details should remain confidential and would not be for public viewing. The Clerk explained that if successful, the applicant would have to have a Declaration of Barring Service (DBS) check carried out, which would be completed by the School.

Apologies for his anticipated late arrival were submitted and accepted on behalf of Mr Zahid Ur Rehman.

#### 16/47 **DECLARATION OF PECUNIARY INTEREST**

Mr Bidesh Sarkar submitted his declaration of pecuniary interest within the agenda. It was noted that his wife worked at the School for one and a half hours per day, for three days each week.

#### 16/48 **APPROVAL OF PART I MINUTES OF THE MEETING HELD ON 23 MAY 2016 AND MATTERS ARISING**

The Part I minutes of the Governing Body meeting held on 23 May 2016, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chairman subject to the following amendments:

##### **Pg 7: 16/24 Update from Governors on engagement with School**

Para 1:

Amend '...to discuss an Action Plan for the Schools safeguarding process...' to be amended to read '...to discuss an Action Plan for the School's communications process...'

Para 2:

Amend '...Mrs Stroud and Mr Tytherleigh reported that...' to read '...Mrs Stroud and Mr Jason Reeves reported that ...'

##### **Matters Arising**

## **Pg 2. 16/21 Approve Part I minutes of the meeting held on 14 March 2016 and Matters Arising**

Pg 2: Pg 7: 15/11 Headteacher's Report – School Roll:

Mrs Kirstie Stroud reported that the photographs had been taken of the Early Years (EYs) setting and that the flyer had been prepared. Mr Ed Tytherleigh reported that he had distributed the flyers within the local area, which had included Muswell Hill. The Headteacher reported that to date, he had not received any enquiries concerning the EYs setting.

Pg 2: Pg 3: 16/22 Chair's Report – School website

The Headteacher reported that updates to the School website were ongoing. All statutory information had been placed onto the website. The Chairman suggested that it would be beneficial for the School to adopt a formal process to ensure that updated statutory information was regularly placed onto the website.

## **Pgs 5-7: 16/23 Headteacher's Report**

Pg 6: Pupil roll Action Plan:

It was **AGREED** that this item would be carried forward as an agenda item for discussion at the first Governing Body meeting of the autumn term.

*Action: Headteacher; Chairman and Clerk*

## **Pg 11: 16/32 Pupil Premium Review and Action Plan**

Governors were informed that the Pupil Premium (PP) Review and Action Plan was complete. It was **AGREED** that this would be carried forward as an agenda item for discussion at the first Governing Body meeting of the autumn term.

*Action: Headteacher; Chairman and Clerk*

## **Pg 11: 16/36 Review School Approach to Female Genital Mutilation (FGM) Risk**

Governors were informed that staff had received the FGM training and that this was included within the safeguarding training.

## **Pg 12: 16/38 Review three year financial projections to 2018/19, including final budget for 2016/2017 following Governing Body feedback**

The Chairman stated that he would complete the minutes of the Budget Ratification meeting and send a copy to the Clerk for retention in the Minute Book.

*Action: Chairman and Clerk*

Governors were informed that the finance projections had not been carried out. The Chairman stated that the three year projection should be included as an agenda item for discussion at the next finance and premises committee meeting.

*Action: Finance and Premises Committee*

## 16/49 **CHAIR'S REPORT**

### **Academisation options – Working Party update**

A document entitled 'Exploring Academisation' a copy of which was tabled at the meeting was noted by the Governing Body.

Governors were informed that the academisation working group had met and had felt strongly that were it to become an academy, the school should continue to engage closely with the local community and that the current inclusive ethos of the School should remain. Governors expressed that staff terms of conditions should be continue to be aligned to those negotiated nationally with unions.

More generally, it was felt that given the School had made been making solid progress towards good/outstanding, it would benefit most from being part of a (potentially) new cluster with outstanding local schools, rather than joining a large established multi-academy trust (MAT).

It was **AGREED** that the Chairman and Headteacher would discuss academisation with its Barnet LA partnership group schools, as well as Friern Barnet Secondary School, Coldfall School and Alexandra Park School. Governors asked that further discussions should take place prior to a final decision being made as to whether the School should change to academy status. The Chairman said that he would invite a representative of the Elliot Foundation, an established local MAT, to talk to the Governing Body to explain the process, benefits and potential pitfalls of academisation.

*Action: Chairman and Headteacher*

Governors were invited to contact the Chairman with their comments.

*Action: Governing Body*

### **School Causing Concern**

The Chairman reported that he and the Headteacher had attended the

School's Monitoring meeting with the Local Authority's (LA's) Head of School Improvement and the School's Learning Network Inspector. He stated that he was pleased to report that the School was making progress. An Ofsted style review of the School would take place on 21 November 2016 and would be carried out by an Ofsted inspector and two Headteachers of Barnet schools.

## 16/50 **HEADTEACHER'S REPORT**

The Headteacher's Report, a copy of which was tabled at the meeting, was noted by the Governing Body. Arising from the report:

### **Attendance**

Governors noted the persistent absenteeism. It was noted that the attendance rate was 95.28%, which was 1% higher than July 2015. The Headteacher stated that pupil absence for Eid had affected the attendance rate. The Headteacher reported that the School's Education Welfare Officer (EWO) had visited the School and that fixed penalty notices had been issued to twelve families, which had included a total of 20 children. Governors were informed that pre-court work would be carried out during the autumn term. Governors stated that the Attendance Policy would be reviewed and updated as appropriate. The Chairman invited the Headteacher to utilise the Governing Body when dealing with families of children with poor attendance. It was noted that children with persistent absence would be invited to meet with the Chair of Governors.

The Headteacher reported that the reception year had won a school award on two occasions for their improved attendance.

### **Early Years Foundation Stage (EYFS)**

The Headteacher reported that for different reasons, the progress of the EYFS children was disappointing.

### **School Improvement Plan (SIP)**

The Headteacher reported that the SIP had not yet been published. An Associate Member expressed his concern and challenged the Headteacher as to when the SIP would be able for review. It was **AGREED** that this would be carried forward as an agenda item for discussion at the first Governing Body meeting of the autumn term.

*Action: Headteacher; Chairman and Clerk*

### **Attainment and progress data on KS1 Reading, Writing and Maths**

Governors noted that there was no significant gap with boys and girls and that progression was good.

Governors were informed that KS 1 progress was very good and a number of children were meeting their expected standards. The Headteacher reported that KS1 tests were internally assessed.

Governors noted that phonics screening was good. Four of the six Year 2 children that had failed to pass the test the previous year, had re-sat the tests this year. Support would be given to those children in need of additional support.

Governors noted that Reading was very good and Writing was in line with other subjects.

An Associate Member challenged the Headteacher and stated that the reading books taken home by the children failed to have variation and lacked challenge.

### **Staffing**

The Headteacher reported that the School had made a permanent appointment for an experienced Nursery Officer.

One Senior Mealtime Supervisor (SMTS) and two Mealtime Supervisors (MTS) had been appointed.

### **LA Support**

The Headteacher reported that the Barnet Partnership group that the school was a member of had met. The work with the Partnership group had been beneficial and there had been consistent support throughout the year. INSET training for all staff within the Partnership group, would take place in January 2017 at Holly Park School and Coppetts Wood School.

## 16/51 **UPDATE FROM GOVERNORS ON ENGAGEMENT WITH SCHOOL**

It was noted that some Governors had visited the School. Governors were reminded that following their visits, it was advisable for them to complete the Governor Visit Form. The Clerk explained that the completed forms would be retained at the School and would provide written evidence of the work carried out by Governors.

*Action: Governing Body*

Governors were informed that following the communications and engagement review, results had indicated that parents/carers preferred the School's text message service as a means of communication.

A Governor suggested that the School may want to consider communicating with parents/carers using social media platforms. Governors suggested that this should be explored but any safeguarding risks should be understood and

mitigated.

16/52 **UPDATE ON ESTATES PLANS, INCLUDING LAND STATUS ISSUES**

Mr Tytherleigh reported that CAPITA had been appointed to carry out a feasibility study which was underway and highlighted that final plans and costs would have to be submitted to the Department for Education (DfE). Governors were informed that the School has three parcels of land which could provide a high yield for the School, especially so if all pieces of the land were to be sold.

It was **AGREED** that due to a number of matters for consideration and to ensure that the works commenced as soon as possible, that the Governing Body should meet as a matter of urgency to discuss matters such as the agreement of the sale of land, which would be placed on the open market, and the proposed building works. Mr Tytherleigh stated that he would distribute suggested meeting dates to the Governing Body. The Clerk reminded the Governing Body that due to the nature of discussions, it was important that a record should be made of the discussions held at the meeting.

*Action: Mr Ed Tytherleigh and Governing Body*

The Chairman, on behalf of the Governing Body, thanked Mr Tytherleigh for his work associated with this item.

16/53 **REVIEW OF SATS RESULTS**

The SATs results, a copy of which was tabled at the meeting, were noted by the Governing Body. Arising from the results:

The Headteacher reported that there were two appeals pending. If successful, the outcome would affect the overall result. Governors were informed that from the autumn term, the School would focus more on Maths and that tests would be carried out across the School. The School would focus on vocabulary strategies which would include reading book lists for every year group.

The Chairman, on behalf of the Governing Body, thanked the Staff Governor for her work with the children before, during and after the SATs tests.

The Staff Governor stated that she would share an analysis of the SATs results information with the Governing Body.

*Action: Mrs Sarah Johnston; Headteacher and Governing Body*

16/54 **REVIEW OF BEHAVIOUR MANAGEMENT APPROACHES**  
**MOTION OF CONFIDENTIALITY**

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

(Part I Resumed)

16/55 **REVIEW 2016-2017 INCOME AND EXPENDITURE AND FY FORECAST**

It was noted that nothing further had been carried out for this item. It was **AGREED** that this item would be carried forward as an agenda item for discussion at the first Governing Body meeting of the autumn term.

*Action: Headteacher; Finance & Premises Committee Chair and Clerk*

The Chairman stated that he would complete the minutes of the Budget Ratification meeting and send a copy to the Clerk for retention in the Minute Book.

*Action: Chairman and Clerk*

Governors were informed that the finance projections had not be carried out. The Chairman stated that the three year projection should be included as an agenda item for discussion at the next curriculum review.

*Action: Finance and Premises Committee*

16/56 **REPORTS FROM COMMITTEE MEETINGS**

**Finance and Premises Committee**

It was noted that nothing further had been carried out for this item, including completion of a Terms of Reference.

The Chairman stated that following Mr Kunal Amin's resignation, a Governor would be required to chair the Finance & Premises Committee, in addition to the appointment of Finance and Premises Committee members. It was **AGREED** that Cllr Barry Rawlings would join the Finance and Premises Committee and would take on the role of chair. The Assistant Headteacher, Ms Skeve Constantinou and Mr Ed Tytherleigh volunteered to join the Finance and Premises Committee. The Clerk stated that she would update the Committee list as agreed and would send a copy to the Governing Body.

*Action: Clerk*

**Staffing Committee**

It was noted that Mr Jason Reeves was the chair for the Staffing Committee. Mr Reeves reported that he had met with Mrs Stroud; the Headteacher; the Assistant Headteacher and Mr Tytherleigh. Discussion had included the Terms of Reference. It was **AGREED** that this would be carried forward as an agenda item for discussion at the first Governing Body meeting of the autumn term.

*Action: Mr Jason Reeves; Chairman; Headteacher and Clerk*

16/57 **GOVERNOR DECLARATION AND BARRING CHECKS (DBS) CHECKS – UPDATE**

The Clerk reported that new statutory Government regulations stipulated that all Governors should have DBS checks which should be completed by 1 September 2016. It was **confirmed** that the Governing Body DBS checks were in place. The Clerk explained that Governors with DBS checks carried out for external organisations would not be valid for Barnet schools. All Governors working in Barnet schools had to have a DBS check that had been carried out by Barnet authority.

16/58 **FUTURE MEETING DATES**

It was **AGREED** that the Governing Body meetings would take place on the third Monday after the beginning of term and the last Monday of the final week of term. It was **AGREED** that the autumn term Governing Body meetings would take place on:

2016 Autumn term (1): Monday 19 September 2016 at 6.30 pm  
2016 Autumn term (2): Monday 12 December 2016 at 6.30 pm

It was noted that the following Governing Body meeting dates would be included as an agenda item for discussion at the first Governing Body meeting of the 2016 autumn term.

2017 Spring term (1): To be confirmed at the 2016 autumn term Governing Body meeting.

2017 Spring term (2): To be confirmed at the 2016 autumn term Governing Body meeting

2017 Summer term (1): To be confirmed at the 2016 autumn term Governing Body meeting

2017 Summer term (2): To be confirmed at the 2016 autumn term Governing Body meeting

16/59 **POLICIES REVIEW AND APPROVAL**

The Headteacher reported that the following policies would be sent to the Governing Body for approval and ratification at the first Governing Body meeting of the autumn term. The policies would include the date of approval and the date for review:

1. Attendance Policy
2. Maths Policy
3. Support Staff Policy
4. Assessment Policy
5. Equalities Policy

## 6. Pupil Premium Policy

*Action: Headteacher; Chairman and Clerk*

### 16/60 **PART I ANY OTHER BUSINESS**

The Chairman, on behalf of the Governing Body, thanked the Headteacher; the Governing Body and the staff for their work and support throughout the year.

It was noted that for family care reasons, the Clerk would be retiring prior to the autumn term Governing Body meeting and that this would be the Clerk's final meeting with the Governing Body. Governors thanked the Clerk for her efficient professionalism and endless support; her flexibility and cheerfulness and her calm and effective manner whilst encouraging Governors to ensure that deadlines were kept and that statutory requirements were met.

Governors presented the Clerk with a bouquet of flowers as a mark of their gratitude for her work and support to the Governing Body and wished her much happiness and success for her future retirement, stating that she would be greatly missed. The Clerk thanked the Governors for their good wishes and their gift and stated that she had felt proud to be part of a team working together with the same aim, the care of the children. She stated that she had enjoyed working with the Governing Body and the School and wished them good luck for the future.

### **PART II**