

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 19 SEPTEMBER 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)
*Mrs Kirstie Stroud (9.2.19) (Vice Chair)

ASSOCIATE MEMBERS

*Mr Ed Tytherleigh (5.10.19) (Chair)
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

16/65 **APOLOGIES**

Consent was recorded to apologies for absence submitted on behalf of Reema Patel and Richard Groves.

As no apologies for absence had been received, Zahid Ur Rehman was recorded as being absent without consent.

Bidesh Sarkar reminded Governors that he had made the decision to step down as Chair and Governor at the end of that week.

16/66 **DECLARATION OF PECUNIARY INTEREST**

Bidesh Sarkar declared that his wife was a member of staff at the School.

16/67 **GOVERNING BODY MEMBERSHIP**

Governors discussed the current size and make-up of the Governing Body. It was felt that it would be beneficial to increase the size. One way of doing this would be to increase the number of Co-opted positions from two to six.

The Clerk tabled a copy of the current Instrument of Government. It was agreed that some of the wording in the document should also be amended. The Clerk undertook to circulate the Instrument to all Governors by email so that this matter could be considered further. Reconstitution would then be placed as an agenda item for the next Governing Body meeting.

Action: Clerk

It was noted that Ed Tytherleigh was currently an Associate Member of the Governing Body. It was recognised that he contributed heavily to the School and his extensive skills suited the needs of the Governing Body. A recommendation was made to appoint Ed Tytherleigh as a Co-opted Governor. This would be to fill the vacancy that the departure of Bidesh Sarkar would leave. After full consideration it was **AGREED** to appoint Ed Tytherleigh as a Co-opted Governor for the three-year period ending 18 September 2019.

Ed Tytherleigh said that he knew somebody who was potentially interested in joining the Governing Body. He undertook to contact her to discuss this further.

Action: Ed Tytherleigh

The Headteacher undertook to write to parents outlining the skills and values that the Governing Body was looking for in future appointments.

Action: Headteacher

A brief discussion followed about the importance of a structured induction process for new Governors at the School.

16/68 **APPOINTMENT OF CHAIR**

Bidesh Sarkar gave an overview of the role of Chair and the time commitment it required. A full discussion ensued

Jason Reeves and Kirstie Stroud joined the meeting at this point.

Ed Tytherleigh was proposed and seconded for the position of Chair. A long and lengthy discussion ensued as he voiced his concerns about not having the amount of time he would have liked to commit to this position. He asked that this be revisited later in the meeting so that he could think about it further.

16/69 **APPOINTMENT OF VICE CHAIR**

Nominations were invited for the position of Vice Chair and Kirstie Stroud was proposed and seconded. She requested that this decision also be delayed to later in the meeting, when the appointment of Chair would be reconsidered further.

16/70 **REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro forma provided and return it to the Headteacher for inclusion in the Register of Business Interests.

16/71 **PART I MINUTES OF THE MEETING HELD ON 18 JULY 2016 AND MATTERS ARISING**

The Part I Minutes of the meeting held on 18 July 2016 were confirmed, initialled and signed by the Chair.

Arising from the minutes:

Pg. 1 16/46 Apologies The Clerk undertook to look through the School Governor One Stop Shop (SGOSS) applications to see whether there were any nominations from candidates with Finance/Accountancy Skills.

Action: Clerk

Pg. 3 16/48 Part I Minutes of the Meeting 23 May 2016: Matters Arising – Nursery School Roll The Headteacher reported that, despite recent advertising efforts, the roll in the Nursery was still undersubscribed. This would be discussed further later in the meeting.

Pg. 3 16/48 Part I Minutes of the Meeting 23 May 2016: Matters Arising – Pupil Premium Action Plan The Headteacher said that this would be discussed in detail later in the term.

Pg. 3 16/48 Part I Minutes of the Meeting 23 May 2016: Matters Arising – Budget Ratification The outgoing Chair undertook to submit the minutes of the budget ratification meeting that had taken place in the Spring term.

Action: Chair

Pg. 3 16/48 Part I Minutes of the Meeting 23 May 2016: Matters Arising – Finance Projections A Governor explained that work was ongoing on the three-year budget projection. This had been delayed slightly due to the implementation of new finance software being used at the School. The Finance and Premises committee undertook to complete this action as soon as possible.

Action: Finance & Premises Committee

The committee would need to review staffing projections, expenditure and income in the budget. The one-year accounts were currently being finalised by Lenka Jenks, School Business Manager. The Management Account template would be provided by the next meeting.

Action: Finance & Premises Committee

Pg. 4 16/49 Chair's Report – Academisation The actions from the last meeting were pending. Bidesh Sarkar undertook to write to Mike McKenzie, Headteacher of Alexandra Park School (APS), concerning academy conversion proposals with the Local Academy Trust (LAT). A brief discussion ensued concerning the suitability of local schools forming a LAT.

Action: Bidesh Sarkar

Pg.6 16/51 Engagement of Governors with School It was agreed that Governor Visits would be formally reported, either through the completion of a Visit Form or through the Governing Body meeting minutes.

16/72 **CHAIR'S REPORT**

- a) Academy Conversion This had already been discussed under item 16/71 Matters Arising.
- b) Agenda Planning The Chair tabled a document entitled Agenda Planning for 2016-2017. He asked Governors to provide any feedback within one week and then it would be finalised.

Action: All Governors

16/73 **HEADTEACHER'S REPORT**

The report of the Headteacher, copies of which had been previously circulated, was received and noted. Arising from the report:

- a) Data Booklet The Headteacher apologised that this document had not yet been circulated and undertook to do so. He reminded Governors that this comparative data was with Barnet Schools as no national data was available yet.

Action: Headteacher

The Headteacher gave some data headlines:

- Progress at Key Stage 1 had been good, but had not compared favourably with the Barnet data.
- At Key Stage 2 attainment and progress had been broadly in line with national averages. The Headteacher explained that two appeals made by the School had been unsuccessful which had been disappointing.
- Maths progress at Key Stage 2 had been 0.7% below national averages.
- This was the first data since the removal of Levels.

A discussion ensued about some of the factors that had had an impact on results. High pupil mobility was an issue for the School.

In response to a Governor's query, the Headteacher explained that school targets were set by the leadership team, in conjunction with the local authority (LA).

A brief discussion ensued about the way that Key Stage 2 SATs results were communicated to parents. The Headteacher undertook to deal with this.

Action: Headteacher

- b) **Staffing** It was highlighted that Katie Coombes was not available for support in school until after the half term break. The Headteacher said that they would be looking at obtaining support through the School's BPSI hours for specific pieces of leadership work.
- c) **Effectiveness** The School would be receiving a BPSI Review on Monday 21 November 2016. The Headteacher undertook to circulate to all Governors the action plan for moving the School forward to a good judgement from Ofsted.

Action: Headteacher

- d) **School Roll** The Headteacher reported that, with the exclusion of the Nursery, the numbers on roll were increasing. Governors heard that there were currently three children on the waiting list for a Reception place.

A discussion ensued concerning the numbers on roll in the Nursery. A Governor suggested that the School could target the online group www.muswellhillmums.com with any publicity.

Governors were asked to further consider ways of publicising the Nursery and to email the Headteacher with any new suggestions.

Action: All Governors

16/74 **UPDATE FROM GOVERNING BODY ON ENGAGEMENT WITH SCHOOL**

This had been discussed earlier in the meeting under item 16/71 Matters Arising.

The Chair undertook to find out whether Zahid Ur Rehman intended to remain on the Governing Body or whether he wished to resign before the end of his term of office.

Action: Chair

16/75 **UPDATE ON ESTATES PLANS, INCLUDING LAND ISSUES**

The Chair reported that the feasibility study had now been undertaken and plans viewed. The costings were still to be worked out in full. This would all then be presented to the Governing Body. The Chair added that the operational impact was also to be reviewed.

A discussion ensued about the importance of involving the entire local community in the project. There would be a local consultation concerning the plans, should they proceed. Capita would be presenting the plans to the Finance & Premises Committee before the next meeting. The full Governing Body would then see the drawings of the proposal.

In response to a query, the Chair said that summer 2018 was the target for the development plans.

16/76 **DIRECTOR OF EDUCATION AND SKILLS REPORT**

This report had been included with the agenda. Governors were asked to note the following items:

- 1) Summary of 2016 Provisional Results Review The summary of national assessment and examination results was given for Governors' information.
- 2) Governance Self-evaluation Tool Governors noted the request to complete the self-evaluation audit of governance by 16 December 2016.
- 3) Special Educational Needs (SEN) Information Report Governors noted the need to ensure that this report was updated annually and that SEN information was published on the website. The Code of Practice link and the summary of information to be included were also noted.
- 4) The Prevent Duty: School Responsibilities and OfSTED Compliance Governors were aware of the legal duty on schools to have a due regard to prevent people being drawn in to terrorism. The forthcoming sessions of the Home Office Workshop to Raise Awareness of Prevent (WRAP) training were noted.
- 5) Governor Information to be Published on Edubase Governors noted the duty of maintained schools, from 1 September 2016, to provide governance information on Edubase.
- 6) Barnet Partnership for School Improvement (BPSI) Benefits This information was noted.

16/77 **2015/16 KS1/KS2 SATS**

This had been discussed earlier under item 16/73 Report of the Headteacher.

It was AGREED that a separate meeting of the Governing Body would be arranged, ideally in November, to fully analyse the results data.

Action: Headteacher and Kirstie Stroud

16/78 **PUPIL ROLL – ACTION PLAN**

This had been discussed earlier under item 16/73 Report of the Headteacher.

16/79 **SCHOOL IMPROVEMENT PLAN (SIP) UPDATE**

The School Improvement Plan (SIP) had been circulated to all Governors. It was noted that the document was in need of review. The importance of involving all stake-holders in the production of the SIP was emphasised by a Governor. The Headteacher said that in the past all staff had had an input in the document, which in its current format mainly addressed the Ofsted findings and judgement.

A full discussion ensued and a Governor said that the SIP should now become a more broader and strategic document. The Headteacher and Ed Tytherleigh undertook to meet to discuss the review of the SIP. It was hoped that the Governing Body could work more closely with the senior leadership team (SLT) when it was being reviewed.

Action: Headteacher and Ed Tytherleigh

16/80 **REVIEW OF YEAR-TO-DATE 2016-2017 INCOME AND EXPENDITURE AND FULL YEAR FORECAST**

This had been discussed under item 16/71 Matters Arising.

Lenka Jenks, School Business Manager, had requested Governor approval of some virements.

A discussion followed on the impact on the school budget of having school roll vacancies. A Governor suggested involving the Nursery staff in the publicity of spaces and the Headteacher undertook to think of further ways that they could do this.

A Governor queried whether the Governing Body should review the maximum spend the School could make without their approval. In response to a question, it was noted that this figure was currently £5,000. The Finance and Premises Committee undertook to consider this further.

Action: Finance & Premises Committee

It was noted that the contingency fund was currently £110,000.

16/81 **REPORT OF THE FINANCE AND PREMISES COMMITTEE**

The Finance and Premises Committee now met on Fridays, ten days before the full Governing Body meeting. The Chair said that, in future, the minutes of the meeting, together with the budget forecast, would always be made available for review.

A discussion ensued regarding the ongoing issues with the Finance Service. The School Business Manager did not want to change the service provider whilst she was still undergoing training, but would be looking into this once she had completed it.

16/82 **FUTURE MEETING DATES**

Autumn (2) – Monday 12 December 2016 at 6.30 pm
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

The Clerk undertook to circulate these dates to all Governors by email.

Action: Clerk

16/83 **POLICY REVIEW AND RATIFICATION**

The following policies had been circulated to all Governors:

Pay Policy
Health & Safety Policy
Appraisal Policy

It was decided that further work was required on these documents. A discussion ensued concerning the policy review cycle and the need to formalise this. It was agreed that policies would be updated at the School, with any changes highlighted. They would then be circulated to the Governing Body with a deadline for approval and the next review date. Any policy that had been reviewed and/or amended would then go to the following Governing Body meeting for ratification.

The Headteacher undertook to produce a policy framework review cycle document and circulate it to all Governors.

Action: Headteacher

16/84 **ANY OTHER BUSINESS**

- a) Unified Reward The Headteacher reported that this was going ahead.
- b) Appointment of Chair 2016-2017 Bidesh Sarkar agreed to remain in the position of Chair until Friday 23 September 2016. Ed Tytherleigh said that

he would confirm by this date whether he would agree to take over the role.

Action: Ed Tytherleigh

Post Meeting Note: Ed Tytherleigh subsequently accepted the nomination of Chair.

- c) Appointment of Vice Chair 2016-2017 Following the nomination earlier in the meeting, Kirstie Stroud was appointed Vice Chair for the academic year 2016-2017 or until her successor was appointed.

A further discussion ensued about the plans to be put in place, should Ed Tytherleigh not decide to take over as Chair. In this instance, Kirstie Stroud would act up in her capacity as Vice Chair and a new acting Vice Chair would need to be appointed.

- d) Vote of Thanks On behalf of the Governing Body, thanks were recorded to Bidesh Sarkar for the excellent support he had provided the School, both as Chair and Governor.

16/85 **MOTION OF CONFIDENTIALITY**

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