

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 11th MAY 2020**

MEMBERS

LA GOVERNOR

*Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

*Mr Stuart Bewley (25.3.22)
1 x vacancy

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.22)

*denotes member present

NON-VOTING OBSERVER

*Ms Paraskeve Constantinou

PARENT GOVERNORS

*Mrs Lucy Drane (27.1.23)
*Mrs Jenny Jekyll (25.09.21)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.23) (Chair)
*Mrs Kirstie Stroud (7.2.23) (Vice Chair)
*Miss Meera Depala (26.3.21)
*Mrs Cristina Palmer-Romero (11.05.24)

IN ATTENDANCE

Mrs Lenka Jenks – Clerk

20/13 **APOLOGIES**

The Chair welcomed all to the meeting. All members were present.

20/14 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared a pecuniary interest in the business to be discussed.

20/15 **PART I MINUTES OF THE MEETING HELD ON 27th JANUARY 2020 AND
MATTERS ARISING**

The Part I minutes of the meeting were confirmed and signed by the Chair as an accurate record.

Arising from the minutes:

Pg. 2 20/03 Fundraising

The Chair enquired whether the Gift Aid claim has been submitted but there has been no update received from the Friends of Hollickwood's Treasurer since the school closed in March.

Jenny Jekyll informed the board that a donation of £1,500 was received. This was donated to the Friends of Hollickwood by a 'friend' to subsidise for funds expected to be fundraised at this year's Summer Fair. The Chair of FoH sent a thankyou letter to the donor and the Chair requested for the Headteacher to follow up with a thankyou from the school.

Action: H.Vivian

The Chair suggested that the Friends of Hollickwood should also contact the parents for their support during the period of closure and ask for donations to the school.

Action: J. Jekyll

Pg. 2 20/03 Policies

Pay policy is being reviewed and Stuart Bewley will circulate the updated policy to the committee for further comments.

Action: S. Bewley

Pg. 2 20/03 Any other business

The NGA Governor training took place and Lucy Drane found it useful.

Pg. 2 20/05 Report of the Headteacher

- a) Quality of teaching – Teaching Assistant covering long term sickness was continuously monitored before the school closed and continues to support the class. The arrangement is still working and given the circumstances, there is no other option available.

The Chair requested that the Staffing Committee discuss the future class support in the next meeting.

Action: S.Bewley

Pg. 5 20/10 Policies

The Single Central Record was checked by the Barnet safeguarding lead Jane Morris in March and it was scheduled for Kirstie Stroud to do so in Summer Term, so a check will be scheduled in as soon as the school reopens.

Pg. 5 20/11 Any other Business

Kirstie Stroud and Jenny Jekyll scheduled a school lunch tasting visit in but the school closed before the agreed date. This will be rescheduled as soon as the school reopens.

Skeve Constantinou will also reschedule the learning walks for when the school is open again. A governor remarked that it should not take place while the Government's advice for social distancing is in place.

Cristina Palmer-Romero was asked to turn off her speaker at this point.

20/16 **GOVERNING BODY MEMBERSHIP**

Consideration of Appointment of Co-opted Governor. The Chair reminded Governors that Cristina attended last meeting as a non-voting observer and with her skills being in communication she would be an asset to Governing Body. After full consideration it was **RESOLVED** that Cristina Palmer-Romero be appointed a Co-opted Governor for the four-year period ending on 11th May 2024.

20/17 **REPORT OF THE HEADTEACHER**

A full report had been circulated to all Governors and this was received and noted. Arising from the report:

a) Staff changes and vacancies

As one teacher resigned before Easter holidays, the school is currently advertising to fill the position of class teacher. Last date for resignations is 31st May and there is a possibility that the school will need to recruit another class teacher.

The Chair requested for the staff changes to be discussed by the staffing committee and for the committee chair to set a meeting online via Zoom.

Action: Stuart Bewley

b) Admissions issues

For coming Reception class there have been 26 offers accepted so far and there are 8 pupils on the waiting list, so it is likely for the class to be full in September.

This however does not resolve the issue in next year's Year Two and Year Three, where numbers remain low.

20/18 **COVID-19**

The school has been closed since 23rd March 2020. Since then the Chair has been in contact with the Headteacher and other Governors. It is important that the school makes an offer to sufficiently support children's distant learning. Purple Mash is a big medium, but the Chair expressed that it was not very intuitive and he also reported that he has not yet had a phone call from the class teacher.

The Headteacher responded that all children should have received a phone call from their class teacher and this will be chased up. There is a process in place regarding recording of which families received their phone call and the reports were to be submitted today.

Teachers feed back about children's engagement and it was reported that very few children are not engaging. Some children have been provided with laptops and printed copies of work have been distributed. Purple Mash is being used instead of Google Classroom and is working well. It enables feedback between teacher and child. Children with EHCPs are contacted by the SENCo and the Learning Mentor regularly contacts vulnerable families.

The office has seen a steady stream of parents collecting books and work sheet printing. Teachers are good at identifying children who are not engaging but there are only one or two, who are not engaging at all.

A Governor remarked that the offer improved since lockdown first started and the phone calls were very helpful.

Governors further discussed what the offer might look like when part of the pupils are at school and part still at home. Following the Prime Minister's announcement yesterday, there is no plan at the moment but the school is awaiting government's advice and the Senior Leadership Team will meet to discuss the offer for when wider opening takes place.

Another Governor also found the teacher's phone call helpful by talking through the difficulties of managing the homeschooling and the Governors were informed that there will be another round of phone calls. The Chair asked if non-contactable families were visited at home. The Headteacher replied that there has not been the need so far but should it arise the procedure of contacting parents will be followed.

The Chair requested for Kirstie Stroud to carry out the scrutiny of the safeguarding process.

Action: Kirstie Stroud

A brief discussion about current provision ensued and a Governor requested a brief Purple Mash guide for parents to on how to navigate through the platform.

The Headteacher reported that there is no plan for wider opening of the school at present but the school awaits guidance.

20/19 **HOLLICKWOOD REVIEW**

Barnet BPSI team came in to carry out the review. The Headteacher expressed his disagreement with the process and the report. The Local Authority views the school as 'causing concern', which can be rectified externally either by OFSTED, BPSI or partnership. However, the Headteacher feels that the review was not helpful and provided the examples of the points he disagrees with. Curriculum has been guided by previous KS2 leader, science is being delivered by science experts and subject leaders are continuously thinking where to improve in their subjects. The Deputy Head has been coordinating the curriculum and there is a clear rationale. There is an issue with the Headteacher and Deputy Head being in class but maths teaching is strong and sound, which triggered Barnet's Maths review.

Due to budget restrictions there is no capacity to work with partnership schools.

The Chair has requested a written updated on Barnet review.

Action: H. Vivian

Due to COVID-19 situation SATs will not take place this year and there will not be any other data to be published. Last year's SATs results were above

and Maths results in line with average SATs results and in all other year groups the outcomes are very positive.

The Chair enquired whether there was a possibility of approaching Barnet Borough for financial assistance to release the Headteacher and the Deputy Head from class duties.

Action: H. Vivian

20/20 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair has reported that the pre-planning report indicated that the London Borough of Barnet (LBB) agreed that any funds received are to be deposited into an escrow account, which will guarantee a control over the funds to both parties. The school's next step is to submit a planning application and detailed planning can take place. Various surveys will be carried out in the coming weeks and land can be put on the market. Despite the delay due to the COVID-19 situation, the Chair is optimistic that there will be interest in land in Muswell Hill.

20/21 **COMMITTEE UPDATES**

Teaching and Learning and Staffing committee are to take place in the next few weeks.

20/22 **FINANCE - RATIFICATION OF THE BUDGET 2020-2021**

The budget was circulated to all Governors prior the meeting. It was explained that setting the budget for 2020/2021 was challenging. Although estimated income is £40k higher than last year, due to brought forward figure of - £35,595 and higher increases in support staff expenditure than expected, the school was unable to set balanced budget for financial year 2020/2021.

However, the school applied for the cost of redundancies made in August 2019 (£10,941) to be paid by the LBB. Therefore, the budget includes this figure and if the application is successful, a balanced budget with surplus of £829 would be achieved.

If the payment from LBB is not received the school is in risk of running a deficit budget at the end of this financial year, as all contingency for supply teachers (covering staff absence) has to be removed, plus other budgets, such as health and safety, subscriptions and classroom consumables, reduced to a bare minimum.

It was also pointed out that although an in-year surplus has been achieved, the expenditure only contains the running costs of the school and no extras.

The Governors raised concern over COVID-19 situation where the school is losing income due to closure. It was discussed that it is very difficult to predict the extent of the loss at this point but for Summer term it is estimated at - £20,000 and the school will seek financial support from the DfE.

After full consideration the budget for 2020-2021 was RATIFIED by the Governing Body.

20/23 **POLICIES**

Next for review are SEN policy, Safeguarding Audit and Building Audit. These will be reviewed as soon as practicable.

Action: P. Constantinou

20/24 **ANY OTHER BUSINESS**

The Chair requested for the Governors' Newsletter to be issued.

Action: C. Palmer-Romero

The Vice Chair was made aware of the issue of water in the junior toilets being too hot. The Headteacher explained that water gets hot when taps are running for a long period of time but temperature cannot be reduced due to water hygiene regulations. The school however has already dealt with this issue, and class handwashing now takes place in the classrooms.

The meeting finished at 20:00

20/25 **FUTURE GOVERNING BODY MEETING DATES**

Summer (2) – Monday 13th July 2020 at 6:30 pm