

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 15th JULY 2019**

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

IN ATTENDANCE

Lenka Jenks – Clerk

19/44 **APOLOGIES**

The Chair welcomed all to the meeting and consent was recorded to apologies for absence submitted on behalf of Stuart Bewley, Meera Depala and Hugh Vivian who has recently undergone an operation and wishes for speedy recovery were offered.

19/45 **DECLARATION OF PECUNIARY INTEREST**

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

19/46 **PART I MINUTES OF THE MEETING HELD ON 13th MAY 2019 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 19/31 Committee Terms of Reference Terms of Reference for Staffing and Finance Committee were still outstanding and remain an action point.

Action: S Bewley and M Depala

Pg. 2 19/31 Recruiting New Pupils

The Deputy Headteacher reported that the language classes will recommence in September.

A short discussion ensued about whether it is beneficial to approach local schools.

The Chair expressed his concerns about the front of the school. He suggested that the school sign be lifted above the hedge.

Action: Deputy Headteacher

The Chair also informed the board that he will be meeting the Rhodes Avenue School Business Manager in September to explore their way of bringing revenue to the school through lettings.

Thanks were expressed to Cllr Rawlings for helping with the Alma Road street party.

A Governor has reported that she was approached by a parent who was willing to volunteer her time and help with the website design. Short videos were recommended and especially the front page should be more visitor friendly. It was suggested that the Twitter feed should be connected directly to the website. And a Governor is still exploring the possibility of a professional video being made for the school website.

Action: G Hayday

Summer term newsletter is to be sent out by the end of the term.

Action: G Hayday

Pg. 3 19/31 School Improvement Plan

Cllr Rawlings informed the board that in the first week of August, Hollickwood volunteer positions will be advertised.

Pg. 3 13/31 Fundraising

The Chair emphasised that the Gift Aid is key to fundraising as each donation the gift aid is claimed on is boosted by 25%. The Governors also discussed the recent Summer Fair and its success, considering the amount of volunteers this year. It was highlighted that teacher input is required and it would be beneficial if the teachers were involved in preparation and encouraged parents to volunteer. The Deputy Head replied that she is in close communication with the Chair of Friends of Hollickwood and will continue to do so. However, more recruitment of parent volunteers by the Friends of

Hollickwood is crucial to successful running of the events, such as class representatives approaching different groups of parents in the playground. A number of staff attend the Summer Fair and other events regularly but it would be beneficial to set the dates well in advance to avoid possible double bookings.

Pg. 5 19/39 Any other business

The Deputy Head reported that the school was not chosen as filming location.

19/47 **REPORT OF THE HEADTEACHER**

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

- a) Attendance It was noted that attendance for this academic year was 96%, the ambitious target of 96.5% has not been met. Although there have been significant improvements there are still pupils with persistent absences. To address the issue, the Learning Mentor is going to meet with the parents of these pupils in the Autumn term. As children with Special Educational Needs and Disabilities (SEND) are over-represented in this group the Chair requested for SEND to be added to Teaching and Learning committee agenda.

Action: K Stroud

- b) Pupil Numbers It was reported that 19 pupils started and 19 pupils left the school during this academic year. This is mostly due to accepting offers nearer the home or relocating. The Chair informed the board that the neighbouring nurseries will be visited again in September to recruit students from the immediate area.

- c) New national or local requirements of schools The school participated in the national trial of the multiplication tables check for year 4 pupils. 19 out of 28 children scored 60% and above and the school will be encouraging parents to help their children with multiplication tables at home. Pupils are using Times Tables Rock Stars, which is a good tool and works very well.

A brief discussion ensued about how to support the pupils' performance on times tables.

- d) Admissions Issues It was reported that there were still 29 offers accepted for the coming Reception class.

19/48 **UN-VALIDATED SATS DATA**

The governors were presented with the data headlines and it was noted that some regression has been recorded.

In comparison to national averages the percentage of children achieving GLD in Early Years is above national average and Year One Phonics Check is slightly below. In Key Stage One, praise to Year Two team was offered, as all

results are higher than last year and above national averages, in Writing in particular.

Key Stage Two SATs results are in line with teacher assessment in Reading and Writing, where the Writing result is higher than last year and just one percent under national average. Reading is still below the national average. The Maths results, however were unexpected and more support is needed. A discussion ensued about which factors affected the scores and the support being put in place for the next academic year.

It was requested for the action plan to be added to the Teaching and Learning Committee's agenda.

Action: K Stroud

19/49 **FINANCE**

The year-end budget forecast has been circulated. Following the Local Authorities funding adjustments in July 2019 and the decrease in pupils eligible for Pupil Premium the forecast is now showing a cumulative deficit of £16,792. There would be no reparative action immediately, but the Finance committee will monitor this very closely as the year progresses.

19/50 **SCHOOL IMPROVEMENT PLAN (SIP)**

The RAG rated SIP had been circulated to all Governors and was received and noted.

All action plan points set in the School Improvement Plan have been delivered and there were no matters arising.

19/51 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair has reported that the approval from the DfE has still not yet been received. Once received the plans would be submitted to the planning department, which should take less time. A Governor commented that it may be possible to bring the planning process forward. The Chair said he would investigate this possibility.

19/52 **TEACHING AND LEARNING**

The Teaching and Learning committee's aim has been on monitoring the results which have been largely good. New OFSTED requirements focus on broadening the curriculum and the school already offers residential trips to Year Two, Four and Six. The board discussed the possibility of offering overnight trips to all year groups.

The Vice Chair remarked that the pupil progress meetings have been scheduled for an INSET day which potentially prevents teachers'

development, to which the Deputy replied that these have been set in addition to teachers' training.

19/53 **PERSONNEL**

The staff structure for the next academic year was reviewed and it was reported that the school currently recruiting a Nursery Nurse for maternity cover and, due to resignation, a Teaching Assistant.

19/54 **ANY OTHER BUSINESS**

Canteen relocation The kitchen relocation into the main hall will be finalised in the Summer holidays and the canteen building will be out of use from July 2019.

19/55 **FUTURE GOVERNING BODY MEETING DATES**

The date of the next meetings were confirmed as:

Autumn (1) – Monday 23rd September 2019 at 6:30 pm

Autumn (2) – Monday 25th November 2019 at 6.30 pm

Spring (1) – Monday 27th January 2020 at 6:30 pm

Spring (2) – Monday 30th March 2020 at 6:30 pm

Summer (1) – Monday 11th May 2020 at 6:30 pm

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