

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

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

20/26 **APOLOGIES**

The Chair welcomed all to the meeting. Apologies were recorded for Stuart Bewley and Jenny Jekyll will be joining later.

20/27 **DECLARATION OF PECUNIARY INTEREST**

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

20/28 **PART I MINUTES OF THE MEETING HELD ON 11th MAY 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 20/14 Fundraising

The Heateacher confirmed that he had written the thankyou letter to the donor.

The Chair enquired whether the Friends of Hollickwood have managed to promote fundraising during the school closure. A Governor reported that this concept was explored but there was little support for it.

Pg. 2 20/14 Policies

Pay policy is still to be submitted for further comments.

Action: S. Bewley

The Single Central Record to be checked by Kirstie Stroud in the beginning of the Autumn Term.

Action: K. Stroud

Kirstie Stroud will undertake the safeguarding audit, RAG rate vulnerable pupils and monitor during Summer holidays.

Action: K. Stroud

20/29 GOVERNING BODY MEMBERSHIP

The Chair has announced that he wishes to step down from his role in the Autumn term and asked for his membership to be reviewed in September. The Vice Chair enquired about what steps to take if there isn't anyone within the Governing Body wishing to take the role. The Headteacher will research the options.

Action: H. Vivian

Jenny Jekyll joined the meeting at this point.

20/30 REPORT OF THE HEADTEACHER

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

a) Self-evaluation activities

A new two-year School Improvement Plan (SIP) is to be created in September with the priority areas to be the curriculum development, Maths outcomes improvement, pedagogy development and the development of strategies to address inequalities (PP, DA, discriminatory practices and anti-racism).

The Chair asked whether the SIP addresses the issues from the 'School causing concern' report. The Headteacher replied that it adequately covers the issues outlined in the report and it addresses the Maths, attendance, and equality issues.

b) Safeguarding

Staff have attended 'Prevent' training and it is now up to date. Transition support, safeguarding meetings and liaison with the Deputy Head have continued throughout the closure.

c) Changes in Pupil Numbers

For September there are still too many vacancies in Year 2 and Year 3. Other classes are mostly full including the coming Reception class and in Year 6 is likely to go to 32 pupils in class. A Governor asked if 32 pupils in the new teacher's class would be overwhelming and the current Year 6 teacher answered that, considering the cohort and the fact that the returning child is known to us, it should be manageable.

d) Staff changes and vacancies

There are seven members of staff leaving at the end of this academic year, two are returning from their maternity leave and two new teachers will start in the beginning of September.

e) Staff professional development

The school is supporting three Teaching Assistants in their development and giving them opportunities to go to further training.

20/31 **COVID-19**

Reporting on situation during the wider opening of the school from 1st June 2020, the school has made the best possible offer. Home learning may continue into the new term depending on situation. It is planned that teachers will be in school so the offer would be different. Risk assessment has been updated to September opening and all children should be in school.

In the Summer term, there has been provision for Year 6, Year 1 and Reception classes up until last week. Year 5 and Year 2 class were in school this week and Year 3 and Year 4 transition will take place in the next two days.

There has been mixed feedback received from parents regarding homeworking. Some felt the feedback from teachers was not sufficient, others said that feedback was good but there was no accountability and children did not feel they had to do their homework. It was suggested that we could set 'minimum standards' for homeworking support should there be another lockdown and this was agreed..

Action: H. Vivian

Models of very good practice have been seen and these should be shared with others.

The risk assessment for wider opening was received by the Governing Body, which was very thorough and the school offered a safe environment during this period.

20/32 **School Causing Concern Report**

An OFSTED inspection is expected in September, which may be delayed by COVID and a meeting with the school's new Learning Network Inspector is scheduled for tomorrow. The deputy shared the curriculum route map and

policies are being written for September. Ideally the new curriculum would be launched in September but the lockdown period will need to be taken into consideration. The school is going to start with the recovery curriculum. The Curriculum Timeline has been sent to all members of the Governing Body. It includes the dates when each action point should be met and each stage will be monitored by the Teaching and Learning committee and reported to the Full Governing Body at each meeting.

The Chair asked whether it would be possible for the LNI to attend next FGB meeting to explain what action is to be taken to end 'school causing concern' status. The Headteacher does not feel this is appropriate. The school is to follow OFSTED framework and the LNI provides her support.

The school's aim is to deliver the action outlined in the Curriculum Timeline document, implement it and then carry out a review of the teaching towards the end of the academic year 2020/2021.

An example of an academic calendar has been circulated to demonstrate that the Senior Leadership Team is working to a schedule for the whole academic year. The Governors have asked for the calendar to be a regular item on the agenda as an active document and use traffic light system to ensure that all events planned also took place.

Action: L. Jenks

The Headteacher also shared the Headteacher's Overview, an excel spreadsheet, where he records all the follow-ups on the issues that have been identified in the calendar.

20/33 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair has reported that the planned surveys have been carried out and the canteen site is ready to go to outline planning to increase value before a potential sale. The planning will enable the school to receive a concrete offer for the site which will provide a clear budget to carry out the canteen redevelopment. The offer should be received by the end of this calendar year, which will allow the school to design the canteen, which can then go to the full planning which should take place by January 2021.

The school has gone to a formal tender to decide who would be representing the school in the land sale and the Canteen Redevelopment Committee is unanimously recommending the firm called Gilmartin Ley. The committee is now seeking the support in appointing a delegated contact to represent the Governing Body in signing the contract with the firm selling the land. Following the full consideration, it has been RESOLVED for the Chair of Governors to be appointed as a sole signatory for the appointment of the vendors.

Both firms that tendered were less optimistic about the price the school can get for the private properties, which would mean that the plans would have to be scaled down if the school cannot get the desired sale price.

20/34 **COMMITTEE UPDATES**

Teaching and Learning Committee update has already been covered within the previous agenda items.

Staffing Committee

The Headteacher introduced the staffing from September and changes made. Current Reception teacher will teach Nursery class, Year 1 teacher will teach Reception, Year 2 teacher is moving to Year 1 and Year 3 teacher into Year 2. A new NQT teacher will teach Year 3 and current Year 6 teacher is moving into Year 4. Year 5 remains unchanged and Year 6 will be taught by a new teacher starting in September. The Headteacher briefly introduced the new teachers and is pleased with the appointments, as both have already engaged with the school and their references are very positive.

The Chair summarised reasons for these changes and all agreed that it is a strong team. He also commented that the staffing committee is supportive of the next year's structure with teaching assistants covering classes with support from class teachers

Finance Committee

The Chair of Finance Committee summarised the year end position for the financial year 2019/2020. The main variance at the end of March 2020 came from redundancies and the pension strain, otherwise it was as expected. The school is still to hear from the Local Authority regarding the redundancy cost reimbursement.

The three-year forecast was also presented at the committee meeting, where with current staffing structure, a deficit is forecasted to reduce and become surplus in 2022/2023. However, the loss of income from the facilities being closed and unplanned PPE expenditure this year will impact on this, which means there will still not be any scope for any extra expenditure in the following years.

A governor asked if there was a grant the school could claim from the local government. A claim for the COVID-19 expenditure was submitted but already included in the presented forecast.

The Chair enquired whether there were expected any changes in funding in the coming years. There have not been any updates on funding announced to date.

The Chair commented that the current situation is remarkably different to when he first became a governor when there were lot more funds available for valuable extras.

20/35 POLICIES

All policies are up-to-date.

20/36 ANY OTHER BUSINESS

Flexi-schooling agreement

The Headteacher reported that an agreement for flexi-schooling has been made, where a pupil will stay at home for two days for home-schooling. The school will carry the absence but in terms of attendance reports, this pupil can

be removed and will not affect the whole school attendance figure. The Governors have approved this agreement.

The Golden Bulb Competition

The Chair commented on a newsletter article from the previous week that Hollickwood School won in an international competition 'The Golden Bulb'. The competition was run in five countries and Hollickwood School won in the British section. The Headteacher summarised the concept and congratulations were offered. A Governor asked if local press could be approached to write about this achievement. The School Business Manager will approach a parent/gardening volunteer for contact.

Action: L.Jenks

The meeting finished at 20:15

20/37 **FUTURE GOVERNING BODY MEETING DATES**

Autumn (1) – Monday 28th September 2020 at 6:30pm

Autumn (2) – Monday 23rd November 2020 at 6:30pm

Spring (1) – Monday 1st February 2021 at 6:30pm

Spring (2) – Monday 15th March 2021 at 6:30pm

Summer (1) – Monday 10th May 2021 at 6:30pm

Summer (2) – Monday 12th July 2021 at 6:30pm