

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 16 JULY 2018**

**MEMBERS**

**LA GOVERNOR**

\*Cllr Barry Rawlings (21.1.22)

**PARTNERSHIP GOVERNORS**

\*Mr Stuart Bewley (25.3.22)

Mrs Rachel Landau (11.12.20)

**HEADTEACHER**

\*Mr Hugh Vivian (Headteacher)

**STAFF GOVERNOR**

\*Mrs Sarah Johnston (4.2.19)

**PARENT GOVERNORS**

1 x vacancy

\*Mrs Jenny Jekyll (25.09.21)

**CO-OPTED GOVERNORS**

\*Mr Ed Tytherleigh (5.10.19) (Chair)

\*Mrs Kirstie Stroud (9.2.19) (Vice Chair)

\*Mr Graham Hayday (11.12.20)

\*Miss Meera Depala (26.3.21)

\*denotes member present

**NON-VOTING OBSERVER**

Skeve Constantinou –Deputy Headteacher

**IN ATTENDANCE**

Caroline Winston - Clerk

18/43 **APOLOGIES**

The Chair welcomed all to the last meeting of the academic year.

Consent was recorded to apologies for absence submitted on behalf of Rachel Landau, who was currently on maternity leave.

18/44 **DECLARATION OF PECUNIARY INTEREST**

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

18/45 **PART I MINUTES OF THE MEETING HELD ON 21 MAY 2018**

The Part I Minutes of the meeting held on 21 May 2018 were confirmed and signed by the Chair as an accurate record, subject to the following corrections:

Pg.1 Meeting date should have read 21 May 2018.

Pg. 3 The last sentence of the seventh paragraph should have read 'Since the previous valuation, the design team had identified the opportunity to increase the site capacity from *six* to *seven* dwellings.'

Pg. 4 The last sentence should have read 'Ossie added that he had met with a contact at the DfE who he said had been initially supportive of the *project*, having walked round the premises and viewed the elements of repair required.'

Pg. 4 the fourth paragraph should have started '*John Morgan* asked....'

18/46 **MATTERS ARISING**

Arising from the minutes:

Pg.1 18/31 Canteen Redevelopment Project The Chair reminded Governors that, at the last meeting, the budget, scope and statutory steps post consultation had been agreed by the Governing Body. He was frustrated to report that, despite this, our representatives had still not sent this off for DfE sign-off because they were still chasing the requisite authorisation from the Local Authority. He said that he had chased this and expected the proposal to be submitted to DfE shortly.

Once DfE sign-off had been obtained, the project would go to planning and it was hoped that the build could commence in the summer break 2019.

Pg. 5 18/31 Canteen Redevelopment The Chair undertook to contact Ossie Airewele to chase the time-line action plan for this project.

***Action: Chair***

Pg. 6 18/36 Matters Arising: Extended Hours in Nursery The Headteacher suggested that the Nursery roll and take-up of the extended provision be reviewed at the next meeting. He confirmed that the new extended hours provision was advertised on the School website.

A Governor highlighted that the query concerning holiday cover for early years children was still outstanding. The Headteacher said that he was aware of one school who were doing this and making a profit. This required further consideration.

The Chair said that the leaflet drop for the School would be going ahead and roll numbers would be reviewed subsequent to that.

The Chair requested that Graham Hayday, Governor linked to IT, look at the school website with the School's new IT lead next term.

**Action: G Hayday**

Pg. 6 18/36 Matters Arising: Voluntary Counselling Services The Headteacher reported that he had been in contact with Rebecca Mottershead, who had visited the School to see the set-up. She was training to be a counsellor and said that she was able to arrange her own supervision should she work at the School. She had informed the Headteacher that she would find out more in the Autumn Term when she continued her training. The Chair suggested that the Governing Body's aspiration to continue offering a counselling service be added to the School Improvement Plan (SIP).

Pg.7 18/36 Matters Arising: Financial Management Policy The policy had been updated.

Pg. 7 18/36 Matters rising: SIP Dates for Pupil Progress meetings for the new academic year would be available soon.

The Headteacher had not yet added pupil mobility to the scorecards but said that he had this data available. Governors heard that in the current year 6, 50% of the children had been at the School since Reception. Pupil mobility at the School continued to be high. A brief discussion ensued on some of the reasons for this, which was mainly due to families moving to and from temporary accommodation locally.

Pg. 7 18/36 Matters Arising: Premises The Chair confirmed that he had emailed Ossie Airewele to find out what the costings would be for the redevelopment of the classrooms included in the original plans.

Pg. 9 18/40 Personnel The dates of future Personnel Committee meetings were to be arranged.

The minutes of the meeting held on 14 May 2018 would be circulated by the committee Chair.

**Action: S Bewley**

Pg. 9 18/41 Any Other Business: GDPR The documents had been circulated by email as agreed.

Pg. 98/41 Any Other Business: Communications Review This action was pending. Graham Hayday undertook to complete the review process by September 2018.

**Action: G Hayday**

Pg. 9 18/41 Any Other Business: Frontage of School The Chair confirmed that the rubbish situation outside the School had greatly improved but that it still wasn't a great advert for the school. The Headteacher said that he would speak to the grounds people about this.

**Action: Headteacher**

Pg. 10 18/41 Any Other Business: Fundraising Governors heard that the PTA had run a successful summer fair. The PTA Chair would be stepping down from this role to focus more on fundraising. The events work for the PTA would now be chaired by Anna Dalla.

The Headteacher undertook to write to Christina Romero to thank her for all her hard work during her time as Chair of the PTA.

**Action: Headteacher**

Governors were asked to consider whether they felt it would be suitable to start requesting termly parental financial contributions to the School. This was something that had been discussed last year. With the financial constraints being faced in Education, this was something that many schools were now doing.

A discussion ensued, and it was agreed that this would need to be optional to parents and the School would specify projects that these contributions would go towards.

Governors **AGREED** to this proposal. It was decided that a request would be sent to parents for £20 per child.

A Governor asked how many parents donated when the communication went home last year asking for £10. The Headteacher undertook to find out from the School Business Manager.

**Action: Headteacher**

A suggestion was made that if this request was sent out from the PTA, then as a charity gift aid could be claimed on every donation. Jenny Jekyll undertook to contact the PTA about this.

**Action: J Jekyll**

Pg. 10 18/41 Any Other Business: Safeguarding A full safeguarding report was tabled, and some specific updates highlighted:

- Disqualification under the Childcare Act 2006 statutory guidance – effective from 31 August 2018. Schools were no longer required to establish if a member of staff providing, or employed to work in childcare, was disqualified by association. For example, if someone who lives or is employed in the staff member's house has been cautioned or convicted of a relevant offence.
- The document Keeping Children Safe in Education had been updated, with a new section on child on child sexual violence and sexual harassment.
- The School had updated its process for children missing in education. Four emergency contacts would also now be requested.

- The Attendance and Punctuality Policy had been reviewed. Any pupil arriving after 9.15 am, instead of 9.30 am, would now be marked as an unauthorised absence.

In response to a query, Governors heard that pupil attendance was currently 96.11%, above the Barnet target which was good news and following a lot of hard work. All children meeting this target would be receiving a treat.

#### 18/47 **HEADTEACHER'S REPORT**

The Headteacher reminded Governors that it had been previously agreed that he would not produce one report, as the different sections were reported upon separately on the standard meeting agenda. He proposed that he start providing a short report, covering all the statutory items.

The Clerk undertook to send the Headteacher a template document outlining these items.

***Action: Clerk***

#### 18/48 **UN-VALIDATED SATS DATA**

The un-validated data was tabled for information.

The Chair was pleased to highlight that in every year group, every score was at national average or above.

Year 6 reading had been a particular achievement, as this had previously been low and was now over 10% higher than the national average.

In EYFS the percentage of children achieving GLD was 77%.  
In the Year 1 Phonics screening test 93% of pupils passed.

##### Year 2 SATs

Reading – 82%

Writing – 70%

Maths – 81%

Science – 85%

##### Year 6 SATs

Writing – 76%

Reading – 89.3%

Maths – 75%

G,P,S – 82.1%

R,W,M – 71.4%

The Greater Depth (GD) data was also tabled.

Reading in Year 6 had been particularly pleasing at 39% compared to the national figure of 25%.

Several pupils in Year 6 had been close to GD in writing but hadn't quite made it. In KS1, writing had been externally moderated and the judgements had been sound.

A brief discussion ensued about the Accelerated Reader scheme. The importance of the follow-up tests to be carried out in a timely manner was highlighted. Governors heard that this software would be used a lot more in the new academic year, with plans to use the assessment tool more effectively too. A Governor suggested incentivising the Accelerated Reader points in a similar way to attendance.

The close monitoring of writing in Year 2 and Year 6 would continue.

The Headteacher said that he expected to see increasing outcomes in Writing following the steep increase in Reading outcomes. He added that the plan around Writing would be reviewed to see how the School could get more pupils achieving GD.

#### Scorecards

The information was noted. These had been reviewed in detail by the Teaching & Learning Committee.

#### 18/49 **FINANCE**

It was reported that the Finance Committee were currently in the process of reviewing the Charging & Remissions Policy and Outstanding Parental Payments were in the process of being chased.

#### 18/50 **SCHOOL IMPROVEMENT PLAN (SIP)**

The updated SIP had been circulated to all Governors for information. It was highlighted that:

- Most of the RAG rated document was now green.
- Targets were met for attendance, learning outcomes, teaching and Leadership & Management.
- The Headteacher drew Governors' attention to the front page as an indicator of success.

The Headteacher reported that the Self Evaluation Form (SEF) needed updating for the new academic year, along with the new SIP. Governors heard that extra-curricular things were to become more of a focus whilst the school developed its 'wider offer'. Attendance, outcomes, progress of disadvantaged pupils and developing thinking skills would also be priorities.

The Chair said that in the recent governance review, one area that it was highlighted we were not doing much work was in longer-term strategic planning. He said that the recent Ofsted recommendations needed to form part of the School's priorities. In response, the Headteacher said that the SIP headings had not yet been confirmed as these were still being worked on.

The Chair requested that at the next meeting, the Headteacher give a short presentation on the strategic thinking behind the new SIP priorities and SEF. In reply, the Headteacher said that the SIP priorities would be driven by the validated data and an INSET day was planned in September to get suggestions from staff and the writing of the SIP was progressed from then. He undertook to feedback to Governors on this at the next meeting.

***Action: Headteacher***

It was also AGREED that the new SIP for 18/19 would have a fifth column, which would be for non-learning areas of the school such as the grounds, fundraising, community activity and extra-curricular activities.

#### 18/51 **PREMISES**

This had already been discussed under item 18/46 Matters Arising.

#### 18/52 **UPDATE FROM TEACHING AND LEARNING COMMITTEE**

The Committee had met on Thursday 12 July 2018, but the minutes were not yet available.

Governors heard that the focus of this meeting had been mainly attainment data, attendance and pupil behaviour.

The Committee chair was pleased to report on the significant improvement of the behaviour of two children who had been causing a concern.

#### 18/53 **PERSONNEL**

Governors heard that the staffing team was currently stable. There had been four leavers, details of who and the recruitment process to replace them were provided.

The Headteacher was particularly sorry to report on the late resignation of a member of staff in the office. It was hoped that this vacancy could be filled quickly in the new school year.

#### 18/54 **SAFEGUARDING**

This had already been discussed under item 18/46 Matters Arising.

18/55 **COMMUNICATIONS REVIEW**

This had already been discussed under item 18/46 Matters Arising.

18/56 **ANY OTHER BUSINESS**

There was none.

18/57 **DATE OF NEXT MEETINGS**

The dates of the next meetings were confirmed as:

**Monday 24 September 2018 at 6.30 pm.**  
**Monday 19 November 2018 at 6.30 pm.**

*There being no further business, the meeting closed.*