

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 21 NOVEMBER 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 (4.2.22)

**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

18/76 **APOLOGIES**

The Chair welcomed all to the meeting.

Consent was recorded to apologies for absence submitted on behalf of Rachel Landau, Meera Depala and Skeve Constantinou.

Barry Rawlings had sent apologies for his anticipated late arrival to the meeting, but in the event did not attend.

18/77 **DECLARATION OF PECUNIARY INTEREST**

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

18/78 **PART I MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2018 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.1 18/60 Register of Business Interest Forms It was confirmed that the file of register of business interest forms was up to date. The Headteacher undertook to have this information added to the School website.

**Action: Headteacher**

*Graham Hayday joined the meeting at this point.*

Pg. 2 18/64 Canteen Redevelopment Project: Timeline The Chair was pleased to confirm that he had now received this timeline. This would be discussed in full in another meeting.

Pg. 2 18/64 Matters Arising: School Website The Headteacher reported that the website had recently had a redesign, so it was now more user friendly when viewing it through a mobile device. The website was also fully GDPR compliant.

Graham Hayday would be speaking to the School Business Manager and IT Lead to ensure that actions from the pre-OFSTED review of the website had been carried out.

**Action: G Hayday**

Pg. 3 18/64 Matters Arising: Voluntary Counselling Service The Headteacher said that Rebecca Mottershead was expected to start at the School in January 2019. He had contacted her to ask that her supervisions advisor contacts him.

Pg. 3 18/64 Matters Arising: Personnel Committee It was confirmed that meeting dates had since been set.

Pg. 3 18/64 Matters Arising: Communications Review Graham Hayday confirmed that he had been in touch with the School Business Manager. He had updated the spreadsheet and would circulate this to the Governing Body. This would be discussed at the next meeting.

**Action: Clerk**

Pg. 3 18/64 Matters Arising: Frontage of School The Chair reported that he had spoken to the Art Leader about the possibility of the children designing something for the front of the School.

A Governor expressed concern that the funds raised by a parent had not yet been used for the hedge. The Headteacher reminded all that some of this funding had been used for work on the pond. £600 was available for the

hedge. It was acknowledged that the use of the money could be better communicated to parents. It was decided that the Chair would await a proposal from the Art Leader and then the Headteacher could contact the parent fundraiser about this.

A suggestion was made that Tim Ferrar be involved in this project. The Headteacher said that it would be good if the Art Leader's design was outward facing and Tim could produce something inward facing at the front of the School. Both designs would need to be fully costed.

The Headteacher undertook to communicate to parents the use of funds raised.

***Action: Headteacher***

Pg. 3 18/64 Matters Arising: Fundraising The Headteacher reported that the School had received £400 that term in parental contributions for the Hollickwood Art Fund. The gift aid on these donations was still to be processed.

Cristina Romero, previous Chair of the PTA, would be working on grant applications for the School. She had notified the Headteacher that she would have more time to do this from January 2019. Nancy Stone had successfully submitted some bid applications for grant funding.

It was agreed that the EasyFundraising website would be advertised again to parents in the School Newsletter.

Pg. 3 18/64 Matters Arising: Un-validated SATs Data This data would be available in December 2018. The data was not expected to change drastically as the results of only one child new to the School were being removed.

Pg. 5 18/65 Report of the Headteacher (b) School Roll Sarah Johnston would be visiting the community project on Pages Lane later that week. She would ask about the possibility of advertising the School there.

Pg. 5 18/65 Report of the Headteacher The Headteacher had added sections on Safeguarding and Health & Safety to his report as agreed.

Pg. 5 18/67 Annual Review of Committee Terms of Reference The Teaching and Learning Committee terms of reference had been reviewed and circulated.

The Personnel Committee and Finance Committee were reminded to review their own terms of reference.

***Action: Chair Finance Committee and Chair Personnel Committee***

The Chair reported that he would be attending a Learning Walk at the School in two weeks' time. He encouraged Governors to organise their own visits.

The Vice Chair suggested that the Teaching & Learning Committee replace one of their termly meetings with a Learning Walk visit.

Pg. 7 18/72 Safeguarding It was reported that Stuart Bewley had completed Prevent training that week.

Governors were reminded to complete this online training session if they had not already done so.

#### 18/79 **GOVERNING BODY MEMBERSHIP**

It was reported that a Parent Governor election had been held, but there had been no nominations. The Chair said that he had been speaking to a parent who was now potentially interested in taking on the role. He gave some information about her professional background.

The Chair undertook to produce a role description and would then contact the potential candidate. The Clerk said that as two unsuccessful parent governor elections had been held, the candidate could be appointed as a Parent Governor.

***Action: Chair***

A brief discussion ensued about the importance of diversity on the Governing Body.

#### 18/80 **SKILLS AUDIT OVERVIEW**

The NGA Skills Audit have been circulated to all Governors for completion. The Clerk had completed the skills audit matrix, and this had been distributed to Governors with their agenda pack.

The Chair briefly went through the feedback for each answer. The Governing Body were not lacking in any specific skill areas.

The Chair said that he had been enrolled on the recent LA Chair's training, but this had been cancelled.

The Chair suggested that the Governing Body compile a risk register for the School. At present, committees discussed risks relevant to their areas, but it was felt it would be useful to have this information in one document. The Clerk undertook to provide the Chair with an example of a school risk register.

***Action: Clerk***

#### 18/81 **REPORT OF THE HEADTEACHER**

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

- a) Safeguarding It was added that the Vice Chair had been into school to carry out a check on the School Central Record (SCR).
- b) School Roll The Headteacher highlighted that ten additional pupils had joined the school this term. Unfortunately, they had joined after Census Day, so the places were not funded.

## 18/82 **THREE-YEAR FINANCIAL PROJECTIONS**

The Headteacher tabled budget dashboard information.

The Finance Committee had analysed the forecast in detail and were aware that the budget would be in deficit in future as expenditure was increasing year-on-year and the School's income was remaining static.

The Headteacher gave an overview of a range of cuts proposed in the next financial year. These would reduce expenditure by £135,000. The changes proposed were not finalised and the Finance Committee would have to consider these points when setting the budget for 2019-2020.

At the end of this financial year it was projected that there would be a £37,000 surplus. If the School was to proceed with the cuts proposed, then the budget would break even in the next financial year.

Governors agreed that there were four solutions to stabilising the budget, namely:

- Reducing expenditure
- Lobbying the authorities
- Increasing pupil numbers
- The redevelopment programme

The Headteacher reported on the LA's consultation about the proposal to top-slice school budgets to cover the costs of education services and high needs funding streams. The School had replied 'no' to two of the three questions within the consultation.

Governors discussed the importance of filling Reception in September 2019. And if we could fill all the vacancies within the school it was possible that we wouldn't have to make any cuts.

The Finance Committee would be bringing the proposed 2019-2020 budget to the Governing Body meeting in March 2019.

The Headteacher said that if there needed to be a staffing restructure, the process would need to commence in the Spring Term. This would be discussed at the next Governing Body meeting. The Headteacher undertook to contact Barnet HR for advice.

***Action: Headteacher***

#### 18/83 **RECRUITING NEW PUPILS**

The Chair reminded Governors that each pupil at the School was funded £3,500. A small Working Party was set up to prioritise recruiting pupils. This consisted of the Chair, Graham Hayday and Jenny Jekyll as well as staff and one other parent.

The Chair reported that the leaflet drop discussed at earlier meetings had now taken place. The Working Party would be active on social media to publicise the School. Banners advertising the School and its new Ofsted status would be arranged. A2 sized posters would also be produced and displayed at local sites.

Governors agreed that the excellent pastoral care, diversity and good results at the School should all be publicised.

A Governor asked whether there was a road sign in Sydney Road highlighting the School's location, as this was something many schools had. Sarah Johnston undertook to contact the Highways Department about this. She would also email Cllr Rawlings for his support in this matter.

***Action: S Johnston***

The Headteacher said that the closing date for applications for admissions September 2019 was in January.

A Governor asked whether the School would consider moving to 1.5 form entry. The Headteacher said that this was not something he would wish to pursue at this time.

#### 18/84 **AUTUMN SCORECARD**

The Autumn scorecard had been distributed to all Governors and the information was received and noted.

This had also been analysed in depth by the Teaching and Learning Committee.

#### 18/85 **SCHOOL IMPROVEMENT PLAN (SIP)**

The School Improvement Plan had been circulated to all Governors. The Headteacher highlighted various points.

The Chair said that he still felt that it would be useful to have a non-curriculum-based action plan. He said that he would discuss this further with the Headteacher.

Asked for further information about the differentiation Inset, the Headteacher explained that this was being led by the Deputy Headteacher in January 2019. Differentiation was also being discussed in the staff meeting on Monday.

The Headteacher said that the discussion with focus groups of children had taken place as part of the review and had provided useful feedback. Teachers were now to timetable conference feedback, either one-to-one with a child or in small groups. The focus of this was on Writing.

Governors were reminded that reporting on subject areas was given in Teaching & Learning Committee meetings as part of their delegated function.

#### 18/86 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair reported that the outline plans were still awaiting sign-off from the Department of Education and that feedback was now expected in January/February 2019.

The next step would be going to full planning, following the production of detailed drawings and site surveys.

Governors heard that after contacting Capita several times, the Chair had since received a timeline for the project. A cost proposal would be available in December 2018 to do the design work so that we would be ready to proceed with planning as soon as the Department of Education had given us the green light to continue. The Chair would report back to the Governing Body on this in the meeting in January 2019.

A brief discussion ensued and the Chair explained that once the project went to full planning, then work would commence on the sale of the land.

In response to a query, the Chair said that, following the various delays, that he now expected completion of the project to be by the end of 2020.

#### 18/87 **COMMITTEE UPDATES**

##### Teaching and Learning Committee

The minutes of the meeting held on 19 September 2018, copies of which had been previously circulated, were received and noted.

The Committee Chair briefly highlighted the discussion points.

Governors discussed pupil attendance and punctuality and a suggestion was made to change the time that a late mark was given to after 9.00am, (it is currently 9:15). The Headteacher said that this would have an impact on unauthorised absence data and undertook to discuss this matter further with the Deputy Headteacher.

***Action: Headteacher***

The Headteacher undertook to organise an online safety session for parents.

***Action: Headteacher***

It was **AGREED** that the parental conduct document should be circulated again to parents following a recent incident.

**Action: Headteacher**

#### Personnel Committee

The Committee had met in order to review staff salaries.

#### Finance Committee

The Finance Committee had met but the minutes were not yet available.

### 18/88 **ANY OTHER BUSINESS**

- a) Termly Governors' Newsletter Governors discussed the content of their termly newsletter. It was decided to include:
- validated SATs information
  - finance update
  - parent governor role information
  - premises update
  - attendance/punctuality

**Action: G Hayday**

### 18/89 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next meetings were confirmed as:

- Spring (1) – Monday 28 January 2019 at 6.30 pm
- Spring (2) – Monday 25 March 2019 at 6.30 pm