

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 23rd SEPTEMBER 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

PARENT GOVERNORS

*Mrs Lucy Drane (27.1.23)

*Mrs Jenny Jekyll (25.09.21)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.19) (Chair)

*Mrs Kirstie Stroud (7.2.23) (Vice Chair)

*Mr Graham Hayday (11.12.20)

Miss Meera Depala (26.3.21)

IN ATTENDANCE

Mrs Lenka Jenks – Clerk

19/56 **APOLOGIES**

The Chair welcomed all to the meeting and consent was recorded to apologies for absence submitted on behalf of Meera Depala.

19/57 **DECLARATION OF PECUNIARY INTEREST**

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

19/58 **COMPLETION OF 2019-2020 REGISTER OF BUSINESS INTEREST FORM**

Most Governors have completed the pro forma provided and the rest were requested to complete and return it to the Headteacher for inclusion in the Register of Business Interests.

The forms ~~would~~ will be collated, and the information published on the school website.

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19/59 **APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR 2019-2020**

Nominations were invited, and Ed Tytherleigh was proposed and seconded. Upon a show of hands, it was RESOLVED that he be appointed Chair for the academic year 2019-2020.

19/60 **APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR 2019-2020**

Nominations were invited, and Kirstie Stroud was proposed and seconded. Upon a show of hands, it was RESOLVED that she be appointed Vice Chair for the academic year 2019-2020.

Thankyous were offered to Ed Tytherleigh and Kirstie Stroud for their continuous work and support as the Chair and Vice Chair.

19/61 **PART I MINUTES OF THE MEETING HELD ON 15th JULY 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 19/46 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 19/46 Recruiting New Pupils

The hedge around the sign has been thoroughly trimmed but the sign is still to be lifted above the hedge.

Action: Deputy Headteacher

It was reported that the Happy Hedge Project is still ongoing and that Tim Ferrar, the volunteer gardener, has produced the plans and drawings for the hedge. The Headteacher is to find out the status of the project.

Action: Headteacher

A Governor has reported that the possibility of a professional video being made is now unrealistic but the website is still to be reviewed.

Action: G Hayday

Summer term newsletter was sent out and the new one is to be prepared for this term.

Action: G Hayday and E Tytherleigh

Pg. 2 19/46 Fundraising

A Governor remarked that the Easy Fundraising website should be promoted again. She also reported that the annual general meeting took place last week and the Friends of Hollickwood announced a surplus of funds which can be used for a new project. Thanks have been expressed to the Chair of Friends of Hollickwood. As part of the School Improvement Plan, a Reading Shed has been proposed and the Friends of Hollickwood committee is currently looking into this.

Pg. 3 19/46 Report of the Headteacher

The chair asked whether the current structure was working well so far. The Headteacher confirmed that it was, however, due to increased hours in class he was concerned that it was going to be difficult to cover absences. Though the team effort is stronger this year, pre-teach lessons are planned to be combined and the responsibilities will be shared.

The canteen relocation was completed during the holidays, children started taking lunches in the main hall. This temporary solution is working well and children are enjoying the space.

19/62 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
Attendance in 2018/2019 has improved on the year before. The absence rate has decreased from 4.37% to 3.65%.
- b) Safeguarding
Following changes in the Keeping Children Safe in Education publication, staff training has been planned for the January INSET day but a copy of part one is to be circulated this week.
- c) Pupil Numbers
The number of starters and leavers this year is balanced. There are too many spaces in Key Stage 1, which is due to the low birth year and is not likely to improve.

A Governor has reported that the banner has not been put up yet due to issues with display regulations but hoping to be resolved in near future. She also suggested that distribution of posters in local nurseries and playgroups may be beneficial. A3 posters are to be printed and distributed in time to attract potential parents for primary school application submission.

Action: L Jenks & L Drane

The Chair requested a meeting for Nursery parents (to provide information and assistance with primary school place applications) to be arranged as

well as visits to local Nurseries, where parents would be approached and the school promoted.

Action: H Vivian & E Tytherleigh

d) Staff changes and vacancies

A new Teaching Assistant supporting a child with SEN started at the beginning of this academic year and a maternity cover Early Years practitioner will start next week. Also another Early Years practitioner resigned at the end of last academic year and a new practitioner was successfully recruited.

e) New national or local requirements of schools

The Headteacher informed the board that the meeting with the LNI has been scheduled for 5th December and it will resemble an Ofsted process, with a longer initial phone call and a visit.

19/63 **GOVERNING BODY MEMBERSHIP**

Skill audit forms have been circulated and all Governors were asked to complete and return to the clerk for collating into skills matrix for the next meeting.

Mr Graham Hayday announced that he would leave the Governing Body in November, therefore there will be need for a communication role within the governing body. The chair asked the board how they felt about the quantity and types of role-s. It was agreed that the balance is about right, that the communication role is key and that a communication governor should be recruited.

A brief discussion ensued as to whether any of the existing Governors could undertake this role and the Chair offered to look at the pool of local volunteers and contact the Chartered Institute of Public Relations to recruit a PR professional as a new member of the Governing Body.

Action: E. Tytherleigh

The Chair has also undertaken to recruit members and set up a New Canteen Development Committee. A brief discussion ensued about the possible candidates for these roles.

19/64 **VALIDATED SATS DATA**

The Headteacher reported that this data was not yet available and suggested that this be on the agenda at the next meeting. He also commented that an application was made for two children to be removed from the results.

The Headteacher presented the progress scores and the pupils at Hollickwood School had average progress scores of 3.6 in writing, 2.7 in

reading and -0.3 in maths in 2019 compared to the national average of 0. The absence figure for the last academic year was 3.65%.

19/65 **SCHOOL IMPROVEMENT PLAN (SIP) and SELF-EVALUATION FORM (SEF)**

SEF has been circulated to all Governors and there were no matters arising. The SEF content feeds into the SIP, which is set biannually and is to be revisited annually. The SIP is to be presented at the next meeting.

19/66 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair has reported that the approval to proceed with the redevelopment from the DfE has been received and the plans would be submitted to the planning department in due course.

The Governors learnt that Ossie Airewele no longer works for CAPITA and a new architect, Altaf Master, has been appointed. It was also reported that a heartfelt email about the loss of land has been received but after careful and sympathetic consideration it was agreed that the new project would benefit the school.

19/67 **COMMITTEE UPDATES**

The Personnel Committee is due to meet in early October.

The Finance Committee met last week and it was reported that teachers' national pay awards have been agreed to increase by 2.75%. The schools were advised of a 1% increase and a subsequent grant at the budget setting back in March. It was announced that an additional 0.75% would be funded by the Government. However, the remaining 1% (cca £3,900) will have to be funded from the existing school budget.

Debt recovery was also discussed. The Governors were informed about an issue with parents not booking the clubs and school meals in advance. This is despite regular reminders and the school falls into debt of at least £500 ever week.

The Teaching and Learning committee have carried out learning walks and it was highlighted that the lesson structure across the school was repeated, children were engaged and the atmosphere remained calm. A brief discussion ensued about the sizes of the classrooms and it was agreed that they were not ideal.

19/68 **MATHS PLAN**

Sarah Johnston has presented the plan to the Governors and explained the main points. The first objective is to increase progress in Maths across KS2 ensuring that the fluency strand is addressed in lessons and staff meetings. Children learn times tables with the 'rock stars' resource and are encouraged to also access it from home. Teachers monitor usage, set starter activities in class at least three times a week, set competitions and generate reports and statistics. Varied fluency, problem solving and reasoning for each objective is to be included by teachers. Sarah showed a sample of homework that encourages thinking and is a practical way to remember the facts. White Rose Maths resource with small steps and CPA approach lessons are also being implemented. Due to budget limitations there is no additional staff to support the need but the pre-teach lessons will start and basic skills are being tackled before children start year 6.

The Chair requested for the Vice-chair to visit to discuss the plan, talk to children to find out how they find learning maths and deep dive into maths taught in school.

Action: K. Stroud

19/69 **AFTER SCHOOL CLUBS**

The after school club offer has been discussed and it was agreed that the offer is well balanced. The posters have been placed around the school and all clubs are well attended.

19/70 **POLICIES**

Teachers' Pay Policy and Behaviour Policy are to be reviewed and submitted at the next meeting for ratification.

Action: H. Vivian and P. Constantinou

19/71 **ANY OTHER BUSINESS**

Thankyou were offered to the Governors for their ongoing support.

The school calendar has been circulated and a brief discussion ensued about a possible link to the website.

It was suggested for non-teaching Governors to visit and carry out learning walks.

Action: E. Tytherleigh

19/72 **FUTURE GOVERNING BODY MEETING DATES**

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