

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 24 SEPTEMBER 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

18/58 **APOLOGIES**

The Chair welcomed all to the first meeting of the new academic year.

Consent was recorded to apologies for absence submitted on behalf of Rachel Landau and Stuart Bewley.

18/59 **DECLARATION OF PECUNIARY INTEREST**

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

18/60 **COMPLETION OF 2018-2019 REGISTER OF BUSINESS INTEREST FORM**

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

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

18/61 **APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR 2018-2019**

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 2018-2019.

18/62 **APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR 2018-2019**

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 2018-2019.

18/63 **PART I MINUTES OF THE MEETING HELD ON 16 JULY 2018**

The minutes of the meeting held on 16 July 2018 were confirmed and signed by the Chair as an accurate record.

18/64 **MATTERS ARISING FROM THE MINUTES**

Arising from the minutes:

Pg. 2 18/46 Matters Arising: Canteen Redevelopment Project The Chair reported that he had chased Ossie Airewele for a response to his request for a time-line action plan for this project, but was yet to receive a response. He undertook to contact him again to request this.

Action: Chair

Pg. 3 18/46 Matters Arising: School Website The action for Graham Hayday to look at the School website with the new IT Lead was pending.

Action: G Hayday

Governors heard that Helen Morrison, Learning Network Inspector, had carried out an Ofsted compliance check of the school website prior to the inspection. The Chair asked that Graham Hayday get this information from the School Business Manager and check whether the website was still compliant.

Action: G Hayday

A Governor said that she felt that the School website was very difficult to navigate and that she had better examples that she could share with Graham. It was agreed that Graham Hayday would pass on this information to the IT Lead when he met with him.

Action: G Hayday

The Headteacher requested that this meeting not take place for at least a month as the workload of the new IT Lead was extremely heavy at present.

Pg. 3 18/46 Matters Arising: Voluntary Counselling Services The Headteacher said that he had no further updates about this. It was hoped that Rebecca Mottershead would be available to work in school from January 2019.

Pg. 3 18/46 Matters Arising: Personnel The Personnel Committee meeting dates were to be arranged.

Action: S Bewley

Pg. 3 18/46 Matters Arising: Communications Review Graham Hayday reported that he was meeting with the School Business Manager the following day to work on this.

Pg. 3 18/46 Matters Arising: Frontage of School The Headteacher confirmed that he had spoken to the landscapers about the hedge at the front of the School. Governors also heard that a Year 6 parent had volunteered to carry out improvement works to the hedge. The Happy Hedge Project was proceeding.

Pg. 4 18/46 Matters Arising: Fundraising The Headteacher confirmed that he had written to Christina Romano to thank her for all her hard working during her time as Chair of the PTA.

Governors were reminded that parents had been contacted to request donations of £10 per child, which would support school trips.

A letter to parents was also going to be sent from the Headteacher, Governors and PTA to request parental donations of £20 per child (£10 per child when there was more than one attending the School) for extra-curricular resources, particularly for art.

Jenny Jekyl had been in contact with the PTA about this parental contribution request to clarify the issue of gift aid being claimed.

A Governor suggested that the School better publicise the Easyfundraising website and app as the current take-up was not high. This was a very easy way of earning funds for the School.

Pg. 5 18/47 Headteacher's Report The Clerk had sent the Headteacher a template document outlining items to be included in this report.

Pg. 5 18/47 Un-validated SATs Data The Headteacher reported that the validated data was not yet available. Governors were notified that two children in Year 6 last year had met the criteria to have their results disapplied. The Headteacher said that only one of these sets of results had been disapplied.

Governors noted that Accelerated Reader had been rolled out in full across the School. Staff were being reminded to ensure that follow-up tests were being taken in a timely manner.

The Teaching and Learning Committee had analysed the SATs data in detail.

Pg.6 18/49 Finance The Finance Committee would be reviewing the Charging & Remissions Policy at their meeting the following week.

Outstanding parental payments continued to be chased.

18/65 **REPORT OF THE HEADTEACHER**

The report of the Headteacher had been circulated to all Governors and was received and noted. Arising from the report:

- a) Attendance The Headteacher reported that attendance for the term so far had been 95.2%. This was due to very low attendance of 87% the first week back after the holidays. The school target for attendance for the year was 96.5%.
- b) School Roll It was noted that mobility remained high, and four new pupils had joined throughout the School that term. There remained spaces in all year groups.

The Headteacher reported that he had not seen any impact yet of the enhanced offer for Nursery. There were currently eight children staying for lunch, and the rest of the children attended for 15 hours. There were 22 on roll in total, out of a capacity of 26 spaces. In response to a Governor's concern that this meant the School was losing money, the Headteacher said that this was not the case.

The Chair said that the leaflet drop had been planned with a hope of increasing intake next year. The Chair and School Business Manager would also be visiting Monkey Puzzle Nursery and Kidz Kabin. The Chair undertook to arrange these visits.

Action: Chair

It was hoped that by increasing the numbers on roll in the Nursery, this would feed through to the rest of the School.

A Governor asked whether there was a possibility that more children might join the School before Census day in October and in reply the Headteacher confirmed this to be the case.

A brief discussion ensued about the proximity to the School of several outstanding schools locally and the implications this had on roll numbers.

A Governor asked whether the School could be advertised elsewhere with a banner about their new Ofsted rating and the new extended day provision in the Nursery. Governors agreed that a good place for this would be outside the local church. A Governor undertook to investigate this matter further.

Action: J Jekyll

Another Governor undertook to speak to the local community project on Pages Lane about the possibility of advertising school places there.

Action: S Johnston

The Chair reiterated his view of the need to create better visibility of the frontage of the School.

c) Staffing The updates were noted.

The Headteacher said that sections on Safeguarding and Health & Safety would be added to his report next time.

Action: Headteacher

18/66 **GOVERNING BODY MEMBERSHIP**

Governors heard that an election was currently underway to try to fill the parent governor vacancy.

A brief discussion ensued about the skills of Governors. The Clerk undertook to circulate a skills audit for everyone to complete.

Action: Clerk

18/67 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

The Chair said that he felt the current committee structure was working well and proposed that these committees continue, meeting at the same intervals that they currently did. Governors **AGREED** to this proposal.

Terms of reference for the three committees would be circulated by email for review.

Action: Committee Chairs

Committee membership was as follows:

Finance – Ed Tytherleigh, Barry Rawlings, Meera Depala

Personnel – Stuart Bewley, Kirstie Stroud, Ed Tytherleigh, Hugh Rayner

Teaching & Learning – Kirstie Stroud, Graham Hayday, Jenny Jekyll, Rachel Landau

The Chair asked that Governors be notified of learning walks and class review dates so that they could attend. Skeve Constantinou undertook to email Governors the annual school calendar.

Action: S Constantinou

18/68 **VALIDATED SATS DATA**

The Headteacher reported that this data was not yet available and suggested that this be an agenda item at the next meeting.

Action: Clerk

18/69 **SELF EVALUATION FORM (SEF) AND SCHOOL IMPROVEMENT PLAN (SIP)**

SEF

The Headteacher explained that the SEF content fed into the SIP.

Governors heard that the focus on reading the previous year had proven successful. This year there would be a focus on Greater Depth (GD) writing, non-disadvantaged children and boys English at Key Stage 2.

The Headteacher said that the general thread of the documents was to make all teaching outstanding.

The School bought into the Haringey Schools Partnership. The Headteacher said that the Partnership would be reviewing the school, closely looking at developing the thinking skills of children.

A Governor asked whether there was a Teaching & Learning area on the School website. The Headteacher said that there was not, but this was something to develop, with links to specific subject areas.

SIP

The document was noted.

A governor challenged the measurability of the overall target to 'improve the outcomes of all children and be recognised as a good school that was on a path to being outstanding within three years.' A brief discussion ensued and the Headteacher undertook to amend this statement to 'path to being outstanding at their *next inspection*.'

Action: Headteacher

The Chair said that it would be also useful to have an operational plan separate to teaching.

18/70 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair was frustrated to report that following the LA's delay in submission of the project to the DfE, the response was still awaited. This could take up to six months but was usually quicker. Once this response had been received, then the project would go to planning and the School could proceed with the sale of the land.

18/71 **COMMITTEE UPDATES**

Finance Committee

The committee would be meeting the following week and would feedback on this at the next meeting.

Teaching and Learning Committee

The committee had met on 19 September 2018 and the minutes were not yet available. The committee Chair reported that discussion had involved:

- an update on the Accelerated Reader scheme
- data scrutiny
- attendance
- Barnet Partnership work

Personnel Committee

The Personnel Committee would be meeting in October 2018.

18/72 **SAFEGUARDING**

The Deputy Headteacher reminded Governors that they all needed to complete the online Prevent Training. She undertook to re-circulate the link so that those who had not already done so could complete it before the next meeting.

Action: All Governors

Governors heard that a new Education Welfare Officer (EWO) had been assigned to the School.

The Chair and Vice Chair undertook to arrange dates to go into school to check the School Central Record (SCR).

18/73 **COMMUNICATIONS REVIEW**

This had already been discussed under item 18/64 Matters Arising.

18/74 **ANY OTHER BUSINESS**

There was none.

18/75 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next meetings were confirmed as:

- Autumn (2) – Monday 19 November 2018 at 6.30 pm
- Spring (1) – Monday 28 January 2019 at 6.30 pm
- Spring (2) – Monday 25 March 2019 at 6.30 pm