

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 27th JANUARY 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

~~Mrs Cristina Palmer-Romero~~

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)

IN ATTENDANCE

Mrs Lenka Jenks – Clerk

~~Mrs Cristina Palmer-Romero~~

20/01 **APOLOGIES**

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

20/02 **DECLARATION OF PECUNIARY INTEREST**

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

20/03 **PART I MINUTES OF THE MEETING HELD ON 25th NOVEMBER 2019
AND MATTERS ARISING**

The Part I minutes of the meeting were confirmed and signed by the Chair as an accurate record.

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Arising from the minutes:

Pg. 2 19/75 Recruiting New Pupils

Jenny Jekyll was informed by the Friends of Hollickwood's ~~T~~reasurer that the remaining 'Happy Hedge' project funds were not sufficient to update the school sign and were therefore allocated to the gardening club working with children on various projects improving the school grounds.

The Chair requested for the ground maintenance team to trim the hedge around the school sign so it may become more noticeable.

Pg. 2 19/75 Fundraising

The gift aid claim is still to be submitted and the Reading Shed Project to be discussed at the Friends of Hollickwood meeting taking place tomorrow 28th January 2020.

The Headteacher will also approach the Friends to seek their support around the 'Green New Deal', ~~ain~~ the recycling project and raising awareness regarding recycling paper, single use plastic or reusing the school uniform.

Pg. 4 Policies

Pay policy is still to be reviewed and submitted for ratification.

Action: S. Bewley

Pg. 5 Any other business

The school is not buying into the Governor training package, however, two Governors are undertaking training, one of which is provided by NGA free of charge and they are both highly beneficial. The cost of the Governor finance training was approved by the Finance Committee.

20/04 **GOVERNING BODY MEMBERSHIP**

The Governing Body has been seeking to appoint a member of the governing body specialising in communication. Following an unsuccessful search and advertising on governors searching websites, the Chair was approached by a school parent. Cristina Palmer-Romero is going to join the meeting today as an observer. If all parties are satisfied she will be voted onto the Governing Body.

~~Cristina joins the meeting at this point.~~

20/05 **REPORT OF THE HEADTEACHER**

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

a) Quality of teaching

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One teacher in KS2 has health issues and has been signed off sick. The class is being covered by a Teaching Assistant (TA) who is being supported with planning and who will receive an appropriate level of remuneration to reflect the additional planned responsibility. A Governor has challenged whether this is an appropriate solution and the Headteacher replied that it is a better offer to pupils than bringing in an agency supply teacher. The TA is familiar with the class, is keen to learn about curriculum and the planning is in place. The TA is supported by the KS2 Co-ordinator and the situation is kept under review.

Further discussion about this scenario ensued.

b) Attendance

Attendance is in line with the national average but below the school's target. Persistent absence is still an issue, however, sickness has increased in winter months. Reception class has the lowest attendance with 93.3%. Nursery class is also monitored to try to lower absence in future.

c) Safeguarding

Safeguarding training was delivered to all staff on 6th January 2020 INSET day.

d) Any changes in pupil numbers/inward or outward mobility

Reception class is no longer over numbers. The school is carrying too many spaces in KS1, although enquiries for Reception spaces are being received.

e) Staff changes and vacancies

There are two members of staff on maternity leave in Year 1. The school recruited two Early Years Educators who will be covering until the end of respective maternity leave.

f) New national or local requirements of schools

The school is classified by Local Authority as 'causing concern' due to the last year's SATs results in mathematics, which could trigger an Ofsted inspection. However, despite concern over attainment, the progress in mathematics is above average. A 'deep dive' into mathematics, conducted by the Learning Network Inspector, took place in December and the report looking-looked at three questions was received:

How effective are leaders in ensuring that pupils develop detailed knowledge and skills in maths?

To what extent is maths work demanding for all pupils?

How effective are leaders at supporting teachers to be experts in the teaching of maths?

The school was rated as 'secure' in these three areas and the action plan is to increase reasoning, the 'White Rose' approach and for the Maths Co-ordinator to increase their knowledge in Early Years mathematics.

The Chair commented that the results have improved over the past few years and the school progressed well. The quality of teaching is good and the targets should be achieved.

The Headteacher also reported that a school review is to take place on Thursday 6th February 2020. Three Headteachers will attend and their main focus will be reading, science, art and history.

20/06 **SCHOOL IMPROVEMENT PLAN (SIP)**

SIP has been circulated to all Governors and there were no matters arising. The Chair requested for the recommendations from the 'deep dive' and the school review to be added to the SIP.

20/07 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair has reminded the board that the project was going to be split into two parts – sale of the land and new canteen/hall build. However, Barnet planning policy is not to dispose of ~~public~~-land earmarked for education without having a guarantee that there is an improvement to the public premises. Consequently, the planning department will not agree without a condition that two projects must be linked – despite the Department of Education taking 15 months to agree exactly this previously. The Chair expressed a concern that sale of the land with a condition would be less attractive to potential buyers and the governing body is keen to reach an agreement which would allow the school to proceed with the project.

The Chair also expressed a concern about the financial implication of not being able to recover funds from the grant as the school is not in the position to cover the move of the canteen.

-A brief discussion ensued about the project and services received so far. In the immediate future, the strategy is to try and negotiate with Barnet so that they will waive their planning policy for this project to achieve the wider strategic benefit.

20/08 **COMMITTEE UPDATES**

The Staffing-staffing model for next year is likely to be the same as this year. The last teacher resignation date is mid-summer term and the school may need to wait until then to find out whether any recruitment will be necessary. The Personnel committee will meet in May to discuss staffing for the next academic year.

The Teaching and Learning committee will take place next week. It was requested for the Committee to monitor the Headteacher and Deputy Headteacher's time spent teaching and the impact of it on school.

20/09 **FINANCE**

The Business Manager circulated a report briefly explaining the changes affecting the year-end position. The projected year-end position is £-16,753. The school applied for the redundancy payments to be reimbursed by the Local Authority and is still awaiting the result. This would reduce the deficit by £10,455. The school received an indicative funding, which should be £47,000 higher than last year and should allow for a balanced budget to be set.

19/81 **POLICIES**

The Deputy Head circulated the Child Protection and Safeguarding Policy to all Governors. The proposed changes have been highlighted. The Governing Body approved the changes and the policy was ratified. The Chair requested for a succinct version pinpointing the main points to be created and circulated together with a copy of Keeping Children Safe in Education to all Governors.

Action: P. Constantinou

As part of the safeguarding audit the Governors regularly check the School Central Record. An LA advisor is coming in to check the SCR tomorrow and the Vice Chair is to be scheduled in after half term break.

Action: L. Jenks

19/82 **ANY OTHER BUSINESS**

A Governor was approached by a parent with a concern that the school lunch portions are not sufficient. This is to be investigated and Governors will attend at lunch time to sample lunches and monitor the portions.

Action: J. Jekyll & K. Stroud

Learning walk reminders will be sent out.

Action: P. Constantinou

School Financial Value Standards were completed by the school and reviewed by the Finance Committee. The Chair of Governors signed the SFVS off and it is ready to be submitted to the Local Authority.

The meeting finished at 19:45

19/83 **FUTURE GOVERNING BODY MEETING DATES**

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