

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 23 JANUARY 2017**

MEMBERS

LA GOVERNOR

Miss Reema Patel (4.10.19)

PARTNERSHIP GOVERNORS

*Councillor Barry Rawlings (21.11.18)

*Mrs Rachel Landau (11.12.20)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

Mrs Sarah Johnston (4.2.19)

PARENT GOVERNORS

*Mr Jason Reeves (18.03.18)

1 x vacancy

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.19) (Chair)

*Mrs Kirstie Stroud (9.2.19) (Vice Chair)

*Mr Graham Hayday (11.12.20)

1 x vacancy

*denotes member present

NON-VOTING OBSERVER

Ms Skeve Constantinou, Assistant Headteacher

Miss Meera Depala

IN ATTENDANCE

Mrs Caroline Winston, Clerk

17/01 **APOLOGIES**

The Chair welcomed all to the first meeting of the Spring Term. He extended a special welcome to Meera Depala, who was attending the meeting as a non-voting Observer. The Chair explained that she was considering filling the Co-opted Governor vacancy for a finance specialist. Governors heard briefly about Meera's background. It was hoped that she could bring those skills onto the Governing Body.

Consent was recorded to apologies for absence submitted on behalf of Reema Patel, who was attending a council committee meeting that evening. A brief discussion ensued about her lack of attendance at recent meetings and the Chair undertook to contact her to find out whether she continued to have the time to commit to her role on the Governing Body.

Action: Chair

Consent was also recorded to apologies submitted on behalf of Sarah Johnston.

17/02 **MINUTES OF THE MEETING HELD ON 12 DECEMBER 2016**

The Part I minutes of the meeting held on 12 December 2016 were confirmed, initialled and signed by the Chair.

17/03 **MATTERS ARISING/ACTIONS**

Pg.1 16/89 Apologies The Chair confirmed that he had written to Zahid Ur Rehman, thanking him for his time as Governor.

Pg. 2 16/91 Matters Arising: Governing Body Membership The Chair confirmed that the Clerk had sent him a useful website that contained volunteers seeking to be placed. It was through this resource that he had found Meera Depala.

Pg.2 16/91 Matters Arising: Budget Ratification The Chair had received confirmation of the budget ratification from Bidesh Sarkar.

Pg. 2 16/91 Matters Arising: Three-Year Budget Projection The three-year projection had been circulated. It was noted that the core funding from the local authority (LA) would be decreasing by 1% the following year.

A discussion ensued and the Chair requested that the three-year projection be kept on the Finance Committee agenda, as at present it was unknown what the settlement would be.

Action: Finance & Premises Committee

The Headteacher reminded Governors that, at present, there was a carry forward in the budget of £110,000.

A Governor provided information about projected budget reductions for Barnet schools estimated by the National Union of Headteachers and the National Association of Headteachers. The Chair suggested that the Finance Committee carry out a stress test of the budget based on these figures. After further consideration it was decided that the stress test would be undertaken with budgetary cuts of 1% and 3%.

Action: Finance & Premises Committee

Governors discussed fundraising within the School. It was decided that a letter would be sent to parents to find out whether anybody would be interested in volunteering to take this forward.

Action: Chair

A Governor highlighted that voluntary contributions from parents worked well in many schools and wondered whether this was something the Governing

Body could introduce. A Governor undertook to circulate an example letter for this so that Governors could give the matter further consideration.

Action: Jason Reeves

Pg. 3 16/91 Matters Arising: School Roll The Chair reported that the Borough was currently 900 places short for nursery provision. The Coppetts ward had 35 places of this shortfall. He suggested that he contact the Early Years Team at the LA concerning the Nursery places at the School and ways of filling these.

Action: Chair

It was reported that the Nursery Open Day had gone well. Lenka Jenks, School Business Manager, had been promoting the Nursery places on Mumsnet. There were now 35 children in the Nursery, two of these using additional hours. The Headteacher was pleased to hear about a positive representation of the School in a discussion thread on social media.

A brief discussion ensued and the Chair said that he hoped that the School roll would be full by the following academic year. The Headteacher highlighted the need to explore alternative models for the Nursery as he said that there would be scope to raise funds through an extended provision. A Governor queried whether the School currently had the capacity to offer an under 2s provision. In reply, the Headteacher said that this was not the case at the moment, but could be part of the new model.

It was decided that for this academic year, Ofsted remained the priority for the Governing Body and that exploring new models for the Nursery would be revisited next year.

Pg. 3 Matters Arising: Schools Financial Value Standards (SFVS) The Finance Committee had reviewed the Financial Management Policy. The Chair reminded Governors of the purpose of the SFVS and Meera Depala undertook to review the documents to be submitted before they were sent to the Chair and Barry Rawlins for approval.

Action: Meera Depala

The Financial Management Policy would be reviewed again next term.

Action: Finance and Premises Committee

The policy framework review cycle had been completed. The Vice Chair had reviewed the list of policies and would present these in detail at the next meeting.

Action: Vice Chair

Pg. 3 Matters Arising: Schools Website The Vice Chair and Graham Hayday had agreed to do a spot check of the contents of the School website. It had since been discovered that BPSI offered this service. Governors agreed for

the School to use some of their BPSI credit for this purpose.

Action: Headteacher

The Headteacher reminded Governors that Lenka Jenks was also carrying out a monthly check of the School website.

Pg. 4 16/92 Reconstitution The Clerk confirmed that the draft Instrument of Government had been sent to the Legal Department for processing.

The nomination forms for Graham Hayday and Rachel Landau had been sent to the Clerk as agreed.

A Parent Governor election was currently underway to fill the parent governor vacancy.

Pg.5 16/94 Committee Review The updated Terms of Reference were pending and would be sent to the Clerk once available.

Action: Committee Chairs

Pg. 6 BPSI Report The Teaching and Learning Committee had undertaken a detailed review of the data as agreed. Skeve Constantinou, Assistant Headteacher and other staff members had attended the meeting. All felt that it had been a useful level of scrutiny.

The anonymised Pupil Progress meeting data had been circulated by email by the Headteacher, as agreed.

Pg. 8 16/96 Scorecard The Headteacher confirmed that he had met with the senior leadership team (SLT) to discuss the Governing Body's proposal to use some of the contingency fund for resources to drive up standards. Out of that discussion it had been decided that additional teacher assistant support in Year 3 and Year 4 would be extremely beneficial. This TA role had therefore been created. The Chair said that the impact of this would be measured through the outcomes of staff targets. He requested that the Headteacher report back on the impact at one of the summer term Governing Body meetings.

Action: Headteacher

Pg. 8 16/97 Academisation Cllr Rawlings explained the purpose of Middlesex University sponsoring academies. Advantages to the School would be the use of the university logo on their paperwork and a direct route to newly qualified teachers who were training there. A brief discussion ensued and it was agreed that Cllr Rawlings would investigate this further and report back at the next meeting.

Action: Cllr Rawlings and Clerk

Pg. 9 16/101 Policies for Ratification The Safeguarding Policy had been reviewed as agreed.

Pg. 9 16/102 Any Other Business (b) Increasing Governing Body Profile in School In response to a Governor's question, Skeve Constantinou explained that the School Council were actually referred to as the School College. Each College had members from Years 1 to Years 6. The Chair and Vice Chair said that it would be useful to meet with representatives from the School College and would feedback their discussions to the Governing Body.

Action: Assistant Headteacher

17/04 **GOVERNING BODY MEMBERSHIP**

The Chair reported that Gui Rodrigues had resigned from the Governing Body since the last meeting, due to personal circumstances.

Following a discussion with Richard Groves, the Chair explained that he had decided to step down as Associate Member of the Governing Body. He would continue to support the board in a voluntary role assisting with premises matters.

A Parent Governor election was currently underway.

17/05 **PREMISES**

The Chair reminded Governors that a Working Party had been formed last term to work with the architect on plans for the site to make a single proposal for how to advance the premises redevelopment. A meeting of the Working Party was planned for the following day. In attendance would be the Headteacher, Chair, Richard Groves, Lenka Jenks and the architect.

Volunteers were welcome to join the group. The Chair said that, if necessary, an extraordinary meeting of the Governing Body would be called to discuss a proposal before any commitment would be made upon a new scheme. The Chair added that he would be contacting the DfE about engaging with the School concerning their land.

Action: Chair

17/06 **ACADEMISATION**

The Chair reported that, together with the Headteacher, quite a lot of work had gone into finding potential Academisation partners for a local solution, but schools did not seem motivated now that Academisation was not compulsory. We will continue the local engagement with schools but confidence was decreasing that we could find a suitable partner.

A brief discussion ensued about the risk of not being able to find a suitable partner. It meant that if we were not successful in achieving a good OFSTED rating in the summer, we may be forced to academise to someone not of our choosing.

It was decided that work to try and find a local partner for academisation would continue.

17/07 **SCHOOL IMPROVEMENT PLAN (SIP)**

This had been circulated to all Governors and was received and noted. Arising from the document:

The Chair highlighted that there was no outcome measurement for improving punctuality and the Headteacher undertook to add this.

Action: Headteacher

A brief discussion ensued on the current success of 'Late Gate'.

A Governor asked whether Pupil Asset would no longer be used by the LA and in reply the Headteacher said that this was not the case.

It was agreed that the new performance results would be brought to the next meeting.

Action: Headteacher

Action Plan – BPSI Review

The Headteacher reminded Governors that the next review would be taking place on 22 March 2017. He then presented the action plan on the whiteboard. Some actions highlighted included:

- SEF and SIP amended
- Revisit pupil targets
- Benchmark standards in Maths
- Benchmark standards in Reading
- Review Performance Management Targets
- Attendance, looking at trends
- School Website - updated ongoing
- School Central Record (SCR) – up to date

The Chair said that attendance should be a regular item on the agenda for the Teaching and Learning Committee.

Action: Teaching and Learning Committee

The Headteacher agreed to circulate the updated BPSI review action plan to all Governors by 13 March 2017.

Action: Headteacher

A Governor reminded Governors of the importance of their safeguarding practice. It was noted that the Assistant Headteacher was the designated Safeguarding Lead. Governors was asked to familiarise themselves with the document 'Keeping Children Safe in Education.' The Headteacher said that all staff, including kitchen staff, were asked to read this.

A Governor Safeguarding questionnaire was to be completed.

All DBS checks for Governors were now completed apart from two. Jason Reeves and Rachel Landau were reminded to submit their documentation for these to be processed.

Action: Jason Reeves and Rachel Landau

The Assistant Headteacher requested that any Governors who had undertaken safeguarding training notify her so that she could keep a record of this.

The Chair suggested that the Governing Body undertake an Ofsted readiness briefing session. He said that he would consider organising this for 6.00pm before the Governing Body meeting planned for 22 May 2017.

Action: Chair

17/08 **KEY PERFORMANCE INDICATORS (KPIs)**

The Key Performance Indicators (KPIs) had been circulated and were received and noted.

The Chair asked what additional work to that of the Educational Welfare Officer (EWO) the School was doing to improve attendance. In response, the Headteacher explained that the School was working hard on targeting persistent offenders, looking at trends and how these could be addressed.

A discussion ensued about useful incentive schemes for encouraging children to attend school. A Governor gave an overview of the success of a scheme in place at another school. It was decided that a reward for 100% attendance would continue for individual pupils and that a whole school incentive reward would be chosen should the attendance figure reach the target of 96%. The Headteacher and Assistant Headteacher undertook to look into this matter further.

Action: Headteacher and Assistant Headteacher

17/09 **POLICIES FOR RATIFICATION**

The following policies had recently been reviewed:

- Computing
- Debt Recovery
- Health and Safety
- Charging and Remissions
- Feedback (Marking)
- Home Learning
- Appraisal
- Missing Child Procedure
- Online Safety

Physical Contact
Religious Education

After full consideration the documents were **RATIFIED** by the Governing Body.

17/10 **GOVERNOR TRAINING**

The Chair commended the Spring Term Governor Development Programme.

17/11 **ANY OTHER BUSINESS**

- a) Staffing A Governor asked the Headteacher about progress with the posts advertised. The Headteacher replied that there had been no applicants to date, so interview dates had not yet been organised. The School would be visiting recruitment fairs in the hope of attracting candidates. In response to a further question, the Headteacher said that interviews did not need to take place until the first part of the Summer Term.
- b) Unified Reward The Headteacher confirmed that this matter had since been dealt with.
- c) Edubase The Headteacher undertook to ensure that Governors' details were entered onto this system as a matter of urgency.

Action: Headteacher

- d) Governance Audit The Chair undertook to complete this document and would circulate it to all Governors.

Action: Chair

The Chair added that longer term he would like to set strategic targets for the Governing Body.

17/12 **FUTURE MEETING DATES**

The dates of future meetings were confirmed as:

Spring (2) – Monday 27 March 2017 at 6.30 pm
Summer (1) – Monday 22 May 2017 at 6.30 pm
Summer (2) – Monday 17 July 2017 at 6.30 pm

There being no further business, the meeting closed.