

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 26 MARCH 2018**

MEMBERS

LA GOVERNOR

Councillor Barry Rawlings

PARTNERSHIP GOVERNORS

1 x vacancy

Mrs Rachel Landau (11.12.20)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.19)

PARENT GOVERNORS

1 x vacancy

*Mrs Jenny Jekyll

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

Nancy Stone – Acting Deputy Headteacher

IN ATTENDANCE

Mrs Caroline Winston, Clerk

Stephanie Turner-Proud

Preceding the meeting Jason Reeves attended and was presented with some gifts to thank him for his time supporting the school in his role as Parent Governor. His term of office had come to an end on 18 March 2018. Jason thanked the Governing Body for their gifts and kind words and wished them well for the future.

18/16 **CANTEEN REDEVELOPMENT**

The Chair said that he was not ready to present the definitive project to the governing body and undertook to give a presentation on this at the next meeting, when he hoped that the architect could also attend to present the drawings.

18/17 PROPOSAL TO DELIVER EXTENDED HOURS AT NURSERY

A full report had been circulated to all Governors in advance of the meeting.

Stephanie Turner-Proud highlighted that the proposal for the early years extended day provision was to provide care from 7.30 am – 6.00 pm. She explained that the business plan had been analysed with Lenka Jenks, School Business Manager. This had prompted a review of the existing provision. Price increases had been agreed, plus it was proposed to expand on the numbers the overall extended day provision could accommodate. This meant that it would be a much healthier financial enterprise for the School.

A brief discussion ensued about the prices charged by alternative schools locally. Governors heard that, for breakfast club, prices varied, as did the amount of time they were open from.

The same prices for breakfast club and after school club would be charged for the early years provision and the rest of the School. A Governor suggested increasing the pricing incrementally for existing users.

Governors noted that the plan was that the provisions would be sharing the same space and resources and employing one additional member of staff for the Early Years children. The School was investigating the possibility of an existing member of staff changing their hours to cover this, which would keep costs to a minimum and not affect existing provision due to timetable changes. The one aspect that was yet uncertain was the willingness of existing staff to change their hours to the earlier start time. There was, however, flexibility between the three existing staff members when working with a trained Early Years staff member.

A discussion ensued and the Headteacher suggested trialling the new arrangements in the Summer Term, with a hope to fully launch the provision from the Autumn Term.

A Governor queried why the start time was proposed to be 7.30 am and in response heard that this was due to parental requests as it was more cost effective for them than them sourcing a childminder. Stephanie added that with the Nursery costs currently breaking even, it would not cost anymore by introducing the 7.30am start.

A Governor highlighted that there was still a need for a holiday provision and expressed her views that she was not confident that the extended provision would therefore increase Nursery and Reception roll numbers.

After full discussion it was **AGREED** to proceed with a trial of the new provision from the Summer Term.

A Governor queried whether there were any rules about the number of hours a day a young child could be in childcare and Stephanie undertook to research this.

18/18 **APOLOGIES**

Consent was recorded to apologies for absence submitted on behalf of Barry Rawlings, Rachel Landau and Graham Hayday.

Stuart Bewley was welcomed to the meeting. His appointment as Partnership Governor would be considered later in the meeting. Introductions were made around the table for his benefit.

18/19 **DECLARATION OF PECUNIARY INTEREST**

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

Stuart Bewley left the room at this point.

18/20 **GOVERNANCE ISSUES**

- a) Consideration of appointment of Partnership Governor The nomination form for Stuart Bewley had been circulated to all Governors for information. After full consideration it was **AGREED** that Stuart be appointed for the four-year period ending 25 March 2022.

Stuart Bewley returned to the meeting.

The Chair congratulated Stuart on his appointment and welcomed him to the Governing Body.

- b) Parent Governor Vacancy The Chair reminded Governors that there was a parent governor vacancy now, due to the term of office of Jason Reeves coming to an end. The Clerk undertook to hold a parent governor election at the start of the Summer Term.

Action: Clerk

18/21 **PART I MINUTES OF THE MEETING HELD ON 22 JANUARY 2018**

The Part I Minutes of the meeting held on 22 January 2018 were confirmed, initialled and signed by the Chair as an accurate record of the meeting.

18/22 **MATTERS ARISING/ACTIONS**

Arising from the minutes:

Pg. 3 18/02 Early Years Extended Day Proposal The three actions relating to this proposal had been completed.

Pg. 4 18/06 Matters Arising: Fundraising The Chair reported that the spending of these funds was on track. A brief discussion ensued about the importance of fundraising now that school budgets were so tight.

Governors heard that the PTA were currently fundraising for art around the school. Fundraising efforts would be increasing for the provision of value added things for the children. There would also be an increase in grant application bids and requests to charitable trusts. The Chair said that he had a contact with an expertise in grant bid writing that he could possibly second to assist with this. He added that grant bid writing companies did operate, but there would obviously be costs involved to use these.

The Headteacher was in the process of drawing up a plan for school fundraising.

Pg. 4 18/06 Matter Arising: Nursery and Reception Roll The Headteacher reported that there had been 25 first preference applications to Reception for September 2018. This figure was not high, but there had been 50 applications overall naming the School as a preference, so this was an improvement on the previous year. Governors would be kept updated concerning this matter.

Pg. 5 18/06 Matters Arising: Communications The Chair said that Graham Hayday had been working on a review process for the communications plan. He also produced a termly letter to parents on behalf of the Governing Body.

Pg. 5 18/06 Matters Arising: Maternity Cover The Vice Chair confirmed that a date had been set for a safeguarding monitoring meeting.

Pg. 5 18/06 Matters Arising: Finance The Headteacher reported that a decision had been made not to pursue an insurance claim for the leaking roof.

Pg. 6 18/08 School Improvement Plan The Headteacher confirmed that he had contacted the Headteacher of Alexandra Park School to request permission to ask their parents for book donations. He had not received any further feedback from the Headteacher concerning this matter.

A selection of new books had been purchased at a great discount rate. Thanks were recorded to Jenny Jekyll for arranging this.

The Chair reported that he had been in touch with his contact at Penguin Books, but that no book donations had been made.

Pg. 7 18/12 Premises The Chair said that, as mentioned earlier in the meeting, the new plans for the building project were not yet available.

18/23 **FINANCE**

End of Year Forecast 2017/2018 Governors noted that the key information was that:

- There was a carry forward of £156,000.
- There was, however, a staffing deficit of £63,000 due to the additional investment in teaching, which meant that the actual carry forward figure would be £93,000.

A brief discussion ensued about the financial impact to the School of low numbers on roll in Reception.

Ratification of the Budget 2018/2019 This had been scrutinised in full by the Finance Committee and was presented for ratification. It was highlighted that:

- All costs had been trimmed and some services had therefore been cut. An overview of the services affected was provided.
- The Chair suggested researching voluntary counselling services as it was felt this was an important facility at the School. Jenny Jeky!! undertook to research this matter.

Action: J Jeky!!

- A Governor queried whether parents could be asked to fund the drumming tuition that was being cut. The Headteacher explained that there had been issues in the past with obtaining this type of payment from some parents.

After full consideration the budget for 2018-2019 was **RATIFIED**.

A discussion ensued about the possibility of leafleting in the local area to promote the School with the hope of increasing numbers on roll in Reception. A Governor said that she felt that this would be beneficial to local houses. The Chair undertook to obtain quotations for a leafleting service.

Action: Chair

Governors were reminded that during a recent meeting at Kidz Kabin, they had been willing to promote the School at the relevant time of year for admissions. The Chair said that they would be contacted in October 2018. It was decided that the Governing Body should also contact the new local private provider Monkey Puzzle.

Financial Management Policy The Chair highlighted that the main amendments to the document were the inclusion of the Business Manager's role, creating separate sections for petty cash and credit cards and adding a section about the School's money handling website.

In relation to the section on page three about the Governing Body's role in the sign-off of virements in excess of £5,000, the Chair proposed that this function be delegated to the Finance Committee. This was **AGREED**.

A Governor queried whether school contracts were being closely monitored by the Finance Committee and the Headteacher confirmed this to be the case.

The Chair highlighted section 7 on purchasing and contracts. The Chair said that he felt procurement should be sought for purchases of £5,000 and over, rather than £10,000, and this was **AGREED**. Meera Depala undertook to update the policy accordingly.

Action: M Depala

After full consideration, the Financial Management Policy was **RATIFIED**.

Thanks were recorded to Meera Depala for her work reviewing this policy.

18/24 **SCHOOL IMPROVEMENT PLAN (SIP)**

The SIP had been circulated to all Governors and was received and noted.

The Headteacher highlighted that work on each of the priorities: Attendance, Outcomes, Teaching and Leadership & Management was ongoing.

The Chair reported that the scrutiny systems for each pupil and teacher target checks had been successful. The Vice Chair undertook to carry out a spot check of all key monitoring systems. She would co-ordinate this with the Headteacher.

Action: Vice Chair

Pupil Progress meetings would be taking place on 16 May 2018. A suggestion was made that Governors become more involved in these meetings. A discussion ensued about the confidential nature of some of the information discussed and whether it would be suitable for Governors to attend. The Chair undertook to investigate this matter further.

Action: Chair

A Governor asked whether it would be possible for parents to have the password for Accelerated Reader so that children could access it from home. Sarah Johnson said that this would be possible if parents assured the School that they would not help their child complete the tests. Governors were assured that children had the opportunity in school to use the computers to carry out their Accelerated Reader work. It was recognised that they could be given quicker access to the test at the end of each book. Staff would be reminded about this to ensure consistency across the School. This matter would be given further consideration before deciding whether passwords would be provided to parents.

Action: S Johnson

18/25 **PERFORMANCE SCORECARD**

The scorecard documents had been circulated to all Governors. The Headteacher highlighted some key points:

- There had been an improvement in Reading throughout the School.
- Progress in Maths had been satisfactory, excluding Year 6.
- There had been a drop in progress in Writing, especially in Years 4, 5 and 6.
- Reading and Maths progress was particularly strong in Years 1 and 2.

The initiatives underway to address the actions in the SIP were hoped to continue to improve progress throughout the School. It was noted that:

- The Power of Reading programme was also boosting children's writing. There were lots of opportunities for writing within the lessons.
- Books had been strong during the moderation exercise.

A discussion ensued on the impact on data of high pupil mobility within the School. A Governor asked that a column be added to the scorecard spreadsheets for this group of children.

Action: Headteacher

Governors heard that Accelerated Reader was supporting the children who did not have access to books at home. An overview of Destination Reader, a new strategy being introduced in Key Stage 2, was provided.

It was noted that, in Maths, the use of the White Rose scheme for maths mastery was going well.

18/26 **PERSONNEL**

The Headteacher reported that the terms and conditions for the Premises Manager had been improved. It was hoped that this would aid his retention.

The School had tried to recruit a new teaching assistant to support a child with an EHCP. This recruitment process had been unsuccessful and so a further round of interviews would be required following re-advertisement of the post.

The Headteacher reminded Governors that the deadline for teaching staff to resign was 31 May 2018.

18/27 **PREMISES**

The Chair updated Governors concerning the process for the building plans at the School. He presented the proposed outline specification to Governors. They were reminded that prohibitive costs meant that the work on the classrooms could not now go ahead.

The school land to be sold had been valued at £1.8 million. The project would receive funding from the LA of £800,000 which gave a total amount of £2.6 million.

The Chair undertook to find out what the costings would be for the redevelopment of the classrooms included in the original plans.

Action: Chair

Governors were reminded that the six-week consultation period for the building work was now underway. An event for the public was also scheduled to take place that Wednesday from 4.00pm – 7.00 pm at the School. The

Chair reported that there had not been any negative responses received yet from the consultation.

A Governor highlighted the letting potential of the new MUGA.

The Chair said that the drawings and costings of the project would be presented to Governors at the meeting in May 2018.

18/28 **ANY OTHER BUSINESS**

- a) SEND Policy Governors were informed that this would be presented at the next meeting.
- b) Partnership Update The Headteacher said that this item was on every agenda of the Teaching and Learning Committee.

18/29 **DATES OF COMMITTEE MEETINGS**

These were to be confirmed.

18/30 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next Governing Body meetings were confirmed as:

Summer (1) – Monday 21 May 2018 at 6.30 pm
Summer (2) – Monday 16 July 2018 at 6.30 pm

The Chair asked Governors whether meetings should continue to be arranged at the beginning and end of each term. A brief discussion ensued and it was decided that with effect from the Autumn Term, meetings would be arranged for week four of each half term. The Clerk undertook to schedule the meeting dates for the next academic year and would send these to the Headteacher and Chair for approval before circulating to the Governing Body.

Action: Clerk

Committee Chairs were asked to then schedule the dates of their committee meetings for the new academic year.

Action: Committee Chairs

There being no further business, the meeting closed.