

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 27 MARCH 2017**

MEMBERS

LA GOVERNOR

1 x vacancy

PARENT GOVERNORS

*Mr Jason Reeves (18.03.18)

1 x vacancy

PARTNERSHIP GOVERNORS

*Councillor Barry Rawlings (21.11.18)

Mrs Rachel Landau (11.12.20)

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

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

Mrs Sarah Johnston (4.2.19)

*denotes member present

NON-VOTING OBSERVER

Ms Skeve Constantinou, Assistant Headteacher

IN ATTENDANCE

Mrs Caroline Winston, Clerk

17/13 **APOLOGIES**

The Chair welcomed all to the second Spring Term meeting.

Consent was recorded to apologies for absence submitted on behalf of Rachel Landau, who was on her honeymoon.

Jason Reeves apologised that he would need to leave the meeting by 7.30pm.

The Chair informed Governors that the Barnet Partnership for School Improvement (BPSI) inspection report had not been circulated as it was yet to be published.

17/14 **MINUTES OF THE MEETING HELD ON 23 JANUARY 2017**

The minutes of the meeting held on 23 January 2017 were confirmed, initialled and signed by the Chair.

17/15 MATTERS ARISING/ACTIONS

Arising from the minutes:

Pg. 1 17/01 Apologies The Chair reported that, following her absence again at the last meeting, he had contacted Reema Patel to discuss her governorship. She had decided to step down as LA Governor due to work commitments.

Pg.2 17/03 Matters Arising: Three-year Projection The three-year budget would be analysed at the next Finance and Premises Committee meeting. A stress test would be undertaken with budgetary cuts of 1% and 3%.

Action: Finance and Premisesd Committee

The Chair requested that the three-year budget be added as an agenda item at the next Governing Body meeting.

Action: Clerk

Pg. 2 17/03 Matters Arising: Fundraising The Chair was pleased to report that he had recruited Wendy Dimitriadi to lead on fundraising for the School. She had been introduced to the PTA and would be raising funds for a list of approved projects, which the Headteacher would be drafting in the summer term.

Pg.3 17/03 Matters Arising: Voluntary Contributions Jason Reeves had circulated a parental voluntary contributions request example letter, as discussed.

Pg. 3 17/03 Matters Arising: Early Years The Headteacher confirmed that he had contacted Debra Davis, Early Years Team, but had yet to receive a response.

A discussion ensued and it was noted that roll numbers in the Nursery had risen slightly. The 30-hour provision would be offered on demand. The Chair queried whether the School should be more proactive about filling its Nursery roll. The Headteacher said that the 30 hours would initially be offered to existing families attending the Nursery and then to new children joining. A Governor mentioned hearing that in another borough, children in receipt of the 30 hour nursery places then had to have Reception places held for them the following year. This was not something the School had heard about and the Vice Chair undertook to check this.

Action: Vice Chair

The Chair said that he wanted the School to continue to strive to fill the nursery roll using social media and publicity material. The Headteacher said that at the next meeting he would have the new admissions numbers joining Nursery in September.

Action: Headteacher

Pg. 3 17/03 Matters Arising: SFVS Meera Depala had reviewed the audit checklist as agreed. She would be reviewing the Financial Management Policy with the Chair and Lenka Jenks, School Business Manager, next term.

Pg.3 Matters Arising: Policy Framework Review Cycle The Vice Chair confirmed that she had checked all those policies that came under the remit of the Teaching and Learning Committee. She undertook to correspond with Lenka Jenks in order to complete the others.

Action: Vice Chair

Pg. 4 17/03 Matters Arising: School Website The Headteacher confirmed that he had used the BPSI website checking service and that work was underway to update the website according to their findings. He was pleased to report that it had already been significantly improved.

Pg.4 17/03 Matters Arising: Committee Review The Chair of the Teaching and Learning Committee confirmed that the new Terms of Reference had been completed and submitted to the Clerk. Terms of Reference for Finance had been created but did not include the Premises element of the Finance and Premises Committee. The Chair proposed that Premises should become a separate working party and this was **AGREED**. The Finance Terms of Reference would be submitted to the Clerk for circulation. The Personnel Committee had completed their Terms of Reference but they were still to be circulated. The Chair undertook to sign off the documents once he had received them.

Action: Chair

The Chair also undertook to review of the Terms of Reference of the Governing Body.

Action: Chair

Pg.4 Matters Arising: Scorecard The Headteacher was asked whether the new teaching assistant position in Year 2 had made an impact on results. In reply, he said that this could not be evidenced yet in terms of data due to the short timescale, but that the support was invaluable and beneficial to the School. The allocation of teaching assistants would be reviewed in May 2017 by the Personnel Committee.

Pg. 4 Matters Arising: Academisation Cllr Rawlings reported that he had arranged a meeting with the Vice-chancellor of Middlesex University in the third week of April. He undertook to report back on this at the next meeting.

Action: Cllr Rawlings

Pg. 5 Matters Arising: increasing GB profile within School The Chair and Vice Chair were pleased to report that they had attended the School College meeting as agreed at the last meeting. They had taken away four actions from

this meeting. They would be taking the premises plans for members of the College to view at their next meeting.

Pg. 5 17/05 Premises The Chair said that an additional meeting of the Governing Body would be called in order to discuss the premises plans once they were available.

Pg. 6 17/07 School Improvement Plan (SIP) The Headteacher undertook to add 'improving punctuality' to the SIP.

Action: Headteacher

Pg. 6 17/07 BPSI Review Action Plan It was confirmed that attendance had become a regular item on the Teaching and Learning Committee agenda as requested.

The BPSI Review Action Plan had been circulated to all Governors by email.

All Disclosure and Barring Service (DBS) checks had been completed. The Chair undertook to check that Rachel Landau had also completed this process.

Action: Chair

It was agreed that, immediately before the next Governing Body meeting, a session on progress since the BPSI report would be held for Governors.

Action: Chair

Pg. 8 17/11 Any Other Business (c) Edubase The Headteacher confirmed that all Governor details had now been entered onto Edubase.

Pg. 8 17/11 Any Other Business (d) Governance Audit The Chair had completed and submitted this document to the local authority (LA).

17/16 **RATIFICATION OF THE BUDGET 2017-2018**

The budget for 2017-2018 was tabled. The Headteacher highlighted that:

- Teaching staff costs were increasing due to incremental pay increases.
- Savings had been made in IT
- Income projections were possibly conservative as they were based on the last years' figures.

The Chair queried whether there were enough funds in the budget for any unexpected costs. In reply, the Headteacher said that it was a tight budget but was workable with its healthy carry forward. He added that the carry forward was, however, earmarked as reserves for the premises project rather than contingency funding.

After full consideration the budget for 2017-2018 was **RATIFIED** by the Governing Body.

17/17 **GOVERNING BODY MEMBERSHIP**

LA Governor Vacancy

The Chair reminded Governors that, following Reema Patel's resignation, there was now a vacancy for an LA Governor. The Chair suggested that Cllr Barry Rawlings should transfer to this position from his current role as Partnership Governor. This was agreed and the Clerk undertook to forward Barry Rawlings an LA Governor nomination form.

Action: Clerk

Co-opted Governor Vacancy

The nomination form for Meera Depala was tabled. After full consideration it was **AGREED** that she be appointed as Co-opted Governor with immediate effect for the four-year period ending 26 March 2021.

Parent Governor Vacancy

Following an unsuccessful Parent Governor election there remained one vacancy. A discussion ensued about the skills the Governing Body were hoping to attract for this post. The Chair said that he would like this person to take a strategic role with the PTA. It was also hoped that the Governing Body could find somebody who could support the premises project and non-academic areas of the School. It was decided not to hold another election until the new academic year, when the new parents would have joined the School.

The importance of succession planning was raised. It was highlighted that the term of office of Jason Reeves would end on 18 March 2018. He no longer had children in the School and would therefore not be eligible to stand again for this role.

A further discussion ensued on the need to attract someone to the Governing Body with skills useful to the premises project. The Chair said that this could be as an Associate Member if necessary. The Vice Chair undertook to speak to her father about this as he had a background in structural engineering. It was agreed that he be asked to attend the Premises Working Group along with Richard Groves.

Action: Vice Chair

17/18 **BPSI REVIEW**

The Headteacher reminded Governors that the BPSI Review report had not yet been published. The Chair said that he was feeling optimistic following the visit. The follow-up actions from the last inspection had all been followed up and progressed. He recorded thanks to the Headteacher and Deputy Headteacher for their leadership and continued hard work.

A key area of focus following the inspection was operations in the classroom. The standard of teaching was already good, but differentiation needed addressing. The challenging of high attainers was especially important. It had been noted that differentiation for children with special educational needs (SEN) was good.

The Headteacher had requested feedback from the reviewers and agreed that the process felt more optimistic than the previous review. He said that attendance had been praised, as had the close monitoring of groups of pupils within the School. He said that there was now a clear steer to focus on the teaching and learning. He was more hopeful that the School could achieve a good grading when Ofsted next visited.

Governors heard that the Headteacher had given an assembly that morning about challenge.

An initial plan had been drafted to address differentiation. This would go to the Teaching and Learning Committee, together with some sample teaching planning. The Headteacher suggested that Nancy Stone should attend the next Teaching and Learning Committee meeting to discuss this. It was also suggested that Elizabeth Renouf-Crotty should attend their meeting in June to talk to committee members about Maths.

Action: Headteacher

The Headteacher encouraged governor visits as part of the learning walk process. The Teaching and Learning Committee would attend the next learning walk.

Action: Teaching and Learning Committee

The Chair, Vice Chair, Headteacher and Deputy Headteacher were meeting weekly to work on the action plan following the review. The Headteacher said that he expected Ofsted to visit during the summer term.

Jason Reeves left the meeting at this point.

17/19 **PERFORMANCE REVIEW**

Reading – Performance Scorecard

The data was noted.

The Chair highlighted that Year 3 appeared to be a weaker group in terms of progress and in reply the Headteacher said that children with SEN had an impact on this column.

A Governor queried why none of the children in Year 6 were making better than expected progress from the end of Key Stage 1. The Headteacher explained that this was the last cohort of children for whom Key Stage 1 data had possibly been inflated. He added that this was also due to the increase in expectations since Levels had been abolished.

A Governor asked how the School were feeling about this year's SATs tests. The Staff Governor replied that this was only the second year of the new tests and there was a very mixed cohort in Year 6. Some of the children were not expected to make the combined targets. She had been informed that the

reading test was expected to be as difficult as the previous year's test. She highlighted that, despite this, some children in Year 6 were making rapid progress from the start of this academic year. This was not seen in the circulated data, but was apparent when reviewing RouteMap.

Writing – Performance Scorecard

It was noted that the Reading data was generally higher. The Staff Governor said that the standards in reading were the best that they had been for some time in Year 6. It was noted that there were already children working at greater depth. The Headteacher added that this had been moderated by Muswell Hill School.

Maths – Performance Scorecard

A Governor highlighted the red areas in Year 4. The Deputy Headteacher explained that this class had 10 children on the SEN register and were a high-needs group. The Headteacher added that a Maths specialist was now teaching this class and he expected to see an improvement in the data.

Data Spreadsheet

The Chair commended this document that had been circulated to all Governors by email. He requested that this be RAG rated and the Headteacher undertook to do this.

Action: Headteacher

Non-learning Outcomes

The information was noted.

The Headteacher said that the senior leadership team had been doing more work on staff retention. There was currently one teacher leaving in the summer term from Year 5. Interviews for this position had been carried out and a strong candidate selected who would be starting after the Easter break.

17/20 **SCHOOL IMPROVEMENT PLAN (SIP)**

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

- a) Attendance The Chair asked about the use of the Educational Welfare Officer (EWO). The Headteacher reported that the School was continuing to use the LA EWO but had increased their buy-in from half termly school visits to monthly visits.

In response to a Governor's enquiry, the Deputy Headteacher said that the children were really engaged with the new attendance reward system.

- b) Differentiation The Headteacher drew Governors' attention to the section 'Improve teaching so that it provides effective challenge for all learners and delivers improved attainment and progress'. It was noted that the actions in this area were all completed or in progress. The Chair queried whether pupil progress meetings should be added to this section and in reply the Headteacher said that they should not as this was standard practice.
- c) Estates and Facilities The Chair requested an update concerning the action related to the sourcing of quotations from security companies. The Headteacher confirmed that he had been working on this and updated Governors on the type of security changes that would be made.

A discussion followed about arrangements in place for the After School Club and it was agreed that the back entrance to the School would start being closed at 3.30 pm. The Headteacher undertook to notify parents of this new arrangement.

Action: Headteacher

17/21 PREMISES

The Chair had circulated drawings of the current plans for the premises. He reminded Governors that Capita had proposed to take the project forward with the current drawings. The next step would be for them to seek consent under section 77 of the Schools Standards and Framework Act 1998 and to progress the pre- planning stages.

Governors heard that the Chair had approached another firm of architects for a feasibility and they had identified that the current Canteen area might be suitable for the development of 21 flats. This would increase revenue and it was AGREED to ask Capita to produce drawings and do a new feasibility along these lines.

The Chair suggested that he would arrange an early evening meeting with Governors to review the new plans before they were sent to the planning department. The plans would then go to consultation with all stakeholders and the findings sent to the Department for Education (DFE). The next stage would be pre-planning about the loss of land before going to full planning.

17/22 HEALTH AND SAFETY – GOVERNOR APPOINTMENT

The Chair said that a Governor should have responsibility for Health & Safety and he volunteered to fill this role. This was **AGREED**.

17/23 CLERKING

The Clerk left the room for this item.

The Governing Body decided to continue using Governor Services for the Summer Term. A discussion was held around Clerking for the subsequent Academic Year and a choice was offered between staying with the existing Barnet service at a higher cost or retaining the current Clerk's services for a lesser cost. The worst case scenario of not continuing with the current Clerk in the future was to be go back to Barnet anyway so it was AGREED to commission the current clerk for the Academic Year 1718. Hollickwood would continue to buy into the LBB training package for Governors.

Action: Chair

The Clerk returned to the meeting.

17/24 **ANY OTHER BUSINESS**

- a) Safeguarding The Deputy Headteacher requested that Safeguarding become a standard agenda item in the future.

Action: Clerk

The Deputy Headteacher said that she would report on anonymised data at each meeting.

Governors were asked to notify the Deputy Headteacher of any safeguarding training that they had undertaken. She would be keeping a record of this.

Action: All Governors

- b) Parent Survey Results The Headteacher reported that there had been a disappointing 26 returns from the recent parent survey. He undertook to circulate the results to all Governors by email.

Action: Headteacher

It was noted that in response to the question about the introduction of voluntary parental contributions to the School, 62% had agreed or strongly agreed with this.

The actions arising from the parent survey would be included in the next update of the School Improvement Plan (SIP).

- c) Changes to Local Parking Restrictions A Governor said that she had been informed that the Council planned to paint double yellow lines along the entire length of Sydney Road. Cllr Rawlings said that he was aware that a raised island was being installed on the junction of Sydney Road and Hampden Road but had not heard about the yellow lines. He undertook to find out about this and would report back to Governors.

Action: Cllr Rawlings

- d) Governor and Staff Social The Chair suggested that this be arranged for the start of the summer term. A brief discussion ensued about the best time of day for this and it was agreed to meet at 5.30 pm.

Action: Chair.

17/25 **FUTURE MEETING DATES**

The dates of future meetings were confirmed as:

Summer (1) – Monday 22 May 2017 at 6.30 pm

Summer (2) – Monday 17 July 2017 at 6.30 pm