

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 22nd NOVEMBER 2021**

MEMBERS

LA GOVERNOR

Cllr Barry Rawlings (21.1.2022)

PARTNERSHIP GOVERNORS

*Mr Adam Fagan (1.2.2025)(Chair)

*Ms Sara Liney (5.7.2025)

HEADTEACHER

*Ms Skeve Constantinou
(Acting Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.2022)

PARENT GOVERNORS

*Mrs Lucy Drane (27.2.2023)

1 vacancy

*Mr Dren Lubovci (5.7.2025)

* Mr Ahmed Hammam (15.10.2025)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.2023)

*Mrs Kirstie Stroud (7.2.2023) (Vice Chair)

Mrs Cristina Palmer-Romero (11.5.2024)

*Ms Eleanor Diamond (5.7.2025)

IN ATTENDANCE

Lenka Jenks - Clerk

Andy Griffiths – Consultant Head Teacher

21/79 **APOLOGIES**

The Chair welcomed all to the meeting. Welcomes were extended to Andy Griffiths, the Consultant Head Teacher supporting the school.

The Chair reminded the board that there will be a Part II without any staff members present due to potential conflict of interests. Part II will be to discuss further action after the unsuccessful interview process and will be joined by Ms Katie Dawbarn, Learning Network Inspector and Mr Neil Marlow, the Director of School Improvement and Traded Services.

Apologies were recorded for Cristina Palmer-Romero.

The new parent governor Ahmed Hammam was also welcomed to the meeting.

21/80 **DECLARATION OF PECUNIARY INTEREST**

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

21/81 **PART I MINUTES OF THE MEETING HELD ON 27th SEPTEMBER 2021 AND
MATTERS ARISING**

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

There were no matters arising.

21/82 **GOVERNING BODY MEMBERSHIP**

Parent Governor Election The school advertised the Parent Governor vacancy and one application form from Ahmed Hammam was received. The only application was circulated to all Governors and after full consideration it was **RESOLVED** that Ahmed Hammam be appointed a Parent Governor for the four-year period ending 15th October 2025.

Ahmed briefly introduced himself.

One resignation with immediate effect was received from Sue Bayliss. This creates a Parent Governor vacancy to be filled and it was agreed that the election process would be repeated in due course.

Action: The Clerk

21/83 **REPORT OF THE HEAD TEACHER**

A full report had been circulated to all Governors and this was received and noted.

Arising from the report:

a) Overview – pupils on roll

The Acting Head Teacher updated that nine out of ten Nursery places offered have now been accepted.

b) Teaching and Learning/Staffing

A Spanish Assistant has been appointed, started last week and was well received.

c) School Improvement Plan

The Acting Head Teacher will be working on this with the Consultant Head Teacher and implement the actions from the school evaluation visit.

The Consultant Head Teacher added that he has met with all staff members, observed lessons, looked at books and it has been really productive and important to inform the future school improvement plan.

The Chair asked how many children will be attending Nursery in total in January.

There will be 25 children in total, which is a lot less than expected for this time of the year. Out of 52 space, in January 45 places are expected to be taken. The school has been promoting the Nursery by organising an open day, a local playgroup relocated some of the sessions to the school and a neighbouring primary school's children centre started running play sessions again. The parents of pre-school children are interested in applying for places but their

children are still too young. There have been enquiries regarding two-year-old provision, to which the acting head teacher added that the school does not have facilities for this.

The Consultant Head Teacher informed the board that during the open day there were parents enquiring about the two-year-old provision and having this would set the school aside from the neighbouring schools.

However, current space would need significant investment and remodelling. The Chair enquired whether a scoping exercise could be done to see whether remodelling would be possible and affordable.

The Vice-Chair commented that in her previous school the two-year-old provision was brought in to increase the Nursery numbers and it was successful but she agreed that a significant remodelling took place. This was funded by their Local Authority and she asked whether there would be any funding available from the Barnet Borough.

A Governor asked how many of those in Nursery are attending full time. There will be three out of nine new children attending full time.

The Chair reiterated that it is very important to attract families to take the Nursery places as they would feed into the school places and the school funding is reliant on how many children attend the school.

d) COVID-19

The Acting Headteacher also updated the board on the increase of cases since the report was circulated. There has been spike in November, two members of staff and sixteen children are off with COVID-19 at the moment. In one class the threshold was reached and the LCRC advice was to proceed with amber action plan, which the school already had in place. This plan will be in place until 3rd December when it will be reviewed and will either revert to green or progress to red measures.

e) Staff development

A few staff went to Brunswick Park School for phonics and history. Phase leads will be going to meet with the head of school to discuss the curriculum. The school started looking at planning in depth and joint planning also took place.

The Chair asked about the new teachers and who supports them. The Consultant Head informed the board that one of the teachers from his school agreed to support the early career teacher and will be doing so in the Spring term.

The Consultant Head Teacher confirmed that the visits to Brunswick Park School were successful and it is good practice to share experience.

The Vice-Chair enquired whether the staff members supporting early career teacher (ECT) have been given training.

Training was provided by the Local Authority and all involved in ECT process have been trained appropriately.

21/84 **SCHOOL EFFECTIVENESS VISIT**

Hollickwood is a school causing concern and the Local Authority were asked to carry out the School Effectiveness Visit (SEV) to inform the Governing Body to assess the current developments in the school.

Katie Dawbarn and Louise Yarwood visited the school, observed classes and produced the report, which was circulated to the Governing Body prior the meeting.

A Governor asked about the curriculum and when is it going to be rolled out and embedded. The Acting Head Teacher responded that the curriculum work started just before lockdown, which made it difficult to be put in place but the documents were created and are in place. The SEV shows that the school needs to clearly show how the curriculum is being delivered, how it is put on planning and how children know the curriculum is there.

Another Governor asked whether there was going to be a final document the board could read. The Acting Head Teacher explained the process, that the enquiry based curriculum would meet the children's needs and rationale behind the drivers. The school needs to ensure that all teachers are understanding the documents and using them in their planning.

The Vice-Chair said that children and families do need to understand the curriculum and the importance of it. Is there going to be a launch of the curriculum? The Acting Head Teacher replied that it was the plan in September, however, significant staffing changes took place in that time but the launch does need to take place for everyone to understand the curriculum. Training for staff is ongoing, history was done and consultancy hours are being used for Maths specialist from Barnet. The Vice-Chair commented that it seems the school already started tackling the issues with specific actions and it would be beneficial to put the action plan on the timeline. There are quick fixes that could be done on the environment like phonics, reading corners or library to which Friends of Hollickwood could contribute.

The Consultant Head Teacher agreed that the school needs to simplify their curriculum and look at how it is then delivered.

A Governor asked about the phonics scheme. This was narrowed down to two schemes and should be implemented by January.

The Staff Governor's reflection on the report was that she was aware there were inconsistencies and she is focusing on tailoring of the Maths curriculum for the school, talking to other schools and BPSI. Peter Warwick is coming in to support with the Maths curriculum part.

The Consultant Head Teacher commented the school has to go back to the start and apply quick fixes, get everyone on board. It is clear that the school did not have capacity for induction, training of the new staff. The release time is important to ensure that mentoring and monitoring can continue and be embedded and this has not been happening.

The Chair said that the leaders of the school must have confidence in their subject leaders and if this is not happening the positions should be reviewed.

The SIP is being reviewed

21/86 **DATA**

The Acting Head Teacher apologised for technical difficulties she had with data input and requested for this to be discussed in the curriculum committee meeting.

21/87 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Ed Tytherleigh summarised the current situation of the project and expressed his frustration with the delays. The Local Authority have been consulted but not yet made the decision whether they would be able to take on the project. The whole process is too slow and the school could take another approach.

The Chair suggested that the working group reconvenes and forms further plan. The building project working group meeting is to be scheduled for the coming days.

Action: E.Tytherleigh

21/88 **COMMITTEE UPDATES**

Curriculum and Wellbeing Committee meeting did not take place prior to this meeting. There is nothing to report.

Resources Committee meeting took place on 14th October 2021, in which the redevelopment was also discussed and one of the Governors was going to liaise with the Local Authority and see if he can help to move the matters forward.

The Chair requested for the Chair of Resources Committee to liaise with the Acting Head Teacher regarding the scoping exercise and cost for the two-year-old Nursery provision and add it on the agenda for the next committee meeting.

Action: D.Lubovci

21/89 **CALENDAR**

The next events that will be taking place will be winter concerts which are being planned for outdoors this year.

The learning walks will also take place soon and will be carried out by the Acting and Consultant Head Teachers.

21/90 **POLICIES**

The Child Protection and Safeguarding policy has been circulated to all Governors for comments. No comments were received and the policy was **RATIFIED**.

The reviewed policy has also been uploaded to the school website. The school had not been able to make any updates on the website due to difficulty obtaining

permission from LGfL. This has been resolved and updates and corrections are being made.

The Chair offered his thanks to all involved in the creation of the new website.

The Governors requested for a website audit to take place and be circulated.

Action: L.Jenks

The Charging and Remission Policy has also been reviewed and circulated to all Governors. There were no comments received and the policy was **RATIFIED**.

21/91 **ANY OTHER BUSINESS**

A Governor reminded the Board that an OFSTED training for Governors was cancelled earlier in this academic year and should be rescheduled. The Chair requested for the Clerk to reschedule the session.

Action: The Clerk

School Admissions Arrangements

The Acting Head Teacher explained that the Governing Body must determine admission arrangements, including their Published Admission Number (PAN), every year, even if they remain unchanged and must consult if changes are being proposed to the admission arrangements or if they have not been consulted on within the last 7 years. She also explained that the minimum consultation period is 6 weeks and must take place between 1 October and 31 January. The Local Authority can circulate the documents on the school's behalf but these need to be submitted by 24th November. The Acting Head Teacher has prepared the Admission Arrangements documents, which she will circulate to the Board for approval.

Action: S.Constantinou

21/92 **FUTURE GOVERNING BODY MEETING DATES**

Spring (1) – Monday 24th January 2022 at 6:30pm

Spring (2) – Monday 14th March 2022 at 6:30pm

Summer (1) – Monday 9th May 2022 at 6:30pm

Summer (2) – Monday 18th July 2022 at 6:30pm

The Chair thanked all who attended the Part I of the meeting and the meeting continued in Part II.

MOTION OF CONFIDENTIALITY

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.

