

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 28 JANUARY 2019**

MEMBERS

LA GOVERNOR

*Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

*Mr Stuart Bewley (25.3.22)

Mrs Rachel Landau (11.12.20)

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.22)

PARENT GOVERNORS

*Lucy Drane (27.1.23)

*Mrs Jenny Jekyll (25.09.21)

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

Skeve Constantinou –Deputy Headteacher

IN ATTENDANCE

Lenka Jenks – School Business Manager

Caroline Winston - Clerk

19/01 **APOLOGIES**

The Chair welcomed all to the meeting. Introductions were affected around the table for the benefit of Lucy Drane, prospective new Parent Governor and Lenka Jenks, School Business Manager.

Consent was recorded to apologies for absence submitted on behalf of Rachel Landau, who had childcare issues now on Mondays. The Chair undertook to contact Rachel to discuss her role as governor.

Action: Chair

19/02 **DECLARATION OF PECUNIARY INTEREST**

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

Lucy Drane left the room at this point.

19/03 **GOVERNING BODY MEMBERSHIP**

Consideration of Appointment of Parent Governor The Chair reminded Governors that despite running two consecutive parent governor elections, there had been no nominations. The Governing Body was therefore now able to appoint a parent and a nomination had been received from Lucy Drane. The Chair reported that her skills were in promotion and community activity. After full consideration it was **RESOLVED** that Lucy Drane be appointed a Parent Governor for the four-year period ending on 27 January 2023.

Lucy Drane returned to the meeting and the Chair congratulated her on her appointment.

Consideration of Re-appointment of Co-opted Governor Governors were informed that the term of office of Kirstie Stroud would be ending on 9 February 2019. She was nominated for a further term of office and expressed her willingness to continue. After full consideration it was **RESOLVED** that Kirstie Stroud be re-appointed as a Co-opted Governor for the four-year period ending on 7 February 2023.

19/04 **COMMUNICATIONS REVIEW – LENKA JENKS**

Governors were reminded that the school had undertaken a full review of school communications ahead of the recent Ofsted inspection. The School website had also been reviewed for compliance.

Lenka reported that a questionnaire had been sent to parents ahead of this review, the outcome of which had been summarised in a communications strategic review document. Copies of this document had been circulated to all Governors. They were reminded that this was a live document and Lenka briefly read through the actions and progress for information.

A recommendation of this document was for a video to be developed for prospective parents that showcased all the positives about the School. Graham Hayday said that this was something he was hoping to be able to do through his workplace. He would keep Governors updated concerning this matter.

Action: G Hayday

A Governor asked how staff felt about producing the weekly updates for parents and in reply, Sarah Johnston said that they were mostly positive about this. Governors recorded their thanks to staff for this ongoing work.

The Chair said that he felt communication with parents was definitely stronger since the review and parent governors supported this view.

A Governor highlighted that there had recently been some typographical errors in school communication and said that it was important that all documents were proof read before distribution.

Lenka Jenks was thanked for her ongoing work on communications and she left the meeting at this point.

19/05 **PART I MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2018 AND MATTERS ARISING**

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

Arising from the minutes:

Pg. 2 18/78 Matters Arising: Register of Business Interest Forms The Headteacher confirmed that this information had been added to the School website.

Pg. 2 18/78 Matters Arising: Communications Review These two actions had been completed.

Pg. 2 18/78 Matters Arising: Frontage of the School It was reported that Tim Ferrar wanted to take the School to the Hampton Court Flower Show. He had requested travel expenses from the PTA for this. Part of the show would be the new frontage of the School, including work to the hedge. A brief discussion ensued, and Governors supported this in principle, as long as the funds raised for the frontage of the School were used for the purpose they were originally raised for. Jenny Jekyll was tasked by acting as liaison on this to the governing body with the Headteacher approving the final design.

Action: J Jekyll

Pg. 3 18/78 Matters Arising: Fundraising Governors were reminded that the Hollickwood Fund for the Arts embedded within the School. Parental contributions were continuing to go well. A Governor suggested letting parents, specifically in Key Stage 1, know how these funds were being used. There was currently a perception amongst some parents that this funding was being used more in Key Stage 2.

Two grant funding applications had been submitted by Christina Romero.

Pg. 3 18/78 Matters Arising: SATs Data In reply to a query, the Headteacher confirmed that the results of one child had been excluded from the data as planned.

Pg. 3 18/78 Matters Arising: Terms of Reference The Personnel Committee were still to review their terms of reference. The Vice Chair undertook to send the committee chair an example document.

Action: Vice Chair and S Bewley

The Finance Committee also undertook to review their terms of reference.

Action: Finance Comm.

Pg. 4 18/80 Skills Audit Overview: Risk Register The Clerk had provided the Chair with an example school risk register. The Chair reported that he had met with the Headteacher to complete this, but that after considering it further it had been felt that there was a good understanding of the School's risks and therefore the register was not completed.

Pg. 5 18/82 Three-Year Financial Projections The Headteacher confirmed that he had taken advice from HR as discussed.

Pg. 6 18/83 Recruiting New Pupils The Chair reported that there had been a big drive on work on filling the school roll leading up to the admissions deadline of 14 January 2019. It was important to keep up this momentum and so initiatives included:

- Flags at the front of the School. It was suggested that these were also erected at the back of the site.
- A local leaflet drop of 2,500 leaflets publicising the School
- An increased social media presence
- Joint School/Church activities
- Banner publicising the School outside the local church
- Ad hoc press releases would continue
- Promotion of the School in the Muswell Hill/Fortis Green Association
- Promotion of the School at the Summer Fair was suggested. An estate agent had already been sourced for sponsorship of the event which meant that local residents would have sales boards on their property publicising the event. Addresses for these boards should be sent to the PTA.
- The local pub, which was currently vacant, had been approached about the possibility of displaying a banner advertising the School on their perimeter wall.
- The Deputy Headteacher undertook to promote the adult language classes held in school.

Action: Deputy Headteacher

- A Governor undertook to identify additional local toddler groups to approach where the School could be promoted.

Action: L Drane

A Governor asked whether the 'Play Street' events were taking place locally this year. Cllr Rawlings undertook to contact the LA about this.

Action: Cllr Rawlings

The Chair said that he would be happy to co-ordinate this event for Alma Road and other Parent Governors were encouraged to support the idea as a forum to promote Hollickwood.

Pg. 7 18/87 Teaching & Learning Committee The Headteacher reported that it had been decided not to change the time that a lateness mark would be given as this would have a negative impact on the unauthorised absence data.

Online safety training for parents was ongoing.

A decision had been made not to re-circulate the Parental Conduct document to parents. Instead, the Behaviour Policy had been updated to include a section on parental conduct. This policy was available on the School website.

Pg. 8 18/88 Any Other Business (a) Termly Governors' Newsletter It was confirmed that the termly newsletter had been produced and distributed to parents.

19/06 **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 Learning Walks were scheduled for that week looking at questioning and challenge.

The Headteacher highlighted that there were currently no concerns over the quality of teaching.

- b) Attendance It was noted that the attendance for the term so far had been 95.6%. The target for the year was 96.5%. The Headteacher said that 95.6% was disappointing but there had been various mitigating factors including children still on roll slow to take up spaces at other schools, children not completing the term due to holidays and family trips, and a high level of illness.

Governors noted that Early Years had the lowest attendance at 92%. In the rest of the School it was 96.6%.

- c) Safeguarding It was highlighted that there were currently no pupils who were subject to either a Child Protection plan or a Child in Need plan.

Staff training was up to date. Two staff members had completed training with Place2be to support mental health and well-being among pupils.

- d) School Roll The Headteacher reported that mobility remained high. Six children had left the School last term, five to schools nearer to their home or in a new area and one because the family had chosen to educate in a faith school.

15 children in years 1 to 6 had joined the School since the start of this year.

There were currently spaces in all year groups apart from Year 2.

- e) Staff Professional Development The information was noted.
- f) Curriculum Developments and Events The information was noted. The Headteacher added that the School would be piloting the Year 4 times tables check and also new test materials for Key Stage 1.

19/07 **FINANCIAL PROJECTIONS**

Budget Dashboard data and budget summary information had been circulated to all Governors and was received and noted. Arising from this data it was reported that:

- The surplus brought forward last year had been £111,211.
- The projected carry forward for this financial year was now £34,472. The low school roll numbers were a huge factor in this.
- The School would go into a deficit budget in the 2019-2020 financial year without reductions in expenditure. With current school roll and staffing levels this deficit was projected to be approximately £40,000.
- The School's priority was to maintain a strongest teaching offer for its pupils.

MOTION OF CONFIDENTIALITY

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

(Part I resumed)

19/08 **RISK REGISTER**

This had already been discussed under item 19/05.

19/09 **SCHOOL IMPROVEMENT PLAN (SIP)**

The SIP had been circulated to all Governors. The Headteacher said that there had been no changes made since it was last discussed in December 2018.

19/10 **COMMITTEE UPDATES**

Finance Committee

The committee had met but minutes were not yet available.

It was reported that the School Financial Value Standard (SFVS) had been reviewed, signed-off and submitted to the LA by the deadline.

The budget projections had also been discussed in depth.

Personnel

The committee had met but the minutes were not yet available.

It was reported that the Headteacher's performance appraisal had taken place.

Teaching & Learning Committee

The minutes of the meetings held on 15 November 2018 and 24 January 2019 had been circulated to all Governors and were received and noted.

The Committee Chair said that the next meeting would be replaced with a Learning Walk.

19/11 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair was pleased to report that the DfE had given provisional approval to proceed with the build. This should be confirmed formally by 14 February 2019.

The next stage would be to go through a detailed planning application for the build. The Chair said that it was disappointing that Capita did not have the drawings for this already in place, nor had Barnet signed-off the funding for this part of the process. Governors heard that the Chair had been chasing this matter regularly and would continue to do so. Cllr Rawlings undertook to assist the Chair with this.

Action: Chair & Cllr Rawlings

19/12 **ANY OTHER BUSINESS**

There was none.

19/13 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next meetings were confirmed as:

Spring (2) – Monday 25 March 2019 at 6.30 pm

Summer (1) – Monday 13 May 2019 at 6.30 pm

There being no further business, the meeting closed.