

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 15<sup>th</sup> MARCH 2021**

**MEMBERS**

**LA GOVERNOR**

\*Cllr Barry Rawlings (21.1.22)

**PARTNERSHIP GOVERNORS**

\*Mr Adam Fagan (1.2.24) (Chair)  
1 x vacancy

**HEAD TEACHER**

\*Mr Hugh Vivian (Head teacher)

**STAFF GOVERNOR**

\*Mrs Sarah Johnston (4.2.22)

**PARENT GOVERNORS**

\*Mrs Lucy Drane (27.1.23)  
\*Ms Sue Bayliss (17.12.24)

**CO-OPTED GOVERNORS**

\*Mr Ed Tytherleigh (5.10.23)  
\*Mrs Kirstie Stroud (7.2.23) (Vice Chair)  
Miss Meera Depala (26.3.21)  
Mrs Cristina Palmer-Romero (11.05.24)

\*denotes member present

**NON-VOTING OBSERVER**

\*Ms Paraskeve Constantinou

**IN ATTENDANCE**

Mrs Lenka Jenks – Clerk

21/14 **APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded for Cristina Palmer-Romero and Meera Depala.

21/15 **DECLARATION OF PECUNIARY INTEREST**

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

21/16 **PART I MINUTES OF THE MEETING HELD ON 1<sup>st</sup> FEBRUARY 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.

21/17 **GOVERNING BODY MEMBERSHIP, CODE OF CONDUCT AND SKILLS AUDIT**

a) Code of Conduct

An NGA Code of Conduct was adopted and circulated to all members of the Governing Body. On show of hands it was recorded that the Code of Conduct was read by all governors present.

b) Skills Audit

Skills audit forms were circulated to all governors with the agenda last week and majority completed and returned to clerk prior to the meeting. The clerk asked for the remaining forms to be returned, so they can be collated into a matrix for the board to analyse the skills in the next meeting.

21/18 **REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

a) Proposal to increase the size of the Governing Body The Chair proposed to increase the size of the Governing Body and circulated the document prior to the meeting. The proposal is to include two additional parent/carer governors.

The Head teacher is supportive of the proposal, but pointed out that there may be a risk of parents not coming forward. A governor asked whether the board could be increased by any other type of governor and the Chair replied that he would like it to be parents, to represent the school's community and diversity.

The Local Authority confirmed that the restructure is possible and are happy to process the new Instrument of Governors proposal.

The governors present **AGREED** for the size of the Governing Body to be increased by two parent governors.

b) Proposal to reduce number of committees On the advice of an experienced chair of governors from another school, the Chair proposed to reduce the number of committees to two: a Resources Committee and a Curriculum and Wellbeing Committee.

The Head teacher agreed that it would make sense to reduce to two committees and it might be easier to meet.

The Vice-Chair commented that as a chair of a committee experienced crossovers and difficulty of making decisions needing the approval of another committee.

A governor reminded the board that there is another building project committee whose members are professionals not governors to which the chair replied that this will stay in place and once the project is completed the group will dissolve.

The board **APPROVED** for the number of committees to be reduced to two. The chairs of committees will be reviewed annually and the chair will follow

up with an email to all members for them to express their interest in either of the committees.

**Action: A. Fagan**

## 21/19 **REPORT OF THE HEAD TEACHER**

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

Arising from the report:

The Head teacher summarized the report.

The School Improvement Plan (SIP) part was missing in error and the Head teacher will circulate a separate report immediately after the meeting.

**Action: H. Vivian**

Attendance last week was very strong and everyone was happy to be back.

The Vice-Chair enquired about the curriculum timeline and teaching. The Deputy Head replied that the timeline will be updated and monitoring is also being reviewed with LNI's support.

**Action: P. Constantinou**

The Chair also asked how it felt compared to last time after lockdown. The Head teacher said that some children thrived and some did not. Two thirds of children were not attending school during lockdown and the perception is that most did not fall behind although it is hard to judge as it is unknown how independently they worked at home.

Some children leaped forward from working with parents although the stamina in writing has decreased. Handwriting suffered the most as children were working on computers a lot. It was a good week last week and pupils are really happy to be back in class.

The Deputy Head added that the focus points are expected to become clear in three or four weeks.

The Chair thanked the staff for their work in these difficult times.

A Governor asked about the COVID catch up fund and whether the school will be able to benefit from this. The Head teacher replied that the current state of the finances will not allow the school to use the funds to bring any new staff in but it will be used to safeguard current staffing structure.

## 21/20 **SCHOOL IMPROVEMENT PLAN**

School improvement plan was not circulated for this meeting as it was not relevant to remote learning but as reported within Head teacher's Report, the summary will be sent separately.

## 21/21 **SCORECARDS**

The Head teacher briefly explained the scorecard format for the benefit of the Chair and the new governor.

Disadvantaged (Pupil Premium) children are at risk of not attaining in line with their peers in all areas. This is marked in year groups with a higher number of DA children, notably the current year 6.

A governor remarked that there were no data for one class in Autumn term. This was an error and will be fixed.

Attainment of SEN pupils is down in some areas but not in progress which is positive. SENCO supports the teachers, some support from caseworkers. The school has no Speech and language therapy or other professionals. The Ethnic minority achievement (EMA) coordinator works with EAL children and the in-house team is strong. Finances do not allow to buy into professional support. Colour codes are based on expectations for the year group.

The Chair asked whether it would be possible to access more support if the school was part of BPSI. The Head replied that that is not the case, SEN support is a different part of traded services. The SENCO's source of support are the network groups in Barnet and Haringey.

#### 21/22 **COVID-19 RESPONSE**

The Head teacher said that he might be optimistic but the things might be on the road to normal. The staff are taking part in lateral flow testing, some have been vaccinated.

The original arrangements for parents in the mornings have changed slightly and the system works well.

#### 21/23 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Ed Tytherleigh updated the board on recent developments. The project was architecturally on track. Barnet team have scrutinized the financial aspect of the project and they are requesting a confirmation of the VAT position and 10% contingency. The building must pass two tests. It must qualify as an annexe and also 95% of its use must be for relevant charitable purpose. The working group has appointed an accountant who is to confirm whether the building qualifies to be VAT zero-rated. Barnet team require this confirmation before further funds are released and the project can continue.

#### 21/24 **COMMITTEE UPDATES**

There was nothing to report.

#### 21/25 **FINANCE**

The Head teacher reminded the board that loss of income this year was

significant. There was more funding received since last forecast and it is not immediately clear what the year-end position will be.

Meeting regarding redundancy reimbursement with Barnet finance team will take place on Friday.

#### 21/26 **CALENDAR**

The Deputy Head reported that the Single Central Record (SCR) check is due. The Vice-Chair carried out the last check and asked whether any other governor would be interested in doing so. A governor suggested that it would be beneficial to have guidance or checklist for SCR. The Deputy Head will send a copy to all governors. Meanwhile the Vice-Chair will carry out the next check.

***Action: P. Constantinou & K. Stroud***

#### 21/27 **ANY OTHER BUSINESS**

Ed Tytherleigh expressed his heartfelt thankyou for a kind gift from the governors.

#### 21/28 **FUTURE GOVERNING BODY MEETING DATES**

Summer (1) – Monday 10<sup>th</sup> May 2021 at 6:30pm

Summer (2) – Monday 5<sup>th</sup> July 2021 at 6:30pm

*Meeting continued*

#### **MOTION OF CONFIDENTIALITY**

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

*The meeting finished at 19:55*