

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 25th NOVEMBER 2019**

MEMBERS

LA GOVERNOR

Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

*Mr Stuart Bewley (25.3.22)

1 x vacancy

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.22)

*denotes member present

NON-VOTING OBSERVER

Ms Paraskeve Constantinou

PARENT GOVERNORS

*Mrs Lucy Drane (27.1.23)

*Mrs Jenny Jekyll (25.09.21)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.23) (Chair)

*Mrs Kirstie Stroud (7.2.23) (Vice Chair)

Mr Graham Hayday (11.12.20)

*Miss Meera Depala (26.3.21)

IN ATTENDANCE

Mrs Lenka Jenks – Clerk

19/73 **APOLOGIES**

The Chair welcomed all to the meeting and consent was recorded to apologies for absence submitted on behalf of Paraskeve Constantinou and Stuart Bewley. Apologies for absence and consequently resignation for Graham Hayday was also accepted. The board offered thank yous to Graham and wished him well for the future.

19/74 **DECLARATION OF PECUNIARY INTEREST**

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

19/75 **PART I MINUTES OF THE MEETING HELD ON 23rd SEPTEMBER 2019
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 19/61 Committee Terms of Reference

Terms of Reference for Staffing and Finance Committee have been completed and are to be sent to the Clerk for recording.

Action: S Bewley and M Depala

Pg. 2 19/61 Recruiting New Pupils

The Chair expressed that having a visible school sign board on Sydney Road is of importance (the current one is considered too small). However, the school budget does not allow for it to be replaced at present. A governor agreed to investigate whether there are any remaining funds available in the Hedge Fund to cover the sign.

Action: J. Jekyll

The Headteacher reported that no more action is required and the project has come to an end. He offered his thankyou to everyone involved.

Autumn Newsletter has been sent out.

Pg. 3 19/61 Fundraising

The Friends of Hollickwood have become a registered charity and the forms to claim gift aid can now be submitted.

Following on the Friends of Hollickwood meeting last week, the Reading Shed Project received positive feedback, the Committee agreed to release the funds and requested a purchase plan from the English Co-ordinator.

Pg. 3 19/61 Report of the Headteacher

a) Pupil Numbers

A Governor has reported that she is still waiting for the approval for the banner to be displayed by the local church.

Meeting for Nursery parents to provide information and assistance with primary school place applications has taken place and the Nursery staff also spoke to parents individually during school pick up/drop off.

Last year some local Nurseries were visited but the Early Years Co-ordinator feels that it did not have an impact on this year's admissions and due to staffing limitations it will not be organised this Autumn.

A brief discussion about the Nursery numbers ensued and the Governors came to conclusion that not extra promotional activities are required at the moment and the admissions will be monitored.

Pg. 4 19/63 Governing Body Membership

The Chair registered on two websites listing volunteers wishing to become Governors and contacted five potential candidates, from which responses are yet to be received.

The discussion about a potential Governor ensued and the Chair requested for the advert to be placed in the school newsletter.

Action: H Vivian

19/76 **GOVERNING BODY MEMBERSHIP**

Consideration of Re-appointment of Co-opted Governor

Governors were informed that the term of office of Ed Tytherleigh ended on 5th October 2019. He was nominated for a further term of office and expressed his willingness to continue. After full consideration it was **RESOLVED** that Ed Tytherleigh be re-appointed as a Co-opted Governor for the four-year period ending on 5th October 2023.

19/76 **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

The teaching profile is strong, enhanced by a student teacher in Year 5. This is an added value to the school and provides room for redeployment of year five teachers in this period of lower attendance due to illnesses.

b) Attendance

The attendance from Reception to Year 6 is at 96.6%, however the persistent absence is still an issue.

c) Any changes in pupil numbers/inward or outward mobility

Three year groups are over numbers – 31 pupils per each class. This is an increase since the last full Governing Body meeting. October census numbers increased by seven from last year. However, there is no particular pattern to these changes.

19/77 **VALIDATED SATS DATA**

The Headteacher presented the scorecards, which are showing that disadvantaged children across the school are making expected progress except year 5, where support in English is needed. The aim is to ensure that

Pupil Premium plan is implemented fully across the school which is proving to be a challenge with limited additionality, however the quality of teaching is good.

There is high mobility and number of EAL pupils in year 6 still the maths target score is expected to be at national average. A Governor suggested to use Venn diagram to highlight particular pupils and implement additional support. It was also commented that class by class monitoring format works well to identify where the support is needed.

19/78 **SCHOOL IMPROVEMENT PLAN (SIP) and SELF-EVALUATION FORM (SEF)**

SIP has been circulated to all Governors and most of the objectives are met. There is an embedded system to improve attendance, all subjects are being monitored and the 'Philosophy for Children' approach in classrooms is being implemented and will be formally monitored in due course.

19/79 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair has reported that a new architect and a new project manager came on board. The review meeting has been scheduled for 11th December 2019. The pre-planning application has been submitted and the surveys are to be carried out.

The school has been allocated a grant for this project, which is being held by the Local Authority and the Governing Body expressed concern that the school is having to cover the bills from the school budget before these can be claimed from the grant.

19/80 **COMMITTEE UPDATES**

Teaching and Learning committee took place last week. It was pointed out that current SEN support across the school is not sustainable.

The Assistant Head from Coldfall School attended the meeting. He is working on a project on metacognition, its aim and the process of it at our school. This is part of the NPQH course and at the meeting he provided feedback on the pupil consultations. He will provide feedback on the whole project once completed.

19/81 **POLICIES**

The Chair of Finance committee reviewed the Charging and remission policy. This was presented to the full governing body for ratification. There were a couple of points clarified and it was requested that a reference to the debt recovery policy to be included.

Action: L. Jenks

A new Pay Policy in line with Barnet policy has been issued. This will be passed on to the Chair of personnel committee for review.

Action: S. Bewley

19/82 **ANY OTHER BUSINESS**

An offer from NGA for a free Governor training course was presented. A Governor expressed an interest and will register for it in due course.

Action: L. Drane

The meeting finished at 20:00

19/83 **FUTURE GOVERNING BODY MEETING DATES**

Spring (1) – Monday 27th January 2020 at 6:30 pm

Spring (2) – Monday 30th March 2020 at 6:30 pm

Summer (1) – Monday 11th May 2020 at 6:30 pm

Summer (2) – Monday 13th July 2020 at 6:30 pm