

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**MONDAY 18<sup>TH</sup> MARCH 2024 AT 6.30PM**

**MEMBERS**

<p><b><u>LA GOVERNOR</u></b>          *Mrs Abigail Martin (1/2/2026)</p> <p><b><u>PARTNERSHIP GOVERNORS</u></b>          *Mr Adam Fagan (01/02/2025) (Chair)          Ms Sara Liney (05/07/2025)</p> <p><b><u>HEADTEACHER</u></b>          Mr Andy Griffiths          (Executive Headteacher)</p> <p><b><u>STAFF GOVERNOR</u></b>          Sarah Gillen (6.11.27)</p> <p>*Mrs Jo Kennedy (Non-Voting Observer)          Lenka Jenks (Non-Voting Observer)</p>	<p><b><u>PARENT GOVERNORS</u></b>          *Mrs Azadeh Jahani (10/3/2027)*Mr          Mohammad Mia (17/01/2026)          *Mr Dren Lubovci (05/07/2025)          1 Vacancy</p> <p><b><u>CO-OPTED GOVERNORS</u></b>          *Mrs Kirstie Stroud (07/02/2027) (Vice          Chair)          *Ms Eleanor Diamond (05/07/2025)          2 X Vacancy</p> <p>*Denotes member present</p>
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**IN ATTENDANCE**

Mrs Patricia Roche (Clerk)

**24/01 APOLOGIES**

The Chair welcomed all to the meeting and offered a huge congratulations to Jo Kennedy on her appointment as Headteacher.

Apologies were received and accepted from Sarah Gillen, Andy Griffiths, Sara Liney and Mohammad Mia.

**24/02 CHANGES TO PECUNIARY INTERESTS**

There were no changes to declare.

**24/03 APPROVAL OF THE 4<sup>th</sup> DECEMBER 2023 MINUTES AND MATTERS ARISING**

The minutes were approved by all.

Update on Action points:

1. Complete
2. JK advised that a new parent governor, Anil Baglan, has been appointed and will attend the next meeting.

Signed: ..... (Chair) Date: .....

- There are still two vacancies for co-opted governors and governors were asked to help with the recruitment with a focus on finance skills. The clerk will also chase up on Governors for Schools and Inspiring Governors for suitable candidates.
3. Governors were reminded to put their training on their profile in Govhub and to book themselves on a safeguarding course via BELS training if they have not yet done so.
  4. The clerk will check with AG regarding in-house training for governors **(Clerk)**
  5. ED to arrange a safeguarding visit **(c/fwd)**
  6. Clerk to check that AG has sent building project to Resources committee **(Clerk)**
  7. AF thanked all governors for their generosity to staff and JK advised it was much appreciated by staff

24/04 **GOVERNING BODY MEMBERSHIP AND TRAINING**

The parent governor vacancy has now been filled.

There are two co-opted governor vacancies (already mentioned).

24/05 **SAFEGUARDING**

There was nothing to report.

24/6 **REPORT OF HEAD OF SCHOOL**

JK had circulated her report prior to the meeting on Governorhub and governors were asked to put forward any questions.

Governors reported it was clear to see from the report the challenges the school faces in regards to how they cater and manage for the needs of their pupils.

JK advised she met with Karen Flanagan (Head of SEND) and Neil Marlow to flag up the level of SEND needs in the school and put to them what additional challenges it brings to the school. The published number of children with EHCPs is 5.2% and there is a backlog up and down the school with the real figure being c. 18% which is over quadruple the national average. JK advised this figure is rising all the time as there are more arrivals as parents have heard it is a very inclusive school and SEND came up very high in Ofsted. JK reiterated that the purpose of the meeting was to present the real picture to them and to ask what help Barnet can offer to ensure the school can enable all children to make progress. The school is now splitting class teaching, however, there are on average 10 SEND reports to do a term which is very time consuming. JK advised there were 77 SEND report review meetings carried out the previous week with parents.

JK advised that the meeting signposted the school to a few things that may help and has put Hollickwood on their radar now.

JK accepts there is no pot of money that Barnet can offer and to get through the backlog the school needs to update the Educational Psychologists reports which will require an increase in days. There is also a big problem in the Borough in terms of capacity for speech and language therapy.

Signed: ..... (Chair) Date: .....

JK advised the school has already purchased Virbo which is an NHS app.

AF highlighted that governors can see the amount of work needed for one to one work and support given and feels it was useful to have this meeting before budget setting.

A governor reported that the report is very helpful and clearly reflects the value of inclusivity and challenges the school faces in terms of parental choice and needs of the children.

JK advised there is a further 6 or 7 pending EHCPs in Nursery and JK has advised that Hollickwood cannot be a named school as feels that it is sometimes not the appropriate setting for children's health needs and SEND, however, JK advised that if parents are adamant they want Hollickwood the school has to honour this.

A governor highlighted that all are aware if a risk is to be held it always falls to the school which takes its toll. Governors are aware and concerned about retaining staff and budgets and if academic results fall the Borough should be aware of the impacts of SEND. The school recognises the need to skill up and to trial new things that can help.

A governor asked what the trend is for other schools and JK advised that nationally it is rising (4%), however, Hollickwood is accelerating far beyond it.

A governor asked if there is more the Federation can do to help and JK advised that AG has looked at options across all the schools, for example with speech and language.

JK advised there is enough children in Hollickwood with needs to fill an ARPs provision, however, if it was a local authority ARP it would be open to applications across the Borough meaning Hollickwood children might not get a place. Running an ARP provision would mean the school would have a direct link and could be flexible for those children who might need a short period in ARPs.

A governor advised she has seen this in MATTs with secondary schools rather than in Maintained schools.

AF asked if AG and JK can put a paper together to make a proposal to the Borough on having an ARP provision so it can be moved forward as there is a lot of skill at Hollickwood for an ARP provision.

**Action: AG/JK**

A governor asked why nursery numbers are low this year and JK reassured governors that the nursery is still not losing money. There are currently 21 and 18 of these are moving into Reception which means there are only 3 remaining for the moment. JK advised it is holding an Early Years open day on Thursday 28<sup>th</sup> March and the school has delivered leaflets and shared this on social media. It is aware there are not many siblings coming up this year and will ring those who have siblings to remind them to apply. JK advised she will check with the Borough to see if the school can take rising 3 year olds which could mean an April start.

AF advised that governors would not wish to lose the nursery provision which is very valuable but it does need to preserve it and this blip may be down to broader

Signed: ..... (Chair) Date: .....

demographics. It is promising to see that almost all the children in nursery are moving into Reception and teachers can see the impact of what the children do in nursery for when they arrive in Reception.

JK advised she is putting Planet Youth front and foremost at the Open Day as they have spaces in after school and before school clubs making it very viable for working parents who can have their children looked after from 7.30 to 6pm with guaranteed wraparound care. There are high numbers in after school clubs where a split session has been set up for Nursery children and there are children from Coppets and Coldfel attending.

JK advised that the strategy is if there are low numbers in nursery that they would move to share a room with reception.

AF advised JK that governors are in agreement with the schools approach and that it is kept under review.

A governor highlighted that the school's efforts in attendance are proving very good and it is just below national average with persistent absence under control.

The Fluent in 5 scheme for grammar, punctuation and spelling is now bringing the same approach as in Maths and JK reported that she is very pleased with how the trials for this have gone in Year 2 and Year 3 with Year 3 showing an increase from 52% to 76% as a result of Fluent in 5. This has also made a big impact on writing in Year 2 with automatic improvements on achievements.

Governors are pleased to see that Year 6 and Year 2 data is looking really positive and JK is very happy to say this includes 3 new children.

JK advised the combined score is closer to 70 and it is good to keep an eye on this as this is what attracts parents.

JK advised there is a cycle for boosters and there are two reading boosters taking place now as well as 1 child having one to one sessions with JK pre and after school. JK advised the Year 6 LSA is also running some booster sessions.

A governor asked if staff absences are still challenging and asked if it relates to staff with long term illness and JK advised that ad hoc sick days have gone down and there are a couple of staff members with long term conditions as well as a couple having periods off for health reasons. JK advised that the big gaps can be planned for but it is the ad hoc ones that are hard to cover. ED offered to discuss strategies for long term sickness absences with JK as understands it is difficult for a small school to manage as it can have an impact on the budget. **Action: ED/JK**

24/8 **BUILDING PROJECT UPDATE**

C/FWD ITEM

Signed: ..... (Chair) Date: .....

24/9 **COMMITTEE UPDATES**

**Curriculum and Wellbeing:**

The committee met and the minutes are on Governorhub. The committee carried out a school visit on the day of the full gb and visited Early Years. They also looked at geography and history and science books and spoke to the children as well as speaking to SLT on how these subjects are lead.

KS advised they could see a big clear out had taken place in Early Years and could now see that all the areas were purposeful with resources clearly laid out which was very positive.

AF reported that it is good to see the physical changes that JK has implemented.

KS advised they spoke to 5 or 6 children regarding their books and they were very enthusiastic and confident to speak to adults. The children had very good vocabulary and were impressive in their knowledge and it was pleasing to see the progression through each year.

The committee could see that staff development was very evident in Early Years and they have skilled themselves up and have a new understanding of their responsibilities for learning.

The committee was very encouraged to see that the school is responding to Ofsted suggestions.

The committee reported that it could now see the children using their prior learning particularly in Year 4, 5 and 6 and can see that the school has tackled this.

The committee advised it can also see that gaps have been filled and the children can access more year group objectives well.

**Resources committee:**

AF advised the committee met and discussed the building work and AG is now pushing this forward. AF reported it is positive that the school will have a good building that will meet the needs of the children.

The committee discussed the budget which is £75 deficit and this will be monitored closely.

24/10 **POLICIES TO BE RATIFIED**

There were none to be ratified at this meeting.

Signed: ..... (Chair) Date: .....

24/11 **ANY OTHER BUSINESS**

**Staffing:**

JK advised the school is interviewing for 3 new teachers in September and they have had a lot of interest and are hoping to shortlist soon. AF asked that JK let governors know if she needs help with interviewing process.

JK advised there are two teachers leaving and that Miss Gillen is now out of class full time and there is also a possible adoption leave for a teacher.

KS advised JK of the Borough Books scheme which gives free access to books for children.

AF expressed thanks to JK and all the staff from the governing body.

**Future meeting dates for full gb meetings:**

1<sup>st</sup> July at 6.30pm

**The meeting closed at 7.40pm**

**Action Points:**

1. Clerk to check with AG regarding training for governors
2. Clerk to check with AG that resources committee have received building project information
3. ED to arrange safeguarding visit and report to governors
4. AG and JK to put paper to Borough regarding ARP provision at Hollickwood
5. ED and JK to discuss strategies for long term sickness
6. C/fwd Building Project update

Signed: ..... (Chair) Date: .....