

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 23<sup>rd</sup> NOVEMBER 2020**

**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

\*Mr Adam Fagan

**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)

\*Miss Meera Depala (26.3.21)

\*Mrs Cristina Palmer-Romero (11.05.24)

**IN ATTENDANCE**

Mrs Lenka Jenks – Clerk

20/56 **APOLOGIES**

The Chair welcomed all to the meeting. Introductions were affected around the table for the benefit of Adam Fagan, prospective new Partnership Governor and Chair.

Apologies were recorded for Stuart Bewley and Jenny Jekyll. Meera Depala will be joining later.

20/57 **DECLARATION OF PECUNIARY INTEREST**

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

20/58 **PART I MINUTES OF THE MEETING HELD ON 28<sup>th</sup> SEPTEMBER 2020 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. 1 20/40 Register of business interest form

The Chair checked whether all forms have been received. The clerk replied that there are some outstanding and that she would send reminders to obtain these.

**Action: Lenka Jenks**

Pg. 4 20/45 HT report – changes in pupil numbers

A Governor offered to arrange Nursery leaflet distribution in the beginning of December. She would collect the leaflets from the school in the coming days.

**Action: Lucy Drane**

Pg. 5 20/47 COVID-19

The car park is now in use in the afternoons to maintain social distancing between parents and the one-way system is working well.

Pg. 6 20/50 Communications review

Cristina Palmer-Romero has been working with the school, the newsletter has been improved and a permanent paragraph about COVID-19 advice to parents is being finalised.

All Governors now receive a copy of the Newsletter and the Chair requested for Adam Fagan to be added to the mailing list too.

**Action: H. Vivian**

20/59 **GOVERNING BODY MEMBERSHIP**

The Chair explained that Adam Fagan was attending today's meeting as a non-voting observer and the Board will consider the Partnership Governor appointment in the next meeting.

Following the Board's discussion in the last meeting regarding the number of Governors that are parents at school, the Chair announced that Jenny Jekyll decided to step down, which created a Parent Governor vacancy. The Clerk will start the process of election and all relevant paperwork will be sent out to all parents in due course. The Chair reminded the Board that Governors who are parents at school can stand for election.

**Action: L. Jenks**

*Thanks were offered for Jenny's commitment and contribution.*

The Board also discussed who would take over as an extra-curricular and PTA liaison and Lucy Drane agreed to take on this role.

The Chair informed the Board that Stuart Bewley also stepped down following his work being relocated abroad. This has created another vacancy for

Partnership Governor and the Chair suggested to advertise for a Governor position with personnel experience.

*Stuart Bewley was thanked for his contribution and commitment.*

## 20/60 **REPORT OF THE HEADTEACHER**

A full report had been circulated to all Governors and this was received and noted. The Chair briefly explained the format for the benefit the attending observer.

Arising from the report:

- a) Quality of teaching There were no concerns over the quality of teaching. The teams are working well together and pupils are making good progress.
- b) Attendance The current figure of attendance is 97%. There is still a high number of persistent absentees but disadvantaged pupils are no longer over represented in this group. Performance was strong in this area and continuing to improve.
- c) Self-evaluation activities and school improvement plan The school's Learning Network Inspector provided a model SEF, the Governors took the template on board, but also felt confident in the format that had been provided by the Headteacher, and will ensure that all statutory points are covered.
- d) Safeguarding The Deputy Head shared the safeguarding report with the Vice-Chair and highlighted the main point to the board.

*Meera Depala joined the meeting at this point.*

- e) Staff changes A Nursery teacher was appointed to provide a maternity leave cover from January 2021.
- f) School Causing Concern The Chair explained the background of this for the benefit of the observing attendee. There is nothing to report since the last meeting and work on the curriculum continued. The meetings with the LNI are scheduled for the beginning of December.

## 20/61 **SCHOOL IMPROVEMENT PLAN**

The actions in the SIP are being completed. There are areas that have been postponed due to COVID, but most are on track to be completed by the end of the term.

## 20/62 **DATA**

Progress in Mathematics is strong across the school. The focus has been on

smaller groups, interventions are in place and the school has recorded success in arithmetic. The more-able pupils are being challenged in class but if more funding was available, more tailored interventions would be in place. Fluency was affected by lockdown but the White Rose Maths approach is working and the children are catching up. The Deputy Head reported that the recovery curriculum focus is for children who need it.

The Vice-Chair enquired about writing. Writing is fed by reading so that is going well. Grammar has been affected by lockdown but is coming back now.

It was also pointed out that there are no children working at greater depth in Year Four. The reason is that at this point there is not enough evidence to show that children are working at this level.

The Chair enquired about the exams and the head replied that at the moment there is an indication that the exams will go ahead as usual.

## 20/63 **CURRICULUM**

The Deputy Head summarised the curriculum plan. The focus is on the foundation subjects and all steps in the initial curriculum timeline have been completed. The next step is to create a new timeline to embed and monitor the curriculum. Policies are in place and the curriculum rationale is to be reviewed and updated.

She further reported on the work on individual subjects, their syllabuses, overarching objectives, long term format and termly coverage. Resources are very good, although more diversity in English is needed and the class sets of books would be beneficial.

To enhance the learning experience, the school had visits from local artists, virtual sessions with professionals are planned and school trips are being explored.

Overall the curriculum improvements are going well.

The Vice-Chair enquired about the extent of the information to be displayed on the school website. The Deputy Head replied that there will be the enquiry questions and yearly overviews.

The Chair asked when the curriculum plan would be completed. The Deputy Head replied that more in-depth work and momentum is needed. Another enquiry theme will be done in the Spring term and the plan can be reviewed in the full governing body meeting in March.

## 20/64 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair updated the board on the progress of the building project. The Governing Body is required to open a separate bank account, which is in progress, therefore the funds are still with the solicitor. A ground survey has been commissioned and further details to inform the design team are required. The Chair feels that the plans should be ready to be submitted to planning by January and permission granted by April, with tender starting in Summer. The committee discussed the plans in the client meetings but the drawings have not been made available so he was unable to share with the Governing Body at this meeting.

## 20/65 **COMMITTEE UPDATES**

### a) Staffing Committee

The Pay Policy is still outstanding and the Chair will take over the outstanding action.

**Action: E. Tytherleigh**

### b) Teaching and Learning Committee

Most of the agenda has been covered in the Headteacher's Report but the Vice-Chair further commented that the Remote Learning policy is not very specific in regards of a plan when a year group is isolating. Homeworking pledge is included in the policy. It was requested for a simplified version to be published on the website.

**Action: H. Vivian**

The parent survey was carried out and responses were mostly positive. Some parents expressed their concerns especially in a class most affected by lockdown and the longer period of settling the children back into school. Responses regarding the amount and quality of homework were also mostly positive. The opinion was, however, split when asked about the home learning during lockdown.

The Chair enquired whether the survey informs the School Improvement Plan to which the Headteacher replied that the results feed into the strategic issues of the school.

It was requested for the survey to be circulated to all members of the Governing Body.

**Action: H. Vivian**

## 20/66 **CALENDAR**

Although the Governors are unable to engage in the planned school activities due to COVID, the calendar is a helpful tool in demonstrating which actions/activities are taking place and will be reviewed regularly by the Governing Body.

## 20/67 **POLICIES**

The Early Years policy has been reviewed and approved by the Early Years link Governor and can be circulated to the Governing Body for ratification.

**Action: P. Constantinou**

*Adam Fagan left the meeting at 20:00.*

## 20/68 **ANY OTHER BUSINESS**

The Chair reminded the board that link Governors for Mental Health and Wellbeing and Relationship and Sex Education are needed. Following the brief discussion, two Governors stepped up to the roles and it was **RESOLVED** for Kirstie Stroud to be the link Governor for Mental Health and Wellbeing and for

Cristina Palmer-Romero to be the link Governor for Relationship and Sex Education.

A brief discussion ensued regarding the recruitment process for the potential new Chair of Governors and the Chair was hopeful in appointing Adam Fagan as a Partnership Governor in the next meeting.

20/69 **FUTURE GOVERNING BODY MEETING DATES**

Spring (1) – Monday 1<sup>st</sup> February 2021 at 6:30pm

Spring (2) – Monday 15<sup>th</sup> March 2021 at 6:30pm

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

Summer (2) – Monday 12<sup>th</sup> July 2021 at 6:30pm

*The meeting finished at 20:05.*