

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 13<sup>th</sup> MAY 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

**IN ATTENDANCE**

Lenka Jenks – Clerk

19/29 **APOLOGIES**

The Chair welcomed all to the meeting extending a welcome to Lenka Jenks, Business Manager, who has taken on the role of Clerk to the governing body for this financial year.

Consent was recorded to apologies for absence submitted on behalf of Sarah Johnston and Jenny Jekyll. Lucy Drane will be joining the meeting at a later stage due to attending another meeting.

19/30 **DECLARATION OF PECUNIARY INTEREST**

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

19/31 **PART I MINUTES OF THE MEETING HELD ON 25 MARCH 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 19/17 Communications Review Graham Hayday reported that due to work commitments the production of the video cannot be guaranteed. However, he will continue to explore the option and will report back to governors in due course.

Pg.3 19/17 Committee Terms of Reference The Chair of the Finance Committee confirmed the receipt of an example terms of reference from the Vice Chair. The Chair of the Personnel Committee inquired as to which policies should be cross referenced in the terms of reference and requested the list of Human Resources policies. The Headteacher remarked that the policies have been adopted from the Local Authority. The Business Manager will forward the relevant policies to the chairs of both committees, as requested.

***Action: L Jenks***

Pg. 4 19/17 Recruiting New Pupils It was confirmed that the flags and banners are up at the front and back of the school.

The Highways Department has been contacted regarding the street signage and the STP (school travel plan) champion will pursue this matter.

The Headteacher and the Deputy Headteacher reported to governors that the adult language classes held in school were finished for this academic year and the school is currently exploring possible classes for next year.

***Action: Deputy Headteacher***

It was also brought to governors' attention that the Hollickwood's gardeners had a press release from the Muswell Hill Horticultural Society show in a local paper .

Graham Hayday confirmed that he sent the completed newsletter to the Headteacher and it is ready to be circulated.

***Action: Headteacher***

The governors briefly discussed the frequency of the Governor Newsletter and it was agreed that it was reasonable to send one issue per term. Next issue is due to be sent out at the end of the summer term and then a further one in the autumn.

***Action: G Hayday***

Pg. 4 19/20 School Improvement Plan

Cllr Rawlings reported that he would continue to explore the retired teacher pool for potential volunteers and report back to the governors at the next meeting.

***Action: Cllr Rawlings***

The Chair proceeded to discuss volunteers as this had been omitted in agenda setting. The HT explained that the school currently has six volunteers: three class based, one library, one counsellor and one gardening volunteer all of whom are excellent and committed, attend regularly and add value to the school life. All volunteers have gone through the safeguarding process.

Pg. 7 19/23 Fundraising Governors congratulated the chair for completing the London Marathon and raising £1,000 for the school. The Headteacher reported that following this, and a significant, anonymous donation, the school is able to continue with Art lessons delivered by local artist and Hollickwood parent, Liga Kitchen.

19/33 **REPORT OF THE HEADTEACHER**

A full report had been circulated to all Governors and this was received and noted. Arising from the report:

- a) Attendance: It was noted that attendance for the term so far was 95.7%, which is still below target. Mitigating factors remained the same – especially pupils leaving the school who are slow to take up a place at another school. A Governor enquired whether these pupils can be taken off roll retrospectively. The school is only able to take a pupil off roll if the commuting distance is deemed too long otherwise the child must be kept on roll until the space at another school has been taken up.
- b) Safeguarding: The Headteacher reported that a Health and Safety Audit has been completed and the school is awaiting a report. The Chair requested that Health and Safety is a separate issue on the Headteacher's Report.

***Action: Headteacher***

- c) Pupil Numbers: It was noted that seven new children started in the Nursery. 29 offers for the coming Reception class have been accepted and there are three more children on the waiting list in the second round, which indicates that there should be a full class of 30 pupils starting in September. Year 1 numbers are particularly low, only 18 children on roll at present.

There were no matters arising from any other issues included in the Headteacher's report.

#### 19/34 **FINANCE**

The Chair reported that the original budget submitted was rejected by the Local Authority due to cumulative deficit of £9,255 forecasted at the end of this financial year. It was requested of the school to either resubmit the budget or provide a recovery plan. Due to higher than forecasted carry forward at the end of the financial year 2018/2019 and an increase in SEN funding, it was possible to set a new budget with a cumulative surplus of £13,938. The Business Manager reported that a change in staffing expenditure was also made due to increases in the support staff national pay award and increased SEN hours. She also reported that an increase in employer contributions to Teacher Pensions has been agreed but it was hoped to be fully funded by the Local Authority, therefore it should not affect this year's budget.

After full consideration the revised budget for 2019-2020 was **RATIFIED** by the Governing Body.

A three-year forecast has also been presented and the Chair emphasised that a plan will need to be put in place in order to minimise current financial pressure and that pupil numbers will be crucial to funding next year.

A discussion ensued about the possible income opportunities. The Chair said that he has not yet been to visit Rhodes Avenue School's Business Manager regarding the lettings but plans to do so at the earliest opportunity. The Deputy Headteacher is writing a bid for an art project grant.

*Lucy Drane joined the meeting at this point*

#### 19/35 **SCORECARDS**

The data had been circulated to all Governors. Arising from the documents:

Maths:

- Governors agreed that 100% of pupils making expected progress in most years is impressive.

Reading:

- A Governor queried reading in year 5 and the Headteacher explained that there is a number of pupils with SEND
- Teaching support put in place was not available due to sick leave and following the budget cuts the school is unable to continue providing this support
- The Deputy Head informed the Governors that the SENCo was currently submitting EHC plan applications and more support is expected to be put in place from September

A discussion ensued about the SATs started today. The Deputy Head said that the pupils seem to be quite relaxed.

#### 19/36 **SCHOOL IMPROVEMENT PLAN (SIP)**

The RAG rated SIP had been circulated to all Governors and was received and noted.

There were no matters arising.

#### 19/37 **COMMITTEE UPDATES**

##### Teaching & Learning Committee

The Vice Chair reported that the committee met last week to discuss OFSTED requirements and established that the school's practice is embedded. She highlighted that the current art lessons offer is very good and the teacher has a good relationship with pupils. It was discussed that the school will continue to explore the options to provide the same offer in the coming years.

##### Finance Committee

The Committee's next meeting has been set for 5<sup>th</sup> July 2019.

#### 19/38 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair reminded all that the plans were signed off by the Governing Body a year ago. Last update was received in January and the school is still awaiting an approval from DfE, which may have been delayed by the European Union elections. The Chair has been chasing this and is expecting the result in the near future. He also remarked that Barnet are being supportive, however the funds are yet to be received.

#### 19/39 **ANY OTHER BUSINESS**

Fundraising The Deputy Headteacher informed the Governors that she and the Business Manager will be meeting with a film company who are looking at a possibility to hire the premises for filming or setting up a crew base.

19/40 **FUTURE GOVERNING BODY MEETING DATES**

The date of the next meeting was confirmed as:

Summer (2) – Monday 15 July 2019 at 6.30 pm