

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 28<sup>th</sup> SEPTEMBER 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

**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

20/38 **APOLOGIES**

The Chair welcomed all to the meeting. All members were present.

20/39 **DECLARATION OF PECUNIARY INTEREST**

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

20/40 **REGISTER OF BUSINESS INTEREST FORM**

A pro-forma was provided to all Governors and is to be completed and emailed to the Clerk for inclusion in the Register of Business Interests.

The forms will be collated, and the information published on the school website.

20/41 **APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR 2020-2021**

Nominations were invited, and Ed Tytherleigh was proposed and seconded. Upon a show of hands, it was RESOLVED that he be appointed Chair for the academic year 2020-2021.

The Chair previously expressed his wish to step down from his role and proposed for a recruitment committee to form and start the discussions regarding the appointment of the future Chair of Governing Body. Kirstie Stroud and Stuart Bewley would sit on the Recruitment Committee. The Headteacher reported that he has been in contact with the school's LNI, seeking guidance on how to appoint appropriate person with relevant skills.

The Chair vacancy is to be advertised, CVs collected and for the recruitment committee to discuss the appointment process.

***Action: H. Vivian***

#### **20/42 APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR 2019-2020**

Nominations were invited, and Kirstie Stroud was proposed and seconded. Upon a show of hands, it was RESOLVED that she be appointed Vice Chair for the academic year 2020-2021.

#### **20/43 PART I MINUTES OF THE MEETING HELD ON 15<sup>th</sup> JULY 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. 3 20/32 School causing concern report

The Headteacher clarified that it is unlikely that OFSTED inspection will take place in this academic year. A review based on the current framework took place in February and in response, the school has worked on the curriculum and is making sure that is ready for OFSTED.

##### Pg. 2 20/28 Policies

Pay policy review has been completed by Stuart Bewley, further terminology check is to be carried out and the policy ratified in the upcoming Staffing Committee.

##### Pg. 2 20/28 Safeguarding

Kirstie Stroud has completed the SCR check this week. The Safeguarding Audit was completed by the Deputy Head, forwarded to the Vice Chair, some points clarified and signed off.

##### Pg. 3 20/31 COVID-19

The Headteacher is finishing the Remote Learning Policy, which will be presented and finalised at the next SLT meeting and circulated to the Governing Body. The document will cover various relevant scenarios e.g. child or family member self-isolating or bubble closure that the school might face.

Pg. 5 20/36 Golden Bulb Competition

The Chair highlighted the school gardening club work and its win in the English section of the international competition. Thanks were offered to the gardening volunteer Tim Ferrar and the great work he does for the school.

20/44 **GOVERNING BODY MEMBERSHIP**

The Chair has summarised that the skills audit was carried out last year, he was satisfied that the skills covered and no changes were proposed.

It was noted that many Governors are also parents at the school. A short discussion ensued about the Governor recruitment and the Chair reminded the board that last Governor was appointed after looking elsewhere twice before a parent stepped up.

It was suggested that a partnership governor vacancy should be advertised for the appointment of a new Chair of Governors.

20/45 **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 Headteacher expressed his concern about the Year 2 pupils, who missed out on a lot of Year 1 phonics, a catch up is needed. The teachers are addressing the gaps and support is targeted at this group.

A catch up premium of £14,000 has been allocated to the Hollickwood School and it is to be decided where to put the support.

The Chair has enquired whether the gaps in grammar or phonics is a common issue across schools. The Headteacher replied that it was and it was the reason for the catch-up premium.

The Chair also asked whether there has been any update on end of year exams and if there were any changes planned. The Headteacher reported that assessments are expected to run as normal next summer and the missed Year 1 phonics test will take place for the current Year 2 in the second half of the Autumn term.

b) Changes in Pupil Numbers

The Nursery numbers reduced during the closure, parents in need of childcare moved their children elsewhere. It is also thought that the Nursery numbers are low due to reduced demand for childcare as many parents are working from home. But the Nursery numbers are beginning to pick up and a low budget leafleting is planned.

School census will take place on 1<sup>st</sup> October 2020 and as expected there has been a lot of mobility between schools. The school admin team ensures all pupils on waiting lists are admitted before the census. The school census was three students higher than last year.

A Governor suggested the Nursery is promoted to local parents on social media, networking websites and another Governor volunteered to do the promotion.

**Action: L. Drane**

c) Staff changes

Support teaching staff in Year 2, Year 3 and Year 5 are doing a very good job and new teachers have started well. The Year 6 teacher has brought some new practices from previous schools but also works very well with the existing set up. The NQT fits in well too, is organised and thoughtful. Particularly helpful are regular phase meetings where teachers support each other.

20/46 **SCHOOL IMPROVEMENT PLAN (SIP) and SELF-EVALUATION FORM (SEF)**

SIP and SEF have been circulated to all Governors. The Chair complimented the quality of both documents, the targets and actions. SEF feeds into SIP, the narrative comes through and is an honest reflection of the school's current position.

The Governors were invited to comment on these and the Vice Chair agreed that the targets are clear and focus areas reflect on what the school should be working on.

The Chair requested for the curriculum presentation at the next meeting. This was already presented to the Teaching and Learning Committee but will be included on the agenda of the full board meeting so the rest of the whole board has an overview.

**Action: Clerk**

Both SIP and SEF were **SIGNED OFF** unanimously by the Governing Body.

20/47 **COVID-19**

A short COVID-19 report has been circulated to all Governors. The school is following the DfE guidance, the bubbles have been created and these are maintained in any activities taking place outside of school hours.

In addition to the paper sent out, it has been noted that social distancing amongst the parents has been reviewed and the school is considering to open up a car park gate to avoid congestion at the main gate. It was also suggested that face coverings could be recommended.

A short discussion ensued about how temperatures can be regulated in the winter when classrooms are to be ventilated at all times.

The Chair has asked about scenarios planning, e.g. taking out different groups of staff. The Headteacher responded that the school follows the guidance, in case of an outbreak, Public Health is to be contacted and act on what the school is advised to do and a class or two may have to be closed.

The Chair also enquired whether the staff are comfortable to work in the current environment and the response was that some are more comfortable than others but everyone continues working.

Thanks were offered to all staff for steering the school through this difficult time.

#### 20/48 **SCHOOL CAUSING CONCERN REPORT**

Due to COVID-19 lockdown the SATs exams did not take place last Summer, no school data were published, therefore no means to show the improvement from the last published data.

The Local Authority carried out the OFSTED framework review focusing on the curriculum. The Headteacher has updated the board that the work has continued, the SLT met with the school's LNI and a number of follow up meetings have been scheduled. The Deputy Head will work with the LNI around the curriculum aspect and the Headteacher around the overall quality of teaching.

#### 20/49 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The School has gone through a thorough formal tender process, forty-eight different bids for the piece of land were received, which was an unexpectedly high level of interest. There were conditional and unconditional offers. The conditional offers were higher than the offer the school was advised to accept, the conditions, however, could mean further delays of the project. Therefore, the working group steered towards the unconditional offer of £1,665,000, which is already higher than originally anticipated. An independent survey giving an objective view of the value of the site was presented to Governors.

Governors and the Headteacher agreed with the fact that it is offered without conditions and that this is a good offer in the current climate.

By show of hands the Governing Board **AGREED** to support the resolution to empower the Headteacher and the Chair of the Governing Body to sign an

unconditional contract for £1,665,000 to sell the land unless there are material changes.

For the next full Governing Body meeting, the architect will be invited to present the plans and the Chair has reported that it will be proposed that the overall project budget of £2,465,000 will not only be used to build a new canteen but should also cover the much needed improvement of other areas of the school buildings.

The Governors have offered their thanks to the working group for providing their support.

## 20/50 **COMMUNICATIONS REVIEW**

Cristina Palmer-Romero reviewed the 2016 communications review and this was circulated to all Governors.

Cristina has summarised the next steps and highlighted the focus on communication with parents via weekly homework, parent-teacher meetings and the newsletter. She suggested that she will liaise with the admin team on the different parts of the newsletter. The Headteacher reported that changes have already been made, new regular columns will be published – i.e. subject in focus or reports on anti-racist work taking place in the classrooms.

A meeting is to be scheduled for Cristina, the Headteacher and the School Business Manager to continue with the discussion about the communication improvements.

***Action: C. Palmer-Romero***

A Governor requested for the weekly newsletter to also be distributed to all Governors.

***Action: H. Vivian***

## 20/51 **COMMITTEE UPDATES**

Staffing and Finance Committee meetings are to be scheduled in the beginning of October.

***Action: M. Depala & S. Bewley***

### Teaching and Learning Committee update

The committee discussed issues already covered in the Headteacher's report, the recovery curriculum, which covers the gaps in learning, pastoral and wellbeing gaps. This started well and ties in with the wider curriculum the Deputy Head has been working on.

The committee further discussed remote learning plan should there be closures in future. Pupil and parent surveys will be sent out and the committee was updated on the attendance figures and behaviour.

## 20/52 **CALENDAR**

The School calendar has been circulated to all Governors for information. In the current situation it is not possible for the Governors to attend the activities in school, learning walks in particular. Friends of Hollickwood (FoH) are unable to run the most popular events, such as International Evening and Fireworks Night. However, other ways of involving the community in the school life could be explored. The Deputy Head will reach out to the FoH regarding the remote fundraising ideas.

**Action: P. Constantinou**

For future meetings the relevant sections of the calendar will be circulated – RAG rated part of the past half-term and the upcoming events.

#### 20/53 **POLICIES**

The Child Protection Policy has been reviewed and circulated to all Governors. The Safeguarding Governor reviewed the policy in detail and the policy was **RATIFIED**.

#### 20/54 **ANY OTHER BUSINESS**

The Vice Chair stated that mental health and wellbeing and RSE link Governors are required. The Board will take this to the next meeting to identify these roles.

#### **The meeting finished at 20:15**

#### 20/55 **FUTURE GOVERNING BODY MEETING DATES**

Autumn (2) – Monday 23<sup>rd</sup> November 2020 at 6:30pm

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