

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 5th JULY 2021**

MEMBERS

LA GOVERNOR

*Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

*Mr Adam Fagan (1.2.24)

1 x vacancy

HEAD TEACHER

*Mr Hugh Vivian (Head teacher)

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)

*Ms Sue Bayliss (17.12.24)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.23) (Chair)

*Mrs Kirstie Stroud (7.2.23) (Vice Chair)

1 x vacancy

*Mrs Cristina Palmer-Romero (11.05.24)

IN ATTENDANCE

Mrs Lenka Jenks – Clerk

Eleanor Diamond

Sara Liney

21/43 **APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded for Paraskeve Constantinou.

21/44 **DECLARATION OF PECUNIARY INTEREST**

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

21/45 **PART I MINUTES OF THE MEETING HELD ON 15th MARCH 2021 AND
MATTERS ARISING**

The Part I minutes of the meeting were confirmed and signed by the Chair as an accurate record.

There were no matters arising.

Eleanor Diamond and Sara Liney left the room at this point.

21/46 **GOVERNING BODY MEMBERSHIP AND SKILLS AUDIT**

Consideration of Appointment of Co-opted Governor Eleanor Diamond responded to the vacancy advertised on Inspiring Governance website. She was interviewed by the Chair and the Vice Chair and consequently recommended for the appointment as a Co-opted Governor. After full consideration it was **RESOLVED** that Eleanor Diamond be appointed a Co-opted Governor for the four-year period ending on 5th July 2025.

Consideration of Appointment of Partnership Governor The nomination information for Sara Liney had been circulated to all Governors. After full consideration it was **RESOLVED** that Sara Liney be appointed for the four-year period ending 5th July 2025.

Eleanor Diamond and Sara Liney returned to the meeting at this point.

Parent Governor Election The school advertised the Parent Governor vacancy and one application form from Dren Lubovci was received. The only application was circulated to all Governors and after full consideration it was **RESOLVED** that Dren Lubovci be appointed a Parent Governor for the four-year period ending 5th July 2025.

There is one more Parent Governor vacancy to be filled and it was agreed that the election process should be repeated in the new academic year.

The Chair requested for the skills audit to be repeated once all vacancies are filled.

21/47 **REPORT OF THE HEAD TEACHER**

A full report had been circulated to all Governors and this was received and noted.

Arising from the report:

a) School Improvement Plan

The Vice Chair requested for the plan to be more detailed, revisited and re-evaluated.

b) Curriculum developments and events

A Governor enquired whether the Early Years framework changes are being implemented. The Headteacher replied that the Early Years lead is working on this, the training for new curriculum will be visited and this would relate to maths targets that would better prepare the pupils for KS1.

For the board's benefit, the Governor briefly summarised the changes in the new curriculum assessment criteria and moderation. It was requested for the EY lead to attend next Curriculum and Wellbeing Committee for an update.

Action: H. Vivian

The whole school curriculum is on track and longer term plan will be ready in Autumn term. There will enquiry based learning.

The Vice Chair would like to see the monitoring of how it's going – from teachers and pupils. She also requested for the curriculum map to be shared with governors.

c) Staff changes and vacancies

The number of late Nursery applications increased, so the Early Years unit will revert back to two classes. This has been partially enabled by the Learning Mentor's resignation. The Reception teacher will remain in this class and the school is now recruiting a KS2 teacher.

The Learning Mentor position will not be filled and the duties will be covered by the SLT. The KS2 lead has recently completed the safeguarding training will join the Safeguarding Team and the rest will be covered by the Head Teacher and the Deputy Head.

Can anyone be trained to cover pastoral care? The budget does not allow for this at the moment but it will be reviewed.

The Vice Chair enquired how confident the school was in recruiting a good teacher. The Head Teacher replied that there were some strong student placements in the past year and he is confident that any of these applicants would be a good fit for the school.

21/48 **SCHOOL IMPROVEMENT PLAN**

The School Improvement Plan had not been circulated as it is to be revisited and reviewed for next year's targets. The current plan is to be circulated after the meeting.

Action: H. Vivian

21/49 **SCORE CARDS**

The scorecards had been circulated to all Governors.

The main positive is that KS1 and Year 3 have caught up. There is an issue with greater depth in writing in Years 4 and 5 but the teachers are aware and working on it. In Maths the concern is also with greater depth, there are pupils working within it but not quite reaching the target.

The Chair asked about moderation. The school works with Network Learning Community and the moderation is thorough and vigorous across all year

groups. Barnet moderation focuses on the end of year Reception, Year 2 and Year 6. Moderation is also carried out internally.

The Vice Chair asked whether there were any post COVID interventions. There are pre-teaching sessions and maths meetings to keep the children fluent. Recently joined with a charity to improve borderline children in Year 2 and Year 3 and currently recruiting volunteers to start the interventions in September.

Year 6 assessment results are very good and other year groups too. The Governors expressed their congratulations to the teachers.

A Governor asked about Reception class assessments. The Head Teacher will speak to the Reception team to collate judgements.

Phonics tests have been completed. Statutory tests did not take place and there were no moderations.

The Head Teacher will send next statistics.

Action: H. Vivian

21/50 **COVID-19 RESPONSE**

There was nothing new to report and the school is operating with the same procedures in place. Has the school used the extra funding effectively? The funds were used for COVID management and to offset the deficit caused by COVID situation. The statement will be shared with the Governors and the expenditure breakdown will be updated.

Action: H. Vivian & L. Jenks

21/51 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Ed Tytherleigh summarised the current situation of the project. The working group met with the VAT consultancy team which will scrutinise the new design and advise whether it is possible for the project to be zero-rated.

21/52 **COMMITTEE UPDATES**

a) Curriculum and well-being committee

Most issues have been covered within today's meeting. The RSE lessons are almost complete and will be finished this week. Healthy eating, wellbeing and PSHE will be covered by teachers.

b) Resources committee

Recruitment and PR strategy has been circulated to all governors. Pupil shortfall is a concern. The neighbouring school do not have the same amount of vacancies.

A Governor enquired whether there was a video on the website. There is no video at present but Sue Bayliss will come to school to record and create a video for the new website. The website is to be rebuilt and made futureproof. It is essential to get this right.

Signage is also to be updated and front of the school is possibly to be upgraded during the building project.

21/53 **SAFEGUARDING**

Online safety briefings are being completed in all years.

21/54 **CALENDAR**

The school is using a different model of observations this year. The focus for the whole school is the level of challenge, oracy and encouraging children to talk.

The social events, sports days and performances will go ahead where possible. The Friends of Hollickwood decided to postpone the summer fair to September.

21/55 **ANY OTHER BUSINESS**

- a) A Governor informed the board that zebra crossing in front of the school should be reinstated within this year.
- b) Parent and children surveys are to be sent out.
- c) The Chair asked for the Governing Body's gratitude to be extended to all staff after this challenging year.

21/56 **FUTURE GOVERNING BODY MEETING DATES**

Autumn (1) – Monday 27th September 2021 at 6:30pm

Autumn (2) – Monday 22rd November 2021 at 6:30pm

Spring (1) – Monday 24th January 2022 at 6:30pm

Spring (2) – Monday 14th March 2022 at 6:30pm

Summer (1) – Monday 9th May 2022 at 6:30pm

Summer (2) – Monday 18th July 2022 at 6:30pm

The meeting finished at 19:55