

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**MONDAY 1<sup>ST</sup> JULY 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>          *Mrs Jo Kennedy</p> <p>*Mr Andy Griffiths          (Executive Headteacher)</p> <p><b><u>STAFF GOVERNOR</u></b>          Sarah Gillen (6.11.27)</p> <p>*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)          *Mrs Anil Baglan (14/3/2028)</p> <p><b><u>CO-OPTED GOVERNORS</u></b>          *Mrs Kirstie Stroud (07/02/2027) (Vice          Chair)          Ms Eleanor Diamond (05/07/2025)          *Mrs Beverley Friedgood (23/4/28)          1 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 gave a warm welcome to Mrs Anil Baglan, the new Parent Governor and Mrs Beverley Friedgood, the new Co-Opted Governor. It was noted there is still 1 vacancy for Co-Opted Governor.

Apologies were received and accepted from Sarah Gillen and Eleanor Diamond and Sara Liney and Dren Lubovci were absent from the meeting.

**24/02 CHANGES TO PECUNIARY INTERESTS**

There were no changes to declare.

**24/03 APPROVAL OF THE 18<sup>th</sup> MARCH 2024 MINUTES AND MATTERS ARISING**

The minutes were approved by all.

Update on Action points:

1. Safeguarding will take place for all governors at the first full gb meeting.
2. Nothing to report

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

3. ED will put her report on Govhub (ED)
4. Outcome of meeting with Neil Marlow is ARP won't really help us, however, an informal ARP can be created
5. JK has met with ED and this is ongoing
6. Building project to be discussed later in meeting

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

There is still 1 vacancy for Co-opted governor. It was highlighted that skills needed include Finance, Education expertise and Early Years. The clerk will continue to advertise in Governors for Schools and it was also suggested that a local councillor would be an asset to the board. The clerk will ask the LA regarding this. **(Clerk)**.

AM also suggested she could move to become Co-Opted governor if another LA Governor could be sought and the clerk will investigate this option. **(Clerk)**

24/05 **SAFEGUARDING**

JK has included this in her Headteacher report and advised that she has made a further 3 MASH referrals and has had to chase up actions and challenge cases that have been closed or downgraded.

24/06 **BUDGET APPROVAL**

The Resources committee had met and their minutes and budget summary document had been uploaded on to Govhub for all governors to approve.

LJ gave a brief summary to governors from that document and advised that the School Budget Share Income funding is £1.2m with a total income of £1.7m.

The deficit amount is £226,242 with a year end deficit of £86k and an in year deficit of £120k. LJ advised this equates to 13% of total budget and the school is allowed to go up to 20%. It is known that this is a very similar position to be in for a single form entry school in Barnet.

AG advised that the school has had to submit a recovery plan and Licence Deficit and had to include things that the school would not wish to have to do as it would have a huge impact on the education of the children.

AF advised that the work the committee has done has involved a lot of stripping back and there are no extravagances.

The Chair advised that falling rolls are being looked at by the Borough but it is worrying times for schools as every financial decision will have a negative impact.

Governors were reminded that the school has a good Ofsted behind it.

A huge thanks was offered to LJ for her hard work in trying to keep the budget under control.

Governors approved the recommendations from the Resources committee.

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

It was agreed to have a zoom meeting next year following the committee meeting to approve the Budget.

24/7 **REPORT OF THE HEADTEACHER**

JK had circulated her report prior to the meeting on Governorhub and governors.

JK advised she had highlighted her updates in green.

JK reported there are 18 EHCP children and the school can now apply for additional top up funding which will bring it up to 16.7% by the end of next year.

JK advised the figure was -4% for EHCP when she started and is pleased to advise that the school is now getting some funding to match the level of needs.

JK advised there are 215 on roll and the nursery numbers remain low, however, have increased from 3 to 9 on roll. JK advised it will be run as a through provision until December to see how it goes. A governor asked if children can still do flexible hours and JK advised that they can.

JK advised there are now 24 children coming into Reception class and advised there has been a 15% drop in Barnet and the school is in one of the lowest birth rate wards in the Borough.

JK advised that the current reception class grew to 27 during the year.

JK was disappointed that the Early Years open day was not very successful with a poor turnout and will update the leaflet and will continue to try to grow the profile in the local area. JK is holding open evenings and tours.

LJ will send links to governors for Instagram and social media used by the school.

**(LJ)**

JK advised there are two new teachers joining the school.

JK had shared the achievement headlines with governors and advised the school was moderated by the LA in Year 6 for writing and there is now 18% of the class achieving greater depth which is a great improvement.

JK advised that Reception were moderated also and explained that overall it looks lower however there are high SEND needs in that cohort.

JK advised that 80% met their expected in Phonics and there are 48% SEND which shows the amount of work that has been put in. JK advised they have also made up some ground with writing in Year 5 and Year 2 has a strong number achieving greater depth with only 4 children not reading at their expected standard. JK advised that having split groups helped with these children from Year 1.

A governor asked if all children read with an adult at home and JK advised sadly not, but all do read with a member of staff in school and that staff can see the rewards of putting the extra work in with their pupils to help with their reading.

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

Governors congratulated JK on the low numbers of persistent absentees and JK is pleased to let governors know that the school is in the top 20% of schools nationally in terms of low persistent absence numbers.

JK advised that SATS results will be out on 9<sup>th</sup> July and advised that they know through teacher assessment for writing that 79% was achieved with 18% at greater depth.

All staff were to be commended on this great result.

Governors expressed their thanks to Laura (SENDSCO) for her all hard work in securing EHCPs for the children.

Governors thanked JK for the SDP document updates and asked if there is a 24/25 draft available and JK will send this to governors shortly.

**(JK)**

JK advised governors that the parent survey was very positive and governors agreed that this doesn't come easy and are pleased that parents are happy with the changes JK has made and are encouraging her to continue on her way.

A governor asked if the new teachers are experienced and JK advised that 1 is in their 6<sup>th</sup> year of teaching and the other in their 3<sup>rd</sup> year. JK advised there were over 20 applications received.

A governor asked if JK needed to share anything with governors regarding staff absences and JK advised that overall this has reduced and that all staff have received a paper copy of the Staff Attendance policy and that she has made it clear what is paid and unpaid which has been helpful.

Governors asked AG how the school can manage its EHCP numbers and if there are any developments on an ARP provision.

AG advised that from talking to colleagues academies can create their own informal ARP and it could be done across a group of schools. AG would like to explore if the school can do this as it could then pool a group of SEND pupils together. AG expressed his disappointment further to the meeting with Neil Marlow and feels that nothing may come of it despite their being high numbers of EHCP children here and at BP school.

JK highlighted the work that has had to be done in Year 6 as 12 pupils joined in the summer term of Year 5 and the amount of work put in to get the good writing results was vast and a very challenging ask of the teacher. JK advised that next year the LSAs will be used more efficiently and will need to be skilled up. JK gave speech and language as an example as currently the school buys into Verbo but it could create its own programme if it trains the LSAs.

A governor asked if it would help to speak to schools who had already set up an ARP provision and AG advised there is a strong relationship with leaders at Chalgrove.

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

AG advised it is often challenging with parents and that pupils with the highest level of banding just about covers the cost of 1 LSA and doesn't cover the cost of having a 1:1 LSA. There is also the fact that Barnet is still using hours as banding which doesn't mean the pupil will get the number of hours supported.

AF advised that the governing body needs to have a sense of what the capabilities are and this may be an opportunity for a very progressive idea of looking across the group of schools to improve things as things are going to become more challenging in the future.

JK advised that she is now getting other schools coming to visit to see the strong practices in place for EHCP inclusion and whilst it is challenging it is something she is proud of and does not see SEND as a problem but it is part of our school and what makes us what we are.

JK feels this is evidenced in the growth of the Year 3 class who have thrived with the right support.

AF agreed with JK that all want to ensure that the support given is correct and it is good to see what options there are to help improve further.

AG advised that the SEND route would still have to be followed if there were to be an ARP provision.

AG explained the background for SLLF for the benefit of new governors and advised that the CHBP Federation got involved with Hollickwood who became associated with the Federation who are now looking at two more schools.

This would mean the two Federations would dissolve to form a bigger alliance.

AF highlighted the importance of sharing this with governors as it is helpful to all to have a clear steer from AG and JK on the implications and options in terms of finances, staffing etc.

AF asked AG to share a document with governors to support this in order that governors can see where AG and JK are heading in the next 3 years so they can go on that journey and plan for it properly.

AF advised that the governing body needs to be prepared to make a decision on joining this Federation and remaining in this arrangement with CHBP for another 12 months. It is felt that the benefits will be huge and governors need to work strategically with AG and JK to know what the options are.

AG will produce a short paper for governors. **(AG)**

All feel it is good that people are being signposted to Hollickwood as examples of good practice and are proud that Hollickwood has come a long way and remains consistent and feel it is testament to JK and the SLT team.

JK advised she is constantly showing people around and is happy to share good practices but would like to get something back from this.

JK was thanked for her very informative Headteacher report.

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

24/9 **BUILDING PROJECT UPDATE**

AG advised this is progressing slowly which is frustrating and Ed is helping with this.

24/10 **COMMITTEE UPDATES**

**Curriculum and Wellbeing:**

The committee met at the end of May and the minutes are on Governorhub

KS reported that the highlights are the success of the breakfast club in developing social skills. Good trauma support practices are in place and the low levels in persistent absences are to be commended.

KS highlighted that schools now have to publish their Music Development Plan which is hard for schools to do and asked all governors if they had any contacts in the music industry to let JK know as this needs to be developed.

The committee were pleased to see the assessment for learning and fast feedback being delivered verbally in lessons.

The committee will carry out a visit on 16<sup>th</sup> July and will focus on personal and social with a visit to Acorns group and PSHE and also Reception.

**Resources committee:**

The committee met and agreed the Licence Deficit and Recovery plan and made their recommendations to the full governing body.

The committee reiterated it is difficult but are pleased with how JK approaches the use of LSA's for example with lots of groups and interventions and it is apparent that JK is very conscious that the budget is tight but she is doing everything possible to support the pupils.

24/11 **POLICIES TO BE RATIFIED**

There were none to be ratified at this meeting.

JK advised she will b/fwd Behaviour, Safeguarding and Marking for September.

24/12 **ANY OTHER BUSINESS**

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

AF asked if governors could meet with the LNI and it was suggested they come in for her feedback meeting.

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

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

Tba

**The meeting closed at 7.45pm**

**Action Points:**

1. Clerk to contact LA regarding Co-Opted vacancy for a Councillor or to explore option to move current LA governor to this vacancy and fill LA vacancy
2. LJ to send links for social media to governors
3. JK to send Draft SDP for 24/25 to governors
4. AG to produce short paper to governors regarding SLLF

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