

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 1st FEBRUARY 2021**

MEMBERS

LA GOVERNOR

Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

*Mr Adam Fagan (1.2.24)

1 x vacancy

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.22)

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)

Miss Meera Depala (26.3.21)

Mrs Cristina Palmer-Romero (11.05.24)

*denotes member present

NON-VOTING OBSERVER

*Ms Paraskeve Constantinou

IN ATTENDANCE

Mrs Lenka Jenks – Clerk

21/01 **APOLOGIES**

The Chair welcomed all to the meeting. A special welcome was offered to the newly elected parent governor Sue Bayliss.

Apologies were recorded for Cristina Palmer-Romero and Meera Depala.

Barry Rawlings had tentatively accepted the meeting invitation, but in the event did not attend.

21/02 **DECLARATION OF PECUNIARY INTEREST**

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

21/03 **PART I MINUTES OF THE MEETING HELD ON 23rd NOVEMBER 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. 2 20/58 Register of business interest form

Most forms have been received. The clerk is to send the forms to new governors.

Action: Lenka Jenks

Pg. 2 20/58 HT report – changes in pupil numbers

Nursery leaflets were distributed. Thanks were offered to Lucy Drane for organising the distribution.

Pg. 2 20/58 Communications review

Adam Fagan was added to the weekly newsletter mailing list.

Pg. 5 20/65 Staffing Committee

The pay policy was finalised and ratified.

Pg. 5 20/65 Teaching and Learning Committee

A simplified version of Remote learning policy is now on the website. Results of recent parent survey were circulated to all governors.

21/04 **GOVERNING BODY MEMBERSHIP**

Adam Fagan left the room at this point.

a) Consideration of appointment of Partnership Governor

The nomination form for Adam Fagan had been circulated to all Governors for information. After full consideration it was **AGREED** that Adam be appointed for the four-year period ending 1st February 2025.

Adam Fagan returned to the meeting.

b) Appointment of new Chair Ed Tytherleigh announced his resignation from the position of Chair of Governors and Adam Fagan was proposed and seconded as new Chair.

Adam Fagan left the room at this point.

Upon a show of hands, it was **RESOLVED** that he be appointed Chair for the rest of the academic year 2020-2021.

Adam Fagan returned to the meeting.

Ed Tytherleigh congratulated and welcomed Adam to the Governing Body.

Adam Fagan took the chair at this point.

The new Chair thanked Ed Tytherleigh for his contribution to the school and thanked the board for a warm welcome. He expressed his enthusiasm for the co-operation to come.

21/05 **REPORT OF THE HEADTEACHER**

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

Arising from the report:

The Headteacher summarized the report and learning during time of closure.

The number of children in school has increased since the report was circulated and is averaging 50 children per day now. The class teachers are managing the remote learning and this is also accessed by the children in school. The staff in school is thinly spread and absences are difficult to cover.

The vice chair noticed changes to phase leaders on the school website. The Headteacher explained that the Key Stage 1 lead took on the Early Years as well for the duration of maternity leave. However, the website is incorrect and this will be rectified.

21/06 **SCHOOL IMPROVEMENT PLAN**

School improvement plan was not circulated for this meeting as it is not relevant to remote learning but the Headteacher provided a verbal update.

For Maths, consistency of the offer is being monitored and the teachers create powerpoint presentations and videos and any issues with these are being ironed out. Children also have access to online platforms.

Curriculum development continues. Medium and long term plan was going to be carried out in school, now takes place through remote learning, which is more difficult.

The school has had two previous reviews a part of the School Performance Programme in collaboration with the Muswell Hill NLC group but is unable to proceed with the next one for now.

Anti-racist education is also ongoing although it may not match the plan exactly. Some actions of the plan will roll over to next year or year after.

21/07 **COVID-19 RESPONSE**

There have been some positive COVID-19 cases in the outside community but none in school. Most of the staff in school participate in Lateral Flow testing, the risk assessment was updated and all rules are being followed.

Nursery is fully open and there are three other bubbles. All bubbles have separate eating areas and outdoor spaces.

The Chair asked how the staff was affected and how was it managed. The Headteacher replied that real effort is made to communicate with colleagues and keep positive, there is a regular Monday briefing and a wellbeing Wednesday is planned for children and staff.

The deputy head added that wellbeing is on SLT agenda and most staff are flexible and adaptable.

The staff governor also commented that the staff are looking forward to wellbeing Wednesday.

The Chair asked to relate the message to staff that the Governing Body are mindful and appreciative of the work being done in this unprecedented time.

Action: H.Vivian

21/08 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Ed Tytherleigh reminded the board that the gateway meeting with Barnet will take place on Friday 5th February, all governors are welcome to attend and the invitation link has already been sent.

Ed presented the latest designs to the board. He shared the elevation drawings and explained the position of the hall, the internal layout and the MUGA plans, which evolved from original design. The plan is nearly finalised but there is still space for the governors to raise their concerns.

The governors' bank account is now open and the funds will be transferred in due course. Valuation shows that it will be possible to build the extension for the funds received.

The Chair asked about the timings and Ed replied that the planning application should be submitted by end of March and the build finished in June 2022.

The plans are shared with staff when changes occur and everyone is excited about the project.

21/09 **COMMITTEE UPDATES**

a) Teaching and Learning Committee

Most of the agenda has been covered in the Headteacher's Report but the Vice-Chair further commented that there was focus on home learning. Devices were distributed to all children who needed them. In school demonstrations were given to support families. Staff carry out regular phone calls to families and there is a good picture of who is responding well.

Behaviour and attendance are ongoing issues but these are irrelevant at the moment and there is no major concern.

SATs and other national assessments will not take place this year and only teacher assessments will be carried out.

b) Finance Committee

Finance committee looked at year-end forecast on 18th January and this will be summarised in the next agenda item.

21/10 **FINANCE**

The Headteacher reported to Governors that COVID-19 situation, the Nursery After School Club and Breakfast Club closures caused loss of income of almost

£100,000.

Ed Tytherleigh further reported that the year-end position is forecasted to £83,876 deficit and there has been no indication from the Local Authority or Government that there will be any support with lost income. He also pointed out that the school's financial management is strong and the school would not be in deficit if it was not for COVID. He also advised that the steer from the Governing body is to set up an in-year balanced budget as there is no room to make further cuts to address the deficit caused by COVID.

The Headteacher added that the school is in worse position than some other schools as there is no contingency. The small classes caused lower income in previous years, which had a great impact. There has not yet been any response from Barnet schools accountancy regarding recovery plan.

The Vice-Chair reminded the board that it has been made clear that the school made cuts where possible in previous years and this should also be communicated the Barnet schools accountancy. The Chair agreed that the school has a strong case.

21/11 **POLICIES**

The reviewed Early Years policy has been circulated to all Governors and it was approved and ratified.

The policies are published on the website and paper copies are made available on request. Currently, there is no cloud based storage but the Deputy Head will look into this.

Action: P. Constantinou

21/12 **ANY OTHER BUSINESS**

There was none.

21/13 **FUTURE GOVERNING BODY MEETING DATES**

Spring (2) – Monday 15th March 2021 at 6:30pm

Summer (1) – Monday 10th May 2021 at 6:30pm

Summer (2) – Monday 12th July 2021 at 6:30pm

The meeting finished at 19:51