

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
MONDAY 4TH DECEMBER 2023 AT 6.30PM

MEMBERS

<p><u>LA GOVERNOR</u> *Mrs Abigail Martin (1/2/2026)</p> <p><u>PARTNERSHIP GOVERNORS</u> *Mr Adam Fagan (01/02/2025) (Chair) *Ms Sara Liney (05/07/2025)</p> <p><u>HEADTEACHER</u> *Mr Andy Griffiths (Executive Headteacher)</p> <p><u>STAFF GOVERNOR</u> Sarah Gillen (6.11.27)</p> <p>*Mrs Jo Kennedy (Non-Voting Observer) *Lenka Jenks (Non-Voting Observer)</p>	<p><u>PARENT GOVERNORS</u> *Mrs Azadeh Jahani (10/3/2027) *Mr Mohammad Mia (17/01/2026) *Mr Dren Lubovci (05/07/2025) 1 Vacancy</p> <p><u>CO-OPTED GOVERNORS</u> *Mrs Kirstie Stroud (07/02/2027) (Vice Chair) *Ms Eleanor Diamond (05/07/2025) Mr Alexander Nicholson (06/02/2027) 1 Vacancy</p> <p>*Denotes member present</p>
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IN ATTENDANCE

Mrs Patricia Roche (Clerk)

23/01 APOLOGIES

The Chair welcomed all to the meeting.

Apologies were received and accepted from Sarah Gillen.

Alex Nicholson was not present (*Post meeting note: Alex has resigned as Co-Opted Governor as is relocating*).

23/02 CHANGES TO PECUNIARY INTERESTS

There were no changes to declare.

23/03 APPROVAL OF THE 25th SEPTEMBER 2023 MINUTES AND MATTERS ARISING

AF advised that he would update the governing body in Part II meeting of update on Federation discussion.

Part I minutes and Part II minutes were approved by all.

Signed: (Chair) Date:

23/04 **GOVERNING BODY CONFIRMATIONS AND REGISTER OF BUSINESS**

INTERESTS

The clerk advised that some governors are yet to confirm these on Governorhub and she will send reminders again.

Clerk

23/05 **GOVERNING BODY MEMBERSHIP AND TRAINING**

The clerk advised there is still one vacancy for parent governor and there were no applications when it was advertised. JK will seek to fill this position with a parent who she feels would work well.

JK

The clerk advised there is also a vacancy for Co-Opted Governor to replace Ed and AF/KS will look at the list on Inspire in Governance to try to find a suitable governor. It was agreed that H&S and Buildings as well as a community link person with local interests and fundraising ideas would be suitable.

AF/KS

Post meeting note: there is also a second vacancy for Co-Opted Governor further to Alex's resignation.

Training :

All governors were asked by the clerk to put their training on Governorhub to include their recent Safeguarding training.

All governors were reminded that they need to book on Safeguarding training if they did not attend it in September as this is a statutory requirement for Governors to complete annually.

All governors

It was also agreed to run some training with Bronwyn (from BP) to cover challenging questions that governors should be asking which would be very useful to build the capacity of the governing body. AG will arrange this for February.

AG

23/06 **CONFIRMATION OF COMMITTEE CHAIRS AND MEMBERSHIP**

KS will continue to Chair Curriculum and Wellbeing.

It was proposed that Alex would Chair Resources.

Post meeting note: a new Chair needs to be appointed for Resources Committee

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23/07 **SAFEGUARDING**

ED will rearrange her visit scheduled for today to next week and will report at the next meeting.

23/08 **REPORT OF HEAD OF SCHOOL**

JK had circulated her report prior to the meeting on Governorhub and governors were asked to put forward any questions.

JK advised that the School Effectiveness Report is also on Governorhub.

AG advised governors that the LNI who recently visited after visiting five years ago was very positive with the progress made.

JK advised there was an in-depth visit to every class to observe Maths and that the LNI spoke to the SLT team and Sendco. The LNI visit was used as another pair of eyes to check how the teaching is being delivered.

A governor highlighted that the Next Steps sections are very useful.

The LNI reported that there is lots of fluency being taught in sequences and she could see there is a drive to reduce the use of worksheets. The LNI could see the school has picked up the pace and felt it could now move on quicker.

AF asked for an update on roll numbers and JK advised that the school lost a Year 6 group of 31 and gained a Reception group of 26. The school has lost a few children who have left to join Faith schools but numbers are filling back up. Reception now has 26 and JK advised that a good number transferred from Nursery to Reception.

JK reported that there are many more people coming on school tours this year and a lot have heard of the schools good SEND provision.

With 32% SEND children in the school and the national average of 13.7% the school has a high percentage. There are 4.9% of children with EHCPs with more to follow. It was noted that the school is carrying the burden of resources for those children until the EHCP funding is received. JK advised there is 40% of SEND children in the Year 1 cohort and advised that it will be impossible to get above the national average in phonics this year. Whilst it is apparent that the % of SEND children massively impacts on results the SLT need to be clear on the progress children are making. There is a strong Year 6 this year, however, the younger years are high SEND and high levels of need and parents may need to be advised that results will go down due to the present cohorts.

JK advised that the teachers need to be expertly skilled to teach a good lesson.

JK advised that she is teaching Year 6 English every day and that there is a Maths group and Phonics boosters in place. The SLT are mindful that they don't want the children to lose the enjoyment of learning either. JK advised that she has invested in the support staff being skilled up to lead groups and is grateful for the support from BP to upskills on Maths interventions.

A governor advised that the DFE is running a pilot scheme called PINS as they are trying to look at the huge influx of EHCPs differently and that 40 primary schools can

Signed: (Chair) Date:

pilot the scheme whereby someone would come in and look at the provision for SEND in place.

JK advised that the Year 1 room is now set up for SEND provision.

A governor advised that she is aware there is a concerning level of need in Early Years with lots of streamlining happening.

AG advised that he has emailed the Head of SEND services to ask if there is scope for creating our own resource/SEND team to be able to support ourselves and will update the governing body.

The Chair thanked JK for her report which enables all governors to see that the profile of the school is changing. AF advised that there needs to be a 3-5 year plan in place.

AG advised that some children are coming in with very high needs and do not have an EHCP in place and that the level of need is much more now as well as the number of children. The school wants to be inclusive, however, the physical layout does not help and it is very difficult to fight parent choice.

A governor asked if home visits can be carried out and JK advised that these were carried out for Nursery and Reception which were very useful.

JK is mindful that she has a strong SLT team, however, advised governors that she is worried about the teachers as some are having to plan 4 different curriculums in 1 class which is not sustainable and unhealthy.

The Chair advised that the governing body wish to ensure the SLT have resources as a priority as otherwise staff will burn out. The governors recognise the huge amount of work the school does for its staff and the school is also in a strong position following Ofsted. Governors are also aware of the many benefits which the Federation brings. The governing body will return to this and felt it may be worth exploring if a floating teacher could help as additional support in classrooms.

AG advised that the calibre of staff is not out there if recruitment is needed.

AG reiterated that the SLT want to embed what they can for these children as they only get one shot at it and the SLT are aware of the support they have from their governors.

A governor suggested if building a provision on our site might help.

A governor highlighted that the data results are very impressive from last year to this year and asked if it is the teacher or LSAs who are delivering the fast feedback helicopter approach?

JK advised that there are varying levels of confidence and in some classes the LSAs are doing conferencing and the teacher is doing helicoptering. This is especially strong in KS1 and Year 6 and the children's feedback is very positive and they love having it as it is helping them to articulate their learning. This is also a big help to the teacher's workload. Conferencing has helped greatly with writing and self-assessment and peer assessment are now being developed.

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A governor asked if SG is being released from class more as she is offering lots of support and JK advised that plans are in place to release her more.

23/10 **CANTEEN UPDATE**

AF advised that this project pre dates most people in the room and whilst the school got through the planning stage there was a gap of £200k as the project had not taken into account committed or spent monies. There was a project manager change also and this gap was felt to be unbridgeable.

Further to conversations it was agreed to pull out of this process and there are conversations ongoing with Barnet as the priority is to have a proper kitchen/meal space for the children.

AG advised that the project is now in two bits and that the school is obliged to put in MUGA as they sold the green space and have to give back half the space with an all weather area. AG advised he has looked at Paddle tennis courts as they can be installed free and can then be rented out. He has met with the company and they also do MUGAs which could go in for free. It is felt the school is a good site for this as is close to North Circular and could be rented out at weekends and in the summer months. AG advised that due diligence has been carried out.

AF asked if AG can send the documents to the Resources committee so they can look at the options and to investigate how to utilise the savings being made as it is important to get everything we need as well as maybe keeping some back which could possible be used for SEND resources.

AG

Governors agreed that this may be a good solution and AF thanked Lenka and Ed for their years of work on this project. It was also felt that this would be much less disruptive for the children while the work was going on.

KS advised that ET is happy to support the school with these new plans and AG will contact if necessary.

23/11 **COMMITTEE UPDATES**

Resources:

The committee met and the minutes are uploaded on Governorhub.

AG felt AN was very supportive in his challenging of financial matters.

Curriculum and Wellbeing:

The committee met and the minutes are on Governorhub.

KS advised the Forest School is up and running and there is a therapist at the school 1 day a week which is very positive.

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The committee are aware that the balance of Reem's time is shifting from attendance to low level behaviour which is necessary.

The committee are doing a SEND visit before Christmas and will update the governing board in the new year.

The school is now labelled as a priority school for Mental Health and Wellbeing in the Borough so can access BICS which is the level before CAMHS in schools which is proving much quicker.

23/12 **POLICIES TO BE RATIFIED**

The Health & Safety policy was uploaded for governors to read and this was duly ratified.

23/13 **ANY OTHER BUSINESS**

AF offered huge thanks to JK and all the staff for a fantastic term notwithstanding all the challenges and was pleased to report that he had a lovely chat with two year 4 children recently in school.

AF will arrange with governors (via the Whatsapp group) for some money to be put behind the bar for the staff Christmas outing.

AF

JK advised all governors that they were welcome to attend all the Christmas events at the school as listed on her report.

Future meeting dates for full gb meetings:

18th March at 6.30pm

1st July at 6.30pm

The meeting closed at 7.30pm and Part II meeting then took place

Action Points:

- 1. All governors to complete their declarations and confirmations**
- 2. AF/KS/JK to try to recruit parent and co-opted governors**
- 3. All governors to put training on govhub and to book on safeguarding training if not yet completed**
- 4. AG to arrange training with Bronwyn for governors**
- 5. ED to rearrange safeguarding visit and update governors**
- 6. AG to send documents regarding building project to Resources committee**
- 7. AF to arrange with governors for donation for staff**

Signed: (Chair) Date: