

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 10th MAY 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

21/30 **APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded for Cristina Palmer-Romero and Kirstie Stroud.

21/31 **DECLARATION OF PECUNIARY INTEREST**

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

21/32 **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.

21/33 **GOVERNING BODY MEMBERSHIP AND SKILLS AUDIT**

Following the approval of the restructure of the Governing Body there are now four vacancies: one partnership governor, one co-opted governor and two parent governors.

The Governing body is awaiting the new Instrument of Governance from the Local Authority and as soon as this is received an election for the two parent governors will be run. In the meantime the Governing Body will advertise for the remaining vacancies. The Clerk will organise this in due course.

Action: L. Jenks

Skills audit forms were collated into a skills matrix. Most areas are looking strong. There are some areas to be improved, particularly experience of governing body membership at another school and chairing a board or committee. Awareness of the national education policy is also an area that could be improved. As a result, the governing body will seek governor training in the new Ofsted framework. Buying into NGA membership might also be beneficial. The Head teacher and the Clerk will look into these.

Action: H. Vivian & L. Jenks

21/34 **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 School Improvement Plan will be revisited ahead of the new academic year. Some components will change, however, maths and curriculum remain the priority.

b) Outcomes from self-evaluation activities and school

New SEF will be completed after this academic year, once there is Summer term pupil data.

c) Attendance

Attendance is currently 96.8%, which is very good.

d) Staff professional development

SENCo is near to completing the National Qualification for Special Educational Needs Co-ordinators.

e) Changes in pupil numbers

A governor enquired whether there might be a reason for a number of pupils transferring from the neighbouring school. The head teacher replied that there were some staffing changes at the said school but the movement between these two schools is not uncommon.

f) Admissions issues

Another governor enquired about the coming Reception numbers and whether this is usual for this time of the year. The head teacher replied that there are twenty-one offers accepted and seven new pupils on the waiting list in the second round and it is expected the class will be near full in September.

g) Curriculum developments and events

The Deputy Head reported that the Curriculum committee was updated as to where the school was up to on its curriculum overhaul timeline and that today's staff development was on geography. The website is being updated with curriculum information, and wishlists for parents to purchase curriculum resources through local businesses are being created.

The Chair commented that although a small surplus budget has been set, he supports the wishlist idea as there are still not enough funds to purchase the resources needed.

The school website redevelopment is underway. The school had an offer from a parent to build a new website. The school is supplying the imagery and texts and should be able to preview the new website in the next half term.

A Governor enquired whether any fundraising events were going to take place in the near future and whether the funds raised from any of these could be earmarked for the curriculum resources. The head teacher replied that the summer fair is planned for 10th July. The relationship with the Friends of Hollickwood is good and this will provide valuable support.

h) Staff changes and vacancies

A staff member will be leaving at the end of this academic year. Due to budget restraints this role will not be replaced. This member of staff has been a valuable asset to the school and the governors thanked them for their contribution.

g) School causing concern

A governor asked whether this year's teacher assessment could help the school to have 'causing concern' removed.

The head teacher replied that the status will stay in place until the next Ofsted visit.

The learning network inspector (LNI) visited the school for the first time today and gave positive feedback.

21/35 **SCHOOL IMPROVEMENT PLAN**

A brief School Improvement Plan report had been circulated to all governors.

The head teacher summarised the priority areas of the School Improvement Plan and the deputy head reported on pupils' wellbeing. Children were given opportunity to express their concerns, they follow zones of regulations, which

helps them to understand their emotions and to boost themselves to get back into the green zone. The DH added that the children know who to speak to if they have a worry.

The staff governor added that children were excited to be back but some are experiencing a slight dip in engagement. The school is communicating with parents and working on children's wellbeing.

21/36 **COVID-19 RESPONSE**

Operationally, there are still no assemblies or singing. Music is supported within classes.

There were no positive cases and the staff are still taking part in lateral flow testing.

School is following DfE COVID-19 guidance. Assemblies may be possible in the second half of the Summer term and these may be in groups of two classes or taking place outdoors.

A governor enquired whether outdoor play will be mixed. The head teacher replied that he is hoping to allow the year groups to mix outside soon and is waiting for government guidance.

21/37 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Ed Tytherleigh reminded the board that in the beginning of year the project was in a good position. However, following the Barnet gateway meeting there was a request to confirm the school's VAT and budget contingency position. The 10% contingency has been confirmed but the VAT confirmation is causing delays. The current building design does not meet the annexe definition to qualify for the VAT to be zero-rated.

Following the meeting with the project manager and the architect, a new, similar but smaller layout design has been drawn. The new design is £360,000 less than the original, covers all required areas and should qualify for zero-rated VAT. This is to be confirmed by the VAT consultant.

21/38 **COMMITTEE UPDATES**

a) Resources committee

The committee discussed the staffing changes from September 2021, the building project and the budget.

The committee scrutinised the variances in the 2020/2021 budget and approved the year end position of £15,444. This allowed the school to set the budget for 2021/2022 with a small surplus.

b) Curriculum and well-being committee

The committee discussed the curriculum and progress made and the LNI's notes and comments.

21/39 **FINANCE - RATIFICATION OF THE BUDEGT 2021-2022**

The annotated budget spreadsheet was circulated to all Governors prior the meeting. As discussed in the previous agenda item, due to a positive year end position, the school managed to set a budget with a small surplus.

A governor enquired whether this surplus could be invested in additional human resources, to which the head teacher replied that when looking at the position in the third year, the school needs to be cautious and ensure the resources are carefully budgeted for. The school will however invest in more training and curriculum resources this year.

After full consideration the budget for 2021-2022 was RATIFIED by the Governing Body.

21/40 **CALENDAR**

Learning walks, observations and monitoring will take place before the end of the first half of Summer term.

21/41 **ANY OTHER BUSINESS**

a) Safeguarding for Governors

A Governor enquired if it would be possible to organise safeguarding training for governors.

The Chair agreed this was good idea and requested for safeguarding to be put on agenda for an informal overview.

b) Governor Recruitment

It was agreed that it would be beneficial to encourage parents to come forward to nominate someone or become governors.

21/42 **FUTURE GOVERNING BODY MEETING DATES**

Summer (2) – Monday 5th July 2021 at 6:30pm

The meeting finished at 19:35