

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL

MONDAY 3rd OCTOBER 2022

MEMBERS

<p><u>LA GOVERNOR</u> *Abigail Fowles (TBC)</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> *Miss Annabel Goodfellow (14/03/2026) *Mrs Jo Kennedy (Non-Voting Observer)</p>	<p><u>PARENT GOVERNORS</u> *Mrs Lucy Drane (27/02/2023) Mr Mohammad Mia (17/01/2026) Mr Dren Lubovci (05/07/2025) *Mr Ahmed Hammam (15/10/2025)</p> <p><u>CO-OPTED GOVERNORS</u> *Mr Ed Tytherleigh (05/10/2023) *Mrs Kirstie Stroud (07/02/2023) (Vice Chair) *Ms Eleanor Diamond (05/07/2025) Vacancy</p>
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*Denotes member present

IN ATTENDANCE

Mrs Lenka Jenks – Clerk
Mrs Paula Powder (Observer/Clerk)

22/52 **APOLOGIES**

The chair welcomed all to the meeting.

Apologies were recorded for Adam Fagan (Chair)

Apologies were recorded for Dren Lubovci

22/53 **DECLARATION OF PECUNIARY INTEREST**

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

22/54 **COMPLETION OF 2022-2023 REGISTER OF BUSINESS INTEREST FORM**

Governors completed their business interest forms.

22/55 **APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR 2022-2023**

Nominations were invited, and Adam Fagan was proposed and seconded. It was RESOLVED that he be appointed Chair for the academic year 2022-2023.

22/56 **APPOINTMENT OF THE VICE CHAIR FOR THE ACADEMIC YEAR 2022-2023**

Kirstie Stroud was nominated to continue to be Vice Chair. She was proposed and seconded. It was RESOLVED that she be appointed Vice Chair for the academic year 2022-2023.

However, it was discussed that other members could register their interest in becoming Vice Chair in the future.

22/57 **PART 1 MINUTES OF THE MEETING HELD ON 29TH JUNE 2022 AND MATTERS ARISING**

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

There were no matters arising.

22/58 **GOVERNING BODY MEMBERSHIP**

Abigail Fowles was formally introduced to the Governors. Confirmation of Abigail's position to be finalised.

22/59 **REPORT OF THE EXECUTIVE HEADTEACHER**

The report was circulated to the Governors prior to the meeting and this was received and noted.

School role has now increased to 186 students.

Safeguarding has improved and staff are more alert to safeguarding matters. All staff have received safeguarding training since the start of term. Leadership and class teachers are more visible, particularly in the morning and there is more confidence in discussing any issues that may arise with the DSL, however it was noted that there have not been any increases in safeguarding issues.

A company called "Place to be" was discussed for therapy and support for students with high SEN needs. The cost for this bought in service is expensive costing £27,000 for 2 days a week. The Local Authority could help with other therapies such as Resilience therapy. The school has many students with social, emotional and mental health needs. It was discussed that the school are looking for an employee that could cover SEND and pastoral requirements. Kirsty discussed that funding is available for mental health training from the Local Authority for a staff member however this can only be used once so the correct person would need to be placed on the training.

Parents have attended workshops and been involved with school activities. It was agreed that a whole school approach works better as a long term solution to issues such as attendance etc.

Action: To be discussed at the Committee meeting. To keep this high on future agenda's. **Kirstie Stroud / Jo Kennedy**

22/60 **REPORT OF THE HEAD OF SCHOOL**

The report was circulated to the Governors and was noted that it was very positive.

Statutory information requires updating on the website and a deadline has been given as half term.

Action: Jo Kennedy

Values of the school is a high priority. It was discussed that it was a team effort and thanks were passed from the Governors to those who have helped with the improvements. It was noted that there are many improvements (9) and members of staff have been very responsive and proactive to implement changes such as leading smaller training sessions for staff members.

22/61 **SCHOOL DEVELOPMENT PLAN**

It is noted that the targets are ambitious, however there is clear focus and direction with all staff who are positive working very hard to implement changes.

22/62 **SCHOOL CAUSING CONCERN RESPONSE**

Governors passed on thanks to staff who have worked extremely hard. The status of the 'school causing concern' has been REMOVED.

22/63 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Plans were submitted to the Local Authority last year and Capita have removed from the project. There is now a 10% contingency fund for the project. Baily Garner have been appointed as new project managers. New plans have been re-drafted and a decision has been made. VAT consultants have been employed and HMRC consulted regarding the new plan which it is hoped will be VAT exempt based on the school's charity status. The school is waiting for a response from HMRC before plans are re-submitted to the Local authority for approval. There is no formal time scale for this but it is hoped that approval will be secured by next spring.

Action: Governor presentation by Ed Tytherleigh after plans have been submitted

22/64 **COMMITTEE UPDATES**

No updates

It was discussed that there should be a decrease in the number of Governor meetings as Committee meetings should discuss the bulk of the business.

Termly Curriculum and Wellbeing meetings to be planned.

The use of Governor Hub was discussed as a central place to view the calendar, meetings and policies etc.

Action: Paula Powder to investigate subscription prices.

22/65 **POLICIES**

Reviewed Child protection and Safeguarding Policy, Attendance and Absence Policy, Staff Attendance Policy, Behaviour Policy, Marking and Feedback Policy, Child-friendly Child on Child Abuse Policy have been circulated to all. Some comments have been received and there are more to follow via email. Once received, all policies will be amended and all policies are to be ratified as soon as possible.

Action: Jo Kennedy to send amended policies to Governors.

Action: Eleanor Diamond to send policies to Governors with track changes.

22/66 **ANY OTHER BUSINESS**

There was none.

22/67 **FUTURE GOVERNING BODY MEETING DATES**

Autumn (2) Monday 5th December 2022 at 6.30pm

Spring (1) Monday 30th January 2023 at 6.30pm

Spring (2) Monday 20th March 2023 at 6.30pm

Summer (1) Monday 15th May 2023 at 6.30pm

Summer (2) Monday 3rd July 2023 at 6.30pm

Meeting finished at 7.46pm