

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL

MONDAY 5th DECEMBER 2022

MEMBERS

<p><u>LA GOVERNOR</u> Abigail Fowles</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 Paula Powder (Clerk)

22/68 **APOLOGIES**

The chair welcomed all to the meeting. Apologies were made by Abigail Fowles, Sara Liney, Eleanor Diamond and Ed Tytherleigh.

22/69 **PRESENTATION BY JOSHUA COKER ON 1st PHASE OF BUILDING PROJECT**

A Pre App statement has been submitted to Barnet Council. The response from Barnet Council will take approximately 8 weeks and a meeting to discuss the outcome should take place in mid-January. The main reason for submitting a Pre App is to obtain feedback from Barnet council regarding the design of the annexe and costs. HMRC have also been sent the Pre App in order to secure VAT exemption. In order to facilitate VAT exemption requirements, needs to be met. The building has to be a stand-alone building and not an extension to the existing building and is termed an "annexe" which has a separate main entrance. The most contentious element of the plan is the flood lights, to the MUGA area, which will enable the school to use this area later in the evening although this may not be agreed by the council.

Governors were shown images and plans of the design with cladding or all brick options. Consultations will be made to the pupils to decide on colours the windows and facias will be.

The planning Team will present the design to residents, parents, staff and pupils in January to ensure that all parties are aware of the plans and designs. This will also

give stakeholders a chance to give their feedback. Letters will be sent out before the end of the year with a timeframe of 3 weeks' notice before the consultation evening event.

Joshua Coker shared a timeline schedule programme with Governors.

No questions were asked from the Governors.

22/70 **HEADTEACHERS REPORT**

The Governors commented that it was a fantastic report, very positive and the Governors gave thanks for the staff's hard work.

90 responses were taken from a parental survey. Feedback from parents mirrored areas of improvements that the school is aware of and focusing on.

Children on role; Years 1,2 & 3 are full with Year 5 having the least pupils. The Nursery is full for the morning session but there are still vacancies for the afternoon session.

Priority 6. An experienced teacher will be working 3 days a week across Y2 and Y6 from January to support with interventions. She is a qualified SENDCO and is about to complete her dyslexia assessor masters qualification. She is already working 1 day a week in Year 2 and is making a considerable impact

The school intends to employ a new staff role which will incorporate a teaching/SENDCo role to focus on SEND requirements in the school.

Priority 8. Governors were happy that the School Council was being re-instated

The school has 21 cases (10%) of total school of MASH referrals and a Cause for Concern has been lodged with the council. Governors commented that they could assist and raised the issue with the council.

Data

An accurate picture submitted. Data has been double checked and there is evidence to support this. For example, where there has been a push on reading the results have shown an improvement. Staff have been very positive regarding the changes. The school do not have data targets which can attribute to staff over exaggerating the figures. After Christmas Year 5 will be a priority for reading.

Attendance

Governors have concerns regarding attendance. Attendance has dipped due to illness and have cases of scarlet fever. Staff are confident that attendance has dropped due to illness and not for unauthorised absence as there has only been 1 unauthorised holiday since the start of term and Persistent absence figures have reduced. Some children do show patterns of poor attendance, and this will be addressed by staff on a daily basis and with the Education Welfare Officer in January.

22/71 **PART 1 MINUTES OF THE MEETING HELD ON 3RD OCTOBER 2022 AND MATTERS ARISING**

The Part I minutes of the meeting were confirmed and signed by the Chair as an accurate record. There were 3 corrections:

Point 22/59 Correction Resilience Schools not therapy

Point 22/59 Correction mental health training from the DFE and not Local Authority

Point 22/59 Correction Kirstie Stroud was misspelt as Kirsty

22/72 **SEV**

Covered in Headteacher's report.

22/73 **SIP**

More therapeutic support is required for students. If not supplied in house pupils can wait for up to 2 years. Staff are excellent at supplying mentoring for students but there is no specialised person.

Deficit of £79,000 which will be managed over a three year period and will be absorbed by staffing differently e.g. Not appointing a Deputy Head.

A meeting will be held with Chair, Lenka Janks, Andy Griffiths and Jo Kennedy to discuss staffing in respect of employing a specialised person

Action: Employing a specialised therapy company to be discussed at Resources Committee in New Year as a priority. **Adam Fagan, Ed Tytherleigh, Dren Lubovci & Ahmed Hamman**

22/74 **COMMITTEE UPDATES**

Dren Lubovc is happy to stay as Chair of Resources. More Governors are needed to join committees. Ahmed Hammam agreed to join Resources committee.

22/75 **POLICIES**

Charging & Remissions & Health and Safety

Policies were ratified by the Governors.

School website is now up to date and compliant.

Governors asked about Estate Agent Boards to increase school funds? It was found that many families rent or do not have front gardens and normally there is a stipulated amount which the school would not be able to meet. Revenue from estate agents boards is around £800.

Action: Details of the school nursery to be added to the website **Lenka Janks**

Afterschool clubs were discussed, and clubs need to be affordable for families. Afterschool clubs can entice families to join the school. School has a PTA who have raised monies.

Office space is being rented after Christmas for afterschool clubs. This will increase revenue for the school and allow the school access to the database. It is hoped that this will increase the appeal of the school to the local community.

Minutes Part 2

Adam Fagan and Andy Griffiths had a meeting with the Chair of Governors at CHBP. Arrangements are working well with Jo Kennedy working at Hollickwood and this will

continue for 2 years. Another review will be held In May/June 2023. Chair of CHBP enquired if Hollickwood would like to join the federation? A meeting will be held next year to discuss the first stages of the process. Schools will be required to join a Mat before 2030.

22/76 **ANY OTHER BUSINESS**

There is still a vacancy for a Co-opted Governor with a financial background. The Chair asked Governors to ask friends if they were interested or an advert could be submitted.

22/77 **FUTURE GOVERNING BODY MEETING DATES**

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 ended at 7.55pm