

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**MONDAY 30<sup>th</sup> JANUARY 2023 AT 6.30PM**

**MEMBERS**

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| <p><b><u>LA GOVERNOR</u></b><br/>*Miss Abigail Fowles</p> <p><b><u>PARTNERSHIP GOVERNORS</u></b><br/>*Mr Adam Fagan (01/02/2025) (Chair)<br/>Ms Sara Liney (05/07/2025)</p> <p><b><u>HEADTEACHER</u></b><br/>*Mr Andy Griffiths<br/>(Executive Headteacher)</p> <p><b><u>STAFF GOVERNOR</u></b><br/>Miss Annabel Goodfellow (14/03/2026)</p> <p>*Mrs Jo Kennedy (Non-Voting Observer)<br/>*Lenka Jenks (Non-Voting Observer)</p> | <p><b><u>PARENT GOVERNORS</u></b><br/>*Mrs Lucy Drane (27/02/2023)<br/>*Mr Mohammad Mia (17/01/2026)<br/>*Mr Dren Lubovci (05/07/2025)<br/>*Mr Ahmed Hammam (15/10/2025)</p> <p><b><u>CO-OPTED GOVERNORS</u></b><br/>*Mr Ed Tytherleigh (05/10/2023)<br/>*Mrs Kirstie Stroud (07/02/2023) (Vice Chair)<br/>*Ms Eleanor Diamond (05/07/2025)<br/>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 and introduced the new clerk, Patricia Roche. Apologies were received and accepted from Sara Liney and Annabel Goodfellow.

**23/02 CHANGES TO PECUNIARY INTERESTS**

There were no changes to declare.

**23/03 APPROVAL OF THE 5<sup>TH</sup> DECEMBER MINUTES AND MATTERS ARISING**

The minutes were approved by all.

**23/04 GOVERNING BODY MEMBERSHIP**

The Chair thanked Lucy Drane for her contributions as governor and advised all that this would be her last meeting as Parent Governor. She will be hugely missed. The clerk will start the process for finding a new parent governor.

**Clerk**

Signed: ..... (Chair of Governors) Date: .....

The Chair advised that he has commenced the process of finding a new Co-Opted governor to fill the vacancy and has one more potential governor to meet with.

Ed Tytherleigh advised that he would not be able to renew his term as Co-Opted governor at the end of his term on 5<sup>th</sup> October 2023.

23/05 **REPORT OF THE EXECUTIVE HEADTEACHER**

Mr Griffiths had circulated his report to all governors pre meeting which gave governors a broad overview of where the school is at. He advised there has been 5 new entries to the school and the roll numbers are now 192 which is very encouraging.

Attendance has improved and thanks were given to Mrs Kennedy for her massive efforts as well as to Reem who has focused on the role of first response which alleviates the pressure on others. The school has been hit by absences in two year groups which is evident in Mrs Kennedy's absence table and circulated to all governors.

Mr Griffiths advised that a recent visit from a group of Headteachers received very positive feedback on entering the building both with the environment and the work. Mr's Kennedy's move from Year 4 to Year 5 to give direction that was lacking is increasingly consistent.

Mr O'Sullivan (Year 2) is happy to stay on and the school will be pleased to retain him.

The Chair asked for an update on the impending strikes on 1<sup>st</sup> February.

Mr Griffiths advised not to assume that the school would close and advised that this is a wider issue than staff pay and impacts wellbeing and morale. At the moment some staff have said they will strike but this is subject to change. Mr Griffiths and Mrs Kennedy hope to be able to make an informed decision based on what they can see and will communicate to parents promptly. Mrs Kennedy will also make calls to those vulnerable families if affected by the strike and the school has also arrange packed lunches for those families.

The governors were pleased to see there was good planning in place and that the school would remain open for all those not striking.

Governors were advised that the 2 power related school closure days were now completely resolved and were not isolated to the school but affected surrounding residents aswell.

Mrs Kennedy had circulated her Head of School report to the governors pre meeting and advised that the school is in line with national attendance for Spring and there is evidence of improved attendance for those there were concerns about. The attendance of SEND and disadvantaged children is in line with other groups.

Mrs Kennedy advised that she is putting lots of development into Early Years and keeping high expectations up into Reception and is positive that the nursery children will stay on for Reception. The focus is on raising the expectations academically with the team ensuring the children are challenged more and that all are able to write their

Signed: ..... (Chair of Governors) Date: .....

names coming into Reception. There has been a lot of work done on phonics which has made a big difference.

The governors were pleased to see the increase in roll numbers and the huge transformations throughout the school boosting the morale and sustainability of the school.

The Chair advised all that he had spent a half day with Year 5 on persuasive writing on the building project and he was blown away by the culture of learning and calmness in the school. The Year 6 children were all promoting each other and were very fair and just. It was very pleasing to see first-hand the energy and transformation throughout the school. Each class said they felt this is a very different school.

The children are all in favour of the project however advised they do not want to have micro-plastics as there are lots of alternatives. The architects were great and sparked a lot of excitement.

A governor asked how the school approaches fines with economic vulnerability with its emphasis on improving attendance and Mrs Kennedy advised the school has only fined a small number of repeat holiday offenders and are trying to help parents to understand the impact attendance has on learning. The school is building up a rapport with parents and trying to support those children who are anxious or worried rather than sick. On the occasions where holidays are taken during term time the holiday may be unauthorised and a fine issued if the need arises. The governors can see the work that Reem does on the pastoral side links positively with the attendance side.

A governor asked if the child psychologist will be employed 1 day a week and Mr Griffiths advised this was planned for after half term with the psychologist working on a 1:1 with the children identified as needing help and possibly with the parents also. The psychologist has the Place to Be background and the exact skill set needed for this role.

It was suggested that support could be included in this for the staff to deal with the children's needs.

A governor asked if the PTA is functioning well and a parent governor present advised that it is, however, it is running on 5 or 6 parents only and it is hard to get new parents on board. The PTA is always trying to get more regular volunteers and has hosted coffee mornings and met with the new reception parents which will help it to grow.

23/06 **SIP**

Mrs Kennedy had included this in her report and was pleased to advise that the school is making good progress in all areas. The school is now trying to focus on challenging the more able children which will be a push for the summer term.

It is positive to see that staff are stepping up to those subjects that are less developed and Mrs Kennedy has put together a blueprint for new subject leaders to follow as the school is aware there are high expectations on subject leaders with Ofsted.

Signed: ..... (Chair of Governors) Date: .....

A governor asked if the governors can get to see the curriculum in more detail and Mrs Kennedy advised this is looked at in detail by the Curriculum and Standards committee and there is a handbook for all subjects outlining the intent, implementation and impact.

It was suggested that a subject leader should be invited to the next governing body meeting to talk to governors and this will be added to the Agenda and Mr Pitchers would be invited as Science subject leader.

**Clerk**

Mr Griffiths suggested that this might work more effectively during an afternoon with the children involved also.

The evidence is in the documentation about intent and the school is trying to ensure the staff know about consistency and to be aware of where the children need to be at by the end of the year.

In the past it was felt there was an absence of the how and why and no clear strategy.

A governor asked if the curriculum will be put on the website and was advised that an overview for each subject will be put on the website.

23/07 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

Mr Tytherleigh (ED) advised that further to the presentation on design to the governing body at the last meeting they are making tangible progress. The planning meeting with Barnet has been held and a positive response has been received and they are hoping to complete the pre-planning in 5/6 weeks. However, it was noted that building inflation has gone up considerably and even with the £2.4m to spend it will be difficult to stay within the budget. ED advised they are hoping to submit planning in April or May and that it will realistically be 3 to 4 months to get through that followed by quotes and contractors to be sought giving a possible start date of next January.

ED advised that a consultation with the community will be taking place as part of pre planning. ED has written to the HMRC and has been advised that it is up to the school to self-regulate the VAT which means it should be able to self-certify.

ED will ask the governors to sign off on this when it is at that stage.

A governor asked if there is a contingency to have surplus money to do other things to the premises and ED advised that Barnet wanted 10% contingency but it is dependent on having a successful bid and a good contractor and the risk is in the tender process.

23/08 **COMMITTEE UPDATES**

**Curriculum and Wellbeing**

The committee has met and are pleased to see the appointment of a psychologist will be made. The committee is pleased to see that the gap has been filled with Reem being out of class and there is no loss of learning in Year 4.

The focus is on the learning environment and all can see that this is moving forward. The library work is being carried out and the sensory motor skills area is near completion which will have a positive environmental impact on the children.

The committee looked at data and had a very comprehensive run through on all year groups from Mrs Kennedy and Miss Goodfellow who were able to show where target year groups are and can talk through a coherent action plan. The book look was very positive.

The focus is now on an Early Years push, Year 6 writing and support giving to particular cohorts. KS will arrange to visit Reem to see if governors can help.

A governor highlighted the they were blown away by the reading book sort out into book bands which will really help the children and their parents.

**Resources committee**

The committee looked at the budget and gave thanks to Lenka for securing the £27,000 Covid grant which will have a very positive impact on this year's budget, however, the deficit will remain. Some of this grant will be reinvested and put into staffing and target groups. The leadership team is aware that quality staff is not out there and can see the importance of investing in staff and giving them the opportunity to grow and develop. It has been more difficult to get all EHCP applications submitted and the school still awaits decisions on changes to school placements for three children.

A governor asked if the school is doing enough to keep senior level staff in place and was advised that it is trying to invest in time with the phase leader roles and ensuring if they are not in class that their class is being provided for.

It was felt that the deficit budget is small relative to other schools and the governors were pleased to see that this area is being dealt with efficiently and could see the importance of investing in resources and staff.

23/09 **ANY OTHER BUSINESS**

None

The Chair thanked all for attending the meeting and thanked Jo and Andy and all their staff for all their hard work.

The Chair asked all governors to take their committee membership as an important role.

Signed: ..... (Chair of Governors) Date: .....

Date of next meeting: Monday 20<sup>th</sup> March 2023 at 6.30pm

The meeting closed at 7.35pm

*Post meeting note: Lenka advised the clerk that the LA governors appointment (Miss Fowles) has been confirmed.*

Signed: ..... (Chair of Governors) Date: .....