

**GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**MONDAY 25<sup>TH</sup> SEPTEMBER 2023 AT 6.30PM**

**MEMBERS**

<p><b><u>LA GOVERNOR</u></b>                  *Mrs Abigail Martin (1/2/2026)</p> <p><b><u>PARTNERSHIP GOVERNORS</u></b>                  Mr Adam Fagan (01/02/2025) (Chair)                  *Ms Sara Liney (05/07/2025)</p> <p><b><u>HEADTEACHER</u></b>                  *Mr Andy Griffiths                  (Executive Headteacher)</p> <p><b><u>STAFF GOVERNOR</u></b>                  Vacancy</p> <p>*Mrs Jo Kennedy (Non-Voting Observer)                  *Lenka Jenks (Non-Voting Observer)</p>	<p><b><u>PARENT GOVERNORS</u></b>                  *Mrs Azadeh Jahani (10/3/2027)                  Mr Mohammad Mia (17/01/2026)                  Mr Dren Lubovci (05/07/2025)                  Vacancy</p> <p><b><u>CO-OPTED GOVERNORS</u></b>                  *Mr Ed Tytherleigh (05/10/2023)                  *Mrs Kirstie Stroud (07/02/2027) (Vice Chair)                  *Ms Eleanor Diamond (05/07/2025)                  Mr Alexander Nicholson (06/02/2027)</p> <p>*Denotes member present</p>
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**IN ATTENDANCE**

Mrs Patricia Roche (Clerk)

**23/01 APOLOGIES**

The Vice Chair welcomed all to the meeting and Chaired the meeting in AF's absence. Apologies were received and accepted from Adam Fagan, Dren Lubovci and Alex Nicholson. Mohammad Mia was not present.

**23/02 CHANGES TO PECUNIARY INTERESTS**

There were no changes to declare.

**23/03 APPROVAL OF THE 3<sup>rd</sup> JULY 2023 MINUTES AND MATTERS ARISING**

Part I minutes were approved by all with the clerk making some minor changes to governors initials.

23/04 Part II minutes were approved by all.

Signed: ..... (Chair) Date: .....

23/05 **GOVERNING BODY CONFIRMATIONS AND REGISTER OF BUSINESS**

**INTERESTS**

All governors were asked to confirm that they have read KCSIE and to list their register of business interests on Governorhub which is a statutory annual requirement.

23/06 **GOVERNING BODY MEMBERSHIP AND TRAINING**

ET's term of office is up on 5<sup>th</sup> October 2023 but he expressed an interest to stay on as Associate Governor for Finances and Premises. This was greatly appreciated by those governors present.

There will then be a vacancy for a new Co-Opted Governor to replace Ed in this role.

There is currently a vacancy for staff governor and AG and JK will seek to recruit.

There is 1 parent governor vacancy to replace AH who resigned at the July meeting and possibly a second parent governor vacancy to replace MM when confirmation is received by the clerk that he wishes to resign.

**Training :**

All governors present attended the Safeguarding training given by AG directly after this meeting and were asked to add it to their training log on Govhub.

Those governors not present should book themselves on an online course through BELS training.

23/07 **CONFIRMATION OF CHAIR AND VICE CHAIR**

KS confirmed that AF would like to remain on as Chair for this academic year and all present approved this.

KS advised that she would like to remain on as Vice Chair for this academic year and all present approved this.

23/08 **CONFIRMATION OF COMMITTEE CHAIRS AND MEMBERSHIP**

**Curriculum & Wellbeing**

KS agreed to Chair this committee and will be joined by AM/SL/AJ

The committee will review its Terms of Reference at the first meeting and b/fwd to full gb for approval.

Meeting dates for the year are: 11<sup>th</sup> October, 31<sup>st</sup> January and 15<sup>th</sup> May, all 6pm

Signed: ..... (Chair) Date: .....

## **Resources**

Chair to be confirmed post meeting and the committee will comprise of DL/AN/ED with ET as Associate and LJ, School Business Manager.

The committee will review its Terms of Reference at the first meeting and b/fwd to full gb for approval.

Meeting dates for the year are:

### 23/09 **POLICIES TO BE RATIFIED**

There were 4 policies uploaded on Govhub to be ratified:

Attendance and Absence

Child Safeguarding

Child Absence in Education

Behaviour

A governor asked how many staff are training in positive handling in relation to the Behaviour policy and JK advised this is an action to train more staff.

These policies were ratified by those governors present.

### 23/10 **ANY OTHER BUSINESS**

#### **Canteen redevelopment project**

ET advised that they had signed off on the planning application however, it was highlighted that the costs do not fit in the cost envelope and a review of costs needs to take place. A 2 week deadline has been set to come back with a scheme that fits in the cost envelope and it may result in the outside material being changed.

This has not gone out to formal tender yet and is a very risky process with a 10% contingency as there are no reserves and it has to come in with a balanced budget.

ET stressed that this project will get there and he is determined to stay the course to deliver a solution that is best for the school.

A governor asked if they had increased costs by making an error in their presentation and ET feels that the error may be there but it is a difficult one to pinpoint. ET has now asked for a reduced cost.

ET advised that the project management including cost management is their responsibility and feels that the quantity surveyor cited the initial sum for committed costs.

Signed: ..... (Chair) Date: .....

KS expressed thanks from the full governing body to ET for his continuous dedication and commitment to this project.

Thanks were also expressed to ET for staying on as Associate for Resources and ET expressed his thanks to all and his love for Hollickwood.

**Future meeting dates for full gb meetings:**

The dates proposed for the full gb meetings are:

4<sup>th</sup> December at 6.30pm

18<sup>th</sup> March at 6.30pm

1<sup>st</sup> July at 6.30pm

**Action Points:**

- 1. To b/f discussion with governors regarding the EHCP increase in numbers and problems being faced by the school**
- 2. Resources committee chair to set meeting dates**
- 3. Committees to review Terms of Reference and b.fwd to full gb**
- 4. All governors to confirm they have completed their confirmations on Govhub**

Signed: ..... (Chair) Date: .....