

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
HOLMLEIGH PRIMARY SCHOOL HELD ON
4th JULY 2019 AT 5:30PM**

Membership:

Miranda Mikaberidze (Chair)
 Kevin Ward (Head teacher)
 Margaret Boateng (Staff Governor)
 Innogen Fryer (Co-opted Governor)
 Nilgun Ercan (Co-opted Governor)
 David Stranger-Jones (Parent Governor)
 Matthew Caudle (Co-opted Governor)
 Sophie Persson (Parent Governor)
 Karima Singh (Parent Governor) – arrived at 6.40pm
 Pamela Sills (Co-opted Governor)

Clerk: Sarah Davies (Hackney Learning Trust)

Apologies: Megan Holden

Item	Action	Responsible	Date by	Meeting
7	David Stranger-Jones to identify form to be completed regarding funding	David Stranger-Jones	September 2019	
8	Clerk to review current link governor roles and add to agenda for autumn term meeting.	Clerk	September 2019	
10	Governor training information to be circulated as and when received.	Clerk	As and when information received.	

The meeting started at 5.40pm

1. Welcome & Introductions

All were welcomed to the meeting.

2. Apologies for Absence

Apologies were received and accepted from Ms Megan Holden.

3. Declarations of interest

There were no declarations received.

4. Minutes of last meeting held on 21 March 2019

The minutes of the last meeting were agreed to be a true and accurate record.

4.1 Matters Arising

Template letter – the Clerk confirmed that this was sent to the Chair.

HLT Clerking 19/20 – Governors agreed that they would continue using the HLT clerking service for next academic year.

GDPR – there has been email correspondence and discussion will continue in the autumn term

All other actions are on the agenda.

5. Headteacher Report

Mr Kevin Ward tabled the Headteacher report.

The following updates were given:

- KS1 and KS2 SATS have taken place and phonics tests have been completed. Parents evening are being held next week.
- 30 pupils from China are to be hosted at Holmleigh for the last week of term. Students will be aged between 9 and 12 with 3 teachers accompanying them. The school will be paid £200 per person for a week. The money received will be used to replace the decking in the playground and to renovate the staff room.

An update on the school priorities were given:

- SIP is supporting with school planning and evaluating. Confident that KS2 results will be at least in line with the national average and probably above in maths and spelling. Governors were informed that it was likely that the phonics result will be below the national average, as there were 5 children who could not complete the test and 6 children failed to make the required level. A review will take place in the autumn term and further interventions will be put in place.

- Leadership management – most staff have a lead role as well as teaching, the school need to work on documenting and showing evidence of this. An updated SEF is included in the pack for Governors' information.
- Leaders to have a good understanding of data – the school have brought into a new assessment system which will allow for greater analysis of each subject, not just English and Maths. The system will be trialed for a year.
- Ofsted's new inspection framework: due to be implemented in September; an inset day is to be held for staff to focus on this.
- Teachers developing skills and sharing good practice – this is being achieved through lesson observations, book looks and peer observations. A more definitive cycle is to be implemented next year.
- Curriculum – the curriculum map is currently in use but needs to be refreshed.

Governor Question – do the school decide on the curriculum?

Answer – there is still the national curriculum but there is more flexibility around how those targets are reached.

- Evidence of learning outcomes – this will be achieved through the new assessment system and tracking books.
- Developmental – there is currently £15k for the house to be transformed into a wellbeing centre.
- Training attended – staff training has been listed.
- Teacher training – the school offer a lot of work experience and work placements for student teachers and young people.
- Visits and activities - these were listed in the Governors pack.
- Erasmus plus – a trip to Italy was undertaken this term. The school have agreed 2 visits to Estonia for next year. A possible project with 5 to 6 countries could take place; awaiting confirmation.
- London schools active hero – Inny Fryer has won the Hackney and London Active Hero award and is to receive her award at the Olympic Stadium on 20th July. Governors congratulated Inny.

6. Budget

The budget was tabled for Governors to review.

Mr Kevin Ward informed Governors that the 2018-19 budget was overspent by £108k; it was previously expected to be £150k but this has been reduced by reducing teacher's hours and not replacing a midday assistant who left.

It was expected that in 2019/20 there will be an in year deficit of £54k; which when added to the existing deficit would give a deficit of £172k.

This budget has been submitted to the local authority and no response has been received as yet.

The school have received £6k of capital funding; with £52k brought forward, which gives nearly £60k for capital works.

Governor Question – what basis are the changes made in the forecast?

Answer – it is a percentage, for example staff are entitled to an increment every year and this has been built in.

Commentary is included in the Governor meeting pack.

Governors **approved** the budget.

7. ICT Funding Proposal

Quotes were sought for both ipads and other tablets and it was decided the school would purchase the ipads. There are 2 ipads for each class and additional ipads in the SEN room. David Stranger-Jones to find out what form is to be completed regarding the funding.

ACTION – David Stranger-Jones to identify form to be completed regarding funding.

8. Reports from Committees

Minutes from the Curriculum Committee and Finance Committee held on 4th July were tabled for Governors information.

Governors enquired about link governors; Clerk to review the current link roles and they are to be updated next academic year.

ACTION – Clerk to review current link governor roles and add to agenda for autumn term meeting.

9. Policies and Procedures

No policies were discussed at the meeting.

10. Training

A new schedule is to be presented in the new academic year; Clerk to circulate as and when received.

ACTION – Governor training information to be circulated as and when received.

11. Urgent Business

11.1 Confidential item – recorded as a confidential item.

11.2 Website – Parent Governors have raised concerns about the lack of current information on the website. HT stated that there is difficulty in having the time to update it.

12. Dates of Future Meetings

Governors agreed that the meetings would take place on the following dates:

21st November 2019

19th March 2020

2nd July 2020

Meeting closes at 7.25pm

Signed:

Date: _____