

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
HOLMLEIGH PRIMARY SCHOOL HELD ON
21 MARCH 2019 AT 5:30PM**

Membership:

Megan Holden (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)

Clerk: Sarah Davies (Hackney Learning Trust)

| Item | Action | Responsible | Date by | Meeting |
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| 2 | Clerk to provide template letters to be sent to Governors. | Clerk | Next meeting | |
| 5 | Clerk to ensure that signed up to HLT clerking service next financial year | Clerk | Next meeting | |
| 5 | Sophie Persson and Matthew Caudle to assist Head teacher with evidencing for GDPR. | Sophie Persson and Matthew Caudle | | |
| 8 | School to develop a proposal outlining where the funding is to be spent. | Head teacher | Next meeting | |
| 8 | Budget to be agreed at the next Governing Body meeting. | Head teacher | Next meeting | |

The meeting started at 5.40pm

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| 1. | <p><u>WELCOME AND INTRODUCTIONS</u></p> <p>The Chair and Head teacher welcomed all members to the meeting. Matthew Caudle was welcomed at his first meeting as a co-opted Governor.</p> |
| 2 | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>It was noted that there had been no apologies received from Pamela Sills or Miranda Mikaberidze. Governors requested the clerk to research if there are template letters available to be sent to check these Governors want to continue to sit on the Governing Body.</p> <p>ACTION: Clerk to provide template letters to be sent to Governors.</p> |
| 3 | <p><u>DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of interest received.</p> |
| 4 | <p><u>MINUTES OF THE LAST MEETING AND ACTION TAKEN</u></p> <p>The minutes of the last meeting were agreed as a true and accurate record; subject to the following amendment:</p> <p>Matthew Caudle's surname spelt incorrectly.</p> |
| 5 | <p><u>MATTERS ARISING FROM THE MINUTES NOT INCLUDED ON THE AGENDA</u></p> <p>The following updates were given:</p> <ul style="list-style-type: none"> • HLT contract – Clerk to check if the school has signed up for next financial year. <p>ACTION: Clerk to ensure that signed up to HLT clerking service next financial year.</p> <ul style="list-style-type: none"> • GDPR: the Head teacher confirmed that the school do have a policy, however more work needs to be completed with evidencing what is being done. It was agreed that Sophie Persson and Matthew Caudle would assist the Head teacher with this item. <p>ACTION: Sophie Persson and Matthew Caudle to assist Head teacher with evidencing for GDPR.</p> |
| 6 | <p><u>CHAIR TO REPORT ANY URGENT ACTION TAKEN SINCE THE LAST MEETING</u></p> <p>None.</p> |

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| 7 | <p><u>SCHOOL IMPROVEMENT PARTNER REPORT</u></p> <p>Included in the Head teacher's report.</p> |
| 8 | <p><u>REPORT OF THE HEADTEACHER</u></p> <p>The Head teacher updated Governors as follows:</p> <ul style="list-style-type: none"> • Governors were informed of the sad news that one of the teachers passed away at beginning of March with the funeral being held yesterday. Governors discussed a memorial within the school. The teacher's son asked for donations rather than flowers and these are to be shared with the school and possibly her church. • Welcome to Matthew Caudle, new Co-opted Governor and Sarah Davies, new clerk to the Governing Body. • The head teacher outlined of number of actions that had taken place since last meeting including a financial audit, Health and Safety audit, SIP, Head teacher's performance management and a trip to Greece. • A list of upcoming events were included, including SATS and a dance trip to Turkey. • Governors were informed of the SIP report included in the report from page 4 onwards and noted that there was a teaching and learning focus. It was noted that the agreed priorities for the coming year – 1) Standards: it was noted that these have been in line with or above national in all areas, this is expected to continue; focus on pupil premium students and Turkish speaking students (particularly boys). 2) Leadership & Management: the school have a strong team however there is a need to maximize leadership potential and ensure a positive impact of all leaders in SEF. 3) Curriculum; the school are to ensure that there is evidence in place for teaching, learning and assessment of wider curriculum. 4) Developmental; there are a number of opportunities coming up including the school keepers house, school travel grant and to develop the garden. • The Head teacher confirmed that £30k has been agreed as a fundraising grant for Trees for Cities (Edible Playgrounds), which will include training. <p>Governor Question – where will this garden be?</p> <p>Answer – this is for the garden but will apply to the whole school. Sophie Persson noted that she was happy to be involved in the project.</p> <ul style="list-style-type: none"> • It was confirmed that the drainage would be repaired by the Learning Trust. • Allen & Overy Funding; Governors were informed that there is a need to report what the money has been spent on. The proposal is to develop 2 |

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| | <p>small ICT suites within the school, to put new wiring into the green room and house and create smaller ICT suites. The school will also purchase tablets. It was agreed that the school would develop a proposal, including software and the longevity of purchases.</p> <p>ACTION – School to develop a proposal outlining where the funding is to be spent.</p> <ul style="list-style-type: none"> • Football kit: it was confirmed that fundraising amount and kit sponsorship has been received from C&S builders. A girls' football sessions is to be arranged. • School travel plan: the school were successful in receiving the gold standard and accompanying grant. There have been discussions regarding the locations for bike shelter. The Head teacher confirmed that the shelter had been ordered. • Healthy pupil capital fund: the school have been successful in receiving £15k to create a wellbeing centre where the house is. The funding will be used to equip the house. • It was confirmed that an application had been submitted for a new project with Italy school, the deadline is today. In light of Brexit the ERASMUS plus programme have told schools to make independent arrangements. • A list of visits and activities undertaken were listed. • The Head teacher outlined the information received from the financial audit. In 2016 the school was given no assurance as there were several areas where no score could be given. This time (Feb 19) the school have received limited assurance; governance arrangements were noted as limited as documents had not been reviewed last year. Income administration; it was noted that the levels of cash held at the school can be too high, the limit is £1500 and this is an area of concern. The school will now be focusing on online payments for September which will decrease the cash coming into the school. <p>Governor Question –will there be options for those who cannot pay online?</p> <p>Answer – families can use pay points etc.</p> <ul style="list-style-type: none"> • The school will be purchasing a GPC card – general procurement card – which will allow purchases to be made on this rather than individual staff members buying and reclaiming. • Budget; the Head teacher outlined the budget and noted that the deficit for the end of financial year is forecasted for £68k. It was noted that this is half of the original forecast. The head teacher informed Governors that it felt timely to pay the teachers' pay award and back date it, which will increase |
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| | <p>the deficit to approx. £85k. Governors were informed that the new budget is in and it will not balance, the pupil numbers are holding up and have slightly increased from last year. Governors were informed that the new budget will be agreed at next Governing Body meeting.</p> <p>ACTION – Budget to be agreed at the next Governing Body meeting.</p> <ul style="list-style-type: none"> • Health & Safety Audit; it was confirmed that this had been completed and graded satisfactory. The observations were discussed; there is asbestos in the boiler room with further investigation to be undertaken and no one allowed in the area. It was confirmed that these items are the responsibility of the health and safety team within the learning trust. • Trip to Greece; those children who attended wrote articles in the newsletter of their experience. |
| 9 | <p>HEADTEACHER PERFORMANCE MANAGEMENT</p> <p>Noted</p> |
| 10 | <p>SCHOOL BUDGET</p> <p>Discussed above in minute point 8.</p> |
| 11. | <p><u>POLICIES AND PROCEDURES</u></p> <p>It was confirmed that all the policies and procedures had been reviewed by the Finance Committee and it is recommended that the Governing Body adopt these. All documents are from the Learning Trust's financial audit.</p> <p><u>Finance Committee Terms of Reference</u>: Governors agreed to adopt this document.</p> <p><u>Schedule of delegation</u>: Governors agreed to adopt this document.</p> <p><u>Controls Assurance Statement</u>: Governors agreed to adopt this document.</p> <p><u>Whistleblowing Policy</u>: Governors agreed to adopt this document.</p> <p><u>Asset Management Plan</u>: Governors agreed to adopt this document.</p> <p><u>Emergency Management Plan</u>: Governors agreed to adopt this document.</p> <p><u>HLT Financial Procedures</u>: Governors agreed to adopt this document.</p> |

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| 12 | <p><u>TRAINING</u></p> <p>None attended.</p> |
| 13 | <p><u>URGENT BUSINESS</u></p> <p>The Head teacher informed Governors of a number of inappropriate uses of internet by students at the school, which included posting videos on a number of apps and other students commenting on these. The school have intervened within these incidents.</p> <p>Governor Question – is this happening on school premises or in school uniform?</p> <p>Answer – students are not making the videos on site but the school are dealing with the aftermath and fall out.</p> <p>A meeting is being held with parents tomorrow to have an open discussion about how to best deal with the situation.</p> <p>Governor Question – can children bring their phones into school?</p> <p>Answer – they can but they are taken away in the morning and given back at the end of the day.</p> |
| 14 | <p><u>DATE OF NEXT MEETINGS</u></p> <p>Thursday 4th July, 5.30pm</p> |

Meeting closes at 7.20pm

Signed:

Date: _____