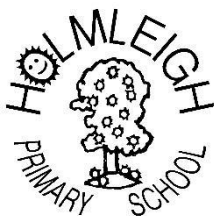


Open Minutes of the Full Governing Board Meeting
10 November 2022, 5.30-7.30pm - held at the school

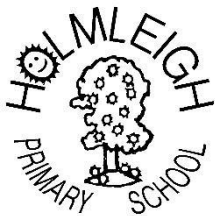
Membership	Role	Committee	End of Term	Type of governor	Present/ Apologies
David Stranger Jones (DSJ)	Chair of Governors	Finance	June 24	Co-opted	Present
Kevin Ward (KW)	Head Teacher	Finance, Curriculum, Premises	Ex Officio	Ex Officio	Present
Sophie Persson (SP)	Vice-Chair of Governors and Chair of the Premises Committee	Finance, Premises	Nov 25	Co-opted	Present
Karima Singh (KS)	Co-opted Governor, SEND and Safeguarding Link Governor and Chair of the Curriculum Committee	Curriculum	Jun 24	Co-opted	Present
Margaret Boateng (MB)	Staff Governor	Finance, Curriculum	Jul 22	Staff	Apologies
Matthew Caudle (MC)	Co-opted Governor and Chair of the Finance Committee	Finance	Nov 23	Co-opted	Present
Nilgun Ercan (NE)	Co-opted Governor	Curriculum	May 24	Co-opted	Present
Rachel Burd (RB)	Co-opted Governor (New)		Nov 25	Co-opted	Present
Clive Sterling (CS)	Parent Governor (New)	Premises	Nov 25	Parent	Present
Nick de Haes (NH)	Local Authority Governor (New)	Curriculum	Nov 25	Local Authority	Present
Vacancy x 2 (updated): 1 – Parent 1 - Co-opted					
In attendance					
Jane Ware (JW)	Clerk, Hackney Education		-	-	Present

The quorum for this meeting is 5. The meeting started at 5.30pm and was quorate.
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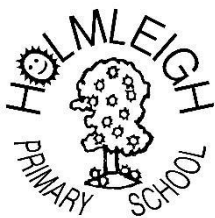
ACTION LOG

Item number	Action	Who	Deadline	Status
5.2.1, 01.07.21 / updated 08/07/22	Website content to be updated, including declarations of interest register, terms of reference for each committee, positive audit of skills , Governorship document , school policies including Complaints, Admissions Arrangements, Behaviour/Discipline and Special Educational Needs and Disabilities (SEND).	KW	ASAP	Ongoing
5.2.1, 11.11.21 / updated 08/07/22	JW to complete a further website audit once the above has been completed.	JW	September 2022	Pending
7.6.1, 11.11.21 / updated 08/07/22 & 10/11/22	DSJ to circulate to governors for review and approval the following: Code of Conduct, Behaviour and Anti-Bullying Policy , Safeguarding Policy , Complaints Procedure Summary , Charging and Remission Policy , Religious Education Policy and Maths Policy , SEND Information Report , Safeguarding and Child Protection Policy , Race Equality Policy , Responsible Use of Technology Policy and School Accessibility Plan , and DSJ to then schedule the policies for periodic review at Full Governing Body meetings, in accordance with DfE guidelines .	DSJ	Spring 2023	Partially completed
10.03.22, 5.3.3 / updated 08/07/22	SP to create a training record document and share amongst governors prior to the next Full Governing Body meeting.	SP	September 2022	Completed
10.03.22, 6.9.3	KW to share upcoming school trip information with governors who are invited to attend.	KW	ASAP	Ongoing
10.03.22, 6.20.2 / updated 08/07/22	KW to share podcast club recordings with governors, via whatsapp once a governor group is created.	KW	September 2022	Completed
10.03.22, 7.2 / updated 08/07/22 & 10/11/22	Strategic priorities to be reviewed when MB takes up the post as head.	MB	Spring 2023	Pending
08/07/22, 3.1.1	DSJ will share a recruitment pack which contains strategic priorities.	DSJ	July	Completed
08/07/22, 6.1.6	Finance meeting to be arranged over the summer.	DSJ	Over the summer	Completed
08/07/22, 12.1	DSJ to review policies and schedule them at FGBs.	DSJ	Over the summer	Pending
08/07/22, 16.2	SP to confirm the dates for Committee meetings for 2022-2023.	SP	Over the summer	Pending
10/11/22, 2.1.2	JW to add link governor and Committee roles to agenda and minutes front page.	JW	From now on	Completed / ongoing
10/11/22, 5.3.1	JW to send a follow up email asking governors to complete the skills audit template before the next FGB.	JW	Autumn 2022	Completed



Full Governing Board
Minutes
Holmleigh Primary School
Thursday 10 November 2022, 5.30pm
Meeting held at the school

10/11/22, 5.4.4.3	RB to be asked if she wants to be the curriculum link governor and Chair of the Curriculum Committee.	SP & RB	Autumn 2022	Pending
10/11/22, 5.8.1	MB to upload the 2021-22 attendance register and governor terms of office to the website .	MB	Autumn 2022	Pending
10/11/22, 8.1	Curriculum Committee meeting to be arranged.	Cttee Chair	Autumn 2022	Pending



PART 1: Open Minutes

1.0 Welcome

1.1 The Chair welcomed all to the meeting.

1.2. Receive and consider apologies from governors not in attendance
Apologies were received and accepted from MB.

2.0 Minutes of previous meeting of 8 July 2022

2.1 To agree the previous [Full Governing Body meeting minutes of 8 July 2022](#)

2.1.1 Governors **agreed** that the minutes were a true and accurate record of the meeting held and that the Chair could sign them.

2.1.2 Action: JW to add Link and Committee roles to agenda and minutes front page.

2.2 Actions

2.2.1 Action updates are recorded in the action log.

2.3 Matters arising or outstanding

2.3.1 There were no matters arising or outstanding.

3.0 Staffing

3.1 New head teacher appointment of [Margaret Boateng](#) and other staffing matters

3.1.1 See 6.0.

4. Declarations of Interest

4.1 No declarations of interest were declared in terms of the [2022-2023 Declarations of Interest Register](#).

5.0 Full Governing Body Business

5.1 Governing Board composition and [Terms of office](#)

5.2 Governors AGREED unanimously that current Full Governing Body Chair DSJ and Vice Chair SP should be asked, and did agree, to remain as such for a further 12 months.

5.3 Skills audit for 2022-2023

5.3.1 Action: JW to send a follow up email asking governors to complete the [skills audit template](#) before the next FGB.

5.4 Governing Body vacancies: [The right people around the table](#)

5.4.1 1 x parent governor

5.4.1.1 Elections are underway, with the deadline of Monday 14 November. Election will be on 28 November.

5.4.2 1 x co opted governor

5.4.2.1 This will be addressed at the next Full Governing Body meeting.

5.4.3 1 x staff governor

5.4.3.1 Letters will be sent to all staff and elections will be in January 2023. Governor vacancies will be addressed in the autumn term.

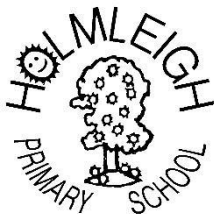
5.4.3.2 Governors will continue to research and share training opportunities and were invited to subscribe to bi monthly Governors Forum by contacting maggie.kalnins@hackney.gov.uk, (see [previous updates](#))

5.4.4 Key roles and responsibilities (including [SEND/ Safeguarding link governors](#))

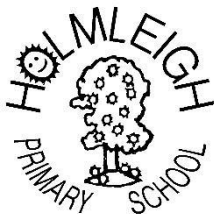
5.4.4.1 KS explained that she found chairing the Curriculum Committee and being link, in addition to] send and safeguarding link roles too much so asked to be relieved from Curriculum.

5.4.4.2 NH offered to be the Chair of the Curriculum Committee.

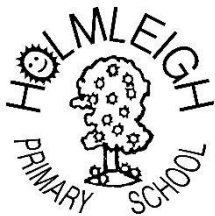
5.4.4.3 Action: RB to be asked if she wants to be the curriculum link governor and Chair of the Curriculum Committee.



- 5.5 Attendance of committees was confirmed.
- 5.5.1 MC agreed and governors unanimously APPROVED MC to continue to chair the [Finance Committee](#).
- 5.5.2 SP agreed and was unanimously APPROVED to continue to chair the Premises Committee.
- 5.5.3 KS's term ended and as Chair of the [Curriculum Committee](#) and governors nominated RB or NH to be new Committee Chair, as per 5.4.4.3.
- 5.6 [Membership of the Headteacher's Annual Appraisal Panel and date](#)
MB's performance management meeting will be held on 10 January 2023 from 2-5pm.
- 5.7 The Governor [Code of Conduct](#) is under review.
- 5.8 [Website](#) compliance must include the [2021-22 attendance register](#) and [governor terms of office](#).
- 5.8.1 Action: MB to upload the [2021-22 attendance register](#) and [governor terms of office](#) to the [website](#).**
- 5.9 The following updates were shared with governors:
- *The latest version of statutory safeguarding guidance [Keeping Children Safe in Education Sets](#) out new training requirements for governing boards.*
 - *New [Working together to improve school attendance](#) guidance from the DfE makes clear that all schools should have an attendance policy. It also details expectations for boards to review attendance data and evaluate the impact of attendance efforts.*
 - *New DfE [Behaviour in schools advice](#) describes what effective behaviour management looks like and what must be included in a school behaviour policy.*
 - *New DfE [statutory suspension and exclusion guidance](#) covers new requirements relating to who headteachers must notify when making the decision to suspend or permanently exclude a pupil and the expectations around withdrawing such decisions.*
- 5.10 Governors were advised of the following training opportunities:
- [Hackney Education's Governors Training Autumn Offer](#)
 - *FREE: [Understanding the ethical, legislation, regulations and statutory guidance that underpins the exclusion process](#)*
 - Governors are also invited to subscribe to bi monthly Governors Forum by contacting maggie.kalnins@hackney.gov.uk, (see [previous updates](#))
- 6.0 Head Teacher's Report**
- 6.1 The Head Teacher's report was presented in hard copy format by KW alongside the [CFR Budget](#) and [Budget Monitoring Report](#).
- 6.2 MB and KW worked on the report together.
- 6.3 Hackney re-engagement unit is supporting the school which is a potentially great resource.
- 6.4 Children have benefited from the playground improvements.
- 6.5 There is a show and a big Christmas party planned on Thursday 15 December 2022 in the hall.
- 6.6 The budget set took into account the changes that would be enabled.
- 6.7 In the context of the deficit reduction plan, this would reduce the overall deficit to £264k which is really positive.
- 6.8 The target return to surplus is in 2026.
- 6.9 The half year report shows that the deficit plan is on track, however the budget does not include upcoming teacher pay awards and the impact of this will need to be monitored in the third and fourth quarters.
- 6.10 The inflation rate is likely to be significantly higher than 2.5%.
- 6.11 The impact on the deficit of the national pay awards for support and teachers will be significant.
- 6.12 QUESTION: Does the school know what the energy allocation is?
ANSWER: This is not known because it is likely that some of the bills are going straight to the local authority (LA).
- 6.13 There were three actions from the Finance Committee, which were to recommend that the school goes ahead with staffing costs to incremental rises, whilst the school does not have a choice with the national pay award; for the Full Governing Body to discuss how it can be



- positioned with Hackney Education in terms of the impact of the deficit reduction plan and that the new budget forecast should be run alongside the original deficit reduction plan.
- 6.14 There is insurance to help to cover staff absence.
- 6.15 RM is a great addition to the school.
- 6.16 After KW's departure, RM will go to Year 6, NE will remain in Year 5 and the plan is to recruit cover for year 5 at around four days a week.
- 6.17 Changes to staffing were incorporated into the budget plan.
- 6.18 Overall, phonics did well across the board, whilst the current year 3s did not do as well this was due to being in reception when covid struck so they missed significant chunks of their learning hence this group is being targeted with interventions to close gaps and current year 2s also have interventions in place.
- 6.19 MB is doing booster sessions with years 2 and 3.
- 6.20 Year 6 baseline assessments are looking positive.
- 6.21 There is extra support for children that are struggling.
- 6.22 After school booster groups will start after Christmas.
- 6.23 There are good systems in place to ensure that the children make the necessary progress.
- 6.24 QUESTION: What would the goal be for numbers of phonics?
ANSWER: They take the test in year 1 and retake in year 2 when they have to reach 32 marks out of 50 as a threshold. The national average is in the 70s in terms of percentage. There was a dip a couple of years ago to 63% by the current year 3. Some children did not pass in year 2 and are in year 3 having additional support. High 70s is preferable, but this depends on the cohort.
- 6.25 The year 4 multiplication test result requirement of 100% was regarded as unreasonable.
- 6.26 Results will be better this year as the children will practise more.
- 6.27 The inset focused on leadership generally and ownership of subjects.
- 6.28 There are groups dealing with a set of curriculum areas which means that it is not just the subject leader who knows about the area.
- 6.29 The plan will go on the website once aesthetics are decided.
- 6.30 An assessment cycle is being implemented.
- 6.31 Whole school safeguarding training was completed.
- 6.32 The school has put in a bid to Hackney for a green space.
- 6.33 Fin has a quote for £8k for a new CCTV system, and in the past CCTV has come through grants so Fin will enquire about this as there are large areas with no CCTV.
- 6.34 Friends of Holmleigh have made a total donation of £2200.
- 6.35 Next week there will be 16 visitors from Lithuania, Turkey and Spain at the school regarding the robotics program.
- 6.36 Bloomsbury Football Club is great: really good value, extremely well attended with young and experienced male and female coaches and there are sessions for nursery, reception and year 1.
- 6.37 Some parents are joining in with children doing morning exercises.
- 6.38 The new wellbeing and mental health service (WAMHS) worker attends fortnightly from the start date of 29 November and a questionnaire is being sent to parents to find out what they want.
- 6.39 Young Hackney has done sessions from KS1 and KS2 and did internet safety today, which was well attended by parents.
- 6.40 Family Coach Service would like to use Holmleigh as a hub to support parents and they will meet and greet on parents evening on 24th if parents cannot meet them at the first opportunity on the morning of 16 November.
- 6.41 There is a strong offer in terms of wellbeing in the school now.
- 6.42 Black history month was well attended.
- 6.43 All governors have signed that they have read part 1 of the new safeguarding guidance [Keeping Children Safe in Education](#) and training is being provided by Hackney Education.
- 6.44 All the children have been spoken to about keeping safe and who to go to if they have any worries or needs, and the children have done art work as a result of the conversations to show that they are clear on it.
- 6.45



7.0 Strategic Priorities for 2022 and beyond

7.1 Upon receipt of the SIP report, the strategic priorities will be reviewed by DSJ and MB when MB takes up her new post as head teacher in January 2023 and the strategic priorities are reviewed at SIP meetings.

7.2 QUESTION: How will they be reviewed?

ANSWER: An initial collaborative meeting like a synthetic workshop, but not a huge amount of leeway in terms of school strategy. Part of it will be reviewing it and then looking at how we achieve it. Potentially there will be a follow up or a dedicated slot in the FGB for presentation. Some priorities are generated through the school and others are required by Hackney Education.

8.0 Quality of Education - curriculum, assessment and gaps in learning

8.1 Action: Curriculum Committee meeting to be arranged by the new Chair, once confirmed.

9.0 Strategic business/ financial planning and risk assessment

- [Finance Committee meeting minutes of 8 November 2022](#) and [Notes](#)
- [Premises Committee meeting minutes of 3 November 2022](#)

See 6.0.

10.00 SEND, Inclusion and diversity

10.1 [Link governor update](#)

10.1.1 The safeguarding policy has been updated in line with DfE updates, staff have read it and completed the related training.

10.1.2 In terms of the procedure when, for example, a child is pushed over, whilst children should be encouraged to deal with situations themselves, parents need to be told about incidents by the safeguarding lead.

11.00 Wellbeing, Mental Health and Stakeholder Engagement

11.1 [Staff and pupil wellbeing and mental health](#)

11.1.1 See 6.0

12.0 Strategic business/ financial planning and risk assessment

12.1 See 6.0.

12.0 [Policies for ratification:](#)

- [Behaviour and Anti-Bullying Policy](#)
- [Safeguarding Policy](#)
- [Charging and Remission Policy](#)
- [Complaints Procedure Summary](#)

12.1 It was agreed that DSJ would circulate the above policies by email alongside other policies for review and approval by governors, as per 7.6.1 in the action log.

13.0 Effective collaboration with the Hackney family of schools and key partners / MAT update

13.1 There were no further updates.

14.0 Any Other Business for Consideration

14.1 [KW's retirement \(Dec 2022\)](#)

14.1.1 It was acknowledged that this was KW's last governors meeting and governors collectively thanked KW for all his hard work over the past 22 years.

15.0 Part 2: Confidential Items

15.1 See confidential minutes.

The next meeting will be held at 5.30pm on 1 March 2023.



Full Governing Board
Minutes
Holmleigh Primary School
Thursday 10 November 2022, 5.30pm
Meeting held at the school

The meeting ended at 7.30pm.

Signed: _____

Date: _____

David Stranger-Jones

Chair of Governors, Holmleigh Primary School