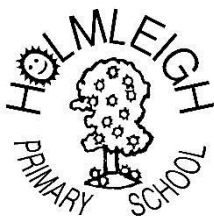


Open Minutes of the Full Governing Board Meeting

1 March 2023, 5.30-7.30pm - held at the school

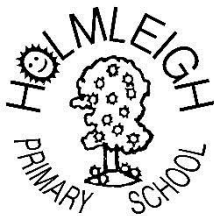
Membership	Role	Committee	End of Term	Type of governor	Present/ Apologies
David Stranger Jones (DSJ)	Chair of Governors	Finance	June 24	Co-opted	Present
Margaret Boateng (MB)	Head Teacher	Finance, Curriculum, Premises	Ex Officio	Ex Officio	Present
Sophie Persson (SP)	Vice-Chair of Governors and Chair of the Premises Committee	Finance, Premises	Nov 25	Co-opted	Present
Karima Singh (KS)	SEND & Safeguarding Link Governor	Curriculum	Jun 24	Co-opted	Present
Matthew Caudle (MC)	Chair of the Finance Committee	Finance	Nov 23	Co-opted	Present
Nilgun Ercan (NE)	Governor	Curriculum	May 24	Co-opted	Present
Rachel Burd (RB)	Governor		Nov 25	Co-opted	Present
Clive Sterling (CS)	Governor	Premises	Nov 25	Parent	Apologies
Nick de Haes (NH)	Governor & Chair of Curriculum Committee	Curriculum	Nov 25	Local Authority	Present
Sarah-Jane Dooley (SJD)	Governor (New)	TBC	Mar 27	Parent	Present
Vacancies: 1 - Parent 1 - Staff					
In attendance					
Jane Ware (JW)	Clerk, Hackney Education	-	-	-	Present
Clare Tanton (CT)	Friends of Holmleigh PTA	-	-	-	Present (attended only for item 11.0)

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
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, 7.2 / updated 08/07/22, 10/11/22 & 01/03/23	Strategic priorities to be reviewed following the new Chair of Governors election.	MB	Spring 2023	Pending
08/07/22, 12.1	DSJ to review policies and schedule them at FGBs. Ongoing - see above. / combine	DSJ	Over the summer	Partially completed
08/07/22, 16.2	SP to confirm the dates for Committee meetings for 2022-2023.	SP	Over the summer	Completed
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	Completed
10/11/22, 5.8.1	MB to upload the 2021-22 attendance register and governor terms of office to the website . Completed.	MB	Autumn 2022	Partially completed
10/11/22, 8.1	Curriculum Committee meeting to be arranged.	Cttee Chair	Autumn 2022	Completed
01/03/23, 5.2.1	Governors to complete the skills audit template and return it to JW .	All	ASAP	Pending
01/03/23, 5.3.3	Chair of the Governing Body election to be held at the July Full Governing Body meeting.	All	13/07/23	Pending
01/03/23, 5.3.6	Head Teacher's Annual Appraisal Panel and date will be set up following the election of the new Chair at the July Full Governing Body meeting.	Incoming Chair	13/07/23	Pending
01/03/23, 9.7	The next Premises Committee meeting date to be moved from 7 July 2023 to one week prior to the Finance Meeting on 6 July 2023.	SP	ASAP	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 CS.

2.0 Minutes of previous meeting of 8 July 2022

- 2.1 To agree the previous Full Governing Body [meeting open minutes of 10 October 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.
- 2.2 Actions
 - 2.2.1 Action updates are recorded in the action log.
 - 2.2.2 It was noted that Committee Meeting dates are as follows:
 - 29/06/23 Curriculum Committee meeting (in person), from 1.45pm onwards at school with a learning walk
 - Finance Committee 06/07/23 online at 5pm
 - Premises Committee 07/07/23 5pm (to be rearranged for one week earlier)
 - 2.2.3 Committee meeting dates for 2023-2024 will be confirmed at the next committee meetings.
 - 2.2.4 Proposed 2023-2024 meeting dates for the Full Governing Body are as follows:
 - 09/11/23 5.30pm
 - 07/03/23, 5.30pm
 - 18/07/23, 5.30pm

2.3 Matters arising or outstanding

- 2.3.1 There were no matters arising or outstanding.

3.0 Staffing

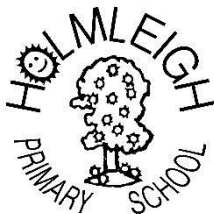
- 3.1 New Head Teacher appointment of [Margaret Boateng](#) and other staffing matters
 - 3.1.1 The Chair acknowledged and welcomed MB as Head Teacher.
 - 3.1.2 MB confirmed that she has been finding the new role an exciting, busy and big role and that she has been enjoying it.
 - 3.1.3 Highlights are that it has been challenging, sorting out the teacher's strike and a member of staff is leaving so there is recruitment. It is good.
- 3.2 Other staffing matters
 - 3.2.1 The special educational needs coordinator (SENCO) is leaving at easter, so recruitment is required.
 - 3.2.2 This was discussed with the school improvement partner (SIP), an advert was sent to Hackney Education and an agency has supplied some possible candidates.
 - 3.2.3 It is hoped that recruitment will take place before the easter holiday to ensure a smooth transition.
 - 3.2.4 It is a part time role and will remain as such.
 - 3.2.5 QUESTION: Is there scope for a full time teacher who can also be a SENCO?
ANSWER: It is quite specific, being only three days, but there is no class to teach for the other two days.
 - 3.2.6 There will be a saving potentially because the incoming staff member will not be as high on the pay scale as the previous SENCO.

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 Skills audit for 2022-2023

5.2.1 Action: Governors to complete the [skills audit template](#).

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

5.3.1 Sarah Jane Dooley is the newly nominated parent governor.

5.3.2 DSJ announced that he would be leaving in July 2023 which will create a co-opted governor vacancy and there will be a Chair of Governors election at the July Full Governing Body meeting.

5.3.3 Action: Chair of the Governing Body election to be held at the July Full Governing Body meeting.

5.3.4 Dependent on the skills audit outcome, governors AGREED to invited retired head teacher Kevin Ward to become a co-opted governor.

5.3.5 There are three staff members nominated already with the election meetings to make their case in two weeks and on 17 March 2023 the election will take place.

5.3.6 Key roles and responsibilities (e.g. [SEND/ Safeguarding link governors](#))

5.3.6.1 Governors noted that KS is Safeguarding and SEND link governor.

5.3.7 Governors noted that the [Full Governing Body](#), [Finance](#) and [Curriculum](#) Committees terms of reference and schemes of delegation have been set up.

5.3.5 Membership of the Head Teacher's Annual Appraisal Panel and date (appraisal linked to agreed objectives)

Governors AGREED that the Head Teacher's Annual Appraisal Panel and date will be set up following the election of the new Chair at the July Full Governing Body meeting.

5.3.6 Action: Head Teacher's Annual Appraisal Panel and date will be set up following the election of the new Chair at the July Full Governing Body meeting.

5.3.7 Governors AGREED the [Code of Conduct](#).

5.3.8 Governors noted that [website](#) compliance must include [2021-22 attendance register](#) and [governor terms of office](#) and MB confirmed that the website was under ongoing review.

5.4 Governors noted the [DfE's Handling Strike Action in Schools](#).

5.5 Training

5.5.1 Governors noted future dates of Hackney Governors Virtual Forum (5 to 6:00pm):

- Thursday 16th March 2023
- Thursday 18th May 2023
- Thursday 29th June 2023

5.5.2 It was suggested that Governors review the Forum [updates and tools](#), [Governors Training Programme for 2022/23](#) and the [Governance Services offer](#) and were invited to [subscribe](#) to be included in future communications.

6.0 [Head Teacher's Report](#) - MB

6.1 The SIP visits the school three times a year, from 8.30am-12pm, and it starts with a conversation about priorities, which are displayed on the wall of the staff room so that remain at the forefront.

6.2 The parents' questionnaire was analysed by the Wellbeing and Mental Health Service (WAMHS) lead and staff wellbeing is monitored.

6.3 Year 3 has highest number of SEND children with support and educational health care plans (EHCPs), so work is done with parents and children to support them.

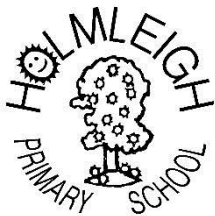
6.4 The financial forecast has not yet been received for 2023-2024.

6.5 Covid came and confounded after a time of financial hardship which resulted in another restructure and deficit reduction plan over five years that started in 2021/22 which was agreed by Hackney Education finance team who are happy with the school's progress.

6.6 There have been meetings with Jason Marantz at Hackney Education to agree the way that funding would be spent, which includes specialist support to audit writing, with a focus on years 2 and 6 as they are the end of key stages.

6.7 Further book looks are planned in two weeks to identify gaps and the reading consultant will also come in and spend the day looking at reading.

6.8 The audit result will inform how to make sure that the gaps are filled and that the end result is



seamless.

- 6.9 The school has not had any external moderation for a while, as Year 2 was most recent but year 6 was before covid, and this is helpful ahead of an impending visit from ofsted.
- 6.10 CCTV is high on the priorities list and a completely new set up is needed.
- 6.11 Hackney visited to review the heating and this is ongoing.
- 6.12 Enrichment activities are on the school website.
- 6.13 Governors are invited to all upcoming trips and should confirm if they wish to attend any.
- 6.14 The poet attends school every wednesday for the Writing for Wellbeing project and this year the Young City Poets are going to Tower Bridge.
- 6.15 In terms of the robotics project trip to spain for a week for the robotics festival, Usak is the final visit.
- 6.16 The April trip for the Children's Day Festival to Ankara, Turkey is 500km away from the earthquake, and there has been no earthquake there or any tremors, so the plan is for the trip to go ahead
- 6.17 QUESTION: Why are there only boys on the robotics trip?
ANSWER: Families are nervous to send children to other countries, particularly girls. One girl really wanted to go, her mother was agreeable but her father refused. The school could assist financially.

7.0 Strategic Priorities for 2022 and beyond

- 7.1 Discussions about strategic priorities are underway between MB and the SIP to present to the Governing Body.
- 7.2 Current priorities are:
- Develop and embed an assessment policy in line with best national and local practice.
 - Continue to focus on the provision and achievement of disadvantaged pupils across the curriculum.
 - Secure the reading narrative across the school, and raise reading outcomes for boys and disadvantaged pupils.

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

- 8.1 The Curriculum Committee is developing a deeper understanding of the context of assessment policy in terms of issues around consistency and a new plan is in place to address this.
- 8.2 Reading practices are being developed across the school, and there is continued focus on disadvantaged students with significant work going on, especially in year 3 where it is a higher needs class, to ensure that the children there are keeping up and meeting their levels where possible.
- 8.3 The school is also measuring the impact of funding.

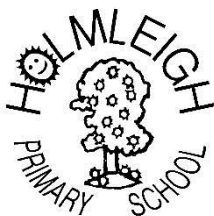
9.0 Strategic business/ financial planning and risk assessment

- 9.1 Governors noted the [Finance Committee meeting minutes 28 February 2023](#).
- 9.2 Currently the school is waiting for budget figures to make projections.
- 9.3 Following the financial audit in January there were some actions but no red flags.
- 9.4 Once the financial action plan is confirmed, it will be circulated.
- 9.5 Governors noted the [Premises Committee meeting minutes 24 February 2023](#).
- 9.6 There is a fresh approach to the Premises Committee in terms of the building, as the Committee has been considering priorities and focus for the year ahead, in terms of communicating more with the Finance Committee in terms of quotes, for example, CCTV is likely to be a substantial bill to be factored into forward planning.

9.7 Action: The next Premises Committee meeting date to be moved from 7 July 2023 to one week prior to the Finance Meeting on 6 July 2023.

10.00 SEND, Inclusion and diversity

- 10.1 [SEND link governor update - KS](#)
- 10.1.1 There are 27 children on a support plan and the biggest concentration is in year 3 where 19 children have additional needs including mild needs, Attention Deficit Hyperactivity Disorder



(ADHD) or social emotional needs.

- 10.1.2 Some EHCPs are in the process of assessment.
- 10.1.3 There are 11 children with EHCPs, and three further EHCPs have been submitted, 10 are already on the pathway and 15 are in the process of assessment.
- 10.1.4 The EHCPs are supported by trainee speech and language therapists, an educational psychologist and specialist teachers.

11.0 Wellbeing, Mental Health and Stakeholder Engagement

11.1 Engagement with Friends of Holmleigh: [Minutes 1 February 2023](#) - CT

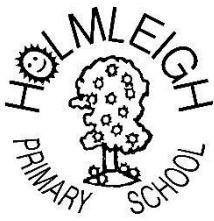
- 11.1.1 The new Chair started a year ago and has been working on a few areas, holding small fundraisers with the school creating community, such as quiz nights and films, connecting people together.
- 11.1.2 Some people involved work in PR and have created a lovely brochure for the school to encourage businesses to donate to the school.
- 11.1.3 £1500 was raised over one term only with events and this was used for sports equipment.
- 11.1.4 Grants have been identified.
- 11.1.5 The core group comprises the Chair, Deputy Chair, Secretary, teachers and parent representatives from each class who have a whatsapp group with their class so they can inform other parents.
- 11.1.6 Specific people lead on fundraising areas of expertise.
- 11.1.7 The group is well organised and has a lot of energy.
- 11.1.8 QUESTION: How does the grant side of things work, is it ad hoc?
ANSWER: Work has just started on this. There has been some mapping in terms of which funds support schools and priorities and the schools' needs should be considered strategically, so this is a work in progress. There are people with grant application writing experience supporting.
- 11.1.9 QUESTION: Can governors see the brochure?
ANSWER: It's on the Friends of Holmleigh part of the website. One of the friends of Holmleigh is also leading on the website.
- 11.1.10 QUESTION: Are funds going directly to the school or a separate Friends of Holmleigh bank account?
ANSWER: Funds go directly to the Friends of Holmleigh bank account. The intention is to ring fence funds raised so that they do not get swallowed by the deficit plan.
- 11.1.11 QUESTION: So Friends of Holmleigh is not a separate charity?
ANSWER: No, not at present. It could be set up as a charity. It would require annual auditing of accounts, so it has been parked for now but might happen if justifiable by funds raised. Mapping around potential funders will support the way forward.
- 11.1.12 QUESTION: Do other schools in the area have charities?
ANSWER: Probably, as there is a varied demographic with variable fundraising potential.

12.0 Policies for ratification

- 12.1 It was AGREED that the [Pupil Premium Strategy](#) and [Maths Policy](#) will be ratified by email, then uploaded onto the website.
- 12.2 It was noted that the [Mental health and Wellbeing Policy](#), [Safeguarding Policy](#), [Early Years Behaviour Policy](#) and [Behaviour and Anti Bullying Policy](#) had been ratified.

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

- 13.1 The school used to have a connection with Thomas Abney School.
- 13.2 MB visited Princess May in the summer and watched a phonics session as they use a different programme from Holmleigh.
- 13.3 Jubilee School is next and MB will report back at the next governor meeting.



Full Governing Board
Open Minutes
Holmleigh Primary School
Wednesday 1 March 2023, 5.30pm
Meeting held at the school

14.0 Any Other Business for Consideration

14.1 No other business was raised.

15.0 Part 2: Confidential Items

See confidential minutes.

The next Full Governing Body meeting will be held at 5.30pm on 13 July 2023.

The meeting ended at 7.30pm.

Signed: _____

Date: _____

David Stranger-Jones

Chair of Governors, Holmleigh Primary School