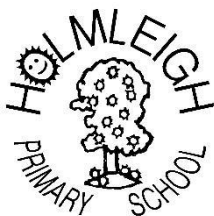


**Open Minutes of the Full Governing Board Meeting
 13 July 2023, 5.30-7.30pm - held at the school**

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 (<i>and newly elected Chair of Governors</i>)	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
Angela Manderson	Governor (New)	TBC	Jul 27	Staff	Present
Kevin Ward (KW)	Governor (New)	TBC	Jul 27	Co-opted	Present
In attendance					
Jane Ware (JW)	Clerk, Hackney Education	-	-	-	Present
Ciara	Friends of Holmleigh	-	-	-	Present

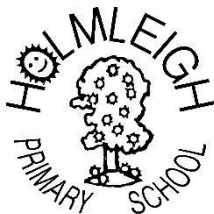


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The quorum for this meeting is 5. The meeting started at 5.30pm and was quorate.
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ACTION LOG

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
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
01/03/23, 5.2.1 & 13/07/23, 4.2.1	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
13/07/23, 4.6.2	JW to perform an end of year website audit and report findings to the Chair and MB.	JW / MB / MC	July 23	Pending
13/07/23, 8.11	Premises related preparations for Ofsted to be explored -	MB / Premises governors		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 [open minutes of 1 March 2023](#).

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 on page 2.

2.2.2 2023-2024 meeting dates for the Full Governing Body are as follows:
09/11/23 5.30pm
07/03/24, 5.30pm
18/07/24, 5.30pm

2.3 Matters arising or outstanding

2.3.1 There were no matters arising or outstanding.

3.0 Declarations of Interest

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

4.0 Full Governing Body Business

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

4.2 Skills audit for 2022-2023 - [skills audit template](#) and [dashboard](#) -

4.2.1 Action: Outstanding governors to send the skills audit to JW.

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

4.3.1 Ahead of DSJ's departure as governor Chair, MC was nominated by DSJ and MB.

4.3.2 MC left the room and the Clerk conducted the election of the Chair

4.3.3 MC was unanimously VOTED IN as Chair of Governors.

4.3.4 It was confirmed and AGREED that AM was elected as staff governor.

4.3.5 It was confirmed and AGREED that KW was elected as co-opted governor.

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

4.4.1 Governors acknowledged their roles and responsibilities and the [Full Governing Body / Finance](#) and [Curriculum](#) Committees terms of reference and schemes of delegation.

4.4.2 Governors acknowledged the updated [Terms of office](#) and [Code of Conduct](#).

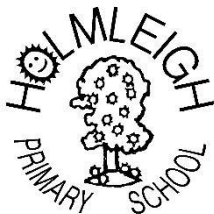
4.5 Membership of the Headteacher's Annual Appraisal Panel and date

4.5.1 It was agreed that the appraisal and agreed objectives would be addressed in the autumn term of 23-24.

4.6 [Website compliance](#)

4.6.1 The website continues to be updated.

4.6.2 Action: JW to perform an end of year website audit and report findings to the Chair and MB.



4.7 Training opportunities

- 4.7.1 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

- Data Outcomes
- Quality of education
- Behaviour, safeguarding and well-being
- Current risks and priorities

6.1 Staffing

- 6.1.1 The special educational needs coordinator (SENCO) and designated safeguarding lead (DSL) left in April, and the agency staff replacement is leaving this term, but four really good candidates were interviewed with one offer made and accepted, and will start in post in January 2023, with a handover, with internal cover in the interim.
- 6.1.2 The year 2 teacher is leaving for a special educational needs (SEN) school so recruitment is underway, and MB will cover in the interim if required.

6.2 Surplus and Deficit Reduction Plan

- 6.2.1 The surplus which was meant to be £82k has dropped.
- 6.2.2 Capital spend is only possible if it costs over £6k and it has to be something that adds to the value or maintain the building so the CCTV would not be suitable but the fire doors might.
- 6.2.3 QUESTION: Can the school pay for it and claim the money back?
ANSWER: We are not sure.
- 6.2.4 QUESTION: Is there a time allocation on the spend?
ANSWER: No. it is just frustrating that it has to cost over £6k.
- 6.2.5 The finance director at Hackney Education (HE) was meeting with the school quarterly but the deficit reduction plan, whilst it has been changed a few times, is in place and changes are being made.
- 6.2.6 Funding from HE continues for the curriculum focus on phonics, reading and writing with phonics and reading at the core of the objectives.
- 6.2.7 There is excellent work going on but lack of consistency across the board and as a result of HE support, systems are in place so that there is now consistency and clarity throughout the year groups.
- 6.2.8 There was a meeting with Jason Marantz at HE and it has been agreed for financial support to continue along with training for Ofsted for governors and staff scheduled for September.

6.3 School improvement partner (SIP) priorities

- 6.3.1 The school is preparing for Ofsted, embedding developments made to ensure consistency, special educational needs and disabilities (SEND), expectations across the board and the school development plan (SDP).
- 6.3.2 Jason Marantz was part of the interview panel for the headteacher recruitment, and is fully supportive about maintaining an outstanding judgement with Ofsted whilst it is a completely different framework and many fewer schools are outstanding, and financial support will continue due to recognising how well the school has done already.
- 6.3.3 Action plans ensure that children's needs are being met and the children have done really well when compared against national averages.

6.4 Playground

- 6.4.1 There has been work in the playground as there was an incident where a child broke their arm, and there were various complaints about this despite him falling off because he was not pushed, so the playground was zoned with an adult assigned to each zone.



- 6.4.2 Play times have changed, so KS1 and KS2 are only together for half an hour now, KS1 do 12-1pm and KS2 do 12.30-1.30pm and there are less accidents.
- 6.4.3 The adults wear yellow gillets so are easily identifiable.
- 6.4.4 Structured play in the playground is being considered.
- 6.4.5 FOH have donated some money towards the playground.

6.5 Projects and activities

- 6.5.1 The project with the National Literacy Trust went really well and these links continue and the Heart Stones Project was also very successful.
- 6.5.2 An embroidery class after school is being considered.
- 6.5.3 School trips for the children have included the British Museum.
- 6.5.4 There have been workshops at the school and children have designed things based on feelings and thoughts.
- 6.5.5 There was discussion about colonisation, there was music playing and discussion about the impact of items displayed in the British museum in a box that were removed from their original location.
- 6.5.6 Workability went well.
- 6.5.7 FOH organised a movie night, quiz night and a family walk.
- 6.5.8 The Erasmus project went to Spain in March.
- 6.5.9 The children enjoyed the Children's Day Festival.
- 6.5.10 The fair is tomorrow.

6.6 Wellbeing

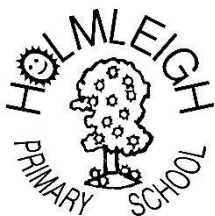
- 6.6.1 There has been a lot of work on wellbeing.
- 6.6.2 Mrs Angela Manderson has taken over the wellbeing and mental health service (WAMHS) project.
- 6.6.3 On the school website, Friends of Holmleigh and governors contribute links to wellbeing, and there is continuing engagement with parents and setting up parent ambassadors as ways of involving parents more.
- 6.6.4 The School Council will be picked up again in September.
- 6.6.5 In terms of the school house, the plan is to have a sensory room and safe spaces for children to self-regulate.
- 6.6.6 QUESTION: How much would it cost?
ANSWER: Costs would be Soundproofing, a secure door, things that light up and bubble machines. It would not be that expensive.
- 6.6.7 A scheme of work is being considered, incorporating the anti-racist approach, around improvement in equipment and books in classrooms and more information will be provided in September from HE.
- 6.6.8 There is self-reflection for staff and a place for them to talk.
- 6.6.9 Monthly staff meetings are focused on wellbeing, with walks to the park and mindfulness to ensure good mental health and wellbeing.
- 6.6.10 Booklets have been created for supply teachers in terms of what is expected at Holmleigh.

7.0 **Friends of Holmleigh - Kira**

- 7.1 Kira has been the Chair of Friends of Holmleigh for two years.
- 7.2 Friends of Holmleigh was quiet during covid but is getting going again now, raising small amounts of money with events like a board games night.
- 7.3 Dates and events for next year have been roughly plotted, but now the focus is on bigger grants and fundraising.

- 7.4 QUESTION: Is it a charity?
ANSWER: No, not a registered charity. Due to the amount of accounting involved, the trust isn't making a lot of money. It might be considered in future if required.

8.0 **School Improvement Partner (SIP) update**



- 8.1 Priorities shared were based on the last visit and are reviewed at every visit in preparation for Ofsted, and the SIP is very supportive and wants the school to remain outstanding.
8.2 See 6.3.

9.0 Quality of Education - curriculum, assessment and gaps in learning:

- [Curriculum Committee meeting minutes](#) / Link governor update - NDH
9.1 NDH visited the school two weeks ago and was able to demonstrate concerns about the children consistently not answering questions and how teachers are managing them.
9.2 NDH attended a school trip and it was very palpable that enrichment is an important part of life at Holmleigh which was very inspiring.
9.3 The culture is warm and caring, empowered to be independent, teacher led sessions, very calm.
9.4 In terms of leadership MB was observed and pupils looked up to her, there were strong relationships which were very respectful which was very impressive.
9.5 RB agreed that the key things she noted on her visit were the calm culture, many opportunities for learning, positive conversations with children off topic and then they were back on task.

8.0 Strategic business/ financial planning and risk assessment

- [Finance and Premises Committee meeting minutes 30 June 2023](#)
8.1 An overview of premises was discussed with MB and CS, in terms of the fire doors into the main hall being a concern and HE is being chased about this.
8.2 New carpets have been arranged in the classrooms room 6, 4 and 1.
8.3 Flooring is being monitored, and the staff room kitchen needs replacing.
8.4 Trees are the school's priority and need to be cut back.
8.5 In terms of gardening, it was acknowledged that Henrietta, who used to do one day a week, passed away this week.
8.6 Tim runs the nature club and has been doing basic maintenance of the lawn.
8.7 There is a green initiative with Hackney Council, Holmleigh is one of five schools involved and big jobs including roof replacement are potentially covered by this.
8.8 A new alarm panel is needed so quotes are being sought for this.
8.9 CCTV is quite high on the list as there are significant areas not covered, the CCTV in place is poor, and quotes range from £5-12k and need to be discussed and agreed by the Finance Committee.
8.10 QUESTION: Is there anything that needs to be done in terms of premises ahead of Ofsted?
ANSWER: This will be explored.

8.11 Action: Premises related preparations for Ofsted to be explored - MB and Premises Committee governors.

- 8.12 A neighbour's fence is collapsing on to the school property but this is being followed up on.

9.0 SEND, Inclusion and diversity - KS

- 9.1 [SEND, inclusion and diversity link governor update](#)
9.1.1 Link governor highlights were:
 - There is a new way of data storage for SEND children.
 - There are lots of interventions and good support is in place for SEND children.
 - Assessments are underway.
 - One child is with the Re Engagement Unit (REU).
 - The REU are really supportive, they usually step in before children are excluded.
 - The school has only made one permanent exclusion in the last 20 years.
 - Year 3 is a particularly challenging cohort, with three children that have EHCPs, and the REU supports two children currently.
 - The REU provides strategies to be maintained.
 - The school cannot refuse a child without an EHCP but they may have an assessment after they have joined for an EHCP.



- 9.2 QUESTION: How is reception looking for September?
ANSWER: There are children joining that we don't know so there may be some new challenges in September.
- 9.3 QUESTION: Is there a limit to the number of EHCPs per class?
ANSWER: This is going to be explored. Some children with EHCPs are really quiet with learning needs where others create a big challenge. A mother who wanted to bring her child to the school as they had had problems elsewhere was invited in to see the school. Some parents refuse for their children to be assessed but should have done so. It is necessary to liaise with the school that the child is coming from. Advice can be taken from the SIP about this.
- 9.4 Three safeguarding cases were reported.
- 10.00 Wellbeing, Mental Health and Stakeholder Engagement**
- 10.1 Staff and pupil wellbeing and mental health
- 10.1.1 See 6.6.
- 10.2 Engagement with Friends of Holmleigh: Minutes
- 10.2.1 See 7.0.
- 11.0 Policies for ratification**
- 11.1 All policies are up to date.
- 13.0 Any Other Business for Consideration**
- 13.1 MB thanked all staff and governors for their support for this year and thanked DSJ for his support as Chair of Governors.
- 15.0 Part 2: Confidential Items**
- There was no confidential business raised.

The next Full Governing Body meeting will be held at 5.30pm on 16th November 2023.

The meeting ended at 7.30pm.

Signed: _____

Date: _____

David Stranger-Jones

Chair of Governors, Holmleigh Primary School