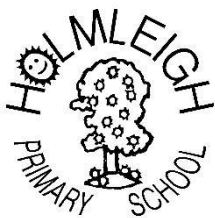


**Open Minutes of the Full Governing Board Meeting
 16th November 2023, 5.30-7.30pm - held at the school**

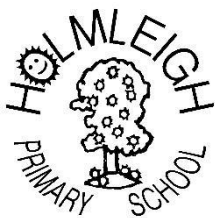
Membership	Role	Committee	End of Term	Type of governor	Present/ Apologies
Matthew Caudle (MC)	Chair of Governors and Chair of Finance Committee	Finance	Nov 23	Co-opted	Present
Margaret Boateng (MB)	Head Teacher	Finance, Curriculum, Premises	Ex Officio	Ex Officio	Present
Sophie Persson (SP)	Vice-Chair 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
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
Vacant	-	-	-	Parent	
In attendance					Present
Jane Ware (JW)	Clerk, Hackney Education	-	-	-	Present (virtual)

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



ACTION LOG

Item number	Action	Who	Deadline	Status
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
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, 5.3.6	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
13/07/23, 8.11	Premises related preparations for Ofsted to be explored.	MB / Premises governors		Pending
16/11/23, 6.5	Governors to familiarise themselves with the SEF following circulation by MB.	MB / All governors	Autumn 2023	Pending
16/11/23, 7.0	MB and KW to work on Jason's questions for the working group to choose areas to focus on, such as the SEF, SDP and safeguarding.	MB & KW / Working Group governors	Autumn 2023	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 Clive, Karima and Matt.

2.0 Minutes of previous meeting of 13 July 2023

2.1 To agree the previous Full Governing Body open [Minutes of 13 July 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:
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 [2023-2024 Declarations of Interest Register](#).

4.0 Full Governing Body Business

4.1 Governors noted

- [Governing Board composition and Terms of office](#)
- [Skills audit for 2022-2023 - skills audit template](#) and [dashboard](#)
- [Governing Body vacancies: The right people around the table](#)

4.1.1 New parent governor

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

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

4.3 Governors acknowledged the [Terms of office](#) and approved the [Code of Conduct](#).

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

4.4.1 The headteacher's appraisal is in January 2024 and MB and MC have agreed to meet to discuss this.

4.5 Website compliance

4.5.1 The website continues to be updated.

4.5.2 MC and JW liaised over the summer regarding statutory requirements.

4.6 Training opportunities

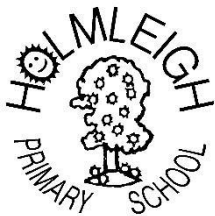
4.6.1 It was suggested that Governors review [Hackney Education's Governors Training Autumn Offer](#) and book on useful courses.

4.6.2 Governors were also reminded to subscribe to bi monthly Governors Forum by contacting maggie.kalnins@hackney.gov.uk (see [previous updates](#))

4.7 Papers

Governors noted and confirmed that they had read:

- The latest version of statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) and [Part 1](#)
- [Working together to improve school attendance](#) guidance from the DfE
- DfE's [Behaviour in schools advice](#)



6.0 Head Teacher's Report - MB

6.1 General updates

- History month saw children doing united based activities.
- Drama sessions have been held.
- Young Hackney visits the school regularly to deliver sessions on topics like relationships, puberty and misogyny in years 3-6, which both pupils and facilitators are enjoying.

QUESTION: Can you tell us a bit about the school's values?

ANSWER: The children are familiar with the 'Holmleigh way', which is about our pledge and our values. The values are referred to consistently in conversations and presentations with the children. The values go beyond the school gates in terms of respect and kindness. The values are also evident in behavioural expectations. The pledge and values are on all communications paperwork and on display in the school.

QUESTION: How long has the Holmleigh way been around?

ANSWER: The pledge and values have been present since Mr Ward was the headmaster. When there are challenging conversations, the relevant values are identified.

6.2 Staffing

6.2.1 The permanent special educational needs coordinator (SENCO) starts in January 2023 whilst the post is being acted in at present, and the interim SENCO has created a SENCO email, held

coffee mornings for parents and created alongside a SENCO action plan.

6.2.2 A member of staff is doing a reading club once a week and is being paid for this, she covers reading champions and organises the library. She has asked for a new contract with a new title in recognition of her literacy role. She is currently a high level teaching assistant (HLTA) and is very committed. There will be a discussion with HR about her salary increasing to include the additional hour, as opposed to it being paid separately. It was noted that moving up to the next point in the scale would cost more than this as an annual cost.

QUESTION: Is there anything else, non-monetary, that could be offered? Does she want to train to teach?

ANSWER: This was the first thing that was asked, and she said no.

QUESTION: Does she have a degree?

ANSWER: No.

6.2.2.1 Governors AGREED that they APPROVED this increase.

6.3 Budget

6.3.1 A budget meeting was held last week.

6.3.2 The school is doing well in terms of the deficit recovery plan.

6.3.3 Hopefully by the deadline of 2027 the school should be out of deficit.

6.3.4 The school has saved money by not replacing staff that leave with more expensive posts.

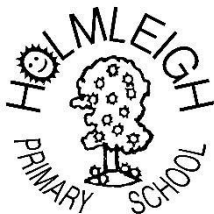
6.3.5 The licence will be extended by two years to ensure all funds are repaid by 2029, as a contingency plan.

6.3.6 Teachers are going to receive 6.5% pay awards which the government will fund above the 3.5% the school has budgeted for.

6.3.7 Support staff on the local government pay scale will receive approx £2300 annual pay rise which will be funded by the government.

6.3.8 Some staff members at the top of their pay scale were moved across in September following consultation regarding the school's financial accountability.

6.3.9 There are no high costs anticipated.



6.4 KCSIE

- 6.4.1 All staff have read KCSIE Part 1 and attended a training session delivered by MB, and there was a further session for staff by James Sykes, Safeguarding Officer from Hackney Education.
- 6.4.2 The children are aware of the designated safeguarding officer (DSL).

6.5 Curriculum

- 6.5.1 The school improvement partner (SIP) supported with the school development priorities as per the school development plan (SDP).
- 6.5.2 The school evaluation form (SEF) has been completed and is currently being reviewed, and will be circulated next week. All areas have been self evaluated as good.
- 6.5.3 The school is receiving some extra money from Hackney Education for support with the curriculum, which started last year following an audit, with the focus on reading, writing, phonics, science and maths.
- 6.5.4 There is a phonics team that meets weekly to ensure consistency across the board.
- 6.5.5 The phonics action plan was written in consultation with Hackney Education.
- 6.5.6 Phonics results were slightly below the national average.
- 6.5.7 In terms of KS2 outcomes, three morning intervention groups in maths and English have begun weekly, and additional afternoon groups are planned.
- 6.5.8 Year 2 pupils do not have to do statutory assessment tests (SATs) next year but they will do phonics and year 4 pupils will do multiplication tests.
- 6.5.9 Destination reader is being implemented.
- 6.5.10 A recent maths audit identified areas for improvement.
- 6.5.11 Hackney Education will visit again next week to review progress since before the summer holiday on 20 November 2023.
- 6.5.12 Project Reader is supporting intensive reading sessions for year 2 pupils for which the school will receive accreditation.
- 6.5.13 Learning by questions is an online maths programme which analyses the results and identifies areas for improvement.
- 6.5.14 Three children are participating in the Hackney Reading Champions programme which raises the reading profile in schools in Hackney.
- 6.5.15 The SIP Rachel Thompson came to visit and was reviewing inclusion and how to make the agenda better for the special education needs and disabilities (SEND) children in terms of teaching and learning.
- 6.5.16 Weekly swimming sessions start in January for years 4 and 5 who will do a term each.
- 6.5.17 Year 5 are doing a play making project following going to see the Mousetrap play, supported by Hearthstone.
- 6.5.18 The school curriculum committee meets regularly.
- 6.5.19 There is a new scheme of work for humanities including consultation with the SIP, liaison with subject leaders, an action plan and visits to other schools.

Action: Governors to familiarise themselves with the SEF following circulation by MB.

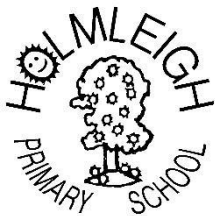
6.7 Premises

- 6.7.1 CCTV has been installed.
- 6.7.2 The green screen and decarbonisation scheme incorporates insulation paint and works to the roof but these have not yet been confirmed.
- 6.7.3 Water fountains are available to the children in various places.
- 6.7.4 There has been some landscaping from Berkeley Homes.
- 6.7.5 Quotes for fire doors have been sought.

6.8 Friends of Holmleigh

- 6.8.1 Movie night recently raised over £300.
- 6.8.2 Support with the winter fair, quiz night and board games are planned for December.
- 6.8.3 A staff Christmas party is planned.

7.0 Priorities for 2023 and beyond:



- **Ofsted planning - actions to be discussed**
- **Jason's questions**
- **Working group**

Action: MB and KW to work on Jason's questions for the working group to choose areas to focus on, such as the SEF, SDP and safeguarding.

QUESTION: Will this information be shared with senior leadership?

ANSWER: Yes. The strategic plan will be relating to leadership and all staff.

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

[Curriculum Committee meeting of 10 October 2023](#) and [link governor update](#)

- 8.1 The literacy and phonics lead joined the last visit and led a school visit last Monday to observe phonics and reading in classes.
- 8.2 Consistent methodology and systems in reading and phonics were observed across year groups.
- 8.3 Children were really motivated and were able to talk about strategies that the teachers, adults and the pupils themselves were using to support reading and make it fun.
- 8.4 There was no sign of behavioural issues and all children were engaged with learning.
- 8.5 Year 6 pupils were really excited about the book that they were reading and explained the mixed strategies in place to support their learning, using lots of academic language.
- 8.6 An area for focus is how to bring pupil voice into the curriculum committee and full governing body.
- 8.7 See 6.5.

9.0 Strategic business/ financial planning and risk assessment Finance and Premises Committee meeting minutes

- 9.1 Fundraising will be discussed at the next meeting.
- 9.2 See 6.3 and 6.7.

10.0 SEND, Inclusion and diversity

- 10.1 Two safeguarding issues have been raised, which includes one from last year that went through assessment and was closed, but the situation continues to be monitored. The second issue raised related to housing and a parent who felt significantly overwhelmed, and services were involved. The children are currently out of school and staying with extended family members, but the situation is ongoing.

QUESTION: Do you have support to deal with that situation?

ANSWER: Yes, staff and services were really supportive.

11.00 Wellbeing, Mental Health and Stakeholder Engagement

11.1 Staff and pupil wellbeing and mental health

- 11.1.1 The staff meeting agenda covers wellbeing monthly with the named wellbeing lead.
- 11.1.2 The school recognises wellbeing week and holds tea and cake events with fairy lights for all staff.

QUESTION: How do you [MB] manage the work life balance?

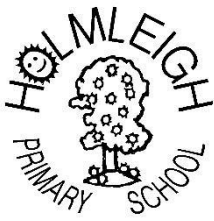
ANSWER: I make sure I take some time for myself, and go out to things, such as the theatre.

11.2 Engagement with Friends of Holmleigh

- 11.2.1 See 6.8

12.0 Policies for ratification

- 12.1 Safeguarding Policy (with [KCSIE 2023](#) updates)
 - 12.1.1 MB confirmed that the Safeguarding Policy had been updated.
 - 12.1.2 Governors confirmed that they had read the Safeguarding Policy and acknowledged the KCSIE



updates.

13.0 Any Other Business for Consideration

13.1 No other business was raised.

14.0 Part 2: Confidential Items

No confidential business was raised.

The next Full Governing Body meeting will be held at 5.30pm on 7th March 2024.

The meeting ended at 7.30pm.

Signed: _____

Date: _____

Matthew Caudle

Chair of Governors, Holmleigh Primary School