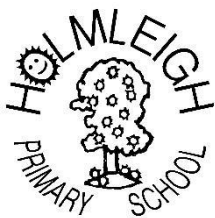


**Open Minutes of the Full Governing Board Meeting
 18 July 2024, 5.30-7.30pm - held at the school**

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)	Special educational needs and disabilities (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)	Finance	Mar 27	Parent	Present
Angela Manderson	Governor (New)	Premises	Jul 27	Staff	Present
Kevin Ward (KW)	Governor (New)	Premises	Jul 27	Co-opted	Present
James Jennings (JJ)	Governor (New)	Finance	July 27	Parent	
In attendance					Present
Jane Ware (JW)	Clerk, Hackney Education	-	-	-	Present
Gillian Jetto	Special educational needs coordinator (SENCO)	-	-	-	Present



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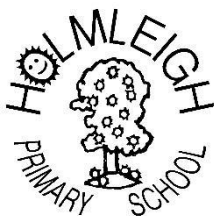
ACTIONS LOG

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	Complete
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	Complete
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	Complete
13/07/23, 8.11	Premises related preparations for Ofsted to be explored.	MB / Premises governors		Complete
16/11/23, 6.5	Governors to familiarise themselves with the SEF following circulation by MB.	MB / All governors	Autumn 2023	Complete
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	Complete
07/03/24, 6.0	Chair to enquire about slides from training on OFSTED.	MC	Summer 2024	Pending
07/03/24, 6.0	Date to be agreed for governors to make an OFSTED preparatory visit.	All governors	Summer 2024	Pending
07/03/24, 11	Chair to get a list of policies for ratification.	Chair	Summer 2024	Pending
18/07/24, 2.3.2	The updated self evaluation form (SEF) will be shared with governors, following updates with the school improvement partner (SIP).	MB	Summer 2024	Pending
18/07/24, 4.7.4	KCSIE updates will be shared with governors in September.	MB	Sept 2024	Pending
18/07/24, 9.2	Governor monitoring visit to be scheduled.	MB & RB	Sept 2024	Pending
18/07/24, 10.1	JW to share 24-25 Hackney Education governor training - see here .	JW	ASAP	Complete
18/07/24, 11.2	Governors to express an interest to the Chair over the summer if they would like to take up Vice Chair, Committee and Committee Chair roles.	All Govs	Summer 2024	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

1.2.1 Apologies were received and accepted from CS.

2.0 Minutes of previous meeting of 7 March 2024

2.1 To agree the previous Full Governing Body open [Minutes of 7 March 2024](#)

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.

2.3 Matters arising or outstanding

2.3.1 QUESTION: Do you know when Ofsted will be visiting?

ANSWER: We don't know but they are coming. It won't be until September now. The school is prepared and information will be shared with governors. The school's data is good which is positive. In the interim there was a one day review which was like a mini Ofsted by three people from the local authority, so this was a good practice. Points for improvement are now part of the school's priorities. The school signed up for this support and will continue to receive it.

2.3.2 Action: The updated self evaluation form (SEF) will be shared with governors, following updates with the school improvement partner (SIP) - MB.

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](#)
- [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 Training opportunities

4.1 It was suggested that Governors review [Hackney Education's Governors Training 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

4.7.1 Governors noted the contents of Appendix A on pages 8-9.

4.7.2 Governors noted and confirmed that they had read:

The latest version of statutory safeguarding guidance [Keeping Children Safe in Education](#) (KCSIE) and [Part 1](#)

4.7.3 *Nb. The DfE have released the latest **Keeping Children Safe in Education (KCSIE)** which comes into effect on **1st September 2024**. Governors will need to declare they have read this document. Click [HERE](#) to view the DfE website and [HERE](#) for the actual pdf version.*

4.7.4 Action: KCSIE updates will be shared with governors in September - MB.

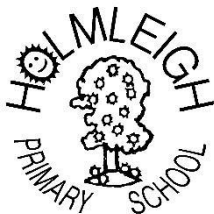
5.0 Chair's action

The Chair reported to have taken no actions.

6.0 Policies for ratification

6.1 n/a

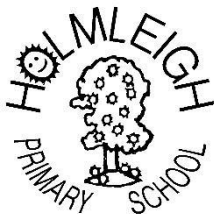
7.0 [Head Teacher's Report](#) - MB



- SIP Report
- Budget

7.1 Highlights were:

- Pupil roll is really strong and reception class is full, which is having a positive impact on finances.
- Phonics was a focus last year and has gone up significantly.
- Year 6 outcomes have been really positive.
- Rachel Thompson will remain the SIP for the foreseeable future.
- Roles and responsibilities were reviewed and internal applications were received - Charlotte deputy head and Angie assistant head. With respective roles responsible for maths, early years foundation stage (EYFS) and phase leader for nursery, reception and year 1; and one covering years 2, 3 and 4 as phase leader and safeguarding.
- Agency cover will be sought for a maternity leave in October.
- Computers and screens and chairs from Randal Cremer are coming to the school.
- The premises manager from Randal Cremer will be coming to the school in October due to his redundancy requiring him to not start until then, and an agency worker will be sought from September to cover Finn leaving and the interim period.
- Outcomes are really positive, the priority this year was literacy which is reflected by the outcomes, and maths is the lowest so this will be the priority next year, and work on year 5s going into year 6s on maths has begun already this term.
- White Rose is going to be implemented across all year groups so there is a clear and consistent plan in place for maths.
- Staff received two days of inset about White Rose, a visit to a school that uses it and there will be another review of this as a cycle of monitoring to ensure it is embedded and consistent, in terms of teaching and delivery.
- There was a recent finance meeting and the school is on track. The deficit plan has been extended for another three years. There have been no further conversations about restructuring which is positive.
- The plan is to reduce and eliminate the deficit, and due to schools with falling rolls have fallen into deficit, this has changed the local authority's focus. A full roll is the most critical thing.
- The challenge has often been nursery, which is picking up but slow, partly because more parents are working from home now, and there is a lot of local competition.
- The safeguarding process is quite rigorous, with conversations about this before to staff meetings, and discussions are on a need to know basis. Gillian Jetto will be taking on the safeguarding role in the half term.
- There will be safeguarding training delivered on 3 September 2024 delivered by James Sykes.
- Teachers would log disclosures made by children, and the information would be transferred, but sometimes there was a delay and CPOMS, a new electronic safeguarding system, eradicates this. CPOMS allows staff members a log in to record safeguarding concerns which get assigned to safeguarding leads, who receive an alert immediately and can action it. It is logged securely and on a need to know basis in terms of what happens next. This eliminates gaps in communication. CPOMS can identify trends and records who has accessed the records.
- CPOMS training will be on 29 July 2024.
- All staff teach a class and lead on a subject, supporting the middle leaders and owning their subjects.
- Writing outcomes are good but will remain a focus.
- Consistent approach to adaptive teaching is also a focus.
- The Chair and MB met with Jason Marantz and Rachel Thompson and signed up for another year of support.
- There has been work with Our Lady's which is going to be mixed.
- There have been science activities there which the children have attended which have been really positive.
- HE have visited, and school staff have visited other schools to ensure that CPD matches the foci.



- Three TAs have become recognised as reading leaders following a five week training programme, and the school has a qualified Hackney Reading Coach and is leading on the Project Reader and Reading Champions reading programmes.
- Flooring will be the next premises focus.
- Premises and finance will be discussing quotes related to the leaks in the toilets.
- On 5 and 6 August 2024 children and family members are going to start painting the school values.
- There have been a number of enrichment activities. The plan is that children will go out on trips at least three times a year in order to have cultural capital.
- Friends of Holmleigh have held a summer fair and games night and raised over £1k.
- Young Hackney visit annually to deliver a host of activities, from misogyny to keeping teeth healthy.
- The police liaison officer spent time with each class.
- NE organises the children's day festival

7.2 QUESTION: Are results tracked?

ANSWER: Yes, we publish the results data on the website and the statistics are compared with national and Hackney averages.

7.3 QUESTION: Are there any silver linings with the new government?

ANSWER: We will have to wait and see.

7.4 QUESTION: Will the safeguarding system eliminate face to face conversations? When a safeguarding concern comes in and it goes straight to the top of the list.

ANSWER: No, they will still continue. Prior to CPOMS, it would have to be logged on the computer, printed and delivered. CPOMS is a quick and effective way of logging information.

7.5 QUESTION: Is there a cost of CPOMS training?

ANSWER: Yes, there will be a demonstration and discussion on 29 July 2024 and the costs will be clarified then. The cost relates to the size of school. There is an efficiency in terms of staff time. Being able to see patterns over a period of time and also looking at behaviour is really useful.

7.6 QUESTION: What will the parent questionnaire be about?

ANSWER: It will feature Ofsted suggested questions. There will be a question about communication, whether they are getting everything they need. Currently information is shared by text, website, newsletter and posters around the school including on the school gate.

8.0 **Strategic business/ financial planning and risk assessment**

8.1 Finance Committee meeting

Not discussed.

8.2 Premises Committee meeting

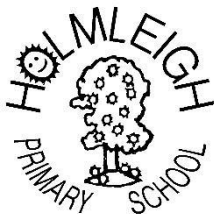
- The new heating system will be installed this summer.
- A leaving do will be arranged for Finn to thank him for his hard work, as he made a huge effort to get the heating system sorted out.
- Hackney Councillors are looking at getting a fund together for solar panels so this will be followed up.
- The roof has just been refurbished so would certainly be suitable for solar panels.

8.3 Curriculum Committee meeting

- The staff have put in a lot of interventions and worked really hard, which is reflected in the positive outcomes data.

8.3.1 QUESTION: Will this information be shared with senior leadership?

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



9.0 Reports from governor monitoring visits

9.1 There have been no governor monitoring visits.

9.2 Action: Governor monitoring visit to be scheduled - MB and RB

10.0 Governor development

10.1 Action: JW to share 24-25 Hackney Education governor training - see [here](#).

11.0 Governor recruitment

- Open Roles & Recruitment
- New Committee Chairs

See 3.0.

11.1 SP will be stepping down next term and was thanked and commended for her support to the school over the 12 years of her involvement. This will create Vice Chair, Committee and Committee Chair vacancies. Governors were asked to approach the Chair if they would like to take up any of these vacancies.

11.2 Action: Governors to express an interest to the Chair over the summer if they would like to take up Vice Chair, Committee and Committee Chair roles.

12.0 Work plan / next academic year and meeting dates

12.1 Dates for 2024-25 year's meetings, held in person at 5.30pm, were confirmed as:

- 14/11/24
- 06/03/25
- 17/07/25

13.0 Clerking for following academic year

13.1 It was agreed to continue with clerking support from Hackney Education for 2024-25.

14.0 SEND, Inclusion and diversity - KS and MB

14.1 Highlights were:

- There are new areas like Family Support and the children and adolescents mental health service (CAMHS) social worker visiting fortnightly.
- The Re Engagement Unit (REU) is supporting and have delivered a few sessions with classes.
- The special educational needs (SEN) teacher delivers training, Educational Psychologist and SALT visit, speech bubbles is a drama related project which is in place.
- A grant was received of £22 per child during easter holiday club, there was cooking, sports and free play. It was really good, particularly for pupil premium grant (PPG) and SEN children.
- This summer, activities will be carried out in Stoke Newington, due to works being carried out in the school over the summer, so children will attend the school and be accompanied to Stoke Newington and brought back afterwards.

14.2 SENCO feedback - Gillian Jetto

Highlights were:

- There are 12 education health care plans (EHCPs) and at least two more to come, likely a further two which will bring the figure to at least 16.
- There are 39 children on school support plans and several children on the watch list as well.
- It is anticipated that at least two on the watch list will move onto a school support plan.
- Gillian Jetto has been building positive professional relationships since starting at the school.
- The CAMHS worker in School is working well with children and families.
- A new CAMHS social worker and speech and language therapist will be starting in the autumn term.
- There is a lot of support in place.



- The CAMHS social worker supports children, families and staff, specifically with staff supported in order to better support children.
- Supporting SEND children will continue to be a focus in the next academic year, in particular ensuring that EHCP provisions are provided fully.
- Education support assistants (ESAs) who look after children with attention deficit hyperactivity disorder (ADHD) are being supported.
- There is a parent link too, as well as a staff link, and it is about ensuring knowledge is shared in order to support the children.
- Gillian Jetto will be starting a SEND national qualification in November 2024.

14.2.1 QUESTION: Is the proportion of children who receive support above average?

ANSWER: Yes, for a one form entry school there is a significant amount of needs.

14.2.2 QUESTION: Is that reflected in funding allocation?

ANSWER: Funding is never enough, we manage on ESA support in class. Children with EHCPs are provided with funding but it does not tend to be enough so it is about spreading out the support. Per pupil funding is the same depending on whether it is inner London or outer London. The SEN block is additional funding. Parents always think that an EHCP will give them a one to one assistant, but it is probably about half of the cost. Another focus is looking at universal provision to make sure the children are getting high quality teaching, using adaptive strategies supportive of all children regardless of focus. This allows a much more targeted approach.

14.2.3 QUESTION: How well is teacher mental health support used?

ANSWER: It has only just begun, ESAs have been really good at engaging with it but teachers not so much. Timings will be reviewed next year in order to get teacher buy in, to ensure that they don't have to go after school. Looking at school vision and ensuring it is integrated so they understand that this is part of that.

15.0 Wellbeing, Mental Health and Stakeholder Engagement

- Staff and pupil wellbeing and mental health
- Engagement with Friends of Holmleigh

See 7.0

16.0 Any Other Business for Consideration

16.1 No other business was raised.

17.0 Part 2: Confidential Items

See confidential minutes.

The next Full Governing Body meeting will be held at 5.30pm on 14 November 2024.

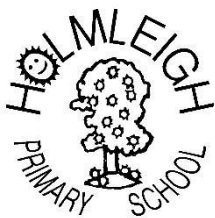
The meeting ended at 7.30pm.

Signed: _____

Date: July 2024

Matthew Caudle

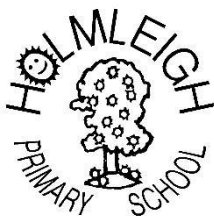
Chair of Governors, Holmleigh Primary School



Appendix A

GOVERNANCE UPDATES / RECOMMENDED READING

<p>1. Promoting Equalities: with focus on Equity, Diversity & Inclusion</p>	<ul style="list-style-type: none"> • Youtube Video: Beverly Daniel Tatum: Why Are All of the Black Kids Sitting Together in the Cafeteria? • Loic Menzies and James Lauder joined our director Tom Richmond on #insideyoured to discuss Loic's new report on how teachers and policymakers should deliver 'fairness' and 'equity' in schools. • How can we map the way to educational equity? • Racial disparity in exclusions: what can data tell us? • Government Must Support Schools To Take The Battle Against Child Poverty Inside The School Gates, New Child Of The North/centre For Young Lives Report Urge
<p>2. Enabling achievement</p>	<ul style="list-style-type: none"> • Child Of The North/Centre For Young Lives Report Calls For Schools To Be At The Centre Of A 'Fresh Start For Sure Start' • Unpacking learning behaviours: The importance of parental partnerships and relationships • Transforming early childhood: narrowing the gap between children from lower- and higher-income families • Towards an oracy entitlement for every child • Landmark report explores how to give more young people access to high-quality enrichment opportunities
<p>3. Assuring provision for Pupils with SEND</p>	<ul style="list-style-type: none"> • New Analysis Reveals Autism Assessment And Support Crisis With Tens Of Thousands Of Children Waiting Months And Years For Help After Demand Rockets By Over 300% Since Covid • Unregistered AP clampdown: Everything you need to know • Inclusive Accountability - The Elephant In The Room And How We Can Make It Leave
<p>4. Sustainable school systems</p>	<ul style="list-style-type: none"> • School Leaders Survey Findings - focused on Policy Landscape, Priorities and Complaints - Browne Jacobson • Parental complaints: DfE told urgent change needed to help schools • Schools could be forced to close amid drop in pupils - think tank • One million voices: The Big Ambition calls for children's solutions to be at the heart of election manifestos • Trusts could do 'a lot more' on teacher retention • Ofsted Big Listen • Advocating for Change to School Admissions



	<ul style="list-style-type: none"> • What else? What next? What if? Rethinking Leadership
5. Safeguarding, wellbeing and pastoral provision	<ul style="list-style-type: none"> • The mental health crisis crushing teachers – and what it means for schools • Protection of children online, research

STRATEGY	<p><i>In focus: Environmental Sustainability</i></p> <ul style="list-style-type: none"> • DfE's Sustainability and climate change strategy (2022) • NGA's Environmental sustainability guidance (2024) – now with more questions to ask and insightful case studies. • NGA's Greener Governance webinar for insights into an effective whole-school approach.
PEOPLE	<p><i>In focus: Leader Wellbeing</i></p> <ul style="list-style-type: none"> - A letter highlighting the critical role governors and trustees play in influencing overall culture and cultivating a supportive environment in schools and trusts was published this week by the DfE. - Parental complaints are pushing stretched school resources and leaders to the brink, according to a new TeS investigation.
FINANCES	<p><i>In focus: advertising your school / MAT</i></p> <ul style="list-style-type: none"> - The Key published articles on How to advertise your MAT when recruiting and How to advertise your school when recruiting
RISK MANAGEMENT / RESILIENCE	<p><i>In focus: Cyber Security</i> National Cyber Security Centre has published a free cyber security training package.</p> <p><i>In focus: Strengthening School Security</i> The DfE recently published guidance on protective security and preparedness for education settings.</p> <p><i>In focus: Managing Older Buildings</i> The DfE has published new guidance to help schools manage their buildings, providing information on the typical construction types used in the school estate and details on the specific maintenance items associated with different construction types.</p>
REGULATORY	<p><i>In focus: Ofsted inspections</i></p> <ul style="list-style-type: none"> - <i>Approach to use of AI:</i> Ofsted has released a new policy paper which highlights that inspectors will consider how schools' use of AI contributes to the criteria set out in the inspection framework, such as the quality of education and safeguarding. - From September, inspectors will conduct 'extended learning walks' instead of subject 'deep dives' during inspections for schools with a 'good' or 'outstanding' rating.