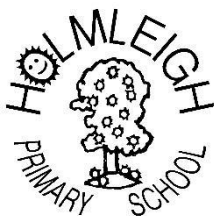


**Open Minutes of the Full Governing Board Meeting  
 14 November 2024, 5.30-7.30pm - held at the school**

<b>Membership</b>	<b>Role</b>	<b>Committee</b>	<b>End of Term</b>	<b>Type of governor</b>	<b>Present/ Apologies</b>
Matthew Caudle (MC)	Chair of Governors and Chair of Finance Committee	Finance	Nov 28	Co-opted	Present
Margaret Boateng (MB)	Head Teacher	Finance, Curriculum, Premises	Ex Officio	Ex Officio	Present
Karima Singh (KS)	Special Educational Needs and Disabilities (SEND) & Safeguarding Link Governor	Curriculum	Jun 29	Co-opted <i>Apologies</i>	Apologies
Nilgun Ercan (NE)	Governor	Curriculum	May 24	Co-opted	Present
Rachel Burd (RB)	Governor	Curriculum	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	Finance & Deputy Chair	Mar 27	Parent	Present
Angela Manderson (AM)	Governor	Curriculum	Jul 27	Staff	Present
Kevin Ward (KW)	Governor	Premise (Chair)	Jul 27	Co-opted	Present
James Jennings (JJ)	Governor	Finance (Chair)	Jul 29	Parent	Present
Vacant	-	-	-	Parent	
<b>In attendance</b>					Present

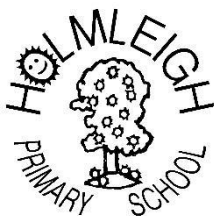


Jane Ware (JW)	Clerk, Hackney Education	-	-	-	Present
Gillian Jetto	Special educational needs coordinator (SENCO)	-	-	-	Present

	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
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 Govs	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, 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
14/11/24, 2.1.3	Clerk to share the <a href="#">23-24 attendance register</a> .	JW	Nov 2024	Complete
14/11/24, 3.4	Clerk to share the most recent <a href="#">skills audit dashboard</a> .	JW	Nov 2024	Complete
14/11/24, 6.2	Home visits section to be added to the safeguarding policy.	MB	Autumn 2024	Pending
14/11/24, 6.3	Finance and remittance policies to be shared with governors for information.	MB	Autumn 2024	Pending
14/11/24, 7.6	Clerk to seek advice about increasing the Instrument of Governance following potential amalgamation.	JW	Nov 2024	Pending
14/11/24, 7.7	Two parent governors to be sought.	All Govs	Autumn 2024	Pending
14/11/24, 10.2	Clerk to share a <a href="#">training record template</a> and governor training to be recorded by the school.	JW	Nov 2024	Complete



## 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 Declarations of Interest

2.1 [2024-2025 Declarations of Interest Register](#)

2.1.1 No interests were declared.

2.1.2 Governors were advised to complete the declarations of interest register.

2.1.3 **Action: Clerk to share the 23-24 attendance register - JW.**

### 3.0 Full Governing Body Membership Matters

3.1 It was noted that MC had been elected as Chair and SJD as Vice Chair in the Full Governing Body meeting of 18 July 2024.

3.2 It was AGREED that Co-opted governor vacancies would be actively sought by governors.

3.3 Parent governor recruitment is underway.

3.4 **Action: Clerk to share most recent [skills audit dashboard](#) - JW.**

3.5 Governors confirmed that they had read the [Code of Conduct](#) and [Keeping Children Safe in Education \(KCSIE\) \(2024\)](#), Part 1 and had completed the quiz.

3.6 Governors were advised to go on safeguarding training if they had not completed this recently.

3.7 Governors noted [Hackney Education's governors training schedule for 24/25](#).

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

### 4.0 Minutes of previous meeting of 18 July 2024

4.1 To agree the previous [Full Governing Body Open Minutes of 18 July 2024](#)

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

### 4.2 Actions

4.2.1 Action updates are recorded in the action log on page 2.

### 4.3 Matters arising or outstanding

4.3.1 There were no matters arising.

### 5.0 Chair's action

5.1 The Chair reported to have taken no actions.

### 6.0 Policies for ratification

- Safeguarding
- Complaints

6.1 Governors APPROVED both the Safeguarding and Complaints policies and noted the actions below.

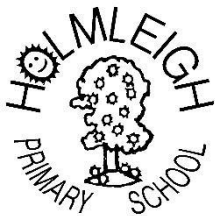
6.2 **Action: Home visits section to be added to the safeguarding policy - MB.**

6.3 **Action: Finance and remittance policies to be shared with governors for information - MB.**

### 7.0 Head Teacher's Report - MB

- SIP Report
- Budget

7.1 Highlights were:



- Assuming the merger happens, some governors may be inherited.
- Friends of Holmleigh have been very active, one parent has just raised £2k, and it is anticipated that by the end of the year they will raise £6-7k.
- All Saints Catholic School has been hosting visits from year 6 pupils.
- All Saints Catholic School is becoming a mixed school, will be receiving year 7 pupils from Holmleigh and this is a really positive relationship.
- There is a one day review on 26th November, following last year Hackney Education audited teaching and learning in March 2024 and offered support.
- The support came with some money and various consultants came in to help with reading and writing.
- The school continues to receive support.
- MB had a meeting with them recently and there is £30k to go to the consultants who support the school which includes booking supply teachers for when teachers are going on continuous professional development (CPD).
- The support is enhanced and is now intensive so it comes with more financing and accountability, and there is a one day review termly to assess progress and improvement areas.
- The Chef is studying nutrition in university and wanted to do some research on the children's eating habits, and so will be discussing food choices and measure impact to see if the conversation makes any difference.
- This will be completed via half hour sessions in classes and address theory via fun games.

7.2 QUESTION: Is the pay award funded?

ANSWER: The 5.5% pay award is funded for teachers, but for support staff this is TBC. £100 has been raised for ABC which supports families where family members suffer from mental health. Money is raised and families are nominated and on Christmas eve they receive a personalised hamper, and it provides a meal for a family for two days. This has been really useful for families. This will happen again this year.

7.3 QUESTION: How is teaching and learning auditing feedback presented?

ANSWER: There has been one feedback in the form verbal to leaders and then in the form of a report, which was subsequently fed back to staff. Visits are three times a year now, as the school is under intensive. Areas of improvement and progress are reviewed. Consistency was a key word. The learning objectives are there, sticky knowledge is a focus, and making sure books are marked and children are able to talk about their work. Communication between pupils and teachers was also mentioned. It was really useful to have this audit, identifying collective objectives and sharing with the whole school team was extremely helpful.

7.4 QUESTION: How did the audit work?

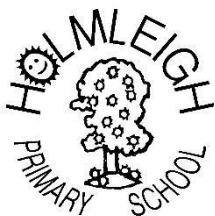
ANSWER: Through interviews and observations. The experience was supportive and encouraging rather than judgemental.

7.5 QUESTION: How does the school feel about progress?

ANSWER: Today we met with Hackney Education representatives and the conversation was around the fact that it hasn't been that long, they needed to see some progress and improvements and if they saw some consistency that would be ideal whilst they understood it was a work in progress. Feedback to staff was presented as here are the great things that we did, here are the things that we need to work on. There will be learning walks next week with maths, writing and the wider curriculum over the course of the day, including book looks with the children, which is why it is all about the children being able to articulate what they are learning.

7.6 **Action: Clerk to seek advice about increasing the Instrument of Governance following potential amalgamation - JW.**

7.7 **Action: Two parent governors to be sought - All governors.**



## **8.0 Committee and link governor reports: GDPR compliance, safeguarding, finance, premises and Health and Safety**

### 8.1 Finance Committee meeting

8.1.1 There has been a positive start with the surplus between £35-55k.

8.1.2 There were 84 applications for 30 places which is positive compared with other schools.

### 8.2 Premises Committee meeting

8.2.1 The Committee has not met yet this academic year, but there have been meetings with the premises manager since 2 October 2024, and health and safety checks are planned.

8.2.2 The concern is the financial premises impact of merging.

8.2.3 The building works in the summer that are not yet completed were due to a carbon efficiency grant of £1.4million.

8.2.4 The green screens came to measure but will pause until the merger is confirmed.

### 8.3 Curriculum Committee meeting

8.3.1 The year has started well.

8.3.2 Across the main subject areas of reading, writing, maths and phonics, the highest strengths are in reading and phonics, then maths and the area of focus is writing. Interventions in writing are taking place.

8.3.3 There is a new SEND leader and this transition is going well.

8.3.4 There are 46 children on the SEND register of which 12 have an education health care plan (EHCP) but the transition is going smoothly.

8.3.5 The curriculum in transition will be delayed until information about the transition is clear, then there will be an evaluation and where best to move from there.

8.3.6 It was agreed to go with one particular maths scheme, in terms of the principle of consistency, which is White Rose and implementation is under way.

8.3.7 Maths learning walks and maths leadership training are underway.

## **9.0 Reports from governor monitoring visits**

9.1 There had been no governor monitoring visits yet this term.

## **10.0 Governor development**

### 10.1 Ofsted training

10.1.1 Governors were advised of training for Ofsted.

**10.2 Action: Clerk to share a training record template and governor training to be recorded by the school.**

## **11.0 Governor recruitment**

11.1 See 3.0.

## **12.0 SEND, Inclusion and diversity**

12.1 There were no link governor updates.

12.2 It was noted that Oldhill Children's Centre children with SEND were coming to the school.

## **13.0 Wellbeing, Mental Health and Stakeholder Engagement**

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

13.1 The new Wellbeing and Mental Health Service (WAMHS) worker will be starting soon.

13.2 Staff current pressures will be surveyed by the WAMHS worker.

13.3 There are weekly personal, social, health, and economic education (PHSE) lessons and daily check ins.

13.4 Friends of Holmleigh are very active.

## **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 6 March 2024.**

*The meeting ended at 7.30pm.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Matthew Caudle**

**Chair of Governors, Holmleigh Primary School**