



AGENDA

Governing Board Meeting - Summer 2023

Date/ time:	5.30pm, 13 July 2023
Venue:	<i>To be held at the school</i>

Name	Initials	Category of governor / role	Committee	Term of Office
David Stranger-Jones	DSJ	Chair; co-opted	Finance	June 2024
Margaret Boateng	MB	Headteacher	Curriculum; Finance; Premises	Ex officio
Sophie Persson	SP	Vice-Chair; co-opted	Premises (chair); Finance	Nov 2025
Karima Singh	KS	SEND link; Safeguarding link; co-opted	Curriculum	June 2024
Matthew Caudle	MC	Co-opted	Finance (chair)	Nov 2023
Nilgun Ercan	NE	Co-opted		May 2024
Nick de Haes	NH	Local Authority	Curriculum (chair)	Nov 2025
Rachel Burd	RB	Co-opted	Curriculum	Nov 2025
Sarah-Jane Dooley	SJD	Parent		Mar 2027
Clive Sterling	CS	Parent	Premises	Nov 2025
Vacancies		1 x Co-opted, 1 x Staff		

Additional attendees:	Jane Ware - Clerk, Hackney Education Angela Manderson Kevin Ward Kira - Friends of Holmleigh
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Notes:	If you are unable to attend, please send your apologies to the clerk as soon as possible. The quorum for this meeting is one half - rounded up - of the membership of the governing body excluding vacancies. Notice on attendance: Governors are reminded that in the case of absence, they may still be able to participate in the meeting by sending questions in relation to any item on the agenda to the Chair, Headteacher or the Clerk. Preparation: Governors are reminded to prepare for this meeting by reading all the documentation circulated. Declaration: Governors and associate members are reminded that if they have a personal or
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	business interest in any of the agenda items, then it must be declared, and they must withdraw for that part of the agenda.
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PART 1: Non-Confidential

N o	Item / suggested questions	Purpose: for information / to discuss / to review / to approve / to agree (delete as applicable)	Lead / Time
1.0	Welcome and introductions	For information / review / approval	DSJ
	Receive and consider apologies from governors not in attendance		
	Minutes of the previous meeting <ul style="list-style-type: none"> ● To agree previous open minutes of 1 March 2023 ● Action Items (see page 4 of this document) ● Matters outstanding 		
2.	Staffing	For information / to discuss / review / agree	DSJ / All
3.	Declarations of Interest 2022-2023 Declarations of Interest Register	All	
4.	Full Governing Body Business Governing Board composition <ul style="list-style-type: none"> ● Skills audit for 2022-2023 - complete the skills audit template ● Terms of office ● Governing Body vacancies: The right people around the table 2 x co opted governor (following DSJ's departure in summer 2023) 1 x staff governor ● Key roles and responsibilities (e.g. SEND/ Safeguarding link governors) ● Full Governing Body / Finance and Curriculum Committees terms of reference and schemes of delegation ● Membership of the Headteacher's Annual Appraisal Panel and date (appraisal linked to agreed objectives) ● Governor Code of Conduct ● Website compliance: must include 2021-22 attendance register and governor terms of office Training Previous Governors Virtual Forum updates and tools , Governors Training Programme for 2022/23 and Governance Services offer , Subscribe here to be included in future communications.	To discuss / review / agree	

3.	Headteacher's Report - presented by MB <ul style="list-style-type: none"> • Data Outcomes • Quality of education • Behaviour, safeguarding and well-being • Current risks and priorities 	For information / to discuss	MB
4.	School Improvement Partner (SIP) update	To discuss / review / agree	DSJ / MB
6.	Quality of Education - curriculum, assessment and gaps in learning <ul style="list-style-type: none"> • Curriculum Committee meeting minutes - NDH • Link governor updates 	To discuss / review / agree	SP
7.	Strategic business/ financial planning and risk assessment <ul style="list-style-type: none"> • Finance Committee meeting minutes • Premises Committee meeting minutes 30 June 2023 	To discuss / review / agree	MC / SP
8.	SEND, Inclusion and diversity <ul style="list-style-type: none"> • Link governor updates 	To discuss / review	KS
9.	Wellbeing, Mental Health and Stakeholder Engagement <ul style="list-style-type: none"> • Staff and pupil wellbeing and mental health • Engagement with Friends of Holmleigh: Minutes 	To discuss / review / agree	DSJ / MB
10.	Policies for ratification	To note / review and approve	All
11.	Effective collaboration with the Hackney family of schools and key partners / MAT update	To discuss and review	DSJ / All
12.	Any Other Business for Consideration		All

PART 2: Confidential

13.	Confidential Item(s) Confidential minutes of 1 March 2023		All
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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	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