

Holly Park School – Chairs Committee Meeting Agenda

Date: Wednesday 17th 2024

Invited:- Ann Pelham, Clare Hegarty, Rhonda James (vice Andrea Messios), Annemarie Thomas, Gemma Morgan, (vice Claire Powell)

Apologies:- Atia Rafiq, Maria Michael

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
<p>Actions/Matter Arising from last meeting (in blue throughout document)</p> <p>Invite all vice chairs to next meeting on 17th July at 8am.</p> <p>Ann to prompt chairs and remind them of meeting dates for next term</p> <p>EAL training at 6.30pm on 8th Jul</p> <p>Clare H to inform those gvs who will do a report</p> <p>Ann to update the calendar on the Hub re Learning Walks</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done for the term just gone</p>	
<p>Review of governor impact report</p> <p>Ann to update impact form again on the Hub with these new additions Add to this at July meeting</p>	<p>Feedback has already been received via governor hub, impact report to be updated in this meeting.</p> <p>Governor asked if the impact report goes to Barnet?</p> <p>No this is something that we do and we do publish on the school website.</p>	<p>Ann to put finished impact report on Gov Hub and on the website</p>
<p>Strategic Discussions</p> <p>post OFSTED</p> <p>The school will complete school improvement plan during the summer term.</p> <p>School will go forward with any feedback from Ofsted report in September.</p> <p>Items from Chairs briefing:</p> <p>See Governance Effectiveness Audit below</p>	<p>Ann and SLT have been discussing the targets for next year</p> <p>Most of the new SIP is now written</p>	<p>This will be completed over summer and at the start of September.</p> <p>It will be shared with gvs beginning of October.</p>
<p>Governance Action Plan</p> <p>Outstanding actions:</p>	<p>Rhonda has actioned this.</p> <p>We are not overly diverse. We have tried to recruit governors,</p>	<p>Look to see if we can change/do anything to attract a more diverse range of</p>

<p>Review of committee effectiveness Rhonda will look into this. Diversity of FGB</p>	<p>this is a volunteer role so can be hard to recruit. Diversity is hard to manage as it does depend on who puts themselves forward for a governor role. We are very parent heavy within the governing body.</p> <p>As the group is mainly women could this be off putting/intimidating for men to want to join the committee?</p>	<p>people.</p>
<p>Governors skills audit review (NGA) Will be sent out after Easter and run by Rhonda Discuss at July meeting</p> <p>Committee Effectiveness audit</p>	<p>This has been completed by individual governors and compiled by Rhonda and is on governor hub. The review shows that we are consistent, strong, have a broad range of skills with all average scores of 3-4.</p> <p>Ann has joined BPSI steering group and will have first meeting in October and will mention governor training as current training is very much the same year on year. Ann will also ask Barnet if there is any training that they can deliver to our own group of governors.</p> <p>We need to consider what we do next year for training linked to the SIP</p> <p>Received very positive feedback, we have the right mix of skills, good comments on what we have achieved and positive set of scores. This has been uploaded to governor hub under governor skills audit. We received around 10 responses to this and all responses are anonymous. This would be a good idea to complete this every year going forward.</p>	<p>We will try to look into more specific training for governors around compliance and diversity as these both have come up on the skills audit.</p> <p>Everyone to look at this before the next meeting in September.</p>
<p>Budget 24/25 Governor ratification 20th May</p> <p>Look at After school contract and discuss with</p>	<p>Budget has been ratified.</p> <p>Caroline's after school contract has been increased by 3% over 11 months rather than a 12-month contract that she had originally.</p>	

<p>Caroline and probably remove the part about holiday camps</p>	<p>The original contract gave her the option to run holiday camps if she chose to which she has not done for many years.</p> <p>We have been renting out our facilities to an outside provider for the school holidays which is working well.</p>	
<p>School library update Get crowdfunding underway – 7th May for 3 weeks Choose library company Work to be done in August and we have been advised that it will take around 3 days.</p>	<p>Crowdfunding has been done and went really well, we raised around £27k in total from various sources which was more than we expected. The work for the library has been scheduled for the summer holidays. The children have been suggesting names for the new library.</p> <p>Governor asked if this crowdfunding went better than previous projects?</p> <p>We raised the most for the playground project which was our first fundraiser and went really well, we raised around £35k. Our second fundraiser was for the IT project and this was quite tough to get all the funds as it was close in time to the first project and also came at the tail end of COVID.</p> <p>A Governor asked what our next crowd funder would be.</p> <p>Unsure as yet would start thinking about this in around a years' time.</p>	
<p>Governance Effectiveness Audit (see appendix)</p>	<p>This was discussed</p> <p>Everything last year was green</p> <p>The governors are as strong if not more so than last year which is confirmed by Ofsted (March 2024) and the NGA Skills Audit results</p>	<p>Ann to complete for 2024 and to add to Gov Hub and send to Barnet</p>
<p>Governor Recruitment, succession and planning Jane Morris resignation</p>	<p>Jane Morris has resigned as the safeguarding governor, we must have a safeguarding governor in place.</p> <p>We could look at shuffling existing governors around or recruit for</p>	<p>Will look to approach Barnet to see if they can suggest/recommend someone</p>

<p>End of terms within next 12 months Sarah Deale & Rhonda Valentine (May 2025)</p>	<p>a safeguarding governor. Ann asked the governors present would they want to shuffle around or hold onto current role. The governors are open if needed and that change is sometimes good but some feel that they are just really settling into their role. There would be more training available to gain better knowledge for the safeguarding governor role, would not mean more time is needed and Jane would be happy to support new governor starting this role.</p>	<p>for this role. Clare H will speak to both Sarah and Rhonda to see what their plans are for May 2025 and if they will look to stay on as governors. Co-opted governors can be opted back in and parent governors will be via a ballot if more than one. Clare H will stand in for safeguarding governor role if necessary from September.</p>
<p>Plans for new academic year (including dates)</p>	<p>Whole school calendar is on governor hub. Governor learning walks have been put in calendar across the year - 1 a month on different days throughout the year. Governor meetings to stay at 7.45am, S&PW meeting will be on 16th September, Finance 30th September and T&L 14th October. First full governors meeting will be 16th December. Chair committee meetings will be at 8am on 5th September and 9th December. Governor asked that if there is a governor meeting one week - can a learning walk NOT be in the same week. Ann will look into this and move the learning walks if necessary. Governors to have a look at calendar to see if there are any issues with dates.</p>	<p>Calendar to be updated with new learning walk dates. Dates will also be added to the Gov Hub calendar</p>
<p>Agendas for committee meetings autumn term</p>	<p>This will be looked at in September.</p>	
<p>FGB Training for the Autumn term</p>	<p>Will discuss this at first chairs committee in September.</p>	

Governor presentations for Dec meeting	This will be decided in September.	
Learning Walk themes for Autumn term x 4	This will be decided in September.	
Policy List review	We will be back to Year 1 of the cycle	
AOB	N/A	

Appendix

GOVERNANCE EFFECTIVENESS AUDIT

Name of school		Name of Chair and Vice Chair		Email addresses	
Theme			RAG Rating (Red, Amber, Green)	Provide evidence for the RAG rating and identify actions required	
1. Effective Governance: <ul style="list-style-type: none"> - Understanding the roles and responsibilities of the board and its three core functions. - Governors challenge and support the headteacher to ensure that pupils receive a high-quality education. - Minutes effectively capture the key points of meetings, particularly the quality of challenge. - Progress towards strategic goals is monitored routinely. - Governors stay informed about key themes of national education policy and the local education context. - Agenda setting is driven by the strategic planning cycle and develops the 					

<p>school's vision and ethos.</p> <ul style="list-style-type: none">- Governors contribute actively to school improvement.- Governors abide by the principle of collective decision-making and stand by the decisions of the board, even where their own view differs		
<p>2. Governance Leadership:</p> <ul style="list-style-type: none">- The Chair provides effective leadership.- The board is reflective and pro-active in identifying areas for development.- Succession planning and induction prepares governors well for new roles.- Annual individual skills audits identify skills gaps and inform recruitment and training.- The Board formally evaluates its performance to inform a governance development plan.- Regular review of designated governor areas of responsibility.		
<p>3. Commitment to the Role:</p> <ul style="list-style-type: none">- Regular review and adherence to the Board's Code of Conduct.- Commitment to Training and Ongoing Professional Development.- Every Governor makes a regular contribution.- Regular visits to the school.- Strong attendance at meetings- Willingness to take on governance leadership roles- Attendance at Induction training and Safeguarding for Governors within the first 6 months in the role.- Read the regular circulars from the LA and DfE on statutory and legal responsibilities		

<p>4. Governance Regulations:</p> <ul style="list-style-type: none">- Governors understand the legal, regulatory, and financial requirements.- All statutory requirements are fulfilled. For example, safeguarding requirements under Keeping Children Safe in Education (KCSiE) 2022 and responsibilities under the Equalities Act 2010.- The governance structure of the organisation is understood.- The size, composition and committee structure of the governing body is fit for purpose.- The board and committees are correctly constituted, and chair and committee chairs are re-elected each year.- There is clear delegation of governance functions.- Effective monitoring of risk.		
<p>5. Quality of Education:</p> <ul style="list-style-type: none">- Governors hold leaders to account for the quality of education within the school and know what is being done to improve it.- Governors understand and monitor the school's curriculum.- They know the rationale for the curriculum and how it has been adapted to the needs of the school.- Governors understand how internal assessment informs pupil next steps and how the school is enacting these		
<p>6. Behaviour:</p> <ul style="list-style-type: none">- The school's behaviour policy is understood, and governors receive regular monitoring data.- Robust monitoring of attendance and attendance data.- Governors dealing with exclusions undertake appropriate training and understand the law around this.		
<p>7. Resource Management:</p> <ul style="list-style-type: none">- Understanding of the financial policies, procedures, and financial		

<p>accountability of the organisation.</p> <ul style="list-style-type: none"> - Utilisation of funding streams, including robust monitoring of pupil premium and sports premium and ensuring the best value for money. - Oversight of organisational staff performance management. - Approval of annual pay recommendations for all staff. - Conducting the headteacher's annual performance management. 		
<p>8. Community Engagement:</p> <ul style="list-style-type: none"> - Governors champion wellbeing across the whole school community and take positive steps to improve and manage wellbeing and mental health. - Governors maintain positive working relationships with staff. - The board is proactive in consulting and responding to the views of stakeholders so that these views inform decision-making. 		

Local Authority Feedback: Written feedback will be sent to all Governing Boards which have submitted their audit by the given deadline.