

Holly Park School – Chairs Committee Meeting Agenda

Date: Thursday 5th September 2024

Invited:- Ann Pelham, Clare Hegarty, Andrea Messios, Annemarie Thomas, Gemma Morgan

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
Actions/Matter Arising from last meeting (in blue throughout document)		
Governor impact report Ann to put finished impact report on Gov Hub and on the website	Done	
Strategic Discussions post OFSTED The SIP will be completed over summer and at the start of September. It will be shared with gov's beginning of October. Items from Chairs briefing: N/A	Done - agreed with SLT Just needs final touches and all the boxes filled Targets shared with chairs of committees ready for agendas	Will be shared end of Sept/ start of October
Governance Action Plan Outstanding actions: Diversity Look to see if we can change/do anything to attract a more diverse range of people. of FGB. Rhonda has suggested looking for case studies of other schools who have been effective in this.	To speak with Barnet and potentially other organisations for advice.	Rhonda or Attia to action – if they can find any case studies to consider and share
Governors skills audit review (NGA) We will try to look into more specific training for governors on: <ul style="list-style-type: none"> Better understanding of legal and compliance responsibilities Case studies in other schools for impact equality & diversity Ann to follow up with BPSI steering group on updating the training and on bespoke training for our governing body. Consider training linked to the SIP Rhonda recommending that we only complete this in two years unless there is a big change in membership. Committee Effectiveness audit	We have a number of male teachers so feel we are strong in this area. The first meeting has not happened as yet, this will be in October. Agreed that we only complete this in two years unless any changes as very similar to previous years.	Committee effectiveness audit

	Governor asked what end of the nursery is the Tree House based. This is based in the end with the conservatory.	
Governance Effectiveness Audit Ann to complete for 2024 and to add to Gov Hub and send to Barnet	Done and sent to Barnet and put on governor hub.	
Governor Recruitment, succession and planning Jane Morris resignation End of terms within next 12 months Sarah Deale & Rhonda Valentine (May 2025) Ann will approach Barnet to see if they can suggest/recommend someone 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.	Rhonda is a parent governor and would need to stand again if she would like to stay or be moved to a community governor to fill Jane's place Ann did mention this to Helen Morrison, will chase up. Clare will stand in for safeguarding governor role until replacement is appointed, she has higher level safeguarding certificate	Clare to speak to both Rhonda and Sarah Clare to contact Jane for handover
Plans for new academic year (including dates) Calendar to be updated with new learning walk dates. Dates will also be added to the Gov Hub calendar	Calendar has been updated and is on governor hub.	
Agendas for committee meetings autumn term	These have been done.	Terms of reference to be added to all agendas.
FGB Training for the Autumn term	Monday 16th December - 6.30pm - Full governors training - Diana - The Treehouse	
Governor presentations for Dec meeting	Attia, Lorean and Clare to do.	Clare to let Attia and Lorean know
Learning Walk themes for Autumn term x 4	Thursday 26th September - Ann	

	<p>Intro to the school year - SIP - walk around school etc</p> <p>Thursday 24th October - Maria - behaviour</p> <p>Friday 15th November - Emily - Curriculum Implementation</p> <p>Friday 6th December - Eve - Character Education</p>	
<p>Policy List review: Year 1 of the cycle – Barnet policies?</p>	<p>Barnet have sent out updated Barnet policies which schools should adopt.</p> <p>We use their policies when necessary e.g Discipline</p> <p>However, Barnet suggesting we should use them and make our own.</p>	<p>Will add a couple each term to our policy rota</p>
<p>AOB</p>	<p>N/A</p>	