



Hillside Primary School

Minutes of Full Governing Body Meeting

Tuesday 21st May 2019 @ 5:00pm

		Governor Type	Initials
Present:	Bob Dool	Trust (Chair)	BD
	Lee Abbott	Headteacher	LA
	Duncan Carragher	Trust	DC
	Sharon Greenhalgh	Staff	SG
Absent:	Fiona Scarlett	Staff	FS
	Sarah Dadds	Trust	SD
	Rick Hanson	Trust	RH
In Attendance:	Liz Talbot	Clerk	LT
	Sarah Pettitt	School Business Manager	SP
	Joy Parke	ALT Director of Primary Standards	JP

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>Apologies were received from SD, RH and FS. Consent to absence was given.</p> <p>For reason of an accurate record, it is minuted here that the FGB meeting arranged for Wednesday 27th March 2019 was cancelled.</p> <p>Parent Governor vacancy and Trust Governor vacancy – We are still in the process of trying to recruit Monica as our new parent governor and LA</p>		

	agreed to speak with her again to establish whether or not she is able to make this commitment. It is also hoped that we are close to recruiting a new Trust Governor whose recruitment is due to be considered at the ALT board meeting on 23/05/19.		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Update on recruitment of Parent Governor and Trust Governor. 	LA/BD	18/07/19
2.	Guest Speakers – Leading Active Learning		
	<p>The following Guest Speakers provided presentations on their Leading Active Learning projects to Governors: Paul Laws; Abbie Thompson; Elaine Hadgraft & Kelly Leitch.</p> <p>These presentations are all included in the folder for agenda items related to this meeting.</p> <p>Governors acknowledged the interesting work being done and thanked the speakers for providing these presentations today.</p>		
3.	Declaration of Interests		
	No new or relevant interests were declared.		
4.	Minutes of Previous meeting & Matters Arising		
	<p>The minutes of the previous meeting held on 13th February 2019 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Progress with new Parent Governor and Induction – This is covered in Item 1 above.</p> <p>Progress with new Trust Governor – This is covered in Item 1 above.</p> <p>SEN link visit to be arranged – This visit has been arranged for 13/06/19.</p> <p>SMSC link visit to be arranged – This visit took place last Thursday and BD advised LA that the SMSC information on the school website is out of date. LA agreed to investigate this. A copy of the visit report will be available to governors on google drive.</p> <p>All other Matters Arising were confirmed as completed prior to this meeting or carried forward to the next meeting as indicated.</p>		
	<p><u>Actions Agreed:</u></p> <p>Check that SMSC information on school website has been updated.</p>	LA	18/07/19

5.	Headteacher's Report		
	<p>LA provided his report and additional documents to governors prior to the meeting. Specific questions were asked and items highlighted as follows:</p> <p>This report was used as a basis of reporting for AIG meeting last week and the Trust agreed with the statements made and evaluations judged.</p> <p><u>Outcomes</u></p> <p>School evaluation = Requiring improvement.</p> <p>Progress Data – KS2 Data drop; KPI's & Progress Matrix</p> <p>Governor Question: The KS2 matrices chart is not clear to understand for governors who are not working in the environment on a day to day basis so can it be improved? LA advised that this is a Trust document but he is working with Joy and Nicola on producing a common format report which will work across the Trust and for all audiences. They hope to produce this towards the end of June.</p> <ul style="list-style-type: none"> ● It was agreed that the narrative in the report helps to summarise. ● It was noted that the KPI report contains predictive data. <p><u>Leadership & Management</u></p> <p>School evaluation = Good</p> <p>Leadership Structure</p> <ul style="list-style-type: none"> ● Owing to changes in the Senior Leadership Team which affect the Assistant Headteacher (Curriculum and Assessment), the start of the Curriculum review had to be postponed and will now start on 5th June 2019. However, this has created time for thinking about how the curriculum may be structured around English in particular and LA is confident that the staff member who will now lead on this is extremely capable. ● Not about curriculum content but more about the way in which the curriculum is planned and pedagogy for delivery. ● Interesting recent research around how children learn best – curriculum with regular low threat testing (quizzing) for understanding, monitoring and constant reviewing. <p><u>Quality of Teaching, Learning & Assessment</u></p> <p>School evaluation = Good.</p> <p>Governor Question: How satisfied are we with support from the Trust on supporting professional development.</p>		

LA confirmed that professional development is a massive selling point in terms of the programme on offer through ALT and the most impactful is the CPD done within the school.

Governor Question: It appears that the number of staff under-performing has reduced, is this correct? LA confirmed this, adding that the momentum is picking up and if we continue like this and have no significant staffing changes, we will continue to improve.

Barriers to Learning

School evaluation = Good.

Breakfast club

- Not getting all the right children attending.
- If attendance is the issue Claire and her team will focus on getting them into the breakfast club.
- Ongoing monitoring of the club owing to significant investment.
- Recently changed the person who runs the club. They are organised and have a clear vision which matches with what LA wants to achieve.
- Will be changing the name of the Club so that the children understand that it is about learning and not just the food.
- Particular interventions can be focused on and can advise parents that these are provided at this time.
- Combination of evaluation and making sure that the interventions are happening and making sure the pupils are attending.

Attendance

Attendance was discussed further by all governors.

- National average is 96.2 and for persistent absence is 11 so 14.4 is quite high.
- Parents don't bring their children to school and this is not always because the children don't want to attend.
- Doing all we can including fining them but gaining local authority support is very slow.

Pupil Premium

2 documents provided by LA.

Governor Question: What is the most impactful thing we do with Pupil Premium (PP)?

LA advised that the 2 elements are shown on the website – The Impact Summary and the Strategy Statement. These show actions and success criteria on PP strategy and achievements/impacts. e.g. “attendance will improve – 30 disadvantaged pupils to attend breakfast club – achieved”. LA highlighted the following:

- Planned expenditure – QoT, Leadership and Removing barriers are the 3 main focuses.

	<ul style="list-style-type: none"> • Most fundamental QoT is effective – putting in CPD to develop and lead practical work has impacted to improve QoT. • Removing barriers – multitude e.g. Speech and Language Therapy. Vocabulary development. Employ professionals using Pupil Premium. • Can only compare by considering improvement on previous years. Can't improve on what we get as the baseline seems to be getting lower and lower. • Pupils with English as an Additional Language at 73% is huge. All agreed that this is so significant. <p>Governor Question: Exclusions reduction is very positive. Is there any reason for this? LA noted the significance that Ofsted place on QoT and the impact on behaviour, hence their assumption that the improved behaviour reflects an improvement in QoT.</p> <p>Parental engagement</p> <p>Whole range of activities are provided.</p> <p>Governor Question: What is the take-up? LA advised that they don't quantify but aim to improve all the time. However, if it wasn't being taken up we would do something else.</p> <p>Early Years Provision</p> <p>School evaluation = Good</p> <p>Safeguarding</p> <ul style="list-style-type: none"> • No significant changes <p>Governor Question: Is 'My Concern' useful?</p> <p>LA confirmed that it is very useful for identifying trends and looking back at numbers and the impact.</p> <p>Personnel & recruitment</p> <p>Updates on staffing structure and responsibilities provided.</p> <p>Governor Question: Do we do exit interviews? LA confirmed this adding that they are given the choice of written or a chat.</p>		
6.	Trust Business [Standing Item]		
	<p>This item was moved up the agenda for discussion following the Guest Speakers' presentations.</p> <p>JP was in attendance to share the following information:</p> <p>The appointment process for a new CEO is underway and the Trust hope to finalise an appointment at the board meeting on Thursday.</p>		

	<p>LA asked how schools will be notified and JP advised that she expects that the Trust will contact all headteachers.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
7.	Resources Items [Standing Item]		
	<p>SP provided reports for governors prior to the meeting and highlighted as follows:</p> <p><u>Staff Absence</u></p> <ul style="list-style-type: none"> • No significant variation. • A little higher this term owing to one long term absence. <p><u>Finance Update</u></p> <ul style="list-style-type: none"> • No significant changes since the last report but continuing to try to increase the carry forward. • Also looking at where to make cuts next year and what the impact may be on learning. <p><u>Premises & Health & Safety Update</u></p> <ul style="list-style-type: none"> • Investigating the possibility of passing some issues onto the Trust. • Funding received to replace LED lighting. <p>Governor Question: Wouldn't you expect the Trust to do a survey on what they are planning to do for the site?</p> <p>SP agreed but noted that they are receiving a significant amount of funding from the Trust for property issues including the windows.</p> <p>SP also noted that the school are spending money on improvements when they can to future proof and save money in the future.</p>		
8.	Governor Visits for 2018/19 [Standing item]		
	The Governor Link Visits Report was reviewed by governors and it was agreed that all visits had now been arranged.		
9.	Policies for Acknowledgement		
	<p>The following policies/procedures were reviewed at this meeting:</p> <p>ALT Appeal Timetables 2019 & 2020 - Acknowledged by Governors.</p> <p>ALT Complaints Policy 2019 (updated 31/01/19) - Acknowledged by Governors.</p> <p>ALT Safeguarding Policy (updated 25/02/19) - Acknowledged by Governors.</p>		

	<p>Governor Question: A couple of things need adding to the school policy – Name of ESafety Lead and the NSPCC whistleblowing hotline need to be added.</p> <p>LA advised that the new draft of Keeping Children Safe in Education is due out in July and the school will be updating their policy after this.</p> <p>ALT Curriculum Intent Statement (updated April 2019) - Acknowledged by Governors.</p> <p>ALT Modern Slavery Statement (updated March 2019) - Acknowledged by Governors.</p> <p>Governors noted that changes/updates to the policies are not clear and it would be useful if the Trust clarified with a summary of changes. There was also concern about the timing of changes e.g. the Safeguarding Policy being updated when Central Government changes are due later.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Revised School Safeguarding Policy to be added to Agenda for 1st meeting of Autumn Term, for review by governors. 	LA	09/10/19
10.	Any Other Business		
	<p><u>Governor Safeguarding Training</u></p> <p>Safeguarding training for governors – A course should be available in October 2019 but no specific details available yet. LT will circulate details as soon as they are available.</p> <p><u>Dates for 2019/2020 Meetings</u></p> <p>All dates okay except 27/11. Agreed to change this to 11/12/2019.</p> <p>LT agreed to circulate the minutes and suggested dates for next year, as soon as possible, to all governors not in attendance today and clarify the change to the date of the next meeting which is now Thursday 18th July.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Date of Safeguarding for Governors training course to be circulated when available. Minutes of this meeting and suggested dates for next year to be circulated to all governors asap & clarification of date for next meeting to be provided. 	LT LT	ASAP ASAP
11.	Date and time of next meeting		
	Thursday 18th July 2019 @ 5.00pm		

The Meeting closed at **7.30pm**.

Signed (Chair) Date.....