



Hillside Primary School

Minutes of Full Local Governing Body Meeting

Thursday 23rd May 2018 @ 5.30 pm

		Governor Type	Initials
Present:	Bob Dool	Trust (Chair)	BD
	Lee Abbott	Headteacher	LA
	Rick Hanson	Trust	RH
	David Tabane	Parent	TB
	Sarah Dadds	Trust	SD
	Sharon Greenhalgh	Staff	SG
Absent:	Fiona Chapman	Staff	FC
	Simona Bucur	Parent	SB
	Duncan Carragher	Trust	DC
In Attendance:	Liz Talbot	Clerk	LT
	Sarah Pettitt	School Business Manager	SP
	Claire Jackson	Assistant Head	CJ

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	Apologies were received from FC , DC and SB . Consent to absence was given by Governors. BD thanked the Review Committee for their participation in a Pay Review Committee meeting prior to this meeting.		

2.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared.		
4.	Minutes of previous FGB meeting & Matters arising		
	<p>The minutes of the previous meeting held on 28th March 2018 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Finance Link Visit & Report - DC has not been available to do this owing to illness. SD has now agreed to progress this at her earliest convenience.</p> <p>Update on GLM Quality Mark submission - Members agreed that it is not appropriate to progress with this at this time so it will be put to one side for now.</p> <p>Review and amend Terms of Reference (ToR) for Standards Committee & FGB - BD advised that the new Scheme of Delegation has been approved and we are just waiting for official confirmation from ALT before looking at this again for the new year.</p> <p>Safeguarding Training for Governors - SG has attended this training now on 21/05/18. Owing to a misunderstanding DT did not attend so LT will re-book this for him. FC is booked onto a session in June.</p> <p>PP/Phase Liaison/ SMSC & Maths visits - SD confirmed that she has completed the PP visit and report. BD confirmed that he has met 3 out of 4 staff for Phase liaison and will write up the report when he has met with the remaining member of staff. RH confirmed that has been in discussion and just needs to write the report.</p> <p>Reading Report - FC needs to complete this and LT will send her a reminder email.</p> <p>School Badges - Obtaining these is in progress.</p> <p>Future Years funding deficits - BD advised that this was not highlighted at a recent Trust meeting but will be a future ALT agenda item.</p> <p>All other Matters Arising were confirmed as completed prior to this meeting.</p>		

	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Finance link visit to be completed and report to be produced. Review Terms of Reference for Standards Committee and FGB in the new Academic year. Re-book DT on the Safeguarding for Governors training. Phase liaison, SMSC & Maths link visit reports to be produced. Reminder to be sent to FC for completion of Reading Report. 	<p>SD</p> <p>BD/RH</p> <p>LT</p> <p>BD/RH</p> <p>LT</p>	<p>ASAP</p> <p>10/10/18</p> <p>ASAP</p> <p>11/07/18</p> <p>ASAP</p>
5.	Chair's Actions		
	There were no actions taken by the Chair since the last FGB that needed reporting at this FGB meeting.		
6.	Headteacher's Report		
	<p>LA provided his report to all Members prior to the meeting and highlighted as follows:</p> <ul style="list-style-type: none"> Links directly into SEF and this will be updated in half term against the Ofsted framework. <p><u>Outcomes</u></p> <ul style="list-style-type: none"> School is above Floor Standards (progress) and not classified as a Coasting school. Shows how predictions are moving from Autumn to Spring. Fall is largely attributable to mobility of children both out and in. All the time the teachers are adjusting what they are doing in order to achieve their predictions. Working on achieving progress milestones as well as attainment. Currently inconsistent when just being held to account for attainment. Focus areas and actions for each of the key stages are highlighted in the report. Systems for challenging Teachers and Year Leaders are in place. <p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> Monitoring and evaluation system shows rigour and shows where an impact is being achieved on the quality of teaching and outcomes. The mobility of children is still a significant issue but we are managing these children very well so should be highlighting that we are experts 		

in that and can evidence this.

BD agreed and noted that he would like to see us develop some positive messages around the progress pupils are making and this will also encourage recruitment of good staff. **LA** added that when teachers actually come to look around they gain very positive opinions of the school.

- New Leadership structure - each of the leaders is having an impact.
- **CJ** and Mrs Jewell are sharing responsibility for leading English following departure of the English Lead. Both link into projects i.e. Power of Reading etc.

Governor Question: How easy is it to obtain the funding for these projects? **LA** advised it is difficult but they are part of the Ipswich Opportunity Area (IOA). We now have the capacity to spend the time applying for these funds but note it is concerning that schools need to have the capacity in order to have the time to apply.

- Mrs Jewell is also the lead within the school of an SSIF project to develop the teaching of oracy to impact writing. This is linked to the IOA.

Governor Question: What level of project funding have we gained in the budget? **LA** explained that it is not money gained in the budget but projects with costs covered e.g. gaining training that can be brought back and cascaded and outcomes reported back.

- Have managed to get some money into budget e.g. Accelerated reader attracts deprivation funding from local authority and is part funded by the project, funding for reading advocates, and funding for speech and language therapy, so able to extend offer.
- Excellent maths PD day was held which has helped with manipulatives and improved maths outcomes.

Pupil Premium

- Breakfast Club continues to be very successful, providing the opportunity to help children with booster learning.
- Targeted pupils continue to have mentoring sessions.
- The impact of the Pupil Premium strategy will be more formally evaluated next term.

Curriculum

- The focus this year has been the Yr 1 curriculum and RE.
- The focus next year will be science.

Implication of Budget reduction

- The report highlights the areas we need to make reductions in.
- Important that governors are aware of the possible impact on

standards and outcomes.

- Aiming for a reduction in fixed term staff rather than permanent.
- ALT are aware of the issues the school will be facing.

Please refer to Part B Confidential Minutes for further discussion in relation to this item.

Quality of Teaching, Learning & Assessment

- Discussed in detail at the Standards Committee meeting last week.
- The percentage of teachers providing Strong Teaching has improved from 69% in Autumn to 89% in Spring and therefore those Requiring improvement has decreased from 31% to 11%. With the systems in place this can still be improved.
- Lesson observations do not provide enough evidence and we know that the triangulation process needs to be more robust by gathering more evidence. Systems are already in place to give more feedback.
- Ofsted process gives a general impression and general level of progress and based on this a “Good” QoT would be the result.

Governor Question: Could we say that under the systems we have the teaching has improved? LA confirmed that he is confident of this because the progress is improving. In addition learning behaviour is much improved in the learning environment. CJ added that the progress gap is also narrowing between disadvantaged and non-disadvantaged pupils.

Governor Question: Is there data to show the learning behaviour has improved and show when the children settle? LA advised that the data doesn't show this but observations show that the culture has changed and there is a calm purposeful approach which makes lessons more stable and creates a culture of learning. New pupils are absorbed into this more easily.

Governors noted that diversity is a very strong selling point of this school and LA noted that there was a recent study which showed that schools with this are more inclusive.

Barriers to Learning

- Overall attendance is on the rise at 95.1% up from 94.9%.
- Overall persistent absence has risen at 14% up from 11% however, persistent absence of disadvantaged is falling at 22% from 27%.
- Access to local authority provision still limited.
- Prejudice related incidents had spiked and have now dropped dramatically.
- Place 2 be is still extremely successful in supporting pupils.
- There are a number of child protection issues which still require

teaching staff to invest their time heavily in social work.

- **CJ** has highlighted the “case-load” of 352 active child protection files (57%) out of a 620 school roll. Those cases that are at Social Services level are 16 children and families (2.5%). The rest are at school level. No comparison available to previous years but will continue to gather this information going forwards. Were told someone would come in to discuss this following a LADO meeting but this has not happened yet and we are 8 weeks past that point.

- Atmosphere in playground is so much more positive.

SG noted that at her Safeguarding training course there was a lot of discussion about this and how governors could support staff having to cope with the pressure of this work.

LA acknowledged this and added that it’s the lack of resource in the system that is the issue.

Governor Question: What are the school doing to support staff? **LA** advised that they are meeting regularly and providing staff with supervision support. They are ring fencing the funding where possible and not taking away from provision in the inclusion team. He has asked social services what support they provide to their staff and they have agreed to discuss this when they meet.

BD noted that he has raised this issue at trust level and **DT** acknowledged that although the numbers sound high we should also acknowledge that it is better that these cases are not being missed. **LA** agreed with this.

Early Years Provision

- Predictions of GLD targets may be missed owing to mobility issues.
- Speech and language provision is good.
- School readiness is a problem for some children. Some will arrive in September and still need potty training.

Personnel and Recruitment

- Report details all movement.
- Likely to have gaps in teaching staff for the new academic year.
- **LA** congratulated **CJ** on gaining the headteacher position at an alternative school and she thanked him for agreeing to release her from contract for 1 day per week after half term and reassured members that she will continue to be dedicated to her work here for the remainder of the year.
- Well-being - the support staff survey is under way and a new staff dress procedure is now in place.

Safeguarding

No safeguarding issues reported to LADO since the last meeting.

	<p><u>Staff Absence</u></p> <p>The Staff Absence Report was provided by SP and the following highlights were noted:</p> <ul style="list-style-type: none"> • How similar the level of absence looks for the 2 years. • The stark contrast in the level of long term absence in the 2 years. <p>Governors thanked LA for his thorough report and added that they are confident in LA's ability to make these judgements of the school's position. It was also emphasised that these judgements, based on evidence, are fully shared with and challenged by Trust colleagues at the regular meetings that take place. It is important that all parts of our organisation have a clear and similar understanding of the performance of the school, its challenges and achievements.</p>		
<p>7.</p>	<p>Resources Items</p>		
	<p>Finance Update</p> <ul style="list-style-type: none"> • Still heading for a similar carry forward to that predicted. • Latest saving has been used to replace the IT server earlier than anticipated. • Have moved on to looking at next year's finances and making the best of a difficult time. <p>Governors acknowledged that this is a very critical position which we all need to understand.</p> <ul style="list-style-type: none"> • Need to look at getting Yr 2 to balance and not too far off this. • Will need to look at the strategy beyond this. • Staffing cost increases are significant and not sustainable. <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p> <p>Governor Question: <i>IS there anything we can learn from the business models of private schools E.g. facilities for rental?</i> SP advised that she has been working with a contact for letting the hall out twice a week but you have to bear in mind the cost of managing security etc. The income will not be significant enough to impact the loss of funding. The significant issue is to find a way of increasing pupil numbers.</p> <p>Governor Question: <i>Is the Breakfast club attracting children into the school?</i> LA advised this is not the highest priority to parents and many schools do now provide this too.</p> <p>BD noted the need to keep being open minded about possible methods of attracting more pupils.</p> <p>DT suggested arranging a visit to a school/college to see how they bring in</p>		

	<p>income and LA noted that models for funding are in the remit of The Trust and BD agreed.</p> <p>Premises</p> <p>The Premises/H&S Report was provided by the Senior Site Manager.</p> <ul style="list-style-type: none"> • No significant issues and happy with future plan. • Had to stop the previously planned refurbishment work as the money is not now available for major projects. <p>Governors noted that they will be acknowledging Ben Connor's contribution at the next FGB meeting before he leaves in the Summer.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Ben Connor's contribution to be acknowledged at next FGB meeting. 	BD	11/07/18
8.	Notes of Sub Committee		
	<p>RH highlighted the content of the Standards Committee meeting held on 16th May 2018 as follows:</p> <ul style="list-style-type: none"> • Main elements were improvement in QoT and the systemic change on how progress is reported. • Utilising all data available to create greater confidence in judgement of QoT. • Exciting plans for milestones being produced for measuring progress. • Hillside on 2 strands average and 1 below average but expecting next year to be all average. • Direction is a work in progress and they will start to have conversations about progress during the year. • There has been great work on improving attendance. 		
9.	Governor Visits for 2017/18 [Standing item]		
	<p>This was discussed fully under Item 3 above. BD advised that if any governor believes review meetings would be helpful they should go ahead with them otherwise this will start afresh in the new academic year.</p>		
10.	ALT Business		

	<p><u>Feedback from ALT session</u></p> <p>The following was discussed:</p> <ul style="list-style-type: none"> • General update of the position of the Trust. There are 21 schools currently with 1/2 new schools joining shortly. Regional Trusts have a maximum of around 29 schools. • School improvement - the Academy Improvement Group for each school. • Vision for raising standards and accelerated progress. • New Scheme of Delegation in final stage. • 5 questions that Governors should be able to answer about their school (BD to forward to members outside meeting). 		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Questions that governors should be able to answer to be forwarded to all members. 	BD	ASAP
11.	Policies for Acknowledgement		
	<p>The following policies/procedures were considered:</p> <p>Safeguarding Policy (ALT) - LA advised that since receiving the revised ALT Policy the school policy is being reviewed to match it.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Revision of School Safeguarding Policy to be completed. 	LA	ASAP
12.	Any Other Business		
	<p>Meeting Schedule 18/19 - All Governors agreed to accept the suggested dates for next year's meetings. LT confirmed that she will update the Google diary for all Governors.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Google diaries to be updated for 2018/19 meeting dates. 	LT	ASAP
13.	Date and time of next meeting		
	Wednesday 11th July 2018 @ 5.30pm		

14.	Part 2 Confidential item		
	Please refer to Part B Confidential Minutes for further discussion in relation to this item.		

The Meeting closed at **8.15pm**

Signed (Chair) Date.....