



Hillside Primary School

Minutes of Full Local Governing Body Meeting

Thursday 23rd November 2017 @ 5.30 pm

		Governor Type	Initials
Present:	Bob Dool	Trust (Chair)	BD
	Lee Abbott	Headteacher	LA
	Rick Hanson	Trust	RH
	Fiona Chapman	Staff	FC
	Simona Bucur	Parent	SB
	Stephen Walker	Trust	SW
	Duncan Carragher	Trust	DC
Absent:	Sarah Dadds	Trust	SD
	Louise Humphreys	Parent	LH
	Ben Connor	Staff	BC
In Attendance:	Liz Talbot	Clerk	LT
	Sarah Pettitt	School Business Manager	SP

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>Apologies were received from LH and BC. Although no apologies were received from SD, members expected she may not attend as she is still on maternity leave. Consent to absence was given by Governors.</p> <p>BD advised that BC will not be standing for election again when his term as a Staff Governor ends in December 2017.</p> <p>BD has written to BC on behalf of the Governing Body, thanking him for his services over the years. Members acknowledged the need to begin the</p>		

	process of recruiting a new Staff Governor and LA confirmed that he will mention the vacancy to staff tomorrow at a staff meeting and start the process after the Christmas break.		
2.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared. DC & SW completed their Declaration of Interests Forms for the year and passed them to LT who will pass them on to the relevant office staff member asap.		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Completed Declaration of Interests Forms to be passed to Office Staff member at earliest opportunity. 	LT	ASAP
3.	Minutes of previous FGB meeting & Matters arising		
	<p>The minutes of the previous meeting held on 18th October 2017 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Finance Link Visit Report - DC is due to meet with SP before the end of term and will produce a joint report following that meeting.</p> <p>Declarations of Pecuniary Interest - Outstanding annual submission of Forms were completed by SW & DC.</p> <p>Acknowledgement of Teachers hard work - BD is still considering what would be appropriate before the Christmas break.</p> <p>Scenarios for saving £100K - This is covered under Item 6 of this agenda.</p> <p>Review and amend Terms of Reference (ToR) for Standards Committee & FGB - BD advised that ALT are working on this at the moment so he will review our ToR when their review is complete. BD also advised that the new Scheme of Delegation has not formally been approved by the DfE and Charities Commission yet although no issues are anticipated.</p> <p>All other Matters Arising were confirmed as completed prior to this meeting, dealt with later in this agenda or carried forward to a future Standards or FGB meeting.</p>		

	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Finance Link Visit report to be produced and circulated before the next FGB meeting. Homework Policy to be added to agenda for next Standards Committee meeting. GLM Quality Mark submission to be made in Jan/Feb 2018. Event to be identified for BD/Governors to attend and thank staff. Learning from other schools re: mobility and classroom set-up. Review Terms of Reference for FGB & Standards Committee. 	<p>DC</p> <p>LT</p> <p>RH</p> <p>FC/BC</p> <p>LA</p> <p>BD/RH</p>	<p>20/02/18</p> <p>24/01/18</p> <p>20/02/18</p> <p>ASAP</p> <p>31/12/17</p> <p>24/01/18</p>
4.	<p>Minutes of final Resources meeting & Matters arising</p>		
	<p>The minutes of the previous meeting held on 27th September 2017 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Safeguarding Training for Governors - FC has confirmed that she is happy to attend on 7/02/18 and SB will look at again and come back to me.</p> <p>Increased RPA cover - SP has dealt with this and just highlighted the requirement to Governors.</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"> Confirm attendance and book Safeguarding Training for Governors course for 2 Members. 	<p>SB/LT</p>	<p>ASAP</p>
5.	<p>Chair's Actions</p>		
	<p>The following action was taken by the Chair since the last FGB meeting:</p> <p>BD considered the options suggested to improve the broadband service and agreed to proceed with LA/SP/BC and their IT Technician's preferred choice. This was done to maintain momentum and not hold up the process and provide the improvements needed asap. LA confirmed that the proper procurement process has been undertaken and an order has been submitted to the preferred provider. A paper was produced by SP to provide detail to all Members and BD requested their approval.</p> <p>All Governors approved the choice of provider.</p>		
6.	<p>Resources Items</p>		

<p>Members acknowledged that the previous resources meeting was only a short time ago so there would not be any significant updates and SP highlighted as follows:</p> <p>Finance - Scenarios for saving are to be considered at a meeting with LA tomorrow. BD clarified that the Governing Body just need to be able to contribute to and support any plans. The importance of having a contingency plan was reiterated. He also advised that he is happy to receive any follow up report in between meetings. LA advised that he would be considering changes to SLA's rather than staffing when considering cuts.</p> <p>Governor Question: How many pupils short of expectation are we? SP confirmed the prediction was 555 and this has dropped to 533 which will mean a £57K shortfall this year. SP also advised that there was a conference on Tuesday where the National Funding Formula was discussed but the outcome all depends on how Suffolk CC will make their calculations.</p> <p>Governor Question: Have any short term decisions been made in the interim regarding cut backs e.g. holding back on recruitment or any other quick wins? SP and LA are happy that all spending is carefully considered and LA advised that all recruitment to date has been essential. SP noted that there are some staff on fixed term contracts until August 2018 and the financial year started in September, so there is still time to plan for any changes. LA assured members that significant decisions will be shared with Governors for full discussion.</p> <p>Premises - Helicopter is now watertight.</p> <p>Building Project - Have made really good progress and are very happy with the construction company. LA added that from his perspective it is going very smoothly apart from the inevitable noise. This hasn't affected the work of the school although the children are excited about the music room.</p> <p>Governor Question: With regard to the build and safeguarding, have there been any incidents. LA confirmed that there had been no such incidents. They have the different colour high visibility vests and this is working well. They are very respectful of working in a school.</p> <p>Health & Safety - HandSam is all on green. DfE audits are yet to take place. EdSafe audit was good but the formal report is still to be received.</p> <p>HR - Proposed amendments to the pay scales were sent to SW for consideration. His view was that the split of scales was appropriate and agreed with LA that it makes sense to have a differential i.e. top of scale and bottom of scale rather than an overlap and this was an HR recommendation. LA confirmed that there was no impact at the moment on budget as there is no change due for any staff pay. All governors were in agreement noting that the same arrangement applies in all local government. The proposal was approved.</p> <p>Absence Report - SP advised that she had run a report which reviewed the absences over the last 12 months and identified the staff who are exceeding the acceptable levels in the School absence policy.</p>		
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	<p>Governor Question: What percentage of staff was this? LA advised that the percentage was not shown on the report but it did confirm that those who had absence levels beyond the threshold were already under absence management with him. It had however highlighted one member of staff whose job role is only an hour a day, who had a high level of absence over a longer period of time, so this report was good for picking up this. They will be aware of watching for similar patterns in future.</p> <p>Governor Question: How many staff are under absence management? LA advised there are 6 staff in total (5 who have been managed over the last calendar year and this new one).</p> <p>There was some discussion about the possibility of providing reports that showed the percentage of staff involved and how this is a great indicator of staff morale but SP advised that none of the software produces this particular information at the moment. SP confirmed she will still produce the termly report.</p>		
7.	<p>Notes of Sub Committee</p>		
	<p>RH highlighted the content of the Standards Committee meeting held on 31st October 2017 as follows:</p> <ul style="list-style-type: none"> ● The presentations provided were very powerful and clear, enabling members to gain a much better understanding of the new format of data being produced. ● All Governors are encouraged to read the minutes of this meeting. ● Weekly planning and marking with feedback being monitored closely. ● Looking at what students are comprehending and triangulation of this. RAG rating being used. ● SMG did an extensive marking and feedback exercise. ● The support from the Trust was also clear. ● Embracing IRIS which is a useful CPD tool but using it for even more including planning lessons and coaching. ● Feedback in meeting highlighted that staff found it difficult initially but do now see it more as a supportive process. ● ASP replaced Raiseonline and can easily see the progress being made in every category. ● Development needed for the high attainers who are not converting to the higher grades. This appears to be an issue in many schools and a complex issue for addressing. ● The rigour of tracking milestones is very clear. Really start to see the individual child's progress. ● Year 1 Phonics is slightly lower but significant element of EAL students so would expect this to improve rapidly. 		

	<ul style="list-style-type: none"> ● Pupil Premium - review being undertaken which has acknowledged that they are going in the right direction. Considering utilising the breakfast club for supporting student progress. ● Behaviour - Fixed term exclusions had previously increased and has now started to drop following implementation of stricter guidelines. A small number of children involved. ● Exploring the possibility of obtaining information about the positive behaviour which is seen. ● Attendance slightly down on last year despite strategies in use. ● Excellent results need celebrating. 		
8.	Headteacher's Verbal Report		
	<p>LA noted that he has taken headings from the usual Headteacher's report as follows:</p> <p>Outcomes</p> <ul style="list-style-type: none"> ● Data drop due and will then be able to predict whether on track to hit their targets. Autumn 1- re-moderated some outcomes for parity and robustness. ● Pixl is being used to support gap analysis and inform teacher's planning and use of support staff. ● Class teachers being supported by Michelle to consider what actions will accelerate pupil progress. At end of this half term they will have a scaffold of questions to use to scrutinise the data and consider actions for next term. ● Yr 1 outcomes/transitions to be better this year and this continues to evolve. This gives them a good foundation so that they are ready to learn. ● Confident we should see a better position for Autumn term this year compared to last year (Progress v Attainment). <p>Leadership</p> <ul style="list-style-type: none"> ● Changes have had a significant impact, especially in supporting the Quality of Teaching development. This includes the change from Year leaders to Phase leaders. Different form of accountability with SLT and they have responded better to that system. Leadership style was previously more collaborative but now they have to be more accountable and they have adapted to this. Clear evidence of this with the accelerated reader, by asking for fortnightly feedback they were shown that this was happening too slowly and could be addressed more quickly. <p>Governor Question: As the changes in leadership team take place next year can this be maintained? LA confirmed that he has prepared for this and created temporary job descriptions which will ensure continuation of what</p>		

<p>is already happening. Roles will be clear and specific. The Leading active learning project fits with this plan too.</p> <ul style="list-style-type: none"> • Less operational activities allow LA to be much more strategic within the school. <p>CPD</p> <ul style="list-style-type: none"> • NQT' s and Middle Leaders are developing well. Deputy Head Teacher has completed national qualification. Every layer there is something happening and opportunities provided including termly coaching for leaders. <p>Quality of Teaching</p> <ul style="list-style-type: none"> • SLT staff who are working on this are working very well together. The focus this half term is on assessment for learning and Pupil Premium strategy. • Teacher profiles reviewed constantly - self reflecting and using IRIS. • Triangulation will take place at the end of this term. Outcomes of children will be reviewed and judged by Headteacher. • Revised Behaviour policy with lowered tolerance. See same names coming up so small number of children but enables triggering of support for family and child. • Calmer learning environment and FC agreed that the tolerance change has been significant. <p>Early Years</p> <ul style="list-style-type: none"> • Remains good despite staff changes although outcomes have been lower than previously but the baselines have also been lower. • Mouse club - transition project have virtual mice to look after and helps to control their behaviour and really aid transition. <p>Personnel</p> <ul style="list-style-type: none"> • Fully staffed in Autumn term and great stability. Long term absence and strategies to cover this are being discussed at SLT. Will share decision with governors. <p>Governor Question: With regards to EYFS, how do I know that the good work mentioned above will translate into results? LA advised that outcomes are the only way that the school can be judged this year so the milestones information will be significant. After Christmas the data drop will be analysed and an action plan presented to LA who will report on this to the Standards Committee.</p> <p>Governor Question: Do Governors sense a difference in the status/ performance of the school compared to last year based on this report? SW noted that being fully staffed and LA having time to engage and manage strategically is so much better. RH added that the impact of the leadership team is very positive with specific responsibilities being clear. LA agreed with this but highlighted his concern about the possible impact of an</p>		
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	<p>unexpected significant staff absence. SW noted that this is why awareness of morale is so important but acknowledged that long term absence are generally as a result of significant medical issues or stresses outside work which impact on work, which is often unavoidable. LA agreed with the need to monitor absence figures but also noted that a staff survey is more reliable and this will also be undertaken as usual. The well-being working party is still active too.</p> <p>There was some discussion about the reduction in support available from ALT this year owing to the loss of the Hub lead and acknowledgement that her expertise is missed. It is understood that the Trust are trying fill this role and there has been additional support from others. LA confirmed that he is also looking at other schools for examples of good practice and will be visiting a school in January with an EAL teacher to look at induction and mentoring practices for pupils from overseas.</p> <p>BD commented that although he is happy with a verbal report on some occasions it would not be appropriate.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> ● Long term absence strategies discussed at SLT to be shared with Governors ● Milestones analysis and Action Plan to be shared with Members at Standards Committee. ● Quality of teaching report required at next meeting identifying progress. 	<p>LA</p> <p>LA</p> <p>LA</p>	<p>21/02/18</p> <p>24/01/18</p> <p>24/01/18</p>
<p>9.</p>	<p>FGB Meeting Forward Planning</p>		

	<p>BD provided Governors with a brief paper suggesting how best to use their time in future meetings and help them to gain more knowledge of the school. He summarised as follows:</p> <ul style="list-style-type: none"> • Disbanding the Resources Committee and bringing this area into FGB meetings. • Link visit arrangements are very important and powerful and represent a crucial element of governors input • Spend more time on key issues e.g. Curriculum so will keep all FGB dates but use some of them differently as follows: <p>21/02/18 - Normal FGB meeting.</p> <p>28/03/18 - For urgent business and to look at developmental issues/challenges facing the school, bringing in guest speakers as appropriate.</p> <p>23/05/18 - Joint session with Governors and some staff as representatives for all staff, covering whatever is topical at this time.</p> <p>11/07/18 - Normal FGB meeting with strong outcomes focus.</p> <p>RH agreed this approach would avoid a lot of repetition in meetings and BD asked members to start to think about key issues for discussion for the meeting on 28/03/18.</p> <p>All governors agreed with this approach.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Suggestions requested for discussion topics for the meeting to be held on 28/03/18. 	All	21/02/18
10.	Governor Visits for 2017/18		
	<p>The updated Governor Link Responsibilities Sheet had been circulated to all Governors prior to the meeting. BD asked if any visit dates had been arranged yet and members responded as follows:</p> <ul style="list-style-type: none"> • Safeguarding - DC confirmed that he had attended the specific training on 7/11/17 and had been in contact with the school link staff member and will be meeting with her on 8/12/17. This will be an introductory meeting to go through some items already done and plan future meetings taking into account the importance of completing some areas by the end of January 2018. • Maths - RH has been in touch with the school link staff member and will be meeting with her in the first week of December. • Phase Liaison - SW confirmed he will be looking at arranging something in a couple of weeks but acknowledges that it may not be the appropriate time for the school link staff members. 		

	<ul style="list-style-type: none"> Attendance & Parental Engagement - SB advised that she had met with the school link staff member on attendance and needs to write up her notes on the appropriate report. Health & Safety - BD is meeting with BC on this on 30/11/17. 		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> All visits to take place and reports to be saved in Google folder or sent to LT. 	All	21/02/18
11.	ALT Business		
	<p>It was noted that the Hub session held on 15th November 2017 was poorly attended by Hillside governors. BD summarised content as follows:</p> <ul style="list-style-type: none"> Talked about the ALT plan and data update on ASP system. Talked about the purpose of these sessions going forwards and agreed to seriously consider what is required in future. Suggested that a generic introduction would be good with individual focus on governor's own school data for remainder of session. Acknowledged that governor access on the ASP system is very restricted. It was felt that there is less cohesion in the Ipswich hub. 		
12.	Policies for Acknowledgement		
	<p>The following policies/procedures were considered:</p> <p>Home school Agreement - BD noted that the document refers to teachers and not staff in general and does not really reflect all the talk about the quality of teaching. LA agreed that this can be revised as requested.</p> <p>Child Protection Policy - Acknowledged that the ALT policy came out after the school had revised their policy document so they will need to review again to ensure that it reflects the Trust policy.</p> <p>ALT Safeguarding & Promoting Pupil Welfare Policy - LA noted that they have queried with ALT the first element of Appendix A as it suggests that within the SCR "it is not acceptable to register an 'agency' such as the Local Authority - individuals need to be identified" E.g. central team of local authority confirm all their staff have necessary checks so we have argued that this is not workable (Social services and Social workers which are numerous - obtaining individual DBS checks for these staff would not be workable). Consulting with the Trust on this matter.</p> <p>All other policies are ALT policies for acknowledgement only.</p> <p>Adoption Policy - Acknowledged for adoption by members.</p> <p>Probation Procedure Policy - Acknowledged for adoption by members.</p> <p>Shared Parental Leave (adoption) Policy - Acknowledged for adoption by members.</p>		

	<p>Shared Parental Leave (Births) Policy - Acknowledged for adoption by members.</p> <p>Recruitment Selection Policy - Acknowledged for adoption by members.</p> <p>Equal Opportunities in Employment Policy - Acknowledged for adoption by members.</p> <p>Whistle Blowing Policy - Acknowledged for adoption by members.</p> <p>Appeal Timetable 2018 - Acknowledged for adoption by members.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Report back to Governors on outcome of consultation with ALT on Appendix item in their Safeguarding policy. 	SP	21/02/18
13.	Any Other Business		
	No other business was raised for discussion.		
14.	Date and time of next meeting		
	Wednesday 21st February 2018 @ 5.30pm		

The Meeting closed at **7.20 pm**

Signed (Chair)

Date.....