



Hillside Primary School

Minutes of Full Governing Body Meeting Wednesday 13th February 2019 @ 5:00pm

		Governor Type	Initials
Present:	Bob Dool	Trust (Chair)	BD
	Lee Abbott	Headteacher	LA
	Rick Hanson	Trust	RH
	Duncan Carragher	Trust	DC
	Sarah Dadds	Trust	SD
	Fiona Scarlett	Staff	FS
	Sharon Greenhalgh	Staff	SG
Absent:	None		
In Attendance:	Liz Talbot	Clerk	LT
	Monica Duarte	Guest – Prospective Governor	MD
	Claire Mitchell	Assistant Head	CM
	Sarah Pettitt	School Business Manager	SP

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>There were no apologies for today's meeting but BD advised that RH may arrive a little late.</p> <p>Parent Governor vacancies – BD advised governors that he is hoping that MD will be our new parent governor and everyone introduced themselves to MD.</p> <p>BD began the meeting by informing governors of the sad news that Gary Piele – ALT CEO had passed away on 2nd February after a lengthy battle with cancer. He also advised that Gary's funeral is arranged for 20th February</p>		

	and BD will be attending. BD added that he had always found Gary to be very considerate, approachable and highly committed to both ALT and the schools. He also understood the stress and pressure experienced by staff and ensured learning was the priority. He will be greatly missed.		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Confirmation of whether or not MD is our new Parent Governor and Induction/DBS needs to start. 	BD	27/03/19
2.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared.		
3.	Guest Speaker – KCSiE Updates explained		
	<p>CM provided a Safeguarding presentation on the white board and summarised as follows:</p> <p><u>Context</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 4 DSL's covering from Breakfast Club to After School Club. <input type="checkbox"/> Inclusion Team Meetings held fortnightly. <input type="checkbox"/> Safeguarding Training – ST, FGM, Prevent and online Safeguarding. <p><u>My Concern</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Using My Concern since October 2018. Straightforward and all staff have had training. <input type="checkbox"/> Facility to produce different reports. <input type="checkbox"/> Teething troubles which are resolved now. <input type="checkbox"/> Person raising concern will see what happens with concern but no one else will unless team created by them. <input type="checkbox"/> Embeds culture of safeguarding. <p><u>Positives</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to link pupils making one concern where appropriate. <input type="checkbox"/> Volunteers still using pink concern sheet and scanning in. <input type="checkbox"/> Looks at specialist issues in year group(s) e.g. concern in Yr. 6 with online safety. <input type="checkbox"/> Graphs can be produced to easily show categories, patterns and chronology. <input type="checkbox"/> Place 2 be and place 2 talk – when Wendy is in the building the team feel calmer. <input checked="" type="checkbox"/> Supervision moving forward will be positive. Team of 4 people means we can support each other. 		

	<p><u>Challenges</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Mobility and Admissions increase work. <input type="checkbox"/> Biggest challenge is not being able to plan your day as things always come along. <input type="checkbox"/> Attendance and Home visits – safeguarding for children who never attend. <input type="checkbox"/> MASH professional line can call and it is frequently not answered. <input type="checkbox"/> Emotional resilience and wellbeing of Inclusion Team. <input type="checkbox"/> DSL work is focused on CP, rather than Early Help. <input type="checkbox"/> Relationships with parents. <input type="checkbox"/> Timelines and sharing of information. <p>LA asked what Governors would now like to see in the HT Report regarding safeguarding as he could generate a stand-alone report as an appendix in future.</p> <p>Governors discussed the possibilities and concluded that they want to see the number of concerns raised, the categories of concern, the percentages and then be able to see the trend and be able to question it.</p> <p>Governor Question: The safeguarding workload in this school is a concern and this does not show in the statistical data so how will you show this?</p> <p>CM advised that the chronologies will show the work being done and agreed that there is a need to capture this information and show it anonymously.</p> <p>LA noted that as the Safeguarding Governor he expects DC will be talking to staff about individual cases and be aware of the safeguarding training being provided. DC confirmed this. CM advised that she looks at who is reporting and who is not and is aware that where there is a staff member with a record of no reporting this is potentially a concern.</p> <p>BD agreed that it is important to know that DC will come into the school to regularly discuss this.</p> <p><u>Early Help</u></p> <p>CM shared some examples of successful early help.</p> <p><u>KCSiE Changes</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Peer on Peer Abuse – Part 5 of KCSiE – response of school. <input type="checkbox"/> County Lines. <input type="checkbox"/> Safeguarding Response to Child Missing in Education – more than 1 contact. <input type="checkbox"/> FGM – mandatory reporting duty (teachers). <input type="checkbox"/> Changes shown on page 104. <input type="checkbox"/> Home office training <p>DC asked for the revised KCSiE to be circulated to all governors. LA will</p>		
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	<p>check whether or not all governors have signed confirmation that they have seen and understood the Governor section of KCSiE and will advise how he will circulate, if necessary, before the start of next term.</p> <p>DC noted that independent visitors to the school this month had written glowing reports about the service and he congratulated the team and the whole school for this.</p> <p>Governor Question: What's on your wish list to make life better for the team especially in terms of wellbeing?</p> <p>CM highlighted the introduction of new external supervision which will be provided in the new term as a huge improvement on the previous supervision of each other. She added that the team would like to be able to provide more early help and be more involved in the Breakfast club and After school club.</p> <p>Governor Question: What are we doing to support the supervision? LA explained that the format will be the same as the executive coaching with half-termly sessions off site for a whole day and arranged phone call consults in between sessions. This will be trialled for a term and half and then will look to extend this going forwards. Additionally, LA clarified that he will cover for the team on these days so that they don't come back to additional work.</p> <p>CM acknowledged that this sounds good and the team believe this person to be the right person to help them.</p> <p>It was agreed to review how this is going as an agenda item for the next meeting. Governors thanked the team for the brilliant work they are doing.</p> <p>RH arrived and CM left the meeting at this point.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> ● Safeguarding update will be included as an appendix stand-alone report (to include agreed content) to the HT Report from the next FGB meeting. ● Revised KCSiE to be circulated to all governors for sign off. ● Add Safeguarding Team supervision review to agenda for next FGB. 	<p>LA</p> <p>LA</p> <p>LT</p>	<p>27/03/19</p> <p>ASAP</p> <p>27/03/19</p>
<p>4.</p>	<p>Minutes of previous FGB meeting & Matters arising</p>		
	<p>The minutes of the previous meeting held on 28th November 2018 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Parent Governor & Trust Governor vacancies update – The Parent Governor issue is covered under Item 1 above. Regarding the Trust Governor issue, LA advised he has tried to speak to the suggested person and BD would like him to continue to pursue this (LA asked Mrs Pettitt to contact Mr Abbott on his behalf following his support with Breakfast Club).</p>		

	<p>BD has discussed the opportunity at the University of Suffolk too but not had any interest so far.</p> <p>Appropriateness of ‘Chair’s Actions’ standing item on agenda – BD clarified that he doesn’t want this item on the agenda any more as it infers that a lot goes on outside meeting, which is not the case. The item will only appear if there is a known action to discuss.</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"> • Suggested new Trust Governor to be contacted again before the next FGB meeting. 	SP	27/03/19
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 HT Report and additional Data reports to all Governors prior to the meeting and advised in the meeting that it is a couple of weeks out of date by now. He highlighted as follows:</p> <p><u>Outcomes</u></p> <p>School evaluation = Requiring improvement.</p> <ul style="list-style-type: none"> □ Performance tables validated in February so the school were able to update the website and the national picture was also confirmed. The public picture is now the same as ours. □ Important to recognise that although coasting measure is about to be abandoned, we are above the floor standard on progress across KS2 although progress in 2018 was not as strong as in the previous 2 years. However not classed as coasting overall because of the average level of progress over the last 3 years. □ The issue about progress has arisen because this cohort had a higher than usual attainment at the end of KS1 so the level of attainment was even and then spiked and then levelled so they would have had to make a significant amount of improvement to achieve the progress. <p>ALT Primary Data Collection - January Data Drop</p> <ul style="list-style-type: none"> □ This report is an attainment report which does not include disadvantaged data but does include match data to present a more accurate picture. □ Spring 1 forecast dropped in line with PiXL test and shows a more realistic forecast. □ Illustrates mobility as it includes all pupils. 		

	<ul style="list-style-type: none"> □ The Maths forecast dropped a little but the PiXL on-track estimate bar is higher than forecast. □ Limiting factor is always the writing where the forecast has dropped significantly. ▣ Most attention was on Reading and Maths so have adjusted this in timetabling, in particular, application of grammar and spelling in writing. Need to improve the writing to also improve the combined. □ Matched Pupil data will be of interest to Ofsted and shows how children in attendance at the school for longer make progress and achieve more. <p>KPI's Report - Spring 2019</p> <ul style="list-style-type: none"> ▣ This report does not show match data. ▣ Shows disadvantaged and shows the common story that they outshine non-disadvantaged largely because KPI's are English language related. Disadvantaged children are more frequently from the English-speaking families. □ Changes in KS2 analysis – a child who has lived in UK for a long time would be considered English speaking. □ Introduction of achievement team meetings to identify children who aren't progressing has made a big difference in identifying these children sooner. <p>BD noted from his earlier link visit that Achievement Team meetings have been very useful and are important to the Year Leaders. The impact has also been recognised.</p> <p>LA highlighted the information in his HT Report regarding the School Improvement model and advised that a flow chart presented to staff last week is available to governors in the google folder.</p> <p>Governor Question: On the KPI Report it is understood that the forecasts are teacher predictions but what is the current data column for as it is mainly zero? LA explained that the Zero's indicate results are not near the expected level yet but this is because they have not yet covered the full curriculum.</p> <p>Governor Question: Why put this in the report then? LA advised that he was asked to by the CEO.</p> <p>Governor Question: Aren't you disappointed that the percentage forecasts for Year 6 are considerably lower than Year 2? LA explained that if the school could retain all the children through to Year 6 the end result would be so much better.</p> <p>LA noted that it is possible to still achieve an overall outcome of 'Good' even if the outcomes are evaluated as 'Requires Improvement'.</p> <p><u>Leadership & Management</u></p> <p>School evaluation = Good</p> <ul style="list-style-type: none"> □ Leadership development – as of today the Curriculum & Assessment 		
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	<p>lead has started her maternity leave and handed over to a new staff member who has been shadowing her for 2 days a week this term.</p> <ul style="list-style-type: none"> ❑ Not been successful in appointing an Oracy and Writing lead this term so two staff members are covering this together to embed the strategies from the Voice21 project to develop oracy in the curriculum. ❑ Changes in Leadership team have been seamlessly embedded. Scale of responsibility was restructured. <p>Governor Question: How are the staff coping with these changes? LA confirmed that there are no issues.</p> <p>Governor Question: SLT members have the same responsibilities but there is no Deputy deputising? LA clarified that the Assistants can take on day to day running of school but if the Headteacher was off long term someone else would have to be brought in to cover. LA is usually only out of school for no more than a few days at a time.</p> <p><u>Quality of Teaching, Learning & Assessment</u></p> <p>School evaluation = Requiring improvement/Good.</p> <ul style="list-style-type: none"> ❑ No doubt that teaching has improved. ❑ Teaching and Leadership Improvement Fund (TLIF) has had an impact. ❑ Triangulation and monitoring of Quality of Teaching (QoT) is detailed in the report. ❑ All staff were asked to reflect on their self-development. ❑ Lesson observations are quality assured. <p>Governor Question: How are you able to show good curriculum scope? LA replied that he was pleased to be able to show that the whole curriculum is being taught and assessed. RE and Science were mentioned as needing to be taught more obviously and he is observing some lessons and assessing curriculum.</p> <p>Governor Question: Your report states that one teacher is receiving support from Lead Practitioners, does this mean the rest are good or outstanding? LA advised there have been performance inadequacies including 2 NQT's with follow-up drop-ins and year books. Where staff triangulation was not good, some were down to statutory outcomes and moderation issues. Unfortunately, the data is out of date so quickly.</p> <p><u>Barriers to Learning</u></p> <p>School evaluation = Good.</p> <p>Attendance Data Collection</p>		
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	<p><input type="checkbox"/> The attendance data is good but still below national.</p> <p>Breakfast Club</p> <ul style="list-style-type: none"> <input type="checkbox"/> A significant amount of Pupil Premium (PP) money is used for this and engagement is good. Want to be sure the investment is impacting successfully. <input type="checkbox"/> A full evaluation is taking place at this time which has already identified that some areas need improving. <input type="checkbox"/> The introduction of the 'daily mile' is currently impacting on the booster sessions. <input type="checkbox"/> Working with the leader of the Breakfast club to help her and other staff recognise these issues before an evaluation is necessary. <input type="checkbox"/> Generally impacting positively. <p>Behaviour Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total exclusions of 64 in Autumn 18 are down to one child who is no longer at the school. <input type="checkbox"/> Meeting to talk about an initiative from Ipswich opportunities to improve the alternative provision. <input type="checkbox"/> Lunchtime provision - number of reds continues to drop. Staff are effective. <input type="checkbox"/> Prejudice incidents are decreasing although there has been an increase in the number of homophobic incidents which are being investigated. <p>Parental engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Big success with Crafty Café where parents are working with their children. <input type="checkbox"/> Curiosity café is being discussed for sharing in learning. <p>Governor Question: What is the level of interest? LA advised that take up has been good and he believes this format of engagement will increase.</p> <p>Safeguarding</p> <p>Covered under Item 3 above.</p> <p>SEND</p> <ul style="list-style-type: none"> <input type="checkbox"/> The number of children identified as meeting the requirements for an EHC plan has increased owing to the quality of assessment being carried out by staff on the SEND Team. <input type="checkbox"/> Continuing with nurture group with possible new staff member. <p><u>Early Years Provision</u></p> <p>School evaluation = Good</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consistently good. <input type="checkbox"/> Made a significant change in teaching staff at start of this term and this has been seamless. Suggesting strong structure in place. <input type="checkbox"/> Good transition was achieved. 		
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	<p><u>School Context</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Number on role is consistently above the 600 mark but instability remains. <input type="checkbox"/> PP numbers are dropping off although the idaci scale shows the school is one of the top 10% most deprived. <p><u>Personnel and Recruitment</u></p> <p>Already covered above.</p> <p><u>Staff Absence and Well Being</u></p> <p>SP provided a report prior to the meeting and highlighted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The system for challenging persistent absence is having a positive impact. 		
7.	Trust Business [Standing Item]		
	There was no Trust Business for discussion at this meeting.		
8.	Resources Items [Standing Item]		
	<p><u>Finance Update</u></p> <p>SP provided the reports for governors prior to the meeting and highlighted as follows:</p> <p><u>2018/19</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Carry forward is showing a slight increase. <input type="checkbox"/> Additional funding has been allocated to schools' capital funding based on pupil numbers and Hillside has received £21K. The plan is to focus on the Health & Safety audit action points with this funding. <input type="checkbox"/> UIFSM funding is based on meals served on census days in October and January. Uptake was higher than previous year therefore expect to receive £20K more funding compared to last year. <input type="checkbox"/> Waiting to hear what the delegated budget will be for 2019/20. Due to be published in March. <p>There was some discussion about the predicted 2020/21 deficit which shows a dramatic increase owing to the Central government formula change. This is the worst-case scenario and it is hoped that the Minimum Funding Guarantee will continue to be paid beyond 19/20 but we are waiting to hear confirmation about this.</p> <p><u>Premises & Health & Safety Update</u></p> <p>A copy of the Health & Safety Audit Action plan was provided to Governors prior to the meeting and highlighted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SP advised that they are already working through the action plan resulting from the audit. <p>Governor Question: Is there any extra funding available for the required</p>		

	<p>work? SP advised that there is no extra funding available but the £21K additional capital funding will help. SP added that ALT have a central pot of money for premises work and funding the results of condition surveys and Hillside have had the boiler replaced, roofing work and windows work done from this. However, this funding is not available for anything under £10K.</p> <p>LA noted that technology makes a difference reducing work and financial impact in some areas.</p> <p>Governors had no further questions about the Premises Development Plan.</p>		
9.	Governor Visits for 2018/19 [Standing item]		
	<p>The draft Governor link Visits Report was reviewed by governors and discussed as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amendments were advised and highlighted on the document for LT to amend. This included the acknowledgement that meetings were not generally required to be termly but as appropriate to the subject matter. <input type="checkbox"/> DC agreed to arrange SEN link visit soon. <p>MD was invited to get involved in the link visits by accompanying BD when he arranges his next SMSC visit.</p>		
	<p>Actions Agreed:</p> <ul style="list-style-type: none"> • Link Visits Report to be amended and updated. • SEN link visit to be arranged. • SMSC link visit to be arranged and MD to accompany 	<p>LT</p> <p>DC</p> <p>BD</p>	<p>ASAP</p> <p>27/03/19</p> <p>27/03/19</p>
10.	Policies for Acknowledgement		
	There were no policies/procedures for review at this meeting.		
11.	Any Other Business		
	SP advised governors that Google Team drives are currently being set up to minimise risk of documents being deleted and to make it easier to use and back up.		
12.	Date and time of next meeting		
	Wednesday 27th March 2019 @ 5.00pm		

The Meeting closed at **7 pm**.

Signed (Chair) Date.....