



Hillside Primary School

Minutes of Full Local Governing Body Meeting

Wednesday 28th March 2018 @ 5.30 pm

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

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	Apologies were received from DC and RH . Consent to absence was given by Governors. BD welcomed governors and in particular the two new governors Sharon Greenhalgh and David Tabane . Full introductions were made.		
2.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared but LT advised that completed forms had now been received from the new governors.		

3.	Developmental Focus - Reading		
	<p>CJ presented a Powerpoint presentation and provided all members with an Accelerated Reader analysis report to refer to and highlighted as follows:</p> <p>Provision - How and when reading is taught</p> <ul style="list-style-type: none"> ● Early years puppetry, Bug club and books to take home. ● Yrs 1 & 2 - phonics. Currently 71% - slightly below national but making progress. ● Yr 2 - phonics continues and English as additional language (this continues throughout where appropriate). ● Yr 2 - 6 - Guided reading and introduction to Accelerated reader. ● All years are using Power of Reading text. This is a new scheme to introduce quality texts into the classroom as the main focus for English lessons. Better breadth and depth of genre. Very much based around reading. ● Library is available to all. ● Story telling sessions. <p>Governor Question: Does our provision differ much to others schools?</p> <p>CJ advised that it doesn't really differ as the curriculum and coverage is the same but it is tailored to the children and their year group. LA added that the basic expectation in phonics is that children will achieve the screening level.</p> <p>Accelerated reader</p> <ul style="list-style-type: none"> ● Introduced in January 2018. ● Library has been rezoned and numbered. Introduced vocabulary cards at the front of each book. Will pre-teach the vocabulary as well as improving reading and understanding. ● Additional training has been undertaken by all the staff. ● Modelled by teachers so that they understand it. ● Daily routine and every morning the child reads for 20 minutes. ● At end of book the child is quizzed and this is happening daily and is now embedded. ● Children can celebrate success by reading larger books. <p>Flavour of pupil voice</p> <ul style="list-style-type: none"> ● Like to quiz. ● Gives me power. ● Feels that previously some pretended to read but now quiz and enjoy this. <p>Flavour of Teacher voice</p> <ul style="list-style-type: none"> ● Reading age has gone up by 8 months and can see more easily what the children are reading. ● Easy to use assessment tool. 		

	<p>Governors acknowledged that Reading skills are fundamental to children going forwards and LA noted that they want to not only teach them to read but to love reading.</p> <p>CJ reported that Accelerated reader continues the excitement of Bug club and LA acknowledged that children are enjoying their self improvement results and the public recognition of their achievement.</p> <p>Overview</p> <ul style="list-style-type: none"> ● Instant feedback from quiz and can review any wrong answers. ● Aim to get all children achieving 85%. ● 4 types of quiz are available. ● KS2 children may have KS1 reading age so they have placed some KS1 books in the area of library for KS2. ● Encourage more able Yr 2 children to draw mind maps to help them record and understand what they have read and have had some wonderful results from this. ● New requirements to critique a book and recommend when they want to. ● 100% club winner every week in assembly - draw for book prize. ● Tree demonstrating the children's progress in each classroom. ● Every half-term testing children - diagnostic and adapted to each child resulting in a reading age. ● Data is provided to help provide personalised learning plans. <p>CJ referred to the Accelerated Reader analysis Report noting the following:</p> <ul style="list-style-type: none"> ● Blue highlighted figures are accelerated progress level and green highlighted figures are expected progress level. ● NRSS is Normed Referenced Standardised Score. Late 90's is a good score. ● ORF is reading speed. Need this to be 110 so some way to go but improving all the time. ● Not reported in Yr 6. ● Timetabled the IT suite for quizzing and have laptops in each classroom. <p>AR Screening Report</p> <ul style="list-style-type: none"> ● Milestones set. ● Shows expectations and results. These should be closer results next term. <p>Spring Term Reports</p> <ul style="list-style-type: none"> ● Progress in Yrs 4 and 5. ● NRSS of 101 is very good. ● Additional time given to SEN/EHCP children as allowed this term. ● Year 3 issues highlighted. CJ will be focusing on this next term to ensure progress is being made. ● British boys - not reading or making progress - still remain a vulnerable group. 		
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	<ul style="list-style-type: none"> • Celebrate success PP child has gone from urgent intervention to intervention. System allows focus on particular groups. 		
	<p>Progress</p> <ul style="list-style-type: none"> • Ofsted report outcomes require improvement - Analysed data for Yr 5 (spring term) for progress since last year when Yr 4 - This year 85% made progress in reading compared to 40%. <p>Next steps</p> <ul style="list-style-type: none"> • Need to train class teachers to produce these reports. • Need to have effective half-termly meetings that track this. • Set personalised targets for children. • Parental engagement workshop. • Consistent best practice to achieve across the school. • Masterclass and master teachers is the long term aim. <p>Governor Question: Any issues identified that have had to be ironed out? CJ confirmed there were some consistency issues. E.g. mind maps not being done by some so not getting the results in the quizzes. They are monitoring teacher practice and having competitions for teachers too.</p> <p>Getting all teachers to buy in by sharing the progress and investigate how one teacher has had phenomenal success.</p> <p>CJ also advised that there were IT issues at the start owing to the broadband speed.</p> <p>Governor Question: When is the broadband implementation due? CJ confirmed that it is imminent but no actual date available yet.</p> <p>Paperwork all signed and survey done. Looking at 300mb.</p> <p>Governor Question: How do the teachers feel about producing Accelerated reading reports themselves? CJ explained that they have not had training yet but they are interested in what the report shows.</p> <p>Governor Question: Will it inform their planning? CJ confirmed this and added that it helps them with their planning and makes their planning smarter.</p> <p>Governors commented that this appears to be an excellent development and leading to improvement. Further staff development will help to progress.</p> <p>LA agreed that it is well worth driving this forward and noted that the Librarian has been extremely flexible to help achieve this and CJ has done a lot to carry this forward. They plan to appoint a Reading and Phonics Leader for next year.</p> <p>BD thanked CJ for all her work on this and her presentation today.</p> <p>CJ invited governors to come in and observe any day and left the meeting at this point.</p>		
4.	Minutes of previous FGB meeting & Matters arising		

	<p>The minutes of the previous meeting held on 23rd January 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 arranged his next Finance Link Visit and will produce the report shortly following this.</p> <p>GLM Quality Mark application - RH to update at next FGB meeting.</p> <p>Review and amend Terms of Reference (ToR) for Standards Committee & FGB - BD advised there are unlikely to be any significant changes to that submitted to the DfE but we need to wait for the Scheme of Delegation to be approved before reviewing.</p> <p>Safeguarding Training for Governors - LT needs to re-book the training for FC who had to cancel owing to another training course and has advised her the likely date will be 21/05/18. This training will also be made available for the two new Governors.</p> <p>Breakfast club - BD did attend a session of the Breakfast Club and was very impressed not only with the take up but also the enthusiasm with which pupils engaged in breakfast and other associated activities. He also thanked staff for their contribution to this development. LA added that SP has secured £5K towards costs for this and they were also getting a lot of food for free so that they have already covered all costs for this year. SP noted that it was the Area committee who gave them the £5K and added that the DfE have announced that they are planning to fund these in the future but no details are available yet.</p> <p>LA highlighted the positives coming out of the greater participation in Breakfast Club which included more children playing games and wanting to come in for sporting activities e.g. dodgeball, Booster class participation and the positive impact on general attendance. DT also noted how this was also helping parents when they have earlier work commitments.</p> <p>Pupil Premium Visit - This has been arranged for Tuesday.</p> <p>Reading Visit - Staff member has now moved on and the contact in future will be CJ. As this topic was covered comprehensively in this meeting BD asked FC to complete the Visit report from this.</p> <p>Phase liaison Visit - This has also been arranged.</p> <p>SMSC & Maths Visits - To be arranged by RH.</p> <p>School badge - This is still being investigated so it is a work in progress.</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 take place and report to be produced before the next FGB meeting. ● Update on GLM Quality Mark submission. ● Review Terms of Reference for FGB & Standards Committee once Scheme of Delegation has been approved. 	<p>DC</p> <p>RH</p> <p>BD/RH</p>	<p>23/05/18</p> <p>23/05/18</p> <p>23/05/18</p>

	<ul style="list-style-type: none"> • Arrange Safeguarding for Governors training for FC/DT & SG. • Pupil Premium Visit/Phase Liaison Visit/SMSC & Maths Visits to take place and reports to be produced before the next FGB meeting. • Reading Report to be produced. • Update on School badge availability. 	LT SD/BD/ RH FC SP	ASAP 23/05/18 23/05/18 23/05/18
5.	Chair's Actions		
	<p>The following action was taken by the Chair since the last FGB meeting:</p> <p>BD noted that because the committees were re-organised and the previous Vice Chair had now resigned as a governor, he has spoken with RH and he has agreed to become Vice chair. All governors agreed to this appointment.</p>		
6.	Headteacher's Report		
	<p>LA provided a verbal report for this meeting as follows:</p> <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> • Most significant change is the need to restructure the team in the absence of an English teacher. • Advertising and appointing two separate leads for Reading & Writing and for Phonics. • Monitoring schedule supported by the Trust and currently triangulating (lesson drop-ins, book scrutiny & children's progress data). Will be completed after Easter. <p><u>Quality of Teaching (QoT)</u></p> <ul style="list-style-type: none"> • Triangulation is showing that the teachers seen so far are showing strong profiles. • Outcomes = QoT in a lot of schools but here this is different as need to look at impact the teacher has had in the window of time with the children. • Teacher is asked to prove from point of entry standards what they have done to secure good progress. They are good at talking about progress but find it harder to point out what they have done, however the dialogue has been more professional this term. • Positive learning behaviours are evident as a result of improved QoT. <p>Governor Question: We need to focus on the Quality of Teaching at the next Standards and LGB meetings looking at progress, issues and future plans. LA agreed.</p> <p><u>Outcomes</u></p>		

<ul style="list-style-type: none"> • Positive reading outcomes as demonstrated under Item 2. • CJ will be analysing the match data. Some very positive stories in Yrs 5/6 although others are not hitting milestones targets but suspect this is about those who have been mobile. • 1.5 wks ago ELT phonics outcomes was 81% but the following week it was 75% owing to new children joining in a short time. This is a significant drop. • Year Leaders are being challenged and they are taking it to class teachers to target children. • LA added that this can be discussed further in the Standards Committee meeting. <p><u>Behaviour and Welfare</u></p> <ul style="list-style-type: none"> • Will see under Budget later that the Inclusion Team and the DSL's are under increasing pressure because a lot of 'Social work' is coming into schools. • Learning Mentor and Assistant Head are spending majority of their time on child protection issues. • Recognise that this is a significant challenge for the local authority and inclusion team but the budget cannot sustain this and this detracts from what is done in classrooms i.e. academic progress and achievement. <p>Governor Question: The concern of staff is acknowledged, as they are doing much beyond their remit but is this putting pupils at risk? LA reassured governors that the staff still do an effective job and safeguard the children.</p> <p>Governor Question: Are the Trust clear about these issues or should we be raising this with them? LA believes the Trust are not fully aware of the challenge but added that he doesn't believe that Social Services are fully aware of how much 'Social work' is being provided by the school staff. LA acknowledged that the school need to stop funding this but noted that it is difficult to take this stance when you see the child in need.</p> <p>Governor Question: I am aware that another of the Trust schools has similar issues and wonder if a joint approach would be useful?. LA agreed with this and felt that this approach has started and will increase.</p> <p>Governor Question: We understand that this is part of a wider problem happening in all Local Authorities where they are delegating responsibilities but suggest we need to find a way of engaging with them to resolve this? LA agreed with this and advised that he is keeping a log of relevant incidents but highlighted that the Local Authority do not publish their staffing structure any more which makes it difficult to speak to the appropriate responsible person. LA added that Ofsted also question how we escalate these issues so he would like us to work together to get louder about this.</p>		
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	<p><u>Early Years Provision</u></p> <ul style="list-style-type: none"> • Ongoing strong practice is accelerating children’s progress from very low starting points. • Meets the needs of the community and the children although attainment will not meet national standards. • They have noticed the lowest standards of entry they have ever seen. • The majority of Reception class children who are progressing well have entered via Hillside Nursery. • The leader of the Foundation stage is highly effective and this makes a big difference. 		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • QoT and triangulation results to be looked at in next round of LGB meetings. 	LT/BD/LA	05/18
7.	<p>Resources Items</p>		
	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Currently on track to maintain carry-forward expectation of £410K. Although some spend has been put on hold to achieve this. • Estimate of pupil numbers was too high when 17/18 budget plan was prepared (546 estimate which dropped to 533) so already know that for new year to come we will be short of funding. Today there are 546 pupils. <p>Breakdown of funding this year compared to what will be received next year has the following highlights:</p> <ul style="list-style-type: none"> • Age related pupil unit (AWPU) up £21 per pupil. • Deprivation (previously calculated with emphasis on IDACI data but next year with emphasis on FSM) drops by £327 per pupil. • Prior attainment is up £52 per pupil. • EAL will drop by £44 per pupil. • Primary lump sum will drop by £4K. • MFG (looks at amount received per pupil last year and if down will top up) so this is going up dramatically by £158K but is not guaranteed in future years. • ESG will be withdrawn. • FSM Criteria is changing and earnings limit is reducing. 		

• Parents now have to register for online account to apply so school are having to help parents to understand this.

• Difficult to get parents to apply.

Governors acknowledged the impact this would have on Pupil Premium and noted that the FSM limit change has not been publicised at all.

Governor Question: Would it be helpful to find out what the impact study was for this? **LA** responded that he doesn't think an impact study was undertaken and doesn't know where this change has come from. **LA** also noted that at the same time as the FSM change, there is a delay of 2 months in qualifying for Working Tax Credit so parents could have a period of no support at all, which will also add to the pressure on the Family Support team when parents realise this.

SP noted that next year the school has to provide a 4 year plan instead of the usual 3 years. Can only speculate about the reasons why.

Predicting a £200K deficit in 2018/19.

• Assumptions on salaries will have to change owing to additional support staff costs, pay awards and increased Teacher pension contributions which are all not currently in the budget plan written so far.

• Predicting a £ 1.5M deficit at end of year 4.

Governor Question: The predicted deficit for year 4 is against what total budget amount? **SP** confirmed this would be £ 2.3M.

Governors agreed that this was not sustainable and an impact on teaching and learning is inevitable.

Governor Question: When will these figures be finalised? **SP** advised that this is not required yet and she is waiting for guidance from the Trust but acknowledges that the school needs to be prepared to make cuts.

Governors noted that the good accounting standards of the school have been acknowledged by the Trust.

Governors noted that clearer information is needed and **SP** agreed adding that it is not forthcoming.

BD acknowledged that the information provided by **SP** has helped governors to understand that this is a critical situation and requested continuation of regular updates to this information.

Governor Question: Should we be communicating our concerns directly with central government? **BD** advised that this is a Trust responsibility and he will highlight the issue at the next Trust meeting in May.

Please refer to Part B confidential minutes for further discussion in relation to this item.

Premises

	<ul style="list-style-type: none"> A new Senior Site Manager has been appointed and will start in post in July. <p><u>Health & Safety</u></p> <p>There were no updates to share at this meeting.</p> <p><u>HR</u></p> <p>There were no updates to share at this meeting.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Future years funding deficits to be highlighted at next Trust meeting. 	BD	May 2018
8.	Governor Visits for 2017/18		
	This Item was covered under Item 3 above.		
9.	ALT Business		
	There were no Trust business updates to share at this meeting.		
10.	Policies for Acknowledgement		
	No policies to review at this meeting.		
11.	Any Other Business		
	No other business was raised for discussion.		
12.	Date and time of next meeting		
	Wednesday 26th May 2018 @ 5.30pm		

The Meeting closed at **7.40 pm**

Signed (Chair)

Date.....

