



Hillside Primary School
Minutes of Full Governing Body Meeting (held via Zoom)
Wednesday 20th May 2020 @ 5:00pm

		Governor Type	Initials
Present:	Rob Hinsley	Trust (Chair)	RCH
	Rick Hanson	Trust (Vice Chair)	RH
	Charlotte Jewell	Assistant Headteacher	CJ
	Duncan Carragher	Trust	DC
	Fiona Scarlett	Staff	FS
	Sharon Greenhalgh	Staff	SG
	Matt Powell	Trust	MP
Apologies:	Jack Abbott	Trust	JA
In Attendance:	Liz Talbot	Clerk	LT
	Craig D’Cunha	Executive Headteacher	CD
	Tracy McKenzie	Appointed Headteacher	TM
	James Chester	ALT Director of School & Teacher Performance	JC

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>Apologies were received from JA after the meeting as he had technical difficulties joining the meeting.</p> <p>RCH welcomed TM to the meeting and asked all attendees to introduce themselves to her.</p> <p>Parent Governor vacancy – RCH acknowledged that there are still two Parent governor vacancies and advised it is not appropriate to invest time resolving this until September 2020 when there will be a revised parent group to work with.</p>		

	<u>Actions Agreed:</u> ☑ Delay recruitment to Parent Governor vacancies until September 2020.	TM/CJ	30/09/20
2.	Declarations of Pecuniary Interests		
	No new or relevant interests were declared.		
3.	Chair's Actions since last meeting		
	No chairs action.		
4.	Minutes of Previous meetings & Matters arising		
	<p>The minutes of the previous FGB meeting held on 12th February 2020 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Update on recruitment of Parent Governor and Trust Governor – This is covered under Item 1 above.</p> <p>Safeguarding for Governors training course – LT confirmed that this was put on hold as original course became unavailable. TM suggested looking at the online training from the Local Authority which she had completed. CD also highlighted the Trust's new online material for teachers and governors which might include safeguarding material. LT will investigate, contact Adam Lubbock and then provide information to Governors.</p> <p>Safer Recruitment Training – DC confirmed that he has been waiting to receive the link to online training. CD confirmed that he will arrange for the link to the EPM Level 2 course, which includes webinar sessions and a test, to be sent to him.</p> <p>AIP update – Covered under Item 6 below.</p> <p>Safeguarding review feedback – CD confirmed that this should have happened in May but was cancelled owing to lockdown.</p> <p>Headteacher's report to include number of Safeguarding referrals and attendance – No longer relevant. Report to be produced by new Headteacher.</p> <p>Link Governor responsibilities – This is covered under Item 7 below.</p> <p>School Website review by ALT – This will be considered in September 2020.</p> <p>The minutes of the Extraordinary Governing Body meeting held on 21st April 2020 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Free School Meals voucher scheme investigation – This is covered in Item 5 below.</p>		

	<p>Info on Government scheme for free sanitary products – JA was not available to update on this item.</p> <p>Covid-19 Safeguarding Addendum circulation – This is covered under Item 8 below.</p> <p>Feedback on H & S Document – This is covered under Item 8 below.</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>☐ Investigate the two online Safeguarding courses discussed and provide information to Governors.</p> <p>☐ Link to EPM Safer Recruitment training to be emailed to DC.</p> <p>☐ School website review by ALT to be considered from September 2020.</p>	<p>LT</p> <p>CD</p> <p>JC</p>	<p>ASAP</p> <p>ASAP</p> <p>Sept 2020</p>
5.	<p>Coronavirus Update</p>		
	<p><u>Planning & Preparation for return of Reception, Year 1 & Year 6</u></p> <p>CD shared his screen to show a document already circulated to governors and shared with all staff. CJ confirmed that this was also shared with staff during 2 Zoom meetings held yesterday. CD summarised the key points as follows:</p> <ul style="list-style-type: none"> ● Flexibility has been given from ALT for schools to open as and when appropriate for each school, bearing in mind that protecting staff and protecting children is at the forefront of all plans. ● Phased return not including Nursery was deemed appropriate for Hillside. ● Will have half of Year 6 attending in the morning and half in the afternoon which will mean no more than 15 children per staff member. ● A survey was sent to all parents by the Trust. Today’s release confirmed that approximately 50% of parents would be sending their children in, across the three year groups. However, they do expect some to just turn up. Pattern at Hillside is similar to other schools as 60% expected attendance seems average across the Trust. ● Waiting for Central Government confirmation on 28th May that this can go ahead if the 5 key elements are in place. ● School will be closed to all children in half-term break. ● Will use Monday and Tuesday after half-term break to work on training, setting the school up and the deep clean. Year 6 will return on Wednesday 3rd and Thursday 4th, school will be shut on the Friday for another deep clean, Year 1 will return on Monday 8th and Tuesday 9th and Reception on Wednesday 10th June. Will only attend for half days. ● Every Friday will be a deep clean day and only have the Key Worker children and Vulnerable children in attendance. ● Year groups will come in separate entrances and there will be staggered entry. Phased exit too. 		

- Will continue to use the voucher scheme as children will not be in attendance during the lunch period, but if advised this is incorrect will have to change this and the alternative would be to provide packed lunches which they would collect on their way out or on their way in as appropriate.
- Every child will have their own classroom, own seat and will not mix with children from other classes.
- Considering what PPE may be needed. **CJ** will be meeting with Nursery and Reception teachers tomorrow to discuss this further.

RCH asked if the children of Key Workers and vulnerable children will be kept separate from the others who will now be returning and **CD** confirmed that they would be, although other options were originally considered. **CJ** noted that they currently only have one child who is Year 1 and one who is Year 6 and they are from a new family at the school and they are vulnerable. It makes sense to keep them together as a family unit.

- Toilet access will be a designated toilet per class and these will be cleaned at the end of every session. **CJ** added that they are currently sourcing coloured wristbands so that each class will have a wristband to match the colour on their classroom, toilet door and seats. This will help to easily return any children to class who are found wandering in the corridor.
- Children will have their own equipment and own table.
- No staff room use other than to get a drink.
- Teachers will only be in school when they are supervising a class and will not be in school when supporting children remotely.
- Signage for handwashing etc is being put up.
- A group of staff will be meeting tomorrow to finalise the detail for some of the handwashing protocols especially with regard to having handwashing stations on entry points. If this is not possible, the children will use sanitiser and then be taken straight to their toilets to wash their hands.
- Class work will be set by the Head of Year for each of the year groups and Friday's, when school is shut will be used for planning work and working remotely from home using Zoom.
- For Parents information there will be lines marked outside for drop off and pick up points and their only access to Reception staff will be by phone or email.
- Uniform is still being discussed because of the need to wash the clothes every day. It may therefore be easier not to have uniform.

RCH confirmed that he is aware through social media that other schools are insisting on no uniform for exactly that reason and they are also keeping Key Worker children separate from their year groups to avoid issues for the Key Workers. **CJ** also noted that the office has put together a list of sibling groups to allow consideration of putting siblings together in same group, for example where there is a Year 1 child and Reception child. They would then make sure there is also one peer of the same age in the group.

RCH asked if parents who opt to send children to school or opt out are locked into this decision or is it flexible? **CD** advised that owing to the need to plan for attendance it can't be flexible. There will be a phase later (2/3 weeks) when another survey will be sent out for possible phased entry.

	<p>CD explained that they will try to contact vulnerable families who have not responded, to check whether or not their children will be attending. CJ agreed with this and added that the survey was sent out via Parent mail and late yesterday, through Class Dojo so tomorrow's data will be more accurate.</p> <p>Governors thanked staff for the comprehensive document provided and CD acknowledged that it had been a real team effort whilst giving a particular mention to CJ and her valuable knowledge of the school.</p> <p>CD noted that staff questions are being dealt with in line with the clear guidance on sheltering/shielding and who is expected to be available for work. Some staff will have to work from home. CJ noted that she has had emails from staff voicing a preference to cover the morning sessions and many from others who are happy to be flexible. At present she has a basic plan in place which may need some adjustment for those who definitely have to shelter.</p> <ul style="list-style-type: none"> • The classroom work will be following a reduced curriculum but will follow the same structure as before. They will still be doing CLPE and Power of Maths etc. <p><u>Update of Free School Meals Voucher scheme</u></p> <p><u>RCH asked if there was anything to add about the FSM scheme and whether or not it was working?</u> CD confirmed that it seems to be working after Edenred were initially overwhelmed but there is concern that the Government will want to make changes now that some children are returning to school.</p>		
6.	<p>School Improvement Plan</p>		
	<p>CD shared his screen to show the School Improvement Plan (SIP) which had already been circulated to governors and he and JC summarised as follows:</p> <ul style="list-style-type: none"> • A lot of work has gone into this plan which is version 5. Previous plan was no longer fit for purpose but this reformatted version now has identified the position the school needs to move to and what the current position is. • Each objective has been picked up from the Ofsted inspection or Trust self-evaluation. • Shows target and timeframe to achieve, actions in place (a lot of which are already under way but in some cases there has not been enough time to show their impact), KPI's, ownership, impact RAG and expected outcome (what the next step will be). • A lot of debate over actions and impact. • One example – Teaching - by Feb 2021 90% of teaching will be 'Good' or 'Better'. In partnership with the Ambition Institute and Transferable Teaching Partnership and spent £16K on this. • There is a core strategy group working on where they want teaching to go. Additionally, 6/7 teachers will receive support from the Ambition Institute through 6 (1 day) sessions to become the experts on Quality of Teaching. They will then act as teacher educators and coach the rest of the staff. This will build in sustainability. • The High level teaching programme will provide once a fortnight twilight CPD sessions for all other teachers. Should see an impact through less 		

	<p>observations and a quality assurance programme which will result in high quality delivery of lessons using informed research with leaders also actively involved.</p> <ul style="list-style-type: none"> ● Ownership from the Trust is JC and from the school is CJ. They will be the conduit for the teaching and learning element. Middle leaders will be working alongside them and will provide support for teachers where there isn't the evidence of impact within the expected timeframe. <p>CD pointed out that they have developed this Plan without TM at this stage as she still has her current school to run. The expectation is that she will monitor and adjust as appropriate once in post. TM noted that she has read and is delighted with the plan as there is nothing that she wouldn't expect to be doing and it tallies with her vision for the school, so she is pleased that it is already in place. TM agrees with all the objectives, actions and KPI's.</p> <p>CD acknowledged that the Middle leadership training will evolve and noted that the Trust's development of the Teaching and Learning Institute will mean there is training available that wasn't available when the plan was put together.</p> <ul style="list-style-type: none"> ● Looking at Reading we believe that fluency is what is holding Hillside's children back so having done some research we believe the focus needed is on the teacher's teaching and the tools they use to improve fluency. Therefore, this is yellow as it is not a clear action. TM agreed that the need is to look at what teachers are doing to improve long term learning. ● Also captured the successes to date and kept them in the Plan but with the need for some tweaking and further embedding in lessons. ● When looking at attendance, the actions are already in place but need to keep monitoring the KPI's. <p>JC was happy with this summary and hopeful that the document is quite clear.</p> <p>RH noted that from a Governor's point of view it is important that they have confidence in the quality assurance of the teaching so that they can believe that expectation statistics provided in meetings is accurate. Previously, Governors have been frustrated when they are shown an improving picture and ask 'how do you know that this is accurate?', an explanation has been provided but then the results have not reflected that expectation.</p> <p>RH asked what does the quality assurance look like, how will you know that everyone involved in this has the same understanding of what good quality teaching should look like? CD explained that in the past there has been a very small number of people doing observations but this will be very different as the intended moderation, which will include external moderators, will make sure that there is the same understanding of what a good lesson looks like. CD's first recommendation would be that everyone does a learning walk with TM to benchmark to her standards.</p> <p>DC referred to the first target of getting 90% of teachers to 'good' or better by Feb 2021 and asked if the actual target is July 2021 and if so how does that impact on getting a good impact from Ofsted in Easter 2021? DC clarified that he was concerned that if 90% are classed as 'good' this still means 10% are inadequate so should the target be higher and is this going to be good enough</p>		
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	<p>for Ofsted? CD responded that COVID 19 had delayed everything so can't do any quality assurance until at least September leaving 5 months for development. Regarding benchmarking CD believes that teaching is well below 90% but he believes it is achievable and we can exceed it. We need to also recognise that at the moment it is the teaching which is assessed to be 'good' or 'better' and we are moving to assessing whether the individual learning experience of any child can be assessed as 'good' or 'better' in all areas. This will come through by looking at exercise books, learning walks, lesson observations and children's feedback in all subjects and making sure the TLR holders see everything. CD agrees the target is 100% but not realistic by February 2021. DC clarified that his main concern is that we are realistic about what we can deliver and RH agreed that we need to be realistic and accurate about progress so that we know where there are any problems and can be dealing with them before these are highlighted by Ofsted.</p> <p>JC agreed, stating that it is important for the plan to focus on improvement planning and being able to show that the gaps which let us down are being addressed.</p> <p>DC acknowledged that it is a really good plan and he is very happy with the way it is linked to the Ofsted report.</p> <p>CJ acknowledged that previously there were people who should have been held accountable sooner and although support was put in place it was not rigorously followed up. However, many these individuals have moved on.</p> <p>CD agreed with this, adding that previously only a small number of leadership staff were involved but this needs to be a collective responsibility. Change of personnel, clear systems and the improvement of the knowledge base will help to achieve the 90% but agree that rigour in monitoring and following up is paramount too. We need to make everyone question why they are doing what they are doing.</p> <p>TM agreed that this will be interesting as she will be coming in with fresh eyes whilst also knowing what good teaching looks like and then she will work with CJ to help teachers to improve using time limited support plans which will lead to Capability if appropriate.</p> <p>RCH thanked staff for their work on this, noting that the Plan will be on the agenda at every Governing Body meeting and he expects from September to look at how the governing body can support the Plan going forward.</p> <p>CD suggested that it may be worth looking at linking governors to each area of the SIP and RCH agreed with this.</p>		
	<p><u>Actions Agreed:</u></p> <p>☐ To look at linking governors to each area of the SIP for the new academic year.</p>	<p>RCH</p>	<p>15/07/20</p>

7.	Resources Items [Standing Item]		
	<p><u>Finance/Budget</u></p> <p>The March Budget Monitoring report was circulated to governors prior to the meeting.</p> <p><u>RCH asked if we know the projected intake number for September?</u> CD advised not but he will ask Katrina tomorrow.</p> <p>The Budget position was noted by governors.</p> <p><u>Premises</u></p> <p>CD noted that the moving of the cleaning services to an in-house operation has been put on hold until a proper consultation process is possible.</p> <p><u>Health & Safety</u></p> <p>There was nothing further to discuss under this item.</p> <p>Staff governors left the meeting at this point.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
8.	Policies for Acknowledgement		
	<p><u>Child Protection & Safeguarding: Covid-19 Addendum</u></p> <p>RCH asked if DC had seen an updated copy of the Addendum and he advised not yet.</p> <p>It was noted that nothing has changed in it yet but there will be a totally different one by 3rd June as definite changes are needed for when attendance begins. DC will then be sent the revised copy to review.</p> <p>RCH added that every school is expecting the list of vulnerable to increase and CJ confirmed that this is already the case.</p>		
	<p><u>Actions Agreed:</u></p> <p><input type="checkbox"/> A copy of the revised Covid-19 Addendum to be sent to DC for review.</p>	CJ	03/06/20
9.	Any Other Business		
	<ul style="list-style-type: none"> RH requested that we show our appreciation to teaching staff as he has heard some really positive comments made from parents regarding staff from Hillside and their contact with children during this lockdown situation. CJ acknowledged that they have been phoning every child every week. RH pointed out that this is not commonplace at all schools and made him proud to be a Hillside Governor. RCH agreed to send an email to staff by tomorrow. RCH asked for the outcome of the decision on 28th regarding reopening on 8th June to be passed to him so that he can advise all governors. 		

	<u>Actions Agreed:</u> <input type="checkbox"/> Email to be sent to all Hillside staff to show Governing Body appreciation for work done during the lockdown. <input type="checkbox"/> RCH to be advised of outcome of decision on 28 th and to advise all governors.	RCH CD	ASAP 07/06/20
10.	Date and time of next meeting		
	<p style="text-align: center;">Wednesday 15th July 2020 @ 5.00pm (arrangements to be agreed nearer the time)</p>		

The Meeting closed at **6.30 pm**.

Signed (Chair) Date.....