



# Hillside Primary School

**Local Governing Body Agenda**  
**Tuesday 04 October 2016 @ 6.00 pm**

<b>Chair:</b>	Duncan Reid	<b>Clerk:</b>	Joanne Sanders
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<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Duncan Reid	Trust (Chair)	P
Lee Abbott	Headteacher	P
Ben Connor	Staff	P
Rick Hanson	Trust	P
Marcel Roman	Parent	A
Cara Moran	Staff	P
Vacancy	Parent	
Paul Grange	Trust	P
Sarah Dadds	Trust	P
Stephen Walker	Trust	P
Katy Morrow	Trust	P

## **Attendees**

Sarah Pettitt, School Business Manager (AP)

**Hillside Primary School Local Governing Body**  
**Agenda Items / Minutes / Actions**

Tuesday 4<sup>th</sup> October 2016 @ 6.00 pm

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>
1.	Welcome from the Chair/Apologies	The meeting commenced at 6.05 pm. No apologies for absence received from Marcel Roman. Apologies for absence received from Sarah Pettitt (in London); governors consented to the absence.	
2.	Declarations of Pecuniary Interest	There were no items of pecuniary interest relevant to items on this agenda.  Duncan Reid distributed new Declaration of Interest forms which the Governors completed; these will be passed to Sarah.	
3.	Agree Minutes from Previous Meeting / Matters Arising	The minutes of the last meeting were approved as an accurate record.  <b>Matters Arising:</b>  It was noted that the website has yet to be updated with the pictures and/or pen portraits requested as a result of matters arising at the last meeting.  <b>Item 6 – SMSC Update</b> – this item was deferred from previous meeting. This item has not been added to this agenda and due to time constraints it was agreed to defer this item to the next LGB.  There were no other matters arising. DR went through the actions from the previous meeting; governors agreed that the actions had been completed.	DR  Clerk to add to next agenda
4.	Report from the GLM Quality Mark Team  DR – what evidence do we have at the moment?	PG told the governors that the report was a useful insight into what an effective LGB should be doing and he was pleased to report that the Hillside LGB were doing the major part of these tasks well. In his opinion, the next step was about making sure that the LGB evidenced this.  PG replied that some evidence would be contained within the minutes of the LGB which are a matter of public record, but that it would need to be ‘teased’ out.	

<p>DR – how would we consider communicating this?</p> <p>DR – next steps?</p> <p>DR – did you identify anything from the report that the LGB are lacking?</p>	<p>RH stated the need for target setting and ensuring that these link into the schools SEF and Development Plan. There is a need to identify what it is that needs to be evidenced and what it should look like.</p> <p>Options considered included a half-termly report being sent out, either in the form of a newsletter or a bulletin. LA suggested using a 'blog' and the governors section of the website.</p> <ul style="list-style-type: none"> <li>• RH – stated the need to identify the academic year cycle and identify strategic points for LGB. RH to prepare in time for the next meeting.</li> <li>• SW – it would be useful to perhaps have a list of exactly what it is that is expected of a particular governor role i.e. Finance, Personnel etc. and whether there is specific training for governors to complement their particular link. The Terms of Reference and the Roles &amp; Responsibility documents should provide most of this but JS (clerk) to feed back to ALT regarding the accessing of tailored training if required. <b>JS has forwarded ToR, SoD and R&amp;R documents, alongside draft minutes, in case anyone needs them. In relation to training, feedback from ALT is that there are no mandatory 'qualifications' that anyone has to have as a Link Governor. Websites such as EPM, NGA and The Key are available to any governor if not individually, certainly via the school, and much of the training is free. Governors are also welcome to access any Local Authority or outside provision training if deemed relevant, but costs for these would need to be met at school level.</b></li> <li>• LA – Once information received, gaps need to be identified and an action plan put in place to fill those gaps. Action plan to sit within SDP</li> </ul> <p>PG again said that in his opinion there was nothing that the LGB were not doing, and what they are doing is being done well. It is mainly an evidencing matter which may or may not identify gaps in skills or tasks that will enable the LGB to progress and become even more effective. The only thing that needed more clarification</p>	<p>RH</p> <p>JS</p>
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		<p>on, in his opinion, was what exactly the Governors Roles are in relation to the Trust.</p> <p>LA referred governors to the Terms of Reference, the Scheme of Delegation and the Roles &amp; Responsibilities documents. JS agreed that she could provide copies of these if anyone felt they wanted to have them.</p> <p>LA suggested that the website could be used as an evidence base in relation to who the governors are, their role on the LGB and what it entails, and how they go about this. It would also be useful to state what decision-making responsibilities the LGB have. Some discussion took place as to who ought to be responsible for this. DR suggested that it should be the Clerk that co-ordinated this and that all information be fed through them. Interviews for the new clerk are being held w/b 10<sup>th</sup> October. JS said she would ask ALT if they could provide the Job Description for the new post. <b>JS has attached job description alongside draft minutes.</b></p>	JS
5.	Review of Roles & Responsibilities	<p>The LGB needed to appoint a new Safeguarding Governor. Katie Morrow stated that she would be prepared to take this role on. The Governors agreed to the proposal. KW is aware that she needs to undertake the Safeguarding Training as a matter of urgency and will contact Schools Choice to arrange this. <b>JS has checked with ALT; Education Personnel Management (EPM) provide the necessary training needed free of charge online.</b></p> <p>SW confirmed that he was happy to be the Link Governor with responsibility for Training. LA asked if his first job could be to devise a training record to cover both external/internal &amp; mandatory/optional training and to keep as a SCR for the LGB. SW agreed to this, and LA asked if there was anything that ALT had in place that the LGB ought to be using. JS to look into. <b>JS has checked and there is no formal paperwork.</b> It was also suggested that perhaps contact was made with other local schools to see if there is a mutual need for training that may allow for the sharing of costs.</p> <p>LA quickly read through and explained the Scheme of Delegation and the Terms of Reference. The governors feel that the sub-committees are not necessarily productive and that the same outcomes can be achieved within their specific Link role by having the necessary dialogue with their respective Link within the school and reports back to the LGB as a whole. JS was asked to forward this proposal to ALT for their</p>	<p>KM</p> <p>JS</p> <p>JS</p>

		<p>consideration and approval. DR stressed the importance of ensuring that any meetings held are recorded and communicated. <b>At time of writing (05.10.16) the CEO has agreed this change in principle. He has advised that the incoming Chair be made aware of these proposed changes, and if they are also in agreement notification needs to be received by the CEO.</b></p> <p>DR updated the Roles and Responsibilities documents to reflect the changes agreed by the LGB.</p>	
6.	Format of Annual Meeting Cycle	<p>The LGB has a full meeting twice a term. It is proposed that the first meeting each term is a policy/procedure based meeting, and the second meeting of the term will be when the LGB will receive the Headteacher's report.</p> <p>Governor's visits week will be conducted during the last week prior to a half-term. This will allow time for the governors reports to be written up and circulated between the LGB members during the half-term week and will form the basis for the challenging questions coming out of the Headteacher's report.</p> <p>LA informed the governors that the data analysis was still coming through in parts. RAISE on-line will be publishing invalidated data in November, with the validated data being available in the New Year.</p>	
7.	Additional LGB Papers including review of policies:	<ul style="list-style-type: none"> <li>• There will be a new HR policy coming out shortly that governors will need to note. The ALT Board were meeting today, so it was assumed that the policy will be agreed.</li> <li>• The Sex &amp; Relationships Policy is extremely out of date – it was agreed that this would be updated by the next meeting.</li> <li>• The Home School Agreement just needs a date change – to be done by the next meeting.</li> <li>• The Safeguarding Policy needs updating to show the change in Safeguarding Governor (KM).</li> <li>• The Supporting Pupils with Medical Conditions needs no changes made at this time.</li> </ul>	
8.	ALT Business	<ul style="list-style-type: none"> <li>• Equality Duty – LA said that this is still being looked at. There is an Equality Duty Plan in place but it will need reviewing during the year.</li> <li>• Parent Governor vacancy – letters had gone out to Parent's today, and there has already been an expression of interest from one parent.</li> <li>• Trust vacancy (Chair) – Bob Dool (Chair at Chantry Academy) is possibly interested in</li> </ul>	

		<p>joining the LGB as Chair, replacing DR. LA is meeting with him on Friday.</p> <ul style="list-style-type: none"> <li>LGB Vice-Chair – SW was voted in as the Vice-Chair.</li> </ul>	
9.	Items to be deemed as confidential	There were no additional confidential items.	
10.	Any Other Business	<p>LA informed the LGB that members were needed to sit on the Pay Award Review Panel. At the moment there are three members of staff who have requested a review following their PMR. SW, PG &amp; SD have agreed to be on the panel in the first instance and the date of the review hearing was agreed to be Thursday 20<sup>th</sup> October from 16:30. LA was asked to ensure that the appellants forward the relevant paperwork prior to the hearings.</p>	
11.	Date of Next Meeting	<p>SW is unavailable on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday's of a month which is when the previous suggested dates fall.</p> <p>LA to look into and send out a revised list of dates to the LGB</p> <p>The meeting closed at 7.50 pm.</p>	LA