



Hillside Primary School

Minutes of Full Governing Body Meeting

Wednesday 10th October 2018 @ 6.15 pm (re-arranged from 5.30pm)

		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
Absent:	Sharon Greenhalgh	Staff	SG
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 SG owing to illness. Consent to absence was given by Governors.</p> <p>Vice Chair election – Members acknowledged that RH is the current Vice Chair and they are very happy for him to continue in this role. Therefore BD nominated RH, DC seconded this nomination and RH was unanimously re-elected.</p> <p>Parent Governor vacancies – SP advised that the Parent Survey is ready to go out and the school will then arrange a parent meeting after half term.</p>		

	<p>The survey will help identify parental skills which may be useful on the governing body. LA queried whether there is a skill-set that they would be looking for and DC noted they are missing Premises and Health and Safety expertise since Ben has left the governing body. SP noted that she has highlighted some appropriate skills which do include this. Human Resources knowledge was also suggested.</p> <p>Trust Governor vacancy – LA advised that he has had no reply to date from Jack Abbott the Councillor. He will try a call again and will then liaise with BD.</p>		
	<p>Actions Agreed:</p> <ul style="list-style-type: none"> • Update on Parent Governor recruitment to be provided at next FGB. • Update on Trust Governor recruitment to be provided at next FGB. 	<p>SP/LA</p> <p>BD/LA</p>	<p>28/11/18</p> <p>28/11/18</p>
2.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared. All governor's completed new declaration forms for the new Academic year.		
3.	Trust Business [Standing Item]		

	<p>The New Governance structure was discussed as follows:</p> <ul style="list-style-type: none"> ➤ BD highlighted to all that whilst reviewing arrangements the Trust have thanked governors for all their work. ➤ BD took the opportunity to “thank the Clerk for the quality of the agendas and minutes, and the organisation she brings to the whole process. Clearly the quality of papers from staff and the challenge from governors is crucial but through the Clerk I believe these are now well reflected in the documentation available to governors and will give those beyond our LGB an accurate representation of the work, discussion and challenge within our LGB”. ➤ There will be FGB meetings only, dealing with all areas and no sub committees going forwards. ➤ All governors are happy to work to these new arrangements. <p>Academy Improvement Group</p> <ul style="list-style-type: none"> ➤ Senior ALT members will go out to each governing group to talk about standards, outcomes, Quality of Teaching (QoT) etc. Through this they are hoping to gain greater consistency and accelerate improvement. ➤ ALT categorised their schools and Hillside was categorised as 1 which means we will have 5 meetings, the first of which was yesterday. LA and BD were in attendance. This was a good meeting which resulted in an agreement on priorities which LA already had produced an action plan for. They believe The Trust has the same ideas and felt that they were listened to and offered useful support. There was recognition that QoT had improved. 		
4.	<p>Minutes of previous FGB meeting & Matters arising</p>		
	<p>The minutes of the previous meeting held on 11th July 2018 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Finance Link Visit & Report - SD has arranged this meeting for the new term.</p> <p>Review and amend Terms of Reference (ToR) for Standards Committee & FGB - BD advised that this is no longer relevant.</p> <p>SMSC, Reading & Maths visits – Reports still need to be produced.</p> <p>Questions for Governors – This is covered under Item 7 below.</p> <p>Premises and H&S Report – This is covered under Item 8 below.</p> <p>Governor Link Visit monitoring report – This is covered under Item 9 below.</p>		

	<p>School Safeguarding Policy – This is covered under Item 10 below.</p> <p>Date of 1st Summer 2019 FGB Meeting – The new date was agreed as 21/05/19 and it was agreed that all meetings should start at 5pm.</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 and report to be completed. ● SMSC, Reading & Maths link visit reports to be produced. 	SD RH/FC	ASAP ASAP
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 updated report to all Members prior to the meeting and highlighted as follows:</p> <p>Outcomes</p> <ul style="list-style-type: none"> ➤ School evaluation = Requiring improvement. ➤ Quite early in the year so updated the evaluation based on the data already held and will update again when the Analysing School Performance (ASP) and Inspection Data Summary Report (IDSR) are available, although we don't expect anything significantly different. ➤ In July, triangulation results for Quality of Teaching (QoT) were strong and significantly better than at any point previously but we need to be cautious as there are now some new staff and newly qualified teachers. The staff should be praised for this and this is acknowledged by The Trust. ➤ Have produced a School Development Plan (SDP) and analysis which link together and show Pupil Premium (PP) summary, impact summary and the outcomes. The SDP is published on the school website. ➤ Analysis done and now plan will show next steps. ➤ When ASP published there will be an analysis done but if nothing significant is highlighted, we will not produce a new report. <p>Significant KPI's from KS2 and KS1</p> <ul style="list-style-type: none"> ➤ Headline attainment went up in all areas at KS2, particularly reading and writing combined. When relevant data is removed the outcome is 43% which is a significant increase on 28% in 2017. 		

- Children coming into KS2 with a higher KS1 average attainment point score still made expected progress but not equivalent to national so didn't make as much progress as should have compared to peers.
- Emphasis for this year is progress. The combination of the strategies this year, regular rigorous review of progress in Achievement Teams and Pupil Progress meetings and improving quality first teaching should continue to impact.

Governor Question: With progress being so important why was this problem not recognised earlier? **LA** advised that it is difficult to predict when calculating progress and then comparing with the unknown of the national. The school will remain above the floor standard and coasting floor standard by virtue of pupil progress across KS2 however, progress needs to be better.

Governor Question: There are two ways of looking at progress; one which reflects on what happened in KS1 and two the follow through with KS2 effect. **LA** acknowledged that you can't assume that a child with high attainment in KS1 will have made better progress in KS2 also. Lots of reasons why this might not be the case. Difficult to secure the progress when new children joining every week. Need to consider what we are doing to get best from children and what are we doing with curriculum to make this happen. The Spiral curriculum has been acknowledged as sensible so we need to make sure this is being delivered in the best way. **LA** noted that he is really pleased that ALT understood this and added that he would like a research project to investigate this with the school e.g. UEA, Bell foundation but need to be confident with what we do and gain an objective view to improve what we do.

Leadership & Management

- School evaluation = Good
- Constantly changing things and now need to embed and work with Teaching and Leadership Improvement Fund (TLIF) and NAHT Aspire to help monitor and evaluate.
- **RH** was in attendance for the review of Development Day 4 and observed a very collaborative process.
- Leadership Development – summarised in full report.
- Leadership Structure – summarised in full report.

Curriculum Development

- Ongoing focus in the SDP.
- Links to Ofsted development points for Science and RE.
- Aware that curriculum will be a big emphasis in the new Ofsted process.

Quality of Teaching, Learning & Assessment

- School evaluation = Requiring improvement/Good.
- Cautiously optimistic but aware there will be two significant impacts on staffing owing to maternity leave. This will also have an impact on the classroom and lead practitioner duties. Vulnerable with these capacity changes but feel in a more robust position with stronger middle leadership.

Governor Question: How many NQT's do you have? LA confirmed 2 students and 3 NQT's.

RH noted that the Ofsted handbook talks about this type of staffing issue and recognises that judgements can't be based just on these. LA agreed that they must judge typicality across the whole school.

Governor Question: How frequently does triangulation take place? LA advised termly and added that evidence is gathered across the whole term so staff already know how they are doing and there are no surprises.

Barriers to Learning

- School evaluation = Good.
- Will be a more robust report later in the term.

Governor Question: Referring to the full report, what is NSSA? LA explained this is Non-statutory school age. This can have an effect because some parents do recognise this rule about their children not legally having to attend before they are 5yrs old.

Breakfast Club

- Significant impact on attendance. Take up is excellent and the children love it.

LA suggested governors come in at 8am and see children doing activities at this time.

- This will have an impact on outcomes.
- Effect on staffing but not drastically.

Behaviour Management

- Can't continue the bubble as an alternative provision this year owing to a reduction in funds.
- Lack of access to alternative provision is an issue.
- Lunchtime provision is currently being reviewed as the loss of 5 Graduate Interns has reduced supervision and interaction so we must review for safeguarding reasons.
- Staff deployment changes may be needed, considering Teachers terms

and conditions which say they do need an adequate lunch break and cannot be deployed to cover lunch times. They can volunteer or be asked but cannot be forced to undertake this.

Governors noted that this is very important to avoid bad behaviour spilling over into afternoon lessons.

- Prejudice incidents have not increased.

Governor Question: Were the 44 incidents last year 44 children? LA advised not, clarifying that there are repeat offenders and they have been followed up.

Parental engagement

- The lead role for this area has now changed.

Safeguarding

- The school was visited by Theresa Gillan who has been commissioned by The Trust to undertake safeguarding reviews.
- A positive quote following her visit was included in the full report.

Governors noted that she didn't ask to see any of them and if asked, someone would have been there. LA confirmed this could have been his error and DC, as Safeguarding Governor, advised that he will be speaking with her tomorrow.

- DSL Caseload for 2017/18 was 3% of children were on a protection plan.
- 72% of children have an active file.

Governors noted the phenomenal amount of work involved in 438 active files and the significant impact this must have on learning at this age. There was some discussion around how Ofsted views this and makes comparisons across all schools and governors acknowledged that they are happy that the school do what is necessary for the children.

Early Years Provision

- School evaluation = Good
- The quality of teaching in EYFS is excellent.
- Some work is being undertaken with Early Excellence to improve the provision even further.

Governor Question: The nursery intake is lower than PAN so are we still encouraging children into the nursery? LA confirmed this adding that there are different intake periods during the year so this usually goes up and is expected to be between 65/80. LA noted that they will be unable to appoint staff to meet the needs of an increased intake so will have to

	<p>deploy staff as appropriate.</p> <p>Governor Question: Will this lower than PAN number impact on funding? SP explained that this is calculated termly so does have an impact but balances out with impact on staff funding.</p> <p><u>Personnel and Recruitment</u></p> <ul style="list-style-type: none"> ➤ Had difficulty appointing an Oracy and Writing Lead and are working with The Trust to try to fill this post. <p>Governor Question: Are you confident that you can get new staff in place before the current staff leave? LA advised that this will not be the case but plans are in place to deal with this. He added that they have dealt with this issue previously and are confident they will continue to resolve these issues without impacting on outcomes.</p> <p>Governors noted their concern about 2 Senior Leaders leaving at a similar time and there was some discussion around how The Trust can assist the school and LA confirmed that he has approached the Phase 3 schools who are capacity providers but they don't have the capacity to assist.</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"> ➤ At a recent meeting The Trust advised that they are now able to provide comparisons across the Trust. ➤ Hillside sickness absence level is 4.5 days compared to an average of 5 days across the Trust. <p>DC noted that this is significantly lower than the average across the public sector.</p> <ul style="list-style-type: none"> ➤ Higher level of absence in Summer 2017 owing to some long-term absences across both teaching and support staff. <p>Governors were happy to acknowledge that this has improved.</p>		
7.	Ofsted Governor Questions		
	<p>A copy of the example questions was provided to governors prior to the meeting and these were discussed as follows:</p> <ul style="list-style-type: none"> ➤ Governors agreed that they should refer to these questions during meetings and visits to ensure that they are asking the appropriate challenging questions and will be equipped to deal with such questions from asked of them in an Ofsted visit. ➤ Consideration of this may also identify some training needs. 		

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>2017/18</u></p> <ul style="list-style-type: none"> ➤ 2017/18 outturn is completed. Carry forward figure is £37K higher than predicted. ➤ Additional grants, income from SCITT placements and reimbursement for cover created some of the additional income. Many decisions were made which has resulted in higher income and lower spend. ➤ There was a problem with the spreadsheet which resulted in a £4k change in the figures. ➤ Capital spending has been put on hold. <p><u>2018/19</u></p> <ul style="list-style-type: none"> ➤ Details of the bottom line of budget rebase (September 2018) were provided. ➤ Government's contribution to teachers' pay rises over 1% and news that employer contribution to teachers' pension scheme will not increase for two years was very positive. ➤ Pulled learning support budget to make sure it is linked to Action Plans and is spent on most impact learning. ➤ Overall picture over 2/3 years is better than predicted. ➤ Have put £20K in a contingency fund for learning resources. ➤ Pupil numbers are lower than anticipated because of a significant number of leavers in the Summer who didn't come back just before the census date. This will affect income for next year. <p>Governor Question: Are you receiving good support from The Trust? SP confirmed this and added that they are mainly waiting for information from central government. LA also confirmed that the Trust support and advice in this area is good.</p> <p>Governor Question: Are you concerned that the surplus carry-forward will be used very quickly? SP acknowledged this adding that there are still investigations going on in Central government about funding so the picture is still not clear. Governors acknowledged that this is an issue nationally.</p> <p><u>Premises & Health & Safety Update</u></p> <p>A report was provided by the Site Manager prior to the meeting and SP highlighted as follows:</p>		

	<p>Development plan</p> <ul style="list-style-type: none"> ➤ Air con to be fitted in server room to improve fire risk management. ➤ Quotes being sought for EYFS outdoor learning area as the next priority. <p>Governor Question: Revenue Capital funding is usually ring fenced so it is disappointing that you are having to use some revenue contributions to fund this. SP advised that revenue contributions to capital is the only way to do the work needed.</p> <ul style="list-style-type: none"> ➤ Air extractor in kitchen is a current problem and pursuing funding from The Trust for this. <p>Fire safety</p> <ul style="list-style-type: none"> ➤ All fire safety management checks are being completed. ➤ The Health & Safety audit took place on Monday 8th October and some issues have come out of that which mean that money we had hoped to use for other things will need to be used. ➤ A separate fire risk assessment needs to be done using Handsam or separate provider. ➤ Need to move the photocopier in corridor to another room. ➤ H & S training is up to date. 		
9.	Governor Visits for 2018/19 [Standing item]		
	The draft Governor link Visits Report was reviewed by governors and school contacts updated. LT will revise the document accordingly.		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Governor link visits Report to be updated and finalised. 	LT	28/11/18
10.	Policies for Acknowledgement		
	<p>The following policies/procedures were reviewed by governors as follows:</p> <p>BD asked if there were any significant changes and LA advised that the Safeguarding policy was revised in line with KCSIE and the ALT policy.</p> <p>Hillside Safeguarding Policy – Approved by Governors.</p> <p>Behaviour Policy – Approved by Governors.</p> <p>Supporting Children with Medical Conditions – Minor changes made. Approved by Governors.</p> <p>ALT Pay Policy – Acknowledged by Governors</p>		

11.	Any Other Business		
	<p>Exclusion/Discipline Committee Meeting – LT explained that this committee meeting is required to be held on 29th October 2018 @ 2pm and 3 governors are required to make up the panel. BD and DC confirmed that they are both available and will attend. LT will ask Gusford governors if one of them is available and willing to join the panel for this meeting. If this is not successful she will contact the Trust. LT will clerk the meeting. LA advised that owing to the half term break he will ensure that papers are delivered to panel members, the Local Authority representative and the parent by Friday 19th October.</p> <p>Signing of minutes of the last Standards meeting – RH signed off the minutes of the last Standards meeting held on 16th May 2018. There were no outstanding actions.</p> <p>Signing of minutes of Pay Review Panel meeting - RH signed off the minutes of the Pay Review Panel meeting held on 27th September 2018.</p>		
12.	Date and time of next meeting		
	Wednesday 28th November 2018 @ 5.00pm		

The Meeting closed at **8pm**.

Signed (Chair) Date.....

