



Hillside Primary School

Minutes of Full Local Governing Body Meeting Wednesday 12th July 2017 @ 5.30 pm

		Governor Type	Initials
Present:	Bob Dool	Trust (Chair)	BD
	Lee Abbott	Headteacher	LA
	Rick Hanson	Trust	RH
	Stephen Walker	Trust	SW
	Simona Bucur	Parent	SB
	Louise Humphreys	Parent	LH
Absent:	Sarah Dadds	Trust	SD
	Ben Connor	Staff	BC
	Duncan Carragher	Trust	DC
	Cara Gunson	Staff	CG
In Attendance:	Liz Talbot	Clerk	LT
	Sarah Pettitt	School Business Manager	SP

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	Apologies were received from CG, DC and BC . Although no apologies were received from SD , members expected she may not attend as she is on maternity leave at present. Consent to absence was given by Governors.		
2.	Minutes of previous meeting & Matters arising		
	The minutes of the previous meeting held on 24th May 2017 were agreed as a true and accurate record of the meeting. The following updates were noted: Finance Link Visit Report - DC to complete this before the end of		

	<p>term.</p> <p>Homework Policy - SB advised that she has provided a copy of a booklet she had in relation to this topic to Carrie Warnekey and the topic requires further discussion. BD suggested that this further discussion take place and this item be brought forward to the next Standards Committee meeting when a presentation on the current policy could be included.</p> <p>Long term strategic plan - BD suggested that he will meet with LA, RH and SW early next term.</p> <p>GLM Quality Mark - Application still to be submitted in September 2017.</p> <p>Link Governors - All documentation to be amended to reflect change in Safeguarding Link Governor.</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 report to be produced and circulated before the end of term. • Homework Policy to be added to agenda for next Standards Committee meeting. • Long term strategic plan meeting to be arranged and take place. • GLM Quality Mark application to be submitted. • Documentation to be amended to reflect new Safeguarding Link Governor. 	<p>DC</p> <p>LT</p> <p>BD</p> <p>RH</p> <p>LT/SP</p>	<p>ASAP</p> <p>31/10/17</p> <p>25/09/17</p> <p>30/09/17</p> <p>05/10/17</p>
3.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared.		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • All members declarations to be reviewed at start of new term. 	LT	27/09/17
4.	Notes of Sub Committees		
	<p>Resources Committee meeting (14th June 2017)</p> <p>SW summarised content of the Resources Committee meeting as follows and advised that all actions from that meeting which had required referral to the FGB meeting have been included in this agenda.</p> <ul style="list-style-type: none"> ➤ Governor vacancy consideration will wait until the new term following outcome ALT review. ➤ Action plan for staff survey to be completed and will be in line with School Development Plan (SDP). 		

	<p>SW highlighted good news as follows:</p> <ul style="list-style-type: none"> ➤ Fully staffed for September at 14/06/17 (LA advised that this is unfortunately not now the case as an NQT appointed, subject to completion of training did not pass). ➤ Teachers wanting to stay at the school is a positive message. ➤ Structure change looks positive. ➤ Staff survey results included no surprises. <p>There has been no CS&O meeting since the last FGB so no update was necessary.</p>		
5.	Headteacher's Report to Trust		
	<p>LA circulated his Report to the Trust in advance of the meeting inviting questions to be raised.</p> <p>BD noted that LA had presented this very strategic report to the Trust yesterday and LA highlighted the following:</p> <ul style="list-style-type: none"> ➤ Nothing within the report which has not been discussed at LGB previously. ➤ Exclusions - Trust feels that the number of these is too high. ➤ Attendance - continues to be a challenge but included in SDP. Particular focus on disadvantaged and SEN pupils. LA expressed his frustration that the strength of the approach to dealing with this issue was not recognised during the Ofsted inspection. ➤ Mobility - The variety of pupils with English as an additional language. Combination can be challenging and believe the Trust understand this. <p>BD noted there is an appreciation of the mobility issue at Trust level and the report has highlighted the priorities to address going forwards.</p> <p>BD added that clearly where a school doesn't perform well enough, this impacts on both the school and the Trust and would lead government to consider other options.</p> <p>Members noted that the Ofsted report did demonstrate that many of the actions taken by the school are relevant and necessary, and the school is moving in the right direction using appropriate strategies.</p>		
6.	KPI 2017 Outcomes		
	<p>LA directed members to the At a Glance KPI's report on page 5 of the HT Report to ALT, explained some of the columns and summarised as follows:</p> <ul style="list-style-type: none"> ➤ EYFS curriculum is holistic, developing social skills, reading and writing etc. ➤ Progress they make in foundation is wonderful compared with 		

level at their entry point.

- There have been children leaving and entering the school part-way through the year and this is a factor in why we are not nearer to target figures.

Governor Question: If you looked at this in comparison with other schools where similar pupils are remaining for the whole period, are our results lower? **LA** confirmed this.

Governor Question: Is the number of children with English as an additional Language (EAL) affecting the results? **LA** advised not and added that the children are developing skills at a similar rate. The challenge is when they enter later in the reception year.

LA also added that parental engagement is very high at this age.

- Yr 1 phonics - largely in range considering 73% of pupils are at expected but below national average and only 61% are at school for the whole time.
- Yr2 phonics - 86% are at expected standard so up from last year and compares with 91% nationally.
- If children have attended since reception 95% have met the standard.

BD stated that similar schools would be high 80's and 90's.

- KS1 outcomes - reading, writing and maths. **LA** explained that this is where the gap between the school and national average is greatest. He added that writing is most challenging and this is where EAL can impact. Writing is the last skill to develop when learning a language.
- Pupil Premium (PP) performance is very low compared to national.

BD highlighted that although all KS1 outcomes had improved on last year, they are still very low compared to national.

LA again highlighted the issue of children arriving and leaving the school during the year, which impacts on the results and added that those at the school all through their primary years are still achieving higher results but not close enough to national and we need to address this issue again.

- KS2 data - Improved in Writing, SPAG and Maths but worsened in Reading, which was 32%. **LA** explained the marking as follows: the number of correct answers is the raw score and these are converted into a maximum standardised score of 100, which is based on the average mark across the country (calculated year on year). Therefore the score they needed to get went up by 5 raw marks. Reading has improved more quickly nationally compared to here. This also impacted on the combined score. Really pleased with the improvement in maths, SPAG and writing but the children need to be able to

read like a 15yr old at 11 to get the improved scores in reading and this is a significant challenge.

Governor Question: Is this achievable given the mobility and EAL issues at this school? **LA** insisted that we must look to achieve these levels. Progress is the important thing but this is linked to a moveable attainment level and very challenging for teachers. We want our staff to understand that it is achievable and their efforts will be valued but they also need to be supported and motivated to achieve these outcomes. Maths is also largely reasoning now so it is important to have the language skills.

Governor Question: With reference to a bullet point under comparison FFT noting 26 children here since reception, the calculation still only results in 38% expected for combined, which is not good enough. **LA** agreed.

Governor Question: What went wrong? **LA** advised that analysis had been done and SLT had met to discuss this. The issue is around the curriculum and how we get children to build on their reading. This needs more structure and is why we introduced 'the power of reading'. Speed and stamina issues meant that the children were not getting to the end of the papers. Speed of reading is not fast enough so need to build that. Putting reading at the heart should make a difference to reading and writing. Structure of guided learning will change. Oracy and speaking skills will also be worked on.

Governor Question: Is it possible to recall some of the papers to establish where any misconception came from? **LA** advised that we do this and have resubmit one child's paper. We will do this level of analysis over the summer.

Governor Question: Moving forwards, how to we get more accurate predictions? **LA** noted that staff predicted and he believed he knew what the SAT's results were likely to be but schools were disadvantaged when the standardised score had gone up 5 raw marks. Need stability in the expected standard.

Governor Question: Were the raw marks what you expected? **LA** confirmed this but maybe a couple lower than expected.

There was some discussion around initiatives for improving reading, including Bug club and Accelerated reading, which may be more appropriate for older children. However this would impact on the organisation of the library.

Governor Question: Have you considered providing reading tuition in the Summer holidays or early mornings? **LA** advised that some Yrs 5/6 children already have additional tuition some afternoons, during lunch and before school. **LA** added that when you compare this year's Yr 6 interventions with last Yr's there has been no change in results.

Governor Question: Should we do this earlier? **LA** advised that this

	<p>depends what you want to do with the curriculum and added that we are doing some of this with Yr 5 also.</p> <p>Members discussed further the importance of raising English standards as early as possible, methods of achieving this, exam technique, impact of mobility and the problem of driving up results for maintained children whilst also dealing with the other children coming and going.</p> <p>Governor Question: We know that mobility will always be an issue so how do we deal with this more effectively? LA advised that he wants to find a school that is effectively dealing with this and aim to learn from them.</p> <p>LA noted that the starting point for Yr 5 this year is higher than the starting point of last year's children. This suggests that we will be further on next year.</p> <p>Governor Question: Will the Yr 6 classes be mixed ability or streamed? LA confirmed some streaming arranged as 3 classes (2 expected standard focused classes and one alternate curriculum class) with the aim of ensuring all can achieve their best. Parents of the children are grateful for this approach. Academic progress will still be the focus of all classes.</p> <p>LA highlighted that the teachers need to hear that they do an admirable job as they get very minimal recognition for the tough job that they do. For example the Sports Coach works hard with the children and they are doing the best they can but they don't win.</p> <p>BD confirmed that he will think about how best to acknowledge this at the start of the new term.</p>		
	<p>Actions Agreed:</p> <ul style="list-style-type: none"> • Members to acknowledge hard work of the teachers. • Establish and learn from other schools that experience similar mobility issues. 	<p>BD</p> <p>LA</p>	<p>27/09/17</p> <p>31/12/17</p>
<p>7.</p>	<p>Ofsted Report & Recommendations</p>		
	<p>BD highlighted the following from reading the report:</p> <ul style="list-style-type: none"> ➤ Welcomed positive comments on school Leadership and Management. ➤ Acknowledgement that as a school we are doing the right things but need more evidence of the impact resulting in improved outcomes. ➤ Concerns around Quality of Teaching, its consistency and the development of middle managers. <p>BD noted that this is his perception of the report and he could see the potential of putting a good action plan together based on this.</p>		

	<p>LA noted that within the meat of the report he can recognise more positives than negatives and a sense of optimism. However, the headlines do not give the same feeling which is disappointing but the outcome was similar to our SEF.</p> <p>LA intends to emphasise the positives with staff and look at what we need to do better and build these into the School Development Plan (SDP). He noted that you would struggle to find a better foundation stage than we've got and it is the outcomes that have prevented it being outstanding.</p> <p>Members noted that Safeguarding children was extremely positive and acknowledged the importance that it is so.</p> <p>SW noted that he found the report very positive and reflected the things that we are doing.</p> <p>BD noted that the SAT's results require us to question some of what we are doing and LA acknowledged this and added that this will be reflected in the SDP.</p> <p>Governor Question: Do you reward pupils for things done well? LA confirmed this, through stickers, stars of the week, celebration assemblies (does not include reception) where rewards are given out including certificates. It is more difficult to find what motivates older children but the school also sends postcards home to parents.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Revisit strategies; consider changes and reflect these in our School Development Plan (SDP). 	LA	27/09/17
8.	School Development Plan		
	<p>LA had circulated his draft School Development Plan for members to view prior to the meeting.</p> <p>Governor Question: Does the SDP take into account action points resulting from the Ofsted Report? LA confirmed this and added that the Ofsted inspector viewed the draft SDP and noted that it already identified where we need to improve. Need to add in the targets after September but strategic actions are the right things to be focusing on.</p> <p>BD noted the importance of making sure we are all in agreement with where we need to be, with the SAT's results and Ofsted Report outcomes. We must question "are we doing the right things and do we need to change anything?"</p> <p>LA noted that what we need to work on strategically is included in the SDP. More work is needed on the action plans for each term for each strategic aim and finalising where the focus needs to be and implementing monitoring of the action plan by the linked governor.</p> <p>There was some discussion around approach to revising action plans and agreement to acknowledging level of developmental or</p>		

	<p>embedded actions and monitoring and evaluating.</p> <p>SB had to leave the meeting at this point.</p> <p>BD summarised that members agree we are not where we want to be but understand why. Our actions for next year must first question everything we do and why and with the support of the Trust move forward with plans which will help us to improve and develop. A key point will be when the action plans are completed and after everyone has had the opportunity to challenge these. It was agreed that the strategic group should agree the action plans.</p>		
	<p>Actions Agreed:</p> <ul style="list-style-type: none"> Strategic group to discuss and agree Action Plans. 	BD/LA/ SW/RH	25/09/17
9.	Forward Planning		
	This item has been discussed under Item 8 - School Development Plan (above).		
10.	Budget Report		
	<p>BD noted that all Trust school budgets had been approved by ALT yesterday and the Governors input requires an understanding, rather than an in depth knowledge of the budget and an ability to consider how funding is being or may be used to support development.</p> <p>SP had provided a Finance Report and copy of the 17/18 Budget Plan to members prior to the meeting and highlighted the following points:</p> <ul style="list-style-type: none"> ➤ The school had received the outstanding EFA money related to 2014/15 and the Trust had now given authority to go ahead with the new build project. ➤ Waiting for commencement dates on contracts for the build. ➤ Opportunity to make further changes to 2017/18 Budget already submitted to ALT and submit final version early in the Autumn term. There will be a number of changes to make and these are bullet pointed in the Finance Report. ➤ Years 2 and 3 would still have in-year deficits so we have to be cautious about all areas of expenditure. ➤ Funding changes might also have an impact. ➤ Local authority are predicting up to 15 additional children per year to apply to this school from the residential development at Griffin Wharf. <p>BD advised that the Trust have suggested that we invite Kier into the school to assist in highlighting improvements needed for all the classrooms. SP noted that she would have to look at how much this would cost but it will be built into BC's performance management</p>		

	plan for next year.		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Consideration to be given, following discussion with ALT, to inviting Kier Developments into the school to assist in highlighting improvements required. 	SP	31/10/17
11.	Governor Visits for 2017/18		
	<p>LA suggested Governor Visits planning waits until the Action plans are produced but acknowledged that they will need to focus on QoT, Maths, English and attendance.</p> <p>Members agreed that Action Plans should be completed by 25th September 2017 for the Strategic group, who will meet on 25th September 2017, to consider.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Governor Visits Plan to be produced following finalisation of Action Plans. 	BD/LA/ SW/RH	25/09/17
12.	ALT Business		
	<p>ALT's response to BD's enquiries regarding the revised Scheme of Delegation was circulated to all members prior to the meeting. BD highlighted the following:</p> <ul style="list-style-type: none"> ➤ ALT will soon provide more clarification regarding the split of responsibilities. ➤ ALT clarified that no school currently invests in any other school and there is no expectation of that changing. 		
13.	Policies for Acknowledgement		
	There were no policies requiring acknowledgement at this meeting.		
14.	Any Other Business		
	<p>This item was dealt with after Item 4 on the agenda.</p> <p>Exclusions - LA explained that it is his understanding that he is obliged to inform governors if any pupil has received 10 fixed term exclusions in any term and regrettably this has now arisen with one of his pupils.</p> <p>Communication to Parents - LH highlighted that some of the events are short notice for working parents and employers are unhappy when requests are made for time off at short notice. She requested that when possible there be more notice and information about where the event is taking place. LA acknowledged the issue and noted that the calendar is put out and the school try to make sure items are included early and working parents are considered. He will remind staff that they need to think ahead about what is great for</p>		

	<p>the children and the impact on parents. LA also added that he is asking for all of next terms information now so that the calendar can include everything asap.</p> <p>Safeguarding Training Session - Members agreed for the clerk to request the training session take place on 12th September 2017 (1st choice) or 10th October 2017 (2nd choice) so the request will be put in asap and members will be kept informed.</p> <p>On behalf of all governors BD thanked LA and SP for all their hard work in a difficult year.</p> <p>Please refer to Part B confidential minutes for further discussion in relation to this item.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Governors Safeguarding Training session to be arranged for either 12th September or 10th October 2017. 	LT	ASAP
15.	Date and time of next Meeting		
	<p>Thursday 5th October 2017 @ 5.30pm.</p> <p>Meeting Planner for 2017/18 - All proposed meeting dates were agreed and LT will add them to all members Google diaries and update the planning/preparation schedule.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> 2017/18 Meeting dates to be added to members google calendars and Planning/preparation schedule to be updated. 	LT	ASAP

The Meeting closed at **8.00pm**

Signed (Chair)

Date.....

