



Hillside Primary School

Minutes of Full Local Governing Body Meeting Wednesday 18th October 2017 @ 5.30 pm

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

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>Apologies were received from DC and SW. Although no apologies were received from SD, members expected she may not attend as she is still on maternity leave. Consent to absence was given by Governors.</p> <p>SB and RH were late arrivals owing to commitments running late. They arrived as stated later in the minutes.</p>		

	<p>BD particularly welcomed FC as our new teacher governor and thanked her for joining us.</p> <p><u>Election of Vice Chair</u></p> <p>BD nominated SW and this nomination was seconded by BC. No other nominations were received and SW agreed in his absence to being re-elected Vice Chair.</p>		
2.	Minutes of previous meeting & Matters arising		
	<p>The minutes of the previous meeting held on 12th July 2017 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Finance Link Visit Report - DC to complete this before the end of term.</p> <p>Homework Policy - Discussion still to take place and this item to be brought forward to the next Standards Committee meeting when a presentation on the current policy could be included.</p> <p>GLM Quality Mark - RH advised that they have a significant amount of evidence and will now be putting a submission in for Jan/Feb 2018.</p> <p>Declarations of Pecuniary Interest - Annual submission of Forms completed by attendees at this meeting and passed to SP.</p> <p>Acknowledgement of Teachers hard work - BD confirmed that he has not done anything specific yet and asked LA to identify an opportunity for him to attend an event and include this. LA suggested that BC and FC could assist him with this instead.</p> <p>Establish and learn from other schools re: mobility - To be discussed further after 31/12/17.</p> <p>Revisit strategies and reflect in SDP - This was discussed and implemented fully in the Strategy meeting.</p> <p>Kier to highlight improvements required? - BC advised that they have not invited Kier to do this as he has done a lot of work himself already and can't see any benefit of funding this. LA confirmed that the teachers and BC are still planning to visit other schools to gain ideas also and will consider this again later in the year.</p> <p>Governor Visits - This item is covered at Item 9 of this agenda.</p> <p>Google Diary updates - This will be completed for the whole academic year before the next FGB meeting.</p> <p>RH arrived at this point of the meeting.</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. • GLM Quality Mark submission to be made in Jan/Feb 2018. • Remaining Declarations of Interest Forms to be completed. • Event to be identified for BD/ Governors to attend and thank staff. • Learning from other schools re: mobility and classroom set-up. • Google diary updates to be completed for full year. 	<p>DC</p> <p>LT</p> <p>RH</p> <p>DC/SW</p> <p>FC/BC</p> <p>LA/BC</p> <p>LT</p>	<p>ASAP</p> <p>24/01/18</p> <p>20/02/18</p> <p>23/11/17</p> <p>ASAP</p> <p>31/12/17</p> <p>23/11/17</p>
3.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared.		
4.	Notes of Sub Committees		
	<p><u>Resources Committee meeting (27th September 2017)</u></p> <p>BD referred to the minutes of the Resources Committee meeting and advised that there is nothing which is not already being covered in this meeting which he should highlight here and added that all members have access to these minutes. LT confirmed that all actions from that meeting which had required referral to this FGB meeting have been included in this agenda.</p> <p>There has been no CS&O meeting since the last FGB so no update was necessary.</p>		
5.	Headteacher's Report		
	<p>LA circulated his Report to the Governing Body in advance of the meeting inviting questions to be raised and highlighted the following items:</p> <p><u>Overview</u></p> <ul style="list-style-type: none"> ➤ The report was written 4 weeks into half term so no impact to report on until data received in the next couple of weeks. ➤ Michelle has written an updated data report template which will give more specific information on progress, including a calculation around what progress we would like to see without mobility factor and Pupil Premium impact. ➤ In 2 weeks time she will produce another report using Raiseonline which will give a more detailed report including gender groups etc. Receive releases in segments which are then gradually pieced together 		

into this information.

Outcomes for Children and Learners

- Summary information provided.
- Progress between KS1 and KS2 - they are making average progress but compared to attainment statistics this gives a clearer picture on the impact made in terms of pupils progress.. Unfortunately, attainment data comes out before progress data so it is difficult to account for attainment results when still waiting for progress data.
- Believe there is far stronger progress than last year.
- Areas which needs addressing is included in the School Development Plan (SDP).

Leadership and Management

- Capacity of Senior Leadership Team is more robust this year.
- Year Leaders each have an action plan to improve on the year group's previous outcomes.
- Commissioned a Pupil Premium review to enhance the Pupil Premium Strategy.
- Curriculum - introduced The Power of Reading and New White Rose Maths resources have been developed which are being used to develop maths, especially reasoning.

Governor Question: In relation to the curriculum there is reference to reading and maths but not writing, so what are we doing for this? **LA** clarified that the Power of Reading benefits writing although it is not new for this year.

Quality of Teaching

- **LA** added that since writing his report they now have fortnightly meetings with SLT questioning them about the impact of the work going on for QoT and have seen and heard significant impact including in books. They have seen strong teaching as a result of the support.

SB arrived at this point of the meeting.

- Deploying trust staff member and monitoring is rigorous. Teachers are feeling the accountability and we are mindful of this.

BD acknowledged that having read the report he noted a stronger structure of action planning and monitoring within the Leadership team enabling **LA** to hold staff to account against clearer targets with a stronger focus on outcomes and accountability. **LA** agreed that there is more capacity in the Leadership team and the impact of this is showing in children's books but he recognises that inconsistencies still require working on.

RH noted the potential of the Lead Practitioner training being undertaken and asked if it is the intention to employ as a Lead Practitioner across the Trust. **LA** confirmed that they have one Lead Practitioner already and there is potential for this in future but the Lead in post now is not an SLE to be deployed elsewhere just within our school. **LA** added that he is looking at supporting this role and this is first year that this position does not have any other teaching commitment. It is hoped to retain the current Lead and have succession planning.

Barriers to Learning

- An inclusive approach to learning and methods of encouraging attendance and positive learning behaviours.
- Limiting factor previously was learning behaviour linked to QoT but we have seen improvement in that. Most influential - attendance.
- Recent comparative data shows that attendance of disadvantaged children is now comparable to national.
- Area regarded as Good.

Governor Question: Why is there is no attendance data in this report? **LA** explained that attendance is measured termly. However, he has looked at the comparative data and national attendance level is 96.4% which he acknowledges the school disadvantaged children are well below but they are also below national disadvantaged children level.

Governor Question: Why is there missing data for exclusions for Summer 2017? **LA** advised this was owing to a change in the way we are now tracking this.

BD noted that lunchtime issues look to have improved and **LA** confirmed the situation is better and the school council have ideas to improve further.

- Parental engagement - Grandparents lunch went well in October but the numbers were low. 100 for KS1 and 40/50 for KS2 but there was appreciative feedback. This was the first occasion that this has been arranged. **LA** added that today the school was open for parents to see children's work in the classrooms and 160 parents came in today. When parents are engaging more we will provide even more opportunities for them.
 - Safeguarding data was provided.

Governor Question: Why does the data stop at April? **LA** explained that this is because we have started a new year, however **BD** requested that it would be more useful to have the full picture for comparison purposes.

Early Years Provision

- Strong provision in early years. There has been a change of teacher in foundation stage owing to one teacher gaining the Year Leader

	<p>position for Yr 1.</p> <ul style="list-style-type: none"> ➤ Pupil numbers are quite low and were lower than anticipated for the census. This is discussed further in the Budget section of this agenda. ➤ The mobility issue is such a significant factor. <p>BD noted that the Pupil Premium (PP) numbers are on the decline also so this will have an additional impact on the budget. LA agreed that you would expect this to be higher and on the IDACI rating (postcode measure of deprivation - scale 1-10) which has been rescaled lately, the vast majority of families are in 1, 2 & 3 bracket so you would expect PP to be significantly higher than it is. However, he believes they have a lot of lower paid workers who are earning just above the level required to be entitled to claim Free School Meals (FSM) and therefore qualify as PP pupils. SLT have talked about strategies to get parents to sign up for FSM wherever possible but if the parents don't we have no influence.</p> <p>BD noted that LA has recently engaged a Teaching school alliance to help review the use of PP. LA confirmed this and added that they will visit twice more to do more analysis and then put together an action plan to enhance the strategy.</p> <p><u>Personnel and Recruitment</u></p> <p>Governor Question: We acknowledge that staffing levels are good with very few vacancies and wonder how staff are feeling currently. LA advised it is sometimes difficult to demonstrate to staff that acknowledging demands, SLT are mindful of their workload. CPD is provided and the staff well-being is considered but we must also make clear to them their accountability and how strong their teaching needs to be. We realise that what we ask them to do is the same as any school and recognise this leads to pressure, owing to the complications that come with teaching at this type of school but we do pay attention to their development.</p> <p>Governor Question: We acknowledge that there is a strong CPD programme for teachers, is this the same for non-teaching staff? LA responded that classroom based non-teaching staff are given opportunities regularly have workshops to develop knowledge. This is the same across all staff wherever relevant. LA was also keen to point out that we are all learners and everybody has some form of teaching responsibility.</p> <p>CW added that all staff were sent a questionnaire asking them what CPD they would like or need.</p>		
6.	<p>Outcomes from 2017 and Targets for 2018</p>		
	<p>LA provided a copy of the Data and Standards Report which covers this topic, in particular the data report at the bottom of page 5.</p> <p>BD noted that some targets are very different to last year's outcomes. LA advised that we need to show that we are aspirational but realistic and</p>		

	<p>must have challenging expectations.</p> <p>Governor Question: You don't set targets beyond what is realistically achievable yet there is quite a variation between 2017, 2018 and 2019. LA acknowledged that they didn't hit targets in 2017 but the achievement increased. Probably the best source of information is Fischer Family Trust Aspire tool although will be based on a different cohort of children so no guarantee of reaching expectation when a significant number come into school after EYFS.</p> <p>Governor Question: When I look at 2019 data this suggests we are going to be evaluated as 'outstanding' with level of EYFS development expected to be 68%, 3% behind 2017 National, so does this really give potential for evaluation of 'outstanding'. LA confirmed this because it's about the progress made. A school can be viewed as having made outstanding progress even if they haven't attained at national level although he agrees this happens very infrequently. BD agreed this would be a unique set of circumstances and whilst Hillside does present a unique set of circumstances this may need to be given further thought and evidence to support this assessment. LA noted that he believes the framework although consistent, does not enable such unique circumstances to be acknowledged.</p> <p>There was some discussion about the data relating to targets for July 2018 and 2019 and the cohort that it relates to.</p> <p>Governor Question: How do we assess progress in science? LA explained that there is no SAT and no standardised method of assessment for science so the school are introducing a new form of assessment called 'snapsize'. It is the expectation going forwards that we will have some form of assessment in every subject but they will be teacher assessments only.</p>		
7.	School Development Plan		
	<p>LA noted that he has shared the School Development Plan previously and a copy is available to all governors in the governing body folder.</p> <p>LA advised that each section of the SDP is linked to the headings of the Ofsted action plan. Within the SDP are detailed actions for every term and the Year Leaders each have action plans monitored every 2 weeks. Working towards targets in the SDP but progress on outcomes can not be measured until the end of term.</p> <p>BD noted that this is all satisfactory as long as we can get some reassurance on progress in these meetings and Link Governors can refer to the SDP when undertaking link visits. LA added that he would expect action plans to be shared with governors in link visits.</p>		
8.	Budget Report		
	SP advised the reports provided are the same as those shared at the Resources Committee meeting. She highlighted the following:		

	<ul style="list-style-type: none"> ➤ Discussed pupil numbers and had predicted 555 but was 535 at census day. Looking at a reduction in funding of £50K to £55K this year and £95K next year. ➤ Education & Skills Funding Agency have given indicative figures that suggested the funding will be £30k short but revised figures show a few thousand increase. However, Suffolk CC will be setting their AWPU rate which could affect all ALT schools in Suffolk. ➤ Fortunately, the UIFSM (Universal Infant FSM for Yrs R, 1 and 2) take up on Census Day was a positive, as funding is based on that number. <p>Governor Question: Should we be coming up with a contingency plan for saving £100K in case of need. SP advised that until 1/3/18 we will not know anything concrete and ALT are not advising making any changes yet. LA did agree that it might be worth doing some scenario planning.</p> <p>BD noted that the responsibility for budget setting is with the Trust but it would be good to have a couple of scenarios in mind which can be shared with the governing body so that they understand how the budget is being managed and developed to cope with changing circumstances.</p> <p>RH agreed that he would like to know about plans for savings before they happen. BD added that the governing body have responsibility for outcomes and standards of teaching so, for example, if we see budget reduction on teaching we can express an opinion and advise as appropriate.</p> <p>LA asked if they should work with DC on this and BD agreed adding that this should also be discussed within the Strategy group.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Produce scenarios for saving £100K which can be shared with strategy group/ governing body at next FGB meeting. 	<p>SP/LA/DC</p>	<p>23/11/17</p>
<p>9.</p>	<p>Governor Visits for 2017/18</p>		
	<p>BD advised that last year's schedule needs to be updated to show who is responsible for what and aim to complete some visits during the 2nd half of this term. Responsibilities were reviewed as follows:</p> <ul style="list-style-type: none"> ➤ SB and BC are currently responsible for attendance and parental engagement and are happy to continue with this. ➤ RH is currently responsible for Maths and is happy to continue with this. ➤ FC has agreed to take over responsibility for Reading/Phonics and Writing. ➤ SW & LH will be responsible for Year Leader liaison and QoT but this will be managed through liaison with CW and Louisa. SW will 		

	<p>also be responsible for Governor Induction and training.</p> <ul style="list-style-type: none"> ➤ DC will be responsible for Safeguarding, SEN & inclusion and Finance. ➤ SD will be responsible for PP and SP. ➤ BC will be responsible for SMSC. ➤ BD will be responsible for Health & Safety. <p>LT will provide a revised plan for circulating and ask each governor to make arrangements for a visit before Christmas.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Revised Governor Link Responsibilities plan to be circulated to all governors. 	LT	23/11/17
10.	ALT Business		
	<p>BD referred to the Letter from ALT and the Scheme of Delegation summary of responsibilities chart and highlighted the following:</p> <ul style="list-style-type: none"> ➤ Points towards the Trust taking greater responsibility for Finance and HR which leads us to consider whether or not we should continue with the same structure for Committees. ➤ All resources issues (HR, Premises and Finance) could just come straight to the FGB meetings and then, for the time being, only have one sub-committee for Standards with possible adjustment of terms of reference. <p>LA noted that they would need to consider how the HT report is written and reviewed under this new arrangement.</p> <p>BD confirmed that we would want to avoid duplication. Membership of the Standards Committee would remain as the current core membership but if any governor wants to attend, they are very welcome. Need to amend the Terms of Reference.</p> <p>LA asked how we would deal with discussion of a staffing issue under these new arrangements and it was agreed that any such item would need to be discussed at the end of the agenda so that Teacher/Staff governors would be able to leave the meeting.</p> <p>Members agreed to move to this arrangement from today.</p> <p>Members formally adopted the new Scheme of Delegation.</p>		

	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Review and amend the Terms of Reference of the Standards Committee and FGB. 	BD/RH	ASAP
11.	Policies for Acknowledgement		
	<ul style="list-style-type: none"> ➤ 5 HR Policies have been received from ALT following minor amendments. These just require acknowledgement by Members - Members acknowledged and agreed to adopt. ➤ Behaviour policy - LA advised major change has been tidying up on procedures and introduced internal exclusion. 3 reds = internal exclusion where the pupil is moved to the exclusion room to continue their learning rather than causing persistent disruption. Amount of time in the exclusion room is dependent on age and is clarified in the policy. Reduction in number of children receiving fixed term exclusions. This policy has been reviewed as a direct response to issues raised in the well-being survey. Members agreed to adopt this policy. 		
12.	Any Other Business		
	<ul style="list-style-type: none"> ➤ BD acknowledged that the School Newsletter circulated today lists a whole series of events that governors could attend. ➤ CW added that there will be open Parent evenings too. 		
13.	Date and time of next Meeting		
	Thursday 23 rd November 2017 @ 5.30pm.		

The Meeting closed at **7.05pm**

Signed (Chair)

Date.....

