



Hillside Primary School

Minutes of Full Local Governing Body Meeting

Wednesday 29th March 2017 @ 5.30 pm

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

Item	Discussion	Actions	
1.	Welcome from the Chair/Apologies	Who	When

	<p>Governors welcomed new Parent Governor, Louise Humphreys.</p> <p>Apologies were received from CG and SD and consent to absence was given by Governors. No apologies were received from KM who was also absent.</p>		
2.	Minutes of previous meeting & Matters arising		
	<p>The minutes of the previous meeting held on 8th February 2017 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Pen Portraits - DC and LH confirmed that their pen portraits and photographs are now on the website and the only outstanding one now is for KM.</p> <p>Google Docs Training Session - LA advised that he is happy to provide this 30 minutes before the next FGB Meeting on 24th May 2017.</p> <p>GLM Quality Mark Action Plan - RH confirmed that this just needs to be kept on the FGB agenda for continuous review.</p> <p>BC contacting DC to discuss building project - Contact has been made and will continue.</p> <p>Priority focus and Forward agenda for CS&O Committee - RH confirmed that attaining progress in reading and writing is the main focus.</p> <p>Response to Parent Survey - CG provided summary results from the Parent Survey to Governors prior to this meeting and this included confirmation of how many parents had completed the survey.</p> <p>Governor Question: Is what the parents see as the main role of a Parent Ambassador consistent with what staff think? CW confirmed this and advised that in the Summer Term they will be creating a Job Description to explain this better and be more transparent.</p> <p>Governor Question: Do the Parent Ambassadors meet up as a group? CW confirmed that this takes place twice a year. BD stated that he would be happy to attend one of their meetings as a guest and will review the calendar of events in order to confirm this.</p> <p>Interpretation of DSL Cover question on Safeguarding audit and progress report on Safeguarding training for KM - BD will contact KM this week to obtain the answer to both of these items.</p> <p>Policy Review Schedule - SP confirmed that they are up to date on reviewing all policies but LT and SP need to meet up soon to fix their method for tracking this going forwards.</p> <p>Governor attendance at year 3/4 production - This took place today and Governors acknowledged that it was a brilliant production.</p>		

	<p>Members were also reminded that they had been invited to the Mad Hatters Tea Party on Friday 31st March.</p> <p>All other Matters Arising were confirmed as completed prior to this meeting or are carried forward to the agenda of the next CS&O Committee meeting.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • One Pen Portrait is still required. • Google docs training session to be provided for 30 minutes prior to next FGB meeting. • GLM Quality Action Plan/Progress to be added to Agenda for next FGB meeting. • BD to check dates of Parent Ambassador meetings in order to attend as guest. • KM to be contacted regarding outstanding Safeguarding matters arising questions. • Meeting date to be arranged to fix process for Policy Review going forward. 	<p>KM</p> <p>LA</p> <p>LT</p> <p>BD</p> <p>BD</p> <p>LT/SP</p>	<p>ASAP</p> <p>24/05/17</p> <p>24/05/17</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
3.	Declarations of Pecuniary Interest		
	All Governors have completed their declaration form and no other interests relevant to this agenda were declared.		
4.	Notes of Sub Committees		
	<p><u>Curriculum, Standards & Outcomes Committee (25th January 2017) - RH</u> briefed members with highlights as follows:</p> <ul style="list-style-type: none"> • Progress made in maths was the main focus in this meeting. • Numeracy was recognised as a key area for development. • White rose curriculum with numerous support mechanisms has now been added. Updated predictions shown on HT report (for discussion later in this agenda) of Yr 6 Maths changing from 13% to 54% show a very positive impact. • Different approaches to numeracy can be seen in the classrooms which are enabling students to access skills in different ways. • A system of moderation for marking is in place. • Attendance - Members were impressed by the presentation and support mechanisms in place for improving this and achieving the current 95%. • Next meeting will focus on Writing. 		

	<p>Resources Committee (8th March 2017) - SW briefed members with highlights as follows:</p> <ul style="list-style-type: none"> • The Induction process for new Governors is in place and is being worked through with LH. • Quality of Teaching (QoT) is being monitored closely, progress is being made and members recognise that everything cannot change immediately but swift progress is a priority. • Average staff absence level and issues with data gathering across the Trust. BD did write to the Trust asking about any data available and they advised that this was the responsibility of the Trust. After explaining that there is a need to know how we compare, they have agreed to send something to us. • How well staff are coping with the pressure was acknowledged. • The appraisals process and absence rate was discussed and it was noted that the absence rate in December was higher compared to January. There was an earlier concern that this was an indicator of morale. However, there appears to be an improvement in the area of staff morale. • Support Staff pay and conditions changes that the Trust have introduced and the impact on staff. • Finances and specifically looking ahead at the impact of changes in funding. • Catering Service issues with regard to their new staff. • The new build project. It had been agreed that a project appraisal document needed to be produced for the new build to be available for this meeting. Unfortunately, this is not ready yet so LA confirmed that this would be produced by 19th April prior to the Tenders return date of 20th April 2017. Governor Question: Will the value of this project take it over the OJEU threshold for publication? BC agreed to speak with the Architect and investigate this as soon as possible. • Staff survey has been scheduled and LA advised this has been circulated now with the intention of gathering the results after the Easter break. 		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Next CS&O Meeting will focus on Writing. • New Build Project document to be produced and circulated prior to Tender return date. • Investigate whether or not the new build project is within the OJEU threshold for publication. 	<p>RH</p> <p>SP/ BC/LA</p> <p>BC</p>	<p>17/05/17</p> <p>19/04/17</p> <p>ASAP</p>
<p>5.</p>	<p>Headteacher's Report</p>		
	<p>LA circulated his March report in advance of the meeting inviting</p>		

questions to be raised.

LA advised that this report should be read as an update to the previous Headteacher report as there was little time between meetings. Data from Spring 1 was not available when the report was prepared but can be provided verbally now. **BD** confirmed that a verbal update would be useful in particular regarding Yr 6 data.

Page 1 - Outcomes/Predictions:

Spring 1 updated Prediction figures for Year 6 are: **Reading - 57%; Writing 52%; Maths 55%; Combined 45% and SPAG 58%** .

Governors questioned the significant shift in the Writing prediction.

LA explained that this happens with the progress they make as they move through the term. He is really pleased with Reading and Writing predictions and added that they have the option to take 9 children out of the data as the rules enable you to remove the data for those who have just arrived in the country. The potential for Combined could be 52% with those taken out. However, you have to work out whether or not it is best to take them out of the figures as they will have to be taken out of all the figures which can have a negative effect on the areas that they do not struggle so much in. **LA** confirmed that these predictions are a huge increase on the previous year. He also added that mobility in the school is the highest in Ipswich and he has discovered that they have the highest Romani community in the country outside of London.

Governor Question: What is the classification of mobility? **LA** advised that they calculate mobility data as a percentage of pupils who have arrived or left the school. Stability measure is different and is those who are still here in Year 5/6.

Governor Question: Are the Outcome Predictions a measure of progress? **LA** explained that they are a measure of attainment. Progress can only be measured retrospectively when average data is known. However, we do know how well the children are progressing by looking at their books and measuring them against expected standards. Unfortunately we can't currently do this from Year 1 right through as the curriculum has changed so there is nothing to gauge against.

Governor Question: Is the best method to look at previous cohort of Year 6 pupils? **LA** responded that they are cautioned against this and added that where previously they could focus on certain children to boost progress measures, this change encourages focus on all children. **LA** noted that the school is only able to report to parents on attainment not progress.

There was some discussion around whether or not an Ofsted Inspector may ask questions regarding predictions on progress or attainment and it was concluded that an Inspector would not be asking about predictions on progress as these predictions cannot be

calculated but may ask about predictions on attainment. **LA** added that an increase in attainment is likely to see an increase in progress but can't compare nationally.

LA highlighted to Governors that with this cohort, members needed to be aware that any judgement is based on 50% of the children because the other 50% were not at the school for KS1. He added that he believes any judgement on the children who were actually here, will be positive for the school.

Governor Question: Is there no numerical measure of progress and the data in the report is all we can focus on? **LA** confirmed that currently the only way to understand progress is to look at books and look at attainment data in the report.

Governors agreed that this was worth further detailed discussion at the next CS&O Meeting to help improve all governors understanding of measurements, progress and attainment. **LA** added that it was helpful for him to have an opportunity to discuss this and see how well it was understood.

Page 2 - Leadership and Management.

LA summarised this area of his report as follows: A review of the SEF at the end of term showing evidence of outcomes, means that evaluation of Leadership and Management needs to be reviewed. The website shows everything as 'requires improvement' but recent evidence in school would show otherwise (Good).

Governors agreed that the work done recently and the restructure had created a feeling of the school being better than 'requiring improvement' so they are interested in the next evaluation. **LA** advised that he will work with **CW** on this evaluation.

Page 3 - Quality of Teaching (QoT)

LA advised Governors that there are many strategies in place and he believes the profile is becoming one of a 'good' school rather than a 'requires improvement' school.

Governors agreed that clear strategies are demonstrating improvement including Michelle's appointment and the work done looking in more detail at data. Also the contribution from the Central ALT team who are working with our SLT.

LA added that he had hoped to be able to report a lot more Teaching as 'good' by Easter and he believes they are really starting to move into 'good'. There are more in 'good' than 'requires improvement' now but there are still some inconsistencies to deal with and they are working with staff on these.

Governors noted that the majority of teachers are in the 'Good' (2) category.

LA informed Governors that in the teaching review it had looked like

there was no inadequate teaching but he has seen some since which is being addressed and is confident more will move to 2 from 3.

Governors noted that these were exciting times as it feels like the school is on the tipping point.

LA agreed that he is cautiously excited that they are moving towards the tipping point and moving towards good. Ensuring and knowing it is sustainable is also crucial and there are plans for next year to help ensure this happens.

The staffing profile looks good with retaining and recruiting going well for September but these are tough times and the school needs to be robust enough to cope with any change that comes up.

Governor Question: Are staff enthused and excited about the way in which the school is moving forward?

LA was unsure but **CW** confirmed that there is some enthusiasm and **LA** added that anecdotally morale is definitely better than it was before Christmas.

Page 4 - Barriers to Learning

LA advised that he believes **CW** would say there is enough evidence to suggest that any barriers are managed very well. He has recently read a report about this subject and so many approaches taken here match those suggested in the report. **LA** confirmed that they are in the process of consulting staff on the Behaviour Policy and lowering tolerances consistently.

Governor Question: Would you say that 3 out of 4 areas are approaching 'good'?

LA responded that Outcomes could be argued to be 'good' so could be 4 out of 4.

Governor Question: Phase Leaders mentioned behaviour as a significant challenge in terms of ensuring QoT, owing to teaching time taken up on behaviour issues. Do we need more Learning Support Assistants to deal with behaviour so that the lesson can continue?

LA advised that redeployment of Learning Assistants has taken place so that every class has an additional adult except for KS2 where this is currently not always the case. He added that it's also about strategies being used for extreme behaviour. The vast majority of behaviour is good but there is a minority of extreme behaviour which can impact on lessons. By lowering tolerance we need to be aware that we may create more fixed term exclusions but if we make the guidelines clear to the parental community and children and are supported by a behaviour review, this does not have to be the result.

LA advised that behaviour support plans are constantly reviewed and they are considering having a detention room to use for an internal

	<p>exclusion. Teachers are more tolerant because we are an inclusive school but the Leadership team need to advise them that they should not be too tolerant.</p> <p>Governors noted, the research and advice from the Education Endowment Fund regarding the use of resources, that proper use of LSA's alongside strategies can be the most effective use of resources. Consequently poor use of LSA time can be expensive and provide poor outcomes.</p> <p>Page 6 - Safeguarding Summary</p> <p>LA noted that he has included the summary in this report but it would be more useful if the Safeguarding Governor who was part of the audit process and positively reported on this at an earlier meeting, came in to follow this up with a link visit. He advised that the Records of Concern are reviewed monthly and they are finding many cases where Multi Agency Referral Forms have been completed and are being sent back to them. LA believes there should not be a threshold as it suggests the child's needs are being catered for when they're not, as the child is still at this school and nothing has changed. LA highlighted that while cut backs are taking place at the Local Authority the school is picking up and providing the service on a lesser budget.</p> <p>Page 7 - Early Years Provision</p> <p>LA noted that Early Years Provision is consistently good and they are looking at how they can extend this practice into Year 1. LA has visited Westwood Primary School in Lowestoft to see their practices and is meeting tomorrow to compare notes.</p> <p>Page 12 - Personnel and Recruitment Update</p> <p>LA advised that there is nothing significantly different to what Governors would expect.</p> <p>LA advised that a new Family Support Worker has been appointed and a Newly Qualified Teacher (NQT). Two new NQT's are starting next year. A new Phase Leader has been appointed to replace the acting phase leader and this could mean we are slightly overstaffed if Mr McGinn returns on a phased basis.</p> <p>Page 14 - SEN and Exclusion data</p> <p>LA noted that a very small number of children create the number of exclusions recorded.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Measuring Progress to be added as a discussion item to the agenda for the next CS&O Meeting. 	LT	17/05/17

6.	SEF/ SDP		
	<p>LA advised that the update on this is all included in the Headteacher's Report.</p> <p>Governor Question: So the SEF is a cautious Requires Improvement. LA confirmed that this is the current collective judgement. He is most cautious because if we positively misjudge that will be a problem. However, he believes that he does know our school and is able to be transparent.</p> <p>Governors noted that the most improved area is Leadership and Management and they are confident of information in the SEF. They believe it looks closer to 'Good' than 'Requiring Improvement'.</p> <p>There was some discussion around the Ofsted Inspection process, participation of the Governing Body, feedback and the production of the Report. LA also advised that the result goes public after approx 10 days and the school can only appeal against the way the inspection was conducted, not the judgement.</p>		
7.	Budget Report		
	<p>Summary of First Draft 2017/18 Budget Plan</p> <p>SP shared 2 dashboards showing Income & Expenditure and Cumulative Carry Forward predictions for 5 years and covering two different scenarios as there is a possibility of one staff member leaving.</p> <p>SP highlighted the following:</p> <ul style="list-style-type: none"> ● The gap between the Income and Expenditure lines shows how costs are rising year on year. ● All potential pay progression costs are included but no assumption has been made for staff churn, which often results in a decrease in costs. ● £200k carry forward is currently predicted which is higher than previous estimates as contingency for cost of apprentices is not required as appointments have been postponed until next year and only a minimal amount of the allocation set aside for the impact of the support staff restructure will be required. We will continue to protect the carryforward to support future years' budgets ● First 3 years need to demonstrate that the finances are manageable. Years 4 and 5 identify cause for concern with time to create a strategic plan to address rising costs. ● 64% of staffing costs are allocated to Teaching staff and a further 25% to Educational Support staff. 		

	<ul style="list-style-type: none"> ● Forecast a positive carry forward for the next three years and then a deficit going forward from then. ● No predicted spend of a capital nature included. ● Budget Plan software includes known changes to staff on-costs. Some inflation elements written into some expenditure lines. ● Predicted pupil numbers for the five years are cautious, but building of a new housing development is due to start in May, which includes three bedroom family homes, which could result in an increase in pupil numbers. ● The budget plan will continue to be reviewed and developed and SP is due to meet with Nicki Mayne, who provides Business Manager support on behalf of ALT, after the Easter break, to review the plan. <p>Governors noted that these documents were easy to understand but there was no way we could set this budget in 2019/20. Further work would need to be undertaken with the involvement of ALT to ensure we set viable and sustainable budgets.</p> <p>SP acknowledged this and advised that she is still working on this in order to present an acceptable budget to the board on 30th May 2017.</p> <p>BD confirmed that ALT sets the budget which the Governor's then adopt. Clearly however given the governors responsibilities for curriculum, standards and outcomes, knowledge of the budget is a crucial element of our work.</p>		
<p>8.</p>	<p>School Visits & Link Governor Reports</p>		
	<p>The Phase Liaison Visit was completed by SW on 10/03/17 and the report can be found in the Governors Visit folder.</p> <p>SW noted that he was really impressed with the enthusiasm of the 3 Phase Leaders whom he met.</p> <p>The Governor Link Responsibilities and Visits record for 2017 was reviewed and BD advised that the Finance visit was outstanding. DC volunteered to arrange this with SP.</p> <p>Governors agreed that the next phase of visits need to be started in the Summer term.</p> <p>BD asked LT to add another column to the Record so that the dates of Follow-up Summer term visits can be added.</p>		

	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Additional column to be added to 2017 Governor Link Responsibilities and Visits record so that Summer Term follow up visits can be recorded. DC to arrange finance link visit with SP 	LT DC	ASAP ASAP
9.	ALT Business		
	<p>ALT Safeguarding Policy - Governors agreed to adopt this policy. LA advised that the School Policy had been amended to ensure it matches the Trust Policy. ALT Governor Training Session - 9th May 2017. All Governors confirmed that they had received the invitation.</p>		
10.	Policies for approval		
	<p>Supporting Pupils at School with Medical Conditions - No significant changes. SEND Policy - No significant changes. Hillside Safeguarding Policy - Amended to fall in line with the new ALT Policy. Although the changes are minor, Members (who had only recently received these policies) were asked to review these policies and advise BD within 48 hours if there were any issues that needed raising before they could be adopted. It was agreed that otherwise these policies would be agreed and adopted. No issues were raised so Governors have agreed and adopted these 3 revised Policies.</p>		
11.	Any Other Business		
	<p>Keeping Children Safe in Education - This had been sent to all to read/ understand and confirm with SP when completed. All have done so except BC who will complete asap. BD advised Members that the Trust is in the process of reviewing their delegation of responsibilities. Currently they take responsibility for setting of budget, oversight and information that goes to governors and they are looking at reviewing a delegation of responsibility in all other areas. This will be a topic of discussion at the Training session meeting in May.</p>		

	<p>BD wants to ensure that that any resulting changes in responsibility does not make the Governor role less relevant and asks that members also consider this and what they feel is appropriate.</p> <p>BD also asked Members to make sure they have up to date knowledge of the relevant key documents which are set out in the Induction Plan for Governors and the key indicators associated with the school's performance..</p>		
12.	Date and time of next Meeting		
	Wednesday 24th May 2017 @ 5.30pm with Google Training session @ 5.00pm.		

The Meeting closed at 7:06pm

Signed (Chair) Date.....