

Hillside Primary School

Minutes of Full Local Governing Body Meeting

Wednesday 8th February 2017 @ 5.30 pm



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

Agenda Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>Governors welcomed new Trust Governor, Duncan Carragher.</p> <p>Apologies were received from BC and SB. Consent to absence was given by Governors.</p> <p>Membership: Governors acknowledged that Paul Grange had resigned and DC was his replacement. Following the resignation of Marcel Roman (Nick), SP advised that nomination forms have gone out for a new Parent Governor. One person has also called and asked questions about this vacancy. BC acknowledged all the work that has taken place since the last FGB.</p>		

	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Complete Governor membership paperwork, DBS check & update Governors. 	SP	29/03/17
2.	<p>Minutes of previous meeting & Matters arising</p> <p>The minutes of the previous meeting held on 24th November 2016 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Pen Portraits - KM and DC agreed to provide their Pen Portrait information ASAP.</p> <p>Governor Training Record - SW advised that he had produced a Training Record and saved on Google but it didn't seem to be working properly. After receiving some advice from other members SW was happy to go back and create a spreadsheet in Google, providing every member with their own sheet and storing in Google for all members to access.</p> <p>SW asked if there is a training document covering use of Google docs and LA advised not, but he is happy to do a quick training session before a future meeting.</p> <p>Governor "Thank you" event – BD advised that he did come in to the school at Christmas but was also looking for members to make any other suggestions.</p> <p>Comparison of spend on TA's and Teachers - This item has been moved for consideration at the Resources Committee meeting instead after clarifying what information is required during Item 6 Headteacher's Report.</p> <p>GLM Quality Mark - Action Plan to be stored centrally in order for audit to take place and illustration to be provided of how Governors might use the document going forwards. It was agreed for RH to carry forward to next FGB Meeting.</p> <p>Visiting similar schools - LA confirmed that he did go to Highfields School in Enfield instead of Dover. This school had high mobility and similar challenges. LA will report to the next CS&O meeting but highlighted here that this school took 6/7 years to get to the improved Quality of Teaching (QoT) position. BD stated that we certainly do not have that timescale to improve the current position. Governors agreed that the improvement of high quality teaching is of urgent importance. LA agreed but also added that recruitment of good teachers is challenging and adds to the pressure associated with reaching an improved QoT position. Governors asked which other visits are planned and LA advised that his intention is to visit Cliftonville in Margate.</p> <p>All other Matters Arising are now completed or discussed later in this meeting.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Pen portraits to be completed before next FGB. Governor training spreadsheet to be designed and be available to all. 	KM/DC SW	29/03/17 Asap

	<ul style="list-style-type: none"> • Google docs training session to be provided. • Comparison of spend on TA's and Teachers to be added to Resources Meeting agenda. • GLM Quality Mark Action Plan to be stored centrally in order for audit to take place and illustration to be provided of how Governors might use the document going forwards. • Feedback report on visit to Highfields school, Enfield to be provided at next CS&O meeting. 	LA	29/03/17
		LT	08/03/17
		RH	29/03/17
		LA	17/05/17
3.	Declarations of Pecuniary Interest		
	DC completed his declaration form and no other new interests were declared.		
4.	Notes of Sub Committees		
	<p>Resources: BD acknowledged that a very detailed discussion at the sub committee enabled colleagues to question, challenge and understand a range of issues.</p> <p>SW briefed members with highlights as follows:</p> <ul style="list-style-type: none"> ▪ NQT's attended and were very positive, acknowledging that their training was good. Behaviour issues were also raised and additional training discussed. ▪ The business of the Committee including terms of reference as a subsidiary body with no decision making authority were discussed. ▪ Skills audits, Safeguarding and Training records were discussed. Staff well-being and staff and governor recognition was discussed. ▪ Budget was discussed and deemed okay but acknowledged that the future looks difficult with funding cuts expected. ▪ An excellent Premises update was provided. The substantial items discussed were the new build costing £200K to accommodate an additional form and some additional areas (to be carried out during the Summer holidays). The toilet refurbishment costing £20K which will also help with behaviour issues in this area. The replacement of some windows to be funded by ALT funding. ▪ H&S update provided. <p>SW advised that the next Resources Committee meeting will be on 8th March 2017.</p> <p>BD highlighted the need to roll forward the Staff Survey, Skills Audit for governors, Staff absence data comparison and Building project as key items on the next Resources agenda. He also pointed out that DC has expertise in the area of building and tendering so he will be able to support BC on this. BC to contact DC.</p> <p>Curriculum, Standards & Outcomes: RH briefed members with highlights as follows:</p> <ul style="list-style-type: none"> ▪ Biggest changes predicted in maths. In particular the changing curriculum to the 'White rose' model. This discussion tied in with RH's link visit, when he got details of how that looked. The predictions 		

	<p>looked accurate as the model gives teachers a robust scheme of work to follow explicitly. A model which all teachers could adapt to in all year groups and impacts on QoT in class. This structure has strategic points at which to review key aspects of numeracy therefore part-year entrants are also helped using this model. RH felt that the QoT and learning showed a greater degree of consistency in classes e.g. numeracy boards apparent in all classrooms.</p> <ul style="list-style-type: none"> ▪ RH noted that the assessment aspect of the model will make gap analysis tighter and inform interventions. He was very impressed with Natalie and fed this back in an email to her and LA. LA advised that this feedback had a positive impact with Natalie, who he clarified was an NQT 3 years ago and now is into her 2nd year on a Maths specialist teacher course and is now leading maths. This is a good example of teacher development and how it takes time. ▪ Attendance was celebrated and is reflected in today's HT report. Not complacent though and still moving forward as tight margins. ▪ Parental engagement was also discussed. It was reassuring that lots of interventions were taking place and actions were ongoing to address engagement issues. <p>BD asked about the forward agenda and what the priority focus was. RH confirmed that he is still looking at this.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Staff Survey, Skills Audit for governors, Staff absence data comparison and Building project to be key items on the next Resources agenda. • BC to contact DC to discuss the building project and enable him to call on his expertise and support going forwards. • To establish the priority focus and forward agenda for the CS&O Committee. 	<p>SW</p> <p>BC</p> <p>RH</p>	<p>08/03/17</p> <p>29/03/17</p> <p>29/03/17</p>
5.	ToR & Forward Plan - Committees		
	BD advised that the ToR for the Committees were agreed by ALT and the sub committees. BD asked if Members were happy to agree them and Members confirmed agreement.		
6.	SDP/ SEF		
	<p>LA advised that he will send round the SEF summary and in the meantime give highlights. The school is not expected to have an SEF but it is a useful tool to evaluate against the Ofsted criteria and feeds into the SDP. LA noted that the main findings of the last inspection are mainly irrelevant as this was judging the previous school which closed and opened the next day as this school.</p> <ul style="list-style-type: none"> • Evaluation of the school now - each section of Ofsted framework all requiring improvement with the exception of early years which is good. • The reason why Leadership and Management has changed from 'Good' to 'Needing Improvement' is that not enough QoT 		

	<p>improvement has been secured, so can't judge this as good. As soon as tipping point reached may still get 'Good' outcome for QoT and this then is reflected in everything else. Outcomes are most likely to follow.</p> <ul style="list-style-type: none"> ● Frustrated that there are 2 areas in last SEF which haven't looked like they have improved so there is an explanation in the Context page detailing what has been done to improve QoT. Staffing changes impact because tipping point not reached. All staff agree things are better. Difficult when this is how staff feel but this doesn't yet show in judgement. ● Behaviour of some children, although a significant improvement, an external observer may see this differently. Attendance is a similar issue although 95.1% so closer to the national which is 96%. <p>LA confirmed that a significant amount of training, supporting and holding teachers to account is going on. ALT is supporting this by adding resource to the leadership team. Numerous strategies to be used. Also acknowledged that where QoT is best the behaviour is better but extremes do occur.</p> <p>Governor Question: What is forward plan? Strategies for improving QoT are ongoing and continuous. Things change constantly e.g. staff movement. Would like to make sure in sept that Louisa can be released to go back to plan A. There is no lack of ambition even though it doesn't always show through and recruitment changes are always the issue. There is at least one very good teacher in every year group which will filter through the whole year.</p> <p>Governor Question: A colleague goes further afield to interview. Do any visits produce good ideas for this? LA advised he is not discovering anything new. Lead practitioner was the latest strategy. Just need to have the capacity to share good practice. Model works in triads or cluster groups but it's the capacity which limits progress. Tried many things like interviewing foreign teachers and will try anything. Getting them in training and keeping is the key.</p> <p>BD acknowledged that discussions had have been comforting as LA and team know what needs to be done. Have moved on and increasing capacity and tighter monitoring. Increasing resources through ALT and external sources will help move us forwards. It is important that progress is regularly monitored and actions are taken to address any challenges identified.</p> <p>LA added that the position is a lot better now. He is able to be more strategic and knows that the appropriate level of monitoring and evaluation hasn't been there in the last term so not as robust as needs to be. He understands why this is, as movement in staff produces a need to cover jobs but can see this and is able to put right. He is challenging teachers without being aggressive and resulting in them leaving. Need retention with robust systems.</p>		
7.	Headteacher's Report		
	<p>LA circulated his February report in advance of the meeting inviting questions to be raised. LA highlighted key areas of the report and responded to questions raised as follows:</p>		

	<p>LA advised that a lot has already been explained above and in the Committee meetings.</p> <p>Page 1 - Outcomes for Children and Learners (highlighted and asterisked figure) - LA acknowledged that Year 6 Combined is woefully low compared to national outcome and also explained the floor standards figures.</p> <p>Governor question: Why is the Leadership and Management (L&M) grade down?</p> <p>LA responded that there is no quantifiable evidence that L&M have improved the QoT enough to justify a higher grade as on paper it looks like there has been no effective L&M to change this. Essentially capacity has not been consistent to make that change. Improvements are ongoing including improvement in the structures within the Governing body.</p> <p>Governor question: Which prediction gives most concern?</p> <p>LA advised that he is less concerned about phonics but levels of attainment in Year 2 Maths, Reading and Writing cause most concern. He believes that predictions will move rapidly towards the target and having talked to teachers about this, he expects to see improvement in predictions by the end of this week when data is received. LA noted that Christmas predictions are always difficult as they are so early in term so he expects confidence in predictions to increase. He acknowledged that last year the national outcome for Combined was 53% nationally and current prediction looks lower than this, however prior attainment at end of KS1 is being looked at. LA noted that FFT aspire shows percentage to aim for as 32% and in order to show value adding to children need 34%, exactly what we are predicting. LA accepted that there are still too many leaving who are not at the appropriate level and pointed out that the RSC are most interested in the combined figures and less about the progress, which is opposite to Ofsted. Progress measures are better than many, however the level of scrutiny is high because of the combined figure.</p> <p>BD acknowledged that the Governing body has moved forward but we do need more in school activity from governors to ensure we understand and know how the school operates. Governors must give teachers time to prepare for visits and need to make sure LA knows when Governors are in the school.</p> <p>Governor Question: With regard to QoT and the teacher movement effect, do you believe that if they stayed 2.5 years plus, they would all be good teachers? LA did believe this would be the case.</p> <p>LA advised that some teachers are towards the top of requiring improvement and some at the bottom. Where monitoring and feedback has not been enough this is to be expected as input can have such an impact, as does learning environment. LA has requested improvement in this and believes the profile will change quite quickly.</p> <p>Governor Question: What timescale are you putting on this? LA believed there will be a majority of good teaching by the end of term. He noted that spending time on those who need small improvement can have a bigger impact.</p> <p>Governor Question: Are you saying a substantial improvement by end of term? LA answered Yes, by the time of report change.</p>		
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<p>Governor Question: Are all the Level 4 teachers new teachers? LA responded that they weren't.</p> <p>Governor Question: So they've gone backwards? LA advised Yes, but we will make sure we have done all we can to improve them.</p> <p>Governor Question: Teachers coming in are not at level 4? LA confirmed that this has been the case and every school has this situation but we do act on this and colleagues are all aware of this.</p> <p>Governors agreed that staff need to see that action is taken.</p> <p>BD acknowledged under Barriers to Learning, the attendance is the best it has been in 5 years. LA agreed and this should be celebrated.</p> <p>Governor Question: Year 5 attendance is amazing. Is there anything than can be learnt from them? CG responded that they can't identify anything specific to this year group .</p> <p>Governor Question: Under Parental engagement we notice that survey responses showed that the majority knew who the Parent Ambassadors are. How many parents took the survey? CG responded that this is not known at this moment.</p> <p>Governor Question: Parental engagement is so crucial, what more can be done to improve this? IT facilities too? LA advised that they are exploring what more can be done. The Development plan originally included plans to pursue an award but now working with a network of local schools to do some training to help with this instead. There is so much on offer to parents including the IT facilities offered. Looking for more ideas from Carrie Warnekey and believe it will improve with one staff member taking responsibility for this aspect. LA noted that he would like a working party to consider new approaches to the nursery. Some schools take children at 2 so that they are here and will be staying here and doing the right things. Working parents appreciate this. The nursery is a 104 place nursery but capped at 80 and there would be staffing and facility issues but with Children's Centres being scaled back they may be able to offer something instead. Governors asked for this to be added as a Resources Committee agenda item.</p> <p>Governors noted that Personnel and Recruitment had been discussed fully at Resources Committee.</p> <p>Governor Question: Safeguarding - it would be really helpful if incidents/referrals are recorded in this report. Could we append an up to date list to the notes? KM advised that the Safeguarding audit had been completed across the school and was really successful at picking out key points for improvement. She felt that Claire runs a tight ship for safeguarding and it was a very robust audit. One key point raised was around files being sent between schools and it can sometimes be unclear who the file is going to. Claire is developing signed documentation which will be sent back to the school to ensure the file has been received by appropriate person.</p> <p>LA pointed out that this is a reassurance but can't control what we get and he has had to complain when it can take up to 6 months to receive a file.</p> <p>KM also highlighted an issue about a question on the audit around DSL cover. There is always DSL cover for out of term activities and trips but are</p>		
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	<p>local safeguarding board meaning that someone should be on call for holidays too? KM will investigate further, asking Keith at Chantry his interpretation when they do their audit.</p> <p>LA asked if KM was able to ask questions and then see the evidence of the answers and KM responded, Yes.</p>		
	<p>Actions Agreed:</p> <ul style="list-style-type: none"> Confirmation of how many parents responded to the Parent Survey to be provided. New approaches to Nursery use to be discussed as an agenda item on the Resources Committee. Safeguarding report to be provided as an appendix to notes of this meeting. Interpretation of DSL cover question on Safeguarding audit. 	<p>CG</p> <p>LT</p> <p>LA/LT</p> <p>KM</p>	<p>29/03/17</p> <p>08/03/17</p> <p>Asap</p> <p>29/03/17</p>
8.	Budget Report		
	<p>It was acknowledged that the budget was discussed fully at the Resources Committee meeting.</p> <p>The National funding formula was raised and it was noted that the Trust are looking at where schools would gain/lose. SP advised that the school would significantly lose out. EAL and disadvantaged would do less well but pupil numbers were not considered so may offset this. However, SP can't see that they will take 2.9% of total budget from the school although that is what currently shows.</p> <p>Governors question: Is there anything we can do about this? LA pointed out that the consultation will be coming up so it would be good for Governors to respond.</p> <p>Governor question: When is the change to be introduced? LA/SP advised that it is expected to be 2018 following delays and it will be a phased introduction from 2018.</p> <p>SP asked if Governors are satisfied with the format of the report and advised that she had training on new software today, which was very interesting and will be easier to show some comparisons.</p> <p>Governors confirmed they are satisfied with the report.</p>		
9.	SMSC Report		
	<p>CG advised that the working document is a massive thing to try and condense. She presented to Governors the 'at a glance' report which she had produced showing the amazing number of extra activities going on and was based on the Autumn term. She advised that she needs to update for Spring Term and pointed out that the school is managing to hit the target on all headings.</p> <p>BD acknowledged that there are a lot of activities taking place.</p>		

	<p>CG advised that staff have difficulty finding time to complete this themselves or report activities to her. CG intends to gain children's feedback from some of the activities e.g. trip to Harry Potter World.</p> <p>LA noted that SMSC should be easily sensed within a school so it is odd to have to prove through documentation. KM advised that the school does feel this way.</p> <p>LA acknowledged that CG had done a great job capturing this information and Governors agreed.</p>		
10.	School Visits & Link Governor Reports		
	<p>BD noted that the Schedule of visits now shows a number of visits have taken place this term and he acknowledged that very good progress had been made. BD advised that all members should read the reports.</p> <p>SD confirmed that she has booked a visit regarding Pupil Premium for half term. She advised that she intends interrogating the data between PP and non-PP pupils and what is happening to make up the gap. How effective approaches have been and how measured.</p> <p>KM is trying to clarify which Safeguarding training she needs to undertake as Schools Choice are not sure if she needs to do both courses, as she is the DSL in another school. KM noted that it could be May before completed if it is necessary to do both. Will hopefully know this week.</p> <p>With regards to Phase liaison visits - SW and BD recognised that this is a significant area but acknowledged the need to get these completed as soon as possible. LA asked for 2 weeks notice for the relevant staff and whilst acknowledging that it would usually be better to meet them individually, because of the timing could they be met together as a group this time, still getting the individual feedback. Can't be during the school day and Tuesday or Thursday is best. In future Friday in school day would also be possible. Governors will aim for 4 weeks after half term.</p> <p>Governors asked should they know which are the relevant policies? BD advised that he would expect the staff member to know as part of the discussion with governors. LA confirmed this and advised Governors to refer to Non negotiables (teachers use this terminology to refer to the policies).</p>		
	<p>Actions Agreed:</p> <ul style="list-style-type: none"> Progress report on Safeguarding training for KM. 	KM	29/03/17
11.	Governor Training & Development		
	<p>Governors discussed what needs to be done and SW advised that he will sort out the Governors Training Record asap.</p> <p>SW also highlighted that Suffolk do some useful courses and the school is signed up to GEL. SW had provided an email giving details about how to access this and this had been sent to all governors in the last few days. It was noted that there are a lot of on-line training courses available. SW</p>		

	<p>advised that the courses looked useful and were free to all governors.</p> <p>SW asked Members to let him know if there is something they need and can't find. BD also advised referral to the skills audit.</p>		
12.	ALT Business		
	<p>The availability of the new DfE updated Governors Handbook and DfE Competency Framework were noted.</p> <p>The date of the next ALT Governor Session (9th May 2017) was noted.</p>		
13.	Policies for approval		
	<p>SER policy - No major changes - Governors approved these amendments.</p> <p>Charging and remissions Policy - Under the itemised charges shown the school have added a charge for signing passport applications. Governors asked if this is unusual for a school and LA confirmed but added that GP's weren't charging but because there are so many requests it becomes necessary to charge. Governors approved these amendments.</p> <p>There was some discussion about policy review dates on the documents and the existence of a schedule listing the policies. LA advised that he had asked the Trust if there was a review cycle for their policies and they had advised not. SP advised that she would like the list to be reviewed and Members agreed to look at the list next time.</p> <p>Code of conduct - ALT Policy - Governors agreed to adopt this policy.</p> <p>Exclusion policy - Governors noted that the wording had been changed regarding who could authorise any exclusions to show that not only the Head can authorise fixed term exclusions but only the Head can authorise permanent exclusions. Governors approved these amendments.</p> <p>H&S Policy - No significant changes - Governors approved these amendments.</p> <p>Complaints Policy - No significant changes - Governors approved these amendments.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Review Policy schedule to ensure it only includes all relevant policies. 	SP/LT/BD	29/03/17
14.	Any Other Business		

	<p>SP advised that she had sent out a list of January - April events. She highlighted the Year 3/4 production of Joseph & his Technicolour Dreamcoat which has an afternoon performance on 29th March and an evening performance on 30th March. An invite will be sent to Governors.</p> <p>SD noted that the Pupil premium discussion is on the committee that she is not a member of, although she is the link governor for Pupil Premium. BD advised that she can attend any meetings and/or will be advised of any relevant discussions to ensure that she has all the information that she needs to fulfil that role. All link visit reports will be reviewed at the CS&O Committee Meetings.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Invitation to attend the Year 3/4 production to be sent to Governors. 	SP	Before 29/03/17
15.	Date and time of next Meeting		
	Wednesday 29th March 2017 @ 5.30pm.		

Signed (Chair) Date.....