



Hillside Primary School

Minutes of Full Local Governing Body Meeting

Wednesday 11th July 2018 @ 4.30 pm (re-arranged from 5.30pm)

		Governor Type	Initials
Present:	Bob Dool	Trust (Chair)	BD
	Lee Abbott	Headteacher	LA
	Rick Hanson	Trust	RH
	David Tabane	Parent	TB
	Sarah Dadds	Trust	SD
	Sharon Greenhalgh	Staff	SG
	Fiona Chapman	Staff	FC
Absent:	Simona Bucur	Parent	SB
	Duncan Carragher	Trust	DC
In Attendance:	Liz Talbot	Clerk	LT
	Sarah Pettitt	School Business Manager	SP
	Claire Jackson	Assistant Head	CJ

Item	Discussion	Actions	
		Who	When
1.	Welcome from the Chair/Apologies		
	<p>Apologies were received from SB & DC. Consent to absence was given by Governors. BD advised that SB is resigning from the governing body with immediate effect. He has informed her that she could just take maternity leave but SB wants to resign at this point. DT also advised governors that his daughter will be moving to a school nearer to home from next term so he believes that he must resign from his position as Parent governor.</p> <p>LT agreed to check the Parent governor protocol to see if he can remain</p>		

	<p>until the end of his term of office, as he is happy to stay.</p> <p>Acknowledging Ben Connor’s contribution to Hillside CP – BD will be sending him a letter which he has already drafted to thank him for all his work during his time at Hillside CP and acknowledged that this has included work over and above what is expected in his job description. The governors agreed that he has left a legacy which he should be proud of. BD will copy this letter to governors through LT.</p> <p>LA noted that the Trust have also been advised of Ben’s retirement.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Check Parent Governor protocol to see if DT must resign. 	LT	10/10/18
2.	Declarations of Pecuniary Interest		
	No new or relevant interests were declared.		
3.	Minutes of previous FGB meeting & Matters arising		
	<p>The minutes of the previous meeting held on 23rd May 2018 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>Finance Link Visit & Report - SD has confirmed that this will now take place next term.</p> <p>Review and amend Terms of Reference (ToR) for Standards Committee & FGB - BD advised that this will be looked at in preparation for the new academic year.</p> <p>Safeguarding Training for Governors - LT will arrange this training again during the Summer break for DT to attend in the new term, if he can remain as a parent governor. FC attended her training in June.</p> <p>PP/Phase Liaison/ SMSC & Maths visits - BD confirmed that he has completed 2 visits for this and produced the report which is shared here. RH confirmed that he has been in discussion and just needs to write the report. He will do this ASAP.</p> <p>Reading Report - FC still needs to complete this.</p> <p>Questions for Governors – BD forwarded these for all governors to consider and they will discuss further at a future meeting.</p> <p>School Safeguarding Policy – This is covered under Item 11 below.</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 to be completed and report to be produced. • Review Terms of Reference for Standards Committee and FGB in the new Academic year. • Re-book DT on the Safeguarding for Governors training if appropriate. • SMSC, Reading & Maths link visit reports to be produced. • Example questions which governors should be able to answer to be a 30-minute agenda item at the next FGB meeting. 	<p>SD</p> <p>BD/RH</p> <p>LT</p> <p>RH/FC</p> <p>BD/LT</p>	<p>10/10/18</p> <p>10/10/18</p> <p>ASAP</p> <p>10/10/18</p> <p>10/10/18</p>
4.	Chair's Actions		
	There were no actions taken by the Chair since the last FGB that needed reporting at this FGB meeting.		
5.	Data: KS1 & KS2 update		
	<p>LA noted that the DfE published a mistake on the front page of the report which was noticed immediately and taken down by them.</p> <p>Reports were provided to governors prior to the meeting and there was an additional report produced by CJ which she explained had gaps for progress that will be updated at the beginning of next term.</p> <p>Most significant areas of improvement were highlighted as follows:</p> <p><u>Year 6</u></p> <ul style="list-style-type: none"> ➤ Data has been adjusted to show in the 2nd column the percentages after appropriate discounted pupils have been removed. i.e. 9 EAL children and 3 U coded children. This will be published in October. ➤ 3rd col shows percentages for Hillside pupils here since Yr 2 and had full education at Hillside. ➤ 5th column shows FFT 50 benchmarks for attainment targets based on the Autumn census so already out of date (62 pupils then and now a different 69). Central column within this column is average of past 3 years. ➤ Shows improving year on year and in reading narrowing gap between Hillside and Nationals. ➤ Scale score is 100 for expected level and can see 101 for Reading, 101 for maths and 103 in SPAG. Compared this to last year which was 98 in all apart from SPAG and this is before removing the discounted pupils. ➤ This shows we are getting better at teaching the curriculum and getting better outcomes. <p>Context of Year 6</p> <ul style="list-style-type: none"> ➤ 45% of pupils are disadvantaged. ➤ 51% here from end of KS1 and throughout KS2 ➤ 49% EAL & 14% with early acquisition. 		

	<p>➤ 5 SEND pupils, 3 pupils with EHCP one of which is dual registered attending PRU.</p> <p>Pupil Premium Analysis</p> <ul style="list-style-type: none"> ➤ Judgement by Ofsted will be comparing to all nationally. ➤ Improving picture with Reading but still a significant gap. ➤ Writing is down generally and not good in Maths although starting points were down too, so progress could be good but attainment not. ➤ Comparing to last year this is a worse picture for PP than last year. <p>RD noted that it would be good to know the National gap and LA advised that you can't find that information anywhere as they don't produce SFR until later in the year.</p> <p>Governor Question: Can we attribute the improvement in reading to the Accredited Reading Programme? All agreed with this.</p> <p>Governor Question: Is this where we expected to be? LA explained that the orange column for targets set based on children at school at the Autumn census shows this.</p> <p>Governor Question: What are the key highlights for LA? LA listed the following:</p> <ul style="list-style-type: none"> ➤ Significant that the attainment is on the rise (13%). ➤ Know that Maths is a particular challenge but in a better position with year 5's compared to last year. ➤ Better with diagnostics and filling gaps. ➤ Headline figures are what will be in tables i.e. the average scale score which is over 100 and this looks good. ➤ Particularly need to work on those children who we do know were with us at end of KS1 and with us at KS2 and can profile them, watch and engage with parents. ➤ Not happy that only 43% are moving up with the appropriate standard for high school. ➤ Need to make sure disadvantaged children make better progress and get to standard more readily. ➤ So frustrating that the statistics do not reflect the work done. <p>Governor Question: Do you agree that the issue is more about engagement of PP children? LA agreed, adding that it is a challenge to teach a rigorous curriculum when stability can't be achieved because of the additional mobility issue and this influences all pupils.</p> <p>Year 2</p> <ul style="list-style-type: none"> ➤ 52 children are Hillside grown from reception. ➤ Results show they are getting better the longer they are with us. ➤ Reading result of 56% is roughly same as last year. ➤ Not all data included. <p>Governor Question: Where the pupils are with us from reception they are</p>		
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	<p>achieving close to national? CJ agreed and added that this is despite PP results.</p> <ul style="list-style-type: none"> ➤ Mobility: 14 left the school and of these 9 would have achieved expected in all subjects and 3 would have achieved GDS combined. ➤ 27 joined the school, 6 of which were new to the country and 11 were working significantly below age related expectation on arrival. <p>LA noted that the Maths leader is in KS1 and moving into KS2 next year and expanding the team.</p> <p><u>Year 1 Phonics</u></p> <ul style="list-style-type: none"> ➤ Matching National at 75%. ➤ 6 children who left who would have passed phonics screening. <p><u>Year 2 Phonics</u></p> <ul style="list-style-type: none"> ➤ 88% achieved and those who didn't are new to the country. ➤ 95% of Pupil Premium have achieved also. ➤ Phonics tracking will continue into Yrs 3 & 4. <p><u>Early years</u></p> <ul style="list-style-type: none"> ➤ Good level of development. ➤ Leavers have affected outcome. 7 leavers who would have made GLD. ➤ More children from nursery and good engagement of parents. <p>Governor Question: How do you think this will change what is in the SDP?</p> <p>LA advised that some things will change for example introducing "the power of maths" but maybe one action needed is to do nothing but gain consistency e.g. "power of reading" needs leaving but embedding. Accelerated reader is impacting but needs to be rigorously applied and teaching rigorously monitored without change. Less strategic changes this year and instead consistently apply what we have begun. The challenge for the next 6 months will be the changes to staffing e.g. Senior Leadership model.</p> <p><u>Data Report</u></p> <p>BD thanked CJ for the report she had produced in such a short time since the results were released.</p>		
6.	Headteacher's Report		
	<p>LA provided his updated report to all Members prior to the meeting and highlighted as follows:</p> <p><u>Outcomes</u></p> <ul style="list-style-type: none"> ➤ School evaluation = Requiring improvement. ➤ Attainment – we should now have more confidence following the results in the data report. 		

	<p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> ➤ School evaluation = Good <p>Leadership Structure</p> <ul style="list-style-type: none"> ➤ This is a work in progress and should be an improving picture. <p>BD noted that when he talked to the Year Leaders they believed that the changes being made were leading to improvement.</p> <ul style="list-style-type: none"> ➤ A training session is being provided for the Year Leaders as there was some confusion about who is responsible for what under the new structure. ➤ Finished consultation period and need to respond to union by tomorrow. <p>Curriculum</p> <ul style="list-style-type: none"> ➤ School Development Plan (SDP) highlights the work required on this. ➤ Want an independent curriculum review to develop the whole curriculum further but acknowledge the need for the reviewer to design something that is not a spiral curriculum because many children will not be here long enough to benefit from this owing to the mobility issue at this school. ➤ Want to prioritise the science curriculum following the success with prioritising the RE curriculum in 17/18. <p>Implication of Budget reduction</p> <p>There was a brief referral to the conversation at the previous FGB meeting on this matter.</p> <p><u>Quality of Teaching, Learning & Assessment</u></p> <ul style="list-style-type: none"> ➤ School evaluation = Requiring improvement. ➤ This was covered in detail at the previous FGB and Standards meetings. ➤ Triangulation process was looked at and only really highlighted the need for staff training to ensure they are better prepared for their meetings. ➤ Recognition of the pupil progress should mean confidence in QoT is much improved although expectations are much higher. <p>FC arrived at this point.</p> <p><u>Barriers to Learning</u></p> <ul style="list-style-type: none"> ➤ School evaluation = Good. 		
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<p>Attendance</p> <ul style="list-style-type: none"> ➤ Remains a challenge and crept up to 95.2 overall from 95.1 so a slight improvement on last year. ➤ Attendance report included in the final version of the HT report. <p>SEN Register</p> <ul style="list-style-type: none"> ➤ Increased by 7 going into next year. <p>Bubble</p> <ul style="list-style-type: none"> ➤ This won't be available next year but will have Nurture groups. <p>Behaviour Management</p> <ul style="list-style-type: none"> ➤ Reduction in red warnings being issued recently however a detailed report will be available in the new academic year. <p>Safeguarding</p> <ul style="list-style-type: none"> ➤ Full year information provided in HT report. ➤ 611 children on role 72% have an active safeguarding file. ➤ 3% are on a child protection plan. ➤ Two referrals made to the LADO by the school this term. Both required school investigation and warranted no further action. <p><u>Early Years Provision</u></p> <ul style="list-style-type: none"> ➤ School evaluation = Good ➤ This provision is continually good. <p>Pupil Premium</p> <ul style="list-style-type: none"> ➤ The PP end of year evaluation is conducted alongside outcomes and will impact the PP strategy next term. <p><u>Personnel and Recruitment</u></p> <ul style="list-style-type: none"> ➤ Appointments being advertised are listed in the HT report. <p>Governor Question: Are you replacing the 5 graduate interns you are losing? LA advised that they are unable to replace these posts but will still be able to provide the free Breakfast Club, which is where the Graduate Interns have helped a lot by the implementation of a cover rota.</p> <ul style="list-style-type: none"> ➤ Staff leaving the school are also listed in the HT report. <p>Governors noted that they are still happy with the format of the HT Report.</p> <p>Governor Question: What support have we had from hub level for alternative provision? LA advised that the Trust are talking about setting up a working party in the Cambridge area for this issue but nothing has yet been mentioned for the Ipswich area. Governors acknowledged that there has been concern about this for a long time and ALT have wanted to do something but nothing significant has changed so far. LA also highlighted that it has been necessary for at least one pupil at Hillside to have a whole</p>		
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	<p>year of reduced timetable where a PRU place has not been available.</p> <p>Governor Question: A significant number of teachers are leaving this term so how many vacancies are we trying to fill before the new term? LA reassured governors that they are fully staffed at this time for next term.</p> <p>Governor Question: In future, without Graduate interns, will we have the staffing to cover for vacancies? LA agreed this may be a problem but it is simply a budget issue.</p> <p>Governors acknowledged that difficult decisions have had to be made owing to future funding issues.</p>		
7.	School Development Plan 2018/19 (Draft)		
	<p>A copy of the draft School Development Plan (SDP) was provided to governors prior to the meeting and LA highlighted as follows:</p> <ul style="list-style-type: none"> ➤ The actions will be what make the difference but they won't be added until next term. ➤ No significant changes intended. ➤ Phonics will not be referenced as we are pleased with how this is going now. <p>Governor Question: There is a lot about leadership development but what about the development of staff generally? LA pointed out that this is elsewhere in the Plan and covers staff training and planning for achievement meetings. He added that it is not all explicit but inherent in what is being done. LA also added that he plans to tweak it slightly based on information in the data report.</p> <p>Pupil Premium Strategy</p> <p>Governor Question: Have you looked at where there may be scope to work collaboratively across the Trust? LA confirmed that he knows there are opportunities e.g. the Artsmark and he knows that being involved in the Opportunities area will mean that they may be able to tap into some funds.</p> <p>Governors were happy to accept this School Development Plan.</p>		
8.	Resources Items		
	<p><u>Finance Update</u></p> <p>No report this time – budget approved by board but little change since last meeting.</p> <p><u>Premises & Health & Safety Update</u></p> <p>No report for this meeting but SP will work with the new Site Manager to ensure it is produced for the next FGB meeting.</p>		

	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • SP to work with new Site Manager to produce Premises and H&S report for next FGB meeting. 	SP	10/10/18
9.	Governor Visits for 2017/18 [Standing item]		
	<ul style="list-style-type: none"> ➤ A copy of the report covering BD's visits with the Year Leaders was provided for all governors to view. ➤ A new monitoring sheet will be set up for the new academic year. ➤ Governors agreed to cover same areas as in 2017/18. 		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • New Link Visit monitoring sheet to be set up for the new academic year. 	LT	10/10/18
10.	ALT Business		
	There was no ALT business to share at this meeting.		
11.	Policies for Acknowledgement		
	<p>The following policies/procedures were to be considered:</p> <p>Hillside Safeguarding Policy - Deferred to 1st meeting of Autumn term.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Revision of School Safeguarding Policy to be completed. 	LA	10/10/18
12.	Any Other Business		
	<p>Charging & Remissions Policy – Attendance reports</p> <p>SP explained that the school are receiving a lot of requests from parents for a letter to support benefit applications, confirming children are in attendance and a number need to be duplicated as care is not being taken retaining these documents.</p> <p>The proposal is to offer the service for free in the first instance but to charge £3 for any duplicates required, in the hope this may reduce the number required.</p> <p>Governors agreed to support this if we make parents aware in advance of the importance of safely retaining the document and advise of the charge that will be imposed if a duplicate is required.</p> <p>Governor questions – BD suggested that governors spend 30 minutes at the next FGB meeting to discuss these questions further.</p>		

	<p>Date of 1st Summer 2019 FGB – This date needs to be changed so BD will suggest another date for approval at next meeting.</p> <p>Governors thanked CJ for all her work in the short time she was at Hillside and acknowledged that she has achieved a lot.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> • Date of 1st Summer 2019 FGB meeting to be agreed at next FGB. 	BD	10/10/18
13.	Date and time of next meeting		
	Wednesday 10th October 2018 @ 5.30pm		

The Meeting closed at **6.15pm**

Signed (Chair)

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