

MINUTES APPROVED 07/02/2024

BOARD: Local Governing Body of

SCHOOL Hill View Primary Academy

DATE: 27th September 2023

TIME: 16.00-17.10

VENUE: Hill View Primary Academy

ATTENDED: Hannah Staddon (HS) Chair
 Vicki Buckland(VB) Headteacher
 Cathy Symonds (CS) Trust appointed Governor
 Sarah Moore (SM) Parent Governor (virtual attendee)
 Lynda Hamlyn (LH) Staff Governor
 Joe Colgrove (JC) Trust Appointed Governor
 Sophie Jenner(SJ) Staff Governor

ALSO PRESENT: Carole Gallant (CG) Judicium Governance Professional
 Kris Winthorpe (KW) Deputy Headteacher
 Jo Smith (JS) Deputy Headteacher
 Fiona Dearman (FD) New Co-opted Governor

APOLOGIES: Karen Everett Vice Chair

ABSENT:

MEETING LINK:
<https://app.governorhub.com/q/hillviewprimaryschool/docs/64cb6309a0d8c85436ffe94f>

Item			
1	Welcome: Those present were welcomed by the Chair.		
2	Procedural items: 2.1 Apologies for absence: Apologies were received as above. 2.2 Confirmation of Quorum: The meeting was confirmed as quorate. 2.3 Declarations of interest for this meeting: No pecuniary or personal interests were advised for any agenda item for this meeting.		
3	Any other business: None		
4.	Minutes: The minutes of 7 th June 2023 were agreed to be accurate and were approved.		
5.	Matters Arising:		
	Item	Action	Actionee
	7.1	Send SM training slides on Admissions and exclusions	HT
			Status
			Completed

7.2	Updated governor responsibilities are to be circulated.	Chair	On the agenda for review
7.3	Submit new governor request for Trust appointment as soon as DBS checks are completed	Chair	With Trust November completion
7.4	Check biographies on the website and send updates to Sue Milton	All	Completed
7.5	Last year's parental survey and responses to be sent to CS for updating	Chair/CS	Completed
7.6	Governor skills audit to be sent to governors and returned for collation by the end of June	Clerk/All	Outstanding 3 returns to be chased
8.2	Ask DDE to confirm report deadlines and raise a query with the Trust about the 2023/24 cycle of meetings	Chair/HT	Completed
8.4	School Council to attend the next informal meeting to provide feedback on their activities and impact this year	HT	To next meeting
8.5	Governors to advise what information they require on future DDE reports	All	Completed
AOB 2	Governors to write an article for the newsletter on 16/6/23	CS	Completed

Outstanding items:

Item	Action	Actionee	Status
01/02/6	To include a 'Who's Who' section in the SEND report by 28/02/23	SENCO	Outstanding – nearly complete
01/02/7	Update matrix on Teams for all training completed this year by 15/03/23	ALL	Restart for this academic year

6	<p>Correspondence: No correspondence had been received.</p>
7	<p>Academy Improvement:</p>
7.1	<p>Questions on the DDE (Deputy Director of Education Report): The report had been made available via Governor Hub before the meeting. No questions were raised.</p>
7.2	<p>Questions on the Headteacher Report: It was noted that the next report is due towards the end of the half term.</p> <p>The Chair noted that reports regarding Finance, Pupil Premium, monthly cash flow, the SEF and SIP had been shared on Governor Hub in advance of the meeting.</p>
7.3	<p>Behaviour, Attendance, Admissions and Staffing:</p>
7.3.1	VB noted that the children had settled well on their return to school.
7.3.2	VB noted that there is a new full-time teacher in Reception.
7.3.3	<p>Q: Governors asked whether the Reception cohort had their Early Years experience disrupted by COVID-19.</p> <p>A: VB noted that this Reception year has not had their two Early Years education disrupted. Generally, their language and maths skills are better. Fine motor skills were also noted as being better.</p>

7.3.4	VB reported that the school is fully staffed. One TA is still waiting for checks to be completed. One staff member will be relocating so an advertisement is out for the post.
7.3.5	VB reported that the first Attendance Meeting has been held. A letter reminding parents about attendance expectations has been sent.
7.3.6	Q: Governors asked whether any Persistent Absence is occurring A: VB stated that it was a bit too early to tell. Absences are happening with the “usual suspects”. One of those is a Child at Risk. Attendance is above the national average and Persistent Absence is below the national average.
7.4	Finance and Premises: VB reported that all financial KPIs had been achieved last year, but that there are gaps in coming years. There are 607 children in school and some year groups are full. There were 595 children in school on the last census day.
7.5	Visitors and External Reports: None to report
7.6.1	Review of SEF and SIP: VB noted that CPOMs has replaced My Concern as the online reporting system for Safeguarding. This is a Trust-wide recording system. All staff have been trained in the system and Safeguarding Staff have had enhanced training. Some “snags” in the new system are being worked through. Q: Governors asked if any gaps had been identified in the new system. A: VB stated that knowledge of the system is developing. It was noted that there may be some issues with the continuity of a child’s record.
7.6.2	The Chair noted that the SEF and SIP were available on Governor Hub.
7.6.3	VB noted that the Deputy Head would be leading the Phonics programme.
7.7	Action Plans: VB noted that Action Plans and subject-on-a-page documents are being completed.
7.8	Inspection Preparation:
7.8.1	VB reported that the website has been reviewed and is compliant.
7.8.2	The SEND strategy has been updated.
7.8.3	The school is waiting for the Trust to approve and send the Child Protection Policy.
8	Governing Body Matters: Annual Review of Governing Body Structures/Terms of Reference:
8.1.1	The Chair noted that all annual forms had been completed;
8.1.2	The Chair noted that there are no structural changes to the Governing Body, which comprises: <ul style="list-style-type: none"> • Headteacher • 2 Parent Governors • 2 Staff Governors • Up to 4 co-opted Governors <p>The Chair welcomed FD who is co-opted as a governor from today’s date. FD also volunteers with HVP, supporting reading in early years and KS1.</p>

8.2	Governors' Skills Audit:
8.2.1	Action: Governors were asked to return their audit forms if they had not done so already.
8.2.3	The Chair noted that, from the information already received, there are no gaps in knowledge of the roles of Chair and Vice Chair but both will end their terms by October 2024. New governors need to be recruited and discussions need to take place on succession Action: anyone with an interest in the roles to express interest by November 2023.
8.3	Governor Link Responsibilities:
8.3.1	The Chair stated that she would circulate updated information to Governors about their Link Roles. Action: Chair
8.3.2	JC will pick up the Safeguarding, E-Safety and Humanities/Arts Link Governor Role.
8.3.3	FD will cover Reception, English, Finance and Pay.
9	Policies: Policies were circulated before the meeting. No questions were raised.
9.1	Approved: The following policies were approved: <ul style="list-style-type: none"> • Attendance • Behaviour • EYFS 2023 • LAC-PLAC
9.2	It was noted that policies for SEND and Online Safety are expected by half term.
10	Safeguarding:
10.1	The Chair noted that all Governors have signed the KCSIE 23/24 document to confirm they have read and understood the latest version.
10.2	There is mandatory training for all governors on the 13 th of October 2023.
10.3	The deadline to complete PREVENT training is 29 th September 2023.
10.4	Governors are asked to review the Quality Descriptors, Governance Handbook and the Trust Strategic Priorities and raise any questions with the HT by October half term. Action: ALL
11	Any Other Business: VB noted that Learning Walks will be completed by 16 th November 2023. The theme is around Formative Assessment, work scrutiny, feedback and talking with children, as well as Curriculum Impact. Questions for teachers will be how feedback informs the next steps and how they adapt the curriculum.
12	Items for Confidential Part II Minutes None
13	Meeting Dates 24 th January 2024 24 th April 2024
	Closing – What difference have we made in the meeting today? Governors noted the difficulties that there have been in transitioning from one Safeguarding system to another (My Concern to CPOMs) and acknowledge the work done by the school to overcome this as quickly as possible to ensure there are no gaps in the system and processes for Safeguarding children in the school.

	Governors were pleased to note a new Governor will strengthen the LGB membership.
	The meeting was concluded and closed by the Chair at 17.10

Matters arising from the minutes of the 27th of September 2023

Item	Action	Actionee	Deadline
8.2	Governors that have yet to complete their Skills Audit are requested to do so	ALL	13/10/23
8.3	Chair to send out Link Role information	Chair	13/10/23

Outstanding items

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	June 2023		
7.2	Updated governor responsibilities are to be circulated.	Chair	On the agenda for review
7.3	Submit new governor request for Trust appointment as soon as DBS checks are completed	Chair	With Trust November completion
7.6	Governor skills audit to be sent to governors and returned for collation by end of June	Clerk/All	Outstanding 3 returns to be chased
8.4	School Council to attend the next informal meeting to provide feedback on their activities and impact this year	HT	To next meeting
01/02/6	To include a 'Who's Who' section in the SEND report by 28/02/23	SENCO	Outstanding – nearly complete
01/02/7	Update matrix on Teams for all training completed this year by 15/03/23	ALL	Outstanding – restart for this academic year