

**MINUTES** APPROVED 27/09/2023

**BOARD:** Local Governing Body of

**SCHOOL** Hill View Primary Academy

**DATE:** 7<sup>th</sup> June 2023

**TIME:** 16.00-17.45

**VENUE:** Hill View Primary Academy

**ATTENDED:**

Hannah Staddon	Chair
Vicki Buckland	Headteacher
Karen Everett	Vice Chair
Cathy Symonds	Trust appointed Governor
Sarah Moore	Parent Governor (virtual attendee)
Lynda Hamlyn	Staff Governor
Sophie Jenner	Staff Governor

**ALSO PRESENT:**

Geraldine Martin	Judicium Clerk
Kris Winthorpe	Deputy Headteacher
Joe Colgrove	Observer

**APOLOGIES:** Simon Cooper-Hind (deputy director of Education – DDE)

**ABSENT:** Stephen Bartlett Co-opted Governor

Item	
1	<b>Welcome:</b> Those present were welcomed by the Chair.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence:</b> Apologies were received as above.. <b>2.2 Confirmation of Quorum:</b> The meeting was confirmed as quorate. <b>2.3 Declarations of interest for this meeting:</b> No pecuniary or personal interests were advised for any agenda item for this meeting. <b>2.4 Confidential Items:</b> No confidential items were identified.
3	<b>Any other business:</b> <ul style="list-style-type: none"> <li>• School newsletter contributions</li> <li>• NGA online training survey</li> <li>• Governor survey to parents</li> </ul>
4.	<b>Minutes:</b> <b>Approved:</b> The minutes of 1 <sup>st</sup> February were agreed to be accurate and were approved, subject to some minor grammatical corrections.

5.	<b>Matters Arising:</b>			
	<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
	01/02/6	To include a 'Who's Who' section in the SEND report by 28/02/23.	SENCO	New date agreed – to be completed on next report update by 31/12/23
	01/02/6	Governors to read SEND on a page before their next visit to the school (by 15/03/23)	ALL	Completed
	01/02/7	Updated link roles to be circulated with the draft minutes	Chair	Completed
	01/02/7	GIAS to be updated with the new parent governor's details by half term	HT	Completed
	01/02/7	New governor to be added to the training matrix by 28/02/23	Chair	Completed
	01/02/7	Update matrix on Teams for all training completed this year by 15/03/23	ALL	Completed
	01/02/8	HT report will be sent to governors at the end of this half term.	HT	Completed
	01/02/8	Subject action plan folder will be updated and there will be a separate folder for 'subject on a page' by 28/02/23	HT	Completed
	01/02/9	Ask the Trust Safeguarding Lead at her next visit if the Safeguarding Working Group is continuing	Safeguarding link	Completed – working group not running this year
	01/02/11	Chair to notify Clerk to the Trust Board of governors attending termly briefings by 04/02/23	Chair	Completed
	01/23/AOB	Advert for governors to be compiled and placed on volunteer website by 15/03/23	Chair KE	Completed
		Next learning walk to be completed and report circulated to LGB by 15/03/23	ALL	Completed
	<b>Outstanding items:</b>			
	<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
	24/05/4	New governors to be recruited – consider approaching suitable applicants and inform Chair	Chair	Completed
	24/05/4	All governors to consider approaching suitable applicants, possibly from the parent group, and informing the Chair to follow up by the end of the summer term.	All governors	Completed
	24/05/6	Follow up from 18/01/9 Request dates for Safeguarding Working Group meetings for 2022/23	Vice Chair	Completed
	24/05/7	List of Trust appointed governors to be confirmed by the start of 2022/23	Chair	Completed

	27/09/6	Headteacher to canvass Year Group Leaders on Year Group Link Governors	HT	Completed
	27/09/6	Safeguarding Lead on Governing Body needs to be appointed	Chair	Completed
	27/09/7	Governors to complete Safeguarding Training with National College		Completed
6	<b>Correspondence:</b> No correspondence had been received.			
7.	<b>Governor Business:</b>			
7.1	<b>Governor Link Responsibilities Update</b> The updated version of the link responsibilities had been sent previously. There is still a vacancy for a safeguarding link governor which cannot be either a parent or a staff governor. JC will take on this responsibility following Trust Board approval. SJ and HS will remain covering this role in the interim period The Chair asked if everyone was happy with their assigned responsibilities. She will take on English and HT/SLT performance management until further vacancies are recruited to. There is still a vacancy for a PSHE link governor which includes pupil voice. However, the recent Rose Review provides evidence of key strengths so no additional monitoring is needed for the remainder of this year. SM mentioned she could do with some up to date training on Admissions and exclusions. The Headteacher will send her some training slides – <b>ACTION: HT</b>			
7.2	Updated responsibilities to be circulated – <b>ACTION: Chair</b> Also, to note that Sophie's new surname hence her e-mail address has changed .			
7.3	<b>Governance Updates</b> Once DBS clearance has been received, the Trust Board will be asked to agree JC's appointment. He is the first new governor to go through Trust approval. <b>ACTION: Chair</b>			
7.4	<b>Website updates for 2023/24</b> The Chair asked all governors to check their biographies on the website by 18 <sup>th</sup> July and send updated versions to Sue Milton so they will be ready for September. JC to write his first one – <b>ACTION: ALL</b>			
7.5	CS will review the parent survey questions from last summer with a view to removing ineffective questions and obtaining more qualitative information so we can improve the analysis behind the responses. The survey needs to be sent out by the end of June. Chair to send last survey and responses to CS for review before 16 <sup>th</sup> June and make preparations for the survey to be sent to parents by 30 <sup>th</sup> June - <b>ACTION: Chair</b>			
7.6	<b>Governor skills audit</b> Clerk to send audit to governors for completion and return by end June for collating – <b>ACTION: Clerk/All</b>			
8.	<b>Deputy Director of Education's Report:</b>			
8.1	This had been circulated previously and the Chair asked for any questions in his absence.			

<p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>It was agreed the report was useful but out of date with the LGB meeting cycle. At the last meeting between the Trust, Headteachers and LGB Chairs, the format of DDE's reports was reviewed and the importance of personalising each report to meet each school's needs was agreed. The LGB noted that this report is very useful and its timeliness is crucial to this.</p> <p>The Chair and Headteacher will ask the DDE to confirm the report deadlines and the Chair will raise a query with the Trust about the suggested 2023/24 LGB meetings schedule – <b>ACTION: HT/Chair</b></p> <p>The Headteacher informed governors that absence was slightly above national which was 93.3%. Persistent absence was also higher than previous years but still below national. There have been outbreaks of chickenpox and various infections in certain year groups. There is a need to consider the gap between school and national attendance figures as well. Year group data is of less relevance than comparisons with national data.</p> <p><b>Q: What is the trend in persistent absence over the year?</b>  <b>A:</b> It has reduced over the year which shows the impact of actions put in place to reduce it.</p> <p>YrR offers for 23/24 are 74 which is higher than last year's cohort already. There are still four places to be accepted and the expectation is to fill 77 places for the start of September with some additional capacity across the school to increase numbers in-year. Last year, some additional entrants were received in the first week of term and there are still other applications coming in.</p> <p>The Headteacher explained that information on Hill View school is to be included in the marketing pack for the new large housing development in the catchment area.</p> <p>The governors discussed whether the distance from the new development to the school was easily walkable but it was agreed it was a short drive.</p> <p>Pupil voice ambassador tours have now taken place.</p> <p>The school council to be invited to attend the informal governor meeting 18<sup>th</sup> July – <b>ACTION: HT</b></p> <p>The DDE has asked governors to comment on what information they would like to see included in his reports in future - <b>ACTION: All</b></p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><b>Headteacher's Report:</b></p> <p>The report had been distributed prior to the meeting. The Headteacher highlighted the recent Artsmark silver accreditation which was a great achievement for a first attempt. The Arts Lead led on this and the Mmusic teacher supported the application. The school is now working towards gold accreditation which is a 2 year process.</p> <p>The SMSC Award verification process is taking place at the end of the term. As part of this process the Chair is to be interviewed virtually.</p> <p>A link governor is required to support the Anti-racist award process from September.</p> <p>The Deputy Headteacher discussed the recent Pupil Voice survey with governors. The 290 KS2 responses were collated in useful pie charts. 22 pupils said they did not feel they belonged in Hill Vview school. The majority feel they are all treated fairly at school and feel mentally healthy. Many pupils are attending clubs outside of school but the LGB feels this isn't very relevant to the school's performance so the focus in the survey needs to be reviewed.</p> <p><b>Q: Do we have information on the reasons behind the less positive responses? Was it specific year groups?</b></p>

	<p><b>A:</b> Yes, the survey was not anonymous so we can analyse trends in particular classes.</p>
9.4	<p>The Chair suggested that governors need information on key themes rather than individual issues as these can be linked to the SIP. KS2 completed the survey during computer lessons whilst younger children did it during other class time.</p>
9.5	<p>The Headteacher continued by saying that performance data will be available at the end of year meeting.</p> <p>Staffing – The headteacher said that there were no full-time recruitment needs at the moment, due to an internal advert out at present. If this is not successful the school will go out to advert to fill the post.. By the end of June all classroom staff should know where they will be working next year.</p>
9.6	<p>Premises - A new IT server has been approved by the Trust which should hopefully be installed by the end of summer. A cloud system would have been preferable but the Trust has a transition plan in place for all schools and Hill View was not currently a priority for this. The Headteacher advised that Y6 classrooms are to be redecorated and recarpeted along with the Yr6 corridor. One of the boilers has been condemned due to carbon monoxide levels therefore only one boiler is currently functioning. The Trust is looking into a solution to prevent future failure at a critical time of year in the autumn term. A complete new system will be required ultimately.</p>
9.7	<p>The PTA has done much fundraising this year and has been able to provide half of the funding towards purchasing a new minibus which is a better solution than second-hand. The waiting time for orders is long so we are hoping to place the order shortly.</p>
9.8	<p><b>ROSE Review</b></p> <p>The Chair said she is delighted with the ROSE review. The staff have worked hard with ‘Even better if’ and ‘what went well’. She wanted to share congratulations to everyone. There is strong evidence of personal development as a key strength, and the highlighted areas are aligned to the SIP as already identified by the school. The school is fitting well into the ‘Good’ category. Governors can see when visiting that behaviour is consistent and that the ethos of consistently good behaviour management is obvious. The end of term data should be proof of the efforts made by all.</p>
9.9	<p><b>SIP Updates and inspection preparation</b></p> <p>The Headteacher advised that the SIP now has governor comments cross-referencing evidence from visits alongside the key areas. It is an active document that needs to be looked at on the screen as printable versions are not as easy to read.</p>
9.10	<p><b>Q: Is there anything specific for governors to look at in school for the final term?</b></p> <p><b>A:</b> No, as the Rose Review has plugged the gaps. Pupil voice and the parent survey will feed into next year’s SIP and LGB focus areas.</p>
10.	<p><b>Safeguarding Update:</b></p> <p>The Headteacher advised that Claire Ellis, SENDCO is now DSL. The Deputy Headteacher will source online safeguarding training for JC in September to take on the safeguarding link governor role.</p>

	<p>Staff receive safeguarding updates in the weekly bulletin. The website has been updated. The school receives alerts from the police on cases of domestic violence.</p> <p>The Safeguarding Governor SJ has reviewed the SCR with LH. Online safety is taught during IT lessons and pupils report they know how to keep themselves safe. Key online safeguarding updates have also been shared with parents via the weekly newsletter.</p> <p>A parent curriculum session took place on relationships education. The Chair mentioned that this was possibly not as well attended as it could be due to the short notice period. A letter was sent out but parents but this was late being sent so it was noted that parents need to have time to be able to raise questions during the session and some FAQs may be useful, e.g. they need to know how school responds to questions from children so they can share the same response and know how to talk confidently to children about relationships and sex education. The Headteacher responded that despite the short notice more parents attended than in previous years.</p>
11.	<p><b>Policy Review:</b></p> <p>The Headteacher has shared a draft lockdown policy which has yet to be finalised so it will remain in draft until the start of 2023/24.</p> <p>The behaviour policy is still with the Trust and should have gone to parents 12<sup>th</sup> June. Any changes won't be in situ until September so remote ratification will be needed by governors. The policy mainly contains legislative updates and the appendix is more useful to parents.</p>
1	<p><b>Any other business:</b></p> <p>The deadline for the NGA training survey is 12<sup>th</sup> June and governors were urged to complete it, following concerns that the training was not interactive enough. The Chair highlighted that the survey is also asking for feedback on The Key to provide a comparison on the resources available.</p>
2	<p>Governors are needed to contribute to the newsletter by 14<sup>th</sup> June 2023 and discuss with the Chair as to what the focus should be. CS has requested previous governor newsletter contributions in order to write a piece for next week. <b>ACTION: CS/Chair</b></p>
	<p><b>Meeting Dates</b></p> <p>There is an informal LGB meeting 18<sup>th</sup> July 2023 to review the end of year data, and meeting dates for 2023/24 have been requested from the Trust.</p>
	<p><b>Closing – What difference have we made in the meeting today?</b></p> <p>The Chair is hopeful that the new governor will bring new skills in the areas of marketing and safeguarding.</p> <p>The Headteacher is pleased with the YrR numbers of 77 plus 4 on the waiting list, particularly as numbers are low nationally. Regardless of emerging local birth rate data, the school must concentrate on getting as many children here as possible. The LA have invited some schools to reduce PAN but Hill View has not responded to this.</p>
	<p><b>The meeting was concluded and closed by the Chair at 17.43</b></p>

### Matters arising from the minutes of the 7<sup>th</sup> June 2023

Item	Action	Actionee	Deadline
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7.1	Send SM training slides on Admissions and exclusions	HT	<b>14/6/23</b>
7.2	Updated governor responsibilities to be circulated.	Chair	<b>18/6/23</b>
7.3	Submit new governor request for Trust appointment as soon as DBS checks are completed	Chair	<b>30/6/23</b>
7.4	Check biographies on website and send updates to Sue Milton	All	<b>18/7/23</b>
7.5	Last year's parental survey and responses to be sent to CS for updating	Chair/CS	<b>18/6/23</b>
7.6	Governor skills audit to be sent to governors and returned for collation by end June	Clerk/All	<b>30/6/23</b>
8.2	Ask DDE to confirm report deadlines and raise a query with the Trust about the 2023/24 cycle of meetings	Chair/HT	<b>30/7/23</b>
8.4	School Council to attend the next informal meeting to feedback on their activities and impact this year	HT	<b>18/7/23</b>
8.5	Governors to advise what information they require on future DDE's reports	All	<b>By 18/7/23</b>
AOB 2	Governors to write an article for the newsletter on 16/6/23	CS	<b>14/6/23</b>

### Outstanding items

Item	Action	Actionee	Deadline
01/02/6	To include a Who's Who' section in the SEND report by 28/02/23.	SENCO	New deadline 31/12/23
01/02/7	New governor to be added to the training matrix by 28/02/23	Chair	Completion by 18/7/23
01/02/7	Update matrix on Teams for all training completed this year by 15/03/23	ALL	Completion by 18/7/23