



**MINUTES HILLVIEW PRIMARY LGB**

**Tuesday 22nd January 2019 5pm**

**In attendance:**

Jeff Bray, Teresa Beckingham, Vicki Buckland, Lynda Hamblyn, Emma Homer, Paul Kenchington, Scott Staples

**Also present:** Angela Setchfield (DHT), Jo Smith (AHT), ) and Louise Newman (Governance Professional)

Minute No	Details
19/1/1	<p><b>Welcome and apologies for absence</b> Apologies had been received from Helen Clarke (EBM), Ken Brown, Jackie Gush, Cathy Symonds and also Jo Simpson <b>These were accepted by all present.</b></p> <p>JB welcomed Paul Kenchington (PK) as the new elected parent Governor and Vicky Buckland (VB) as new Head Teacher. All Governors introduced themselves.</p> <p>JB noted that his term of office as a co-opted Governor expired on 13th July 2019 and that AS had advised that her term of office as a co-opted Governor ended at the end of the year and she would not be offering her services for a further period. <b>Governors were asked to consider any they may know with experience in primary education who may wish to be involved in the LGB in the future.</b> LPN suggested registration on Inspiring Governance to attract potential new Governors. <b>She will include Governor Recruitment on the agenda for the next meeting.</b></p>
19/1/2	<p><b>Update of Business Interest Register and Code of Conduct</b> LPN advised that the signed Code of Conduct was a Reach South document which they have requested Governors complete. <b>She will email individual Governors direct to chase those missing.</b></p>
19/1/3	<p><b>Minutes of Previous Meeting held on 11th December 2018</b> <b>All agreed these as a correct record of the meeting.</b></p>
19/1/4	<p><b>Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• JB ask Governors to consider the role of Vice Chair which still remained vacant. currently no one in post. Especially as JB is coming to end of term of office. will discuss in AOB.</li> <li>• The <b>Headteacher's Data Report will be included on the March meeting agenda.</b></li> <li>• It was noted that the English and Maths Champion reports had not been completed.</li> <li>• Moving forward all <b>Governors visit forms to be sent to AS and VB who will then ensure they are included in the Ofsted prep file.</b></li> <li>• JB advised that our NGA gold membership had now expired and that he had received a quotation for renewal he is currently negotiating with Reach South if this would be a central cost that would benefit all schools. Discussion took place around The Key for Governors. <b>JB will research this.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>SS will attend Effective Governance training in March.</b></li> </ul>
19/1/5	<p><b>Learning Walk Feedback/Discussion .</b> <i>What developments have staff made in providing quality first teaching in individual classes to ensure all children make progress.</i></p> <p>Governors advised that Early Years have taken several steps to ensure quality first teaching including read, write, inc assessments which show between 75 to 80% of children are making good progress with 10% showing accelerated progress. There is currently a lot of work in identifying the correct level of adult support and group make up required. There have been topic cards for every day vocabulary on display in the classroom and staff are currently working on tightening the planning and task design for Maths. They will be varying staff to ensure that the lower attainers are able to access small group working with the class teacher. Children are now reading high frequency and more tricky words earlier and more regularly and there has been more parental involvement in home learning and tapestry this year.</p> <p>Governors noted that the current Y5 project is focusing on creative art and poetry. It was noted that this can be a harder area to adjust weekly planning but that resources are available to support the work and the independent learning is working well with opportunities for children to share what they are doing well. Children who are in vulnerable groups (PP and SEND) who are lacking in confidence have been a focus this term. The children are looking forward to the forthcoming residential at Leeson House. Staff noted that they do not have many opportunities to share good practice across year groups.</p> <p>Governors noted that the staff have now got to know students in their year group. There have been some exclusions in Y4 but the Leadership Group and year group staff have worked together to support these students to ensure the feel included. Staff appeared very positive.</p> <p>Governors noted that the staff in Y2 were very positive and had been pleased with the results of the mock SAT assessments. They had also received scrutiny from Reach South as a core year group and noted that clarity of communication around the remit of such visits could improve.</p>
19/1/6	<p><b>Head and Chair's Urgent Business</b> <b>This item was deemed confidential and is record independently.</b></p>
19/1/7	<p><b>Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li><b>A. Review report on the quality of teaching</b></li> <li><b>B. Review progress on Strategic Improvement Plan</b></li> <li><b>C. Report on staff appraisal</b></li> <li><b>D. Key Performance Indicators (KPI)</b> <ul style="list-style-type: none"> <li><b>a. Safeguarding</b></li> <li><b>b. Attendance</b></li> <li><b>c. SEND</b></li> <li><b>d. Accidents</b></li> <li><b>e. Staffing</b></li> <li><b>f. Admissions Update</b></li> </ul> </li> </ul> <p>This document had been issued to governors prior to the meeting and governors were asked for questions.</p>

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It was noted that a Reach South MTR visit is planned over the two days of 29th and 30th January. Governors were invited to attend at 2pm and be involved in the final feedback session at 3pm on the final day. JB advised that he was not available at that time but would like to meet with Reach South staff on the Tuesday. AS to arrange a convenient time for this.

The visit will involve lesson observations, learning walks and questions with leaders (including Governors). ASK expressed an interest in attending.

Governors asked why this was taking place. VB stated that this had been arranged at the end of the last term and that staff have been advised of the format. Discussion took place as Governors were concerned what impact could be shown in light of the Headteachers very recent appointment.

JB advised that the consultation period for administrative staffing restructure had now ended and that applications for suitable posts had also now closed. No further information was available.

Governors asked what tests were being utilised. Leadership staff stated that the reading test is called PIRA, we are unable to use the recommended tests for Maths (PUMA) as they do not correlate with Big maths in school so we have been advised to find our own half termly assessments..

Governors asked if there was a timescale available from Reach South with regard to Visible Learning. AS advised that she had attended training last year and it will be introduced from September 2019.

Governors had received reports on Phonics and Read, Write Inc. prior to the meeting, it was noted that this data had recently been updated and is now more positive. Governors asked if the expected standard shown was what was expected now or at the end of the academic year. AS advised that this is what is expected now to ensure they meet expected targets by the end of the year.

The Strategic Improvement Plan was completed in September using the Reach South template and has now been reviewed. VB will send a revised copy to LPN to send to Governors, it will be a standing item on the agenda.

LPN suggested that a onedrive link be provided to allow this document to remain live. VB will look into this.

It was noted that, in order to be strategic, Governors should review this document upon receipt of the LGB agenda and ensure VB is provided with questions prior to the meeting to allow her sufficient time to research a response if required.

JB advised that Parental Surveys had, historically, been completed annually, but had received little response. Discussion took place around the format of this, it was noted that a link to the survey had been provided in the newsletter and was suggested that a dedicated letter be sent.

A staff survey should also be prepared, after discussion it was agreed that TB will look into producing these documents for staff and parents. Responses would be required by the Governors Away Day on 13th June. The agreed surveys should be issued at the beginning of the Summer Term.

Discussion took place around the use of social media to link with parents. VB advised that

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	<p>this type of interaction takes up a great deal of time with staff required to authorise “posts”, she felt that a face to face interaction is much more beneficial.</p> <p>It was noted that a review of the risk register was due. The <b>Safeguarding Governor will check that this has been completed and report back at the next meeting.</b></p> <p>The KPI report had been provided to Governors prior to the meeting. VB advised that a child currently in Y6 has now been approved for a managed move which is a change to the original document.</p> <p>Governors noted that the school population had increased by 7 and discussion took place around additional pupils joining the school.</p> <p><b>Governors noted that the attendance figure reported had dropped by 1% compared to the same time in the previous year and asked if staff are aware of the reason for this. Staff advised that there had been a bout of illness in the school before Christmas and that some families had taken holiday during this term.</b></p> <p><b>Governors noted that the support staff review may lead to staff members leaving in the coming term. They asked if it was clear whether any redundancy payments would be the responsibility of Hillview. VB advised that she was under the impression that these costs would be shared across the three schools in our part of Reach South but that she would obtain clarification on this.</b></p> <p><b>Governors also asked that (if and) when the figure is known of the cost involved, that this is shared with them. An update on support staff consultation will be included on the next agenda.</b></p> <p>VB advised that the process of “job matching” has been completed and individuals were now applying for roles available to them.</p>
19/1/8	<p><b>EBM Report - Review variations in budget spend and re-forecasts</b></p> <p>JB advised that Helen Clarke had stated that there is no concerns to report regarding the finances and we are currently on track to meet a balanced budget at the end of the year.</p> <p>VB advised that voluntary parental contributions to the enrichment activities planned in school had not been sufficient to meet requirements and she will be meeting with HC to clarify the exact amount of shortfall. Parents have been advised that this provision is currently being reviewed.</p> <p>Governor asked if this communication had generated any further contributions. VB confirmed that it had but not enough to support the planned activities. Discussion took place around the possibility of allowing payment by instalments.</p>
19/1/9	<p><b>Policy Reviews</b> None</p>
19/1/10	<p><b>Barriers to Progress</b> Nothing to report</p>
19/1/11	<p><b>Report from Safeguarding Champion/CP/LAC Champion</b></p>

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	<p>It was noted that currently only one member of the Governing Body has completed Safer Recruitment training. TB will complete this online training and ensure a copy of her certificate is included in the Ofsted prep file, VB will provide her with a link.</p> <p>Jo Smith provided an overview of safeguarding within Hill View, including information on the updated KCSIE September 2018.</p> <p>it was noted that Governors would require training in this area. Discussion took place around possible provision. ASK will send a link to this online provision at Hampshire Governor Services to JB to investigate. He will also contact Alex Meltzer at Reach South to find out if they are able to offer this.</p> <p>JB advised that the Reach South annual audit had stated that the nominated Governor required specific training and he was currently seeking clarification whether this was the only member of the LGB who should attend.</p> <p>Discussion took place around a schedule for policy review. LPN will review and provide an overview and liaise with VB regarding this.</p>
19/1/12	<p><b>Report from SEND Champion</b> This will be implemented from September 2019</p>
19/1/13	<p><b>Report from Pupil Premium Champion</b> This will be implemented from September 2019</p>
19/1/14	<p><b>Governor Visits</b> JB advised that he had visited Year 2 in December and a report submitted ASK advised that she had attended assembly and noted how well behaviour the children were.</p>
19/1/15	<p><b>Clerk's Update - membership, local and national strategies</b> None</p>
19/1/16	<p><b>Reach South Board Update</b> JB advised that there is a Reach South Governors Conference in Taunton in March. He will forward details to all Governors.</p>
19/1/17	<p><b>Governor Training</b> SS will attend training on Effective Challenge in February and report to Governors at the next meeting.</p>
19/1/18	<p><b>Focus for next learning walk</b> Discussion took place, this was not agreed but will be fixed before the agenda for the next meeting is published.</p>
19/1/19	<p><b>AOB</b> <i>Newsletter</i> - JB advised that a short resume for a Governor should be included in the</p>

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	<p>newsletter. <b>ASK agreed to do this. JB will send her the format.</b> the completed article should be sent to Claire Brewer by Tuesday.</p> <p><i>Vice Chair</i> - TB offered to fill this role for the remainder of the academic year but requested that others considered taking it on jointly with her.</p> <p><i>Reach South Visit Report</i> - Governors noted that no written report had been received from Reach South. VB advised that this had been received today and that the information included in it had all been reflected in the SLT reflection report provided to Governors.</p> <p><b>Governors noted that Reach South intend to visit again in two weeks and asked whether it was expected that the actions from the first visit would have been implemented and evidence of impact available. VB felt that the second visit would be to identify that staff were beginning to address the concerns.</b></p> <p><b>Governors stated that they are aware their role is to challenge and support and felt that this visit had provided the challenge. They asked if there are any areas in which they are able to support SLT with actions. Discussion took place around the provision of community support to complete maintenance in the quad. SS will raise this with his employer.</b></p> <p><i>Parental Skills</i> - Governors asked if it is possible to access resources available from parental skills via a request in the newsletter. VB advised that the site manager was currently looking at a parental working party during the holiday period. <b>SS will liaise with EH and the Jo Simpson to move this forward.</b></p> <p><i>Reach South MTR Visit</i> - Governors were advised that this will be a two day visit and that Dean Ashton (CEO) would be attending during the second day. Discussion took place around the personnel who will visit and the format of this.</p> <p>The meeting closed at 7.05pm</p>
19/1/20	<p><b>Date of Next Meeting</b> The next LGB meeting will be held on Tuesday 26th March 2019 at 5pm</p>

**Agreed**

Minute No	Details
19/1/1	Apologies accepted
19/1/3	Minutes of 11th December 2018 agreed

**Action**

Minute No	Details	Whom by

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19/1/1	All Governors to consider others who may be suitable for the LGB LPN to include Governor Recruitment on next agenda	All Governors LPN
19.1.2	LPN to email individual Governors who have not completed the Reach South Code of Conduct	LPN
19/1/4	Headteacher Data Report to be on next agenda Governors Visit Forms to be sent to VB and AS JB to research "The Key for Governors"	LPN All Governors JN
19/1/7	AS to arrange suitable time for Governors during Reach South visit VB to send revised SIP (via onedrive link) to Governors LPN to include SIP as standing agenda item Governors to receive SIP upon receipt of agenda and email questions to VB prior to the meeting TB to produce staff and parent survey for Summer Term# Safeguarding Governors to check the risk register review completed and feedback to next meeting VB to obtain clarity from Reach South regarding potential redundancy payments for support staff LPN to include staff review on next agenda	AS VB LPN  All Governors TB  LH  VB LPN
19/1/11	TB to complete online Safer Recruitment Training and email certificate to VB ASK to send link to HCC Governor Services to JB JB to contact Alex Meltzer re Reach South training provision LPN to provide policy overview	TB ASK JB LPN
19/1/16	JB to send details of Reach South Governor Conference to all Governors SS to attend Effective Governance Training	JB SS
19/1/18	Focus for next learning walk to be decided prior to agenda distribution	VB/JB
19/1/19	ASK to produce document for newsletter, JB to provide template SS to discuss community involvement with his employer SS to liaise with Jo Slmpson and EH re parental working party	ASK/JB SS SS

Signed by Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_