



MINUTES HILLVIEW PRIMARY LGB

Tuesday 26th March 2019 5pm

In attendance:

Jeff Bray, Ken Brown, Teresa Beckingham, Jackie Gush, Emma Homer, Paul Kenchington, Cathy Symonds,
Also present: Angela Setchfield (DHT), and Louise Newman (Governance Professional)

Minute No	Details
19/3/1	<p>Welcome and apologies for absence Apologies had been received from Anna Sketchley, Lynda Hambly, Vicky Buckland, Scott Staples and Helen Clarke (EBM). These were accepted by all present.</p>
19/3/2	<p>Update of Business Interest Register and Code of Conduct No further update was made.</p>
19/3/3	<p>Minutes of Previous Meeting held on 22nd January 2019 All agreed these (and the confidential minutes) as a correct record of the meeting.</p>
19/3/4	<p>Matters Arising. JB reminded all Governors to ensure they complete a visit form following every visit to school. Governors asked if this should also include the learning walks. This was discussed and it felt useful to also complete these for learning walks. JB will ensure all new governors receive an electronic copy of this form.</p> <p>JB advised that Reach South had visited the school and completed a Moderated Trust Review (MTR) which had included a meeting with him. He advised that the purpose of this meeting is to challenge and support the school as an external validation and will be an annual event.</p> <p>VB will be sending a revised SIP following this meeting, it was noted that this is a working document and will be discussed at each LGB meeting.</p> <p>It was noted that there is still no clarity on redundancy payments. Following the restructure Caroline Roberts has been appointed as Office Manager. One member of staff has left as a consequence of the restructure and another has reduced hours.</p> <p>The financial recharge to the school for shared services roughly equals the restructure savings but more services will be provided remotely. Governors will challenge Reach South to evidence value for money at the Reach South Governors Conference on 28th March.</p> <p>TB advised that she has completed on line safer recruitment training. LPN noted that this should be recorded in Governor training records. ASe will complete this.</p> <p>JB reminded Governors that each would be asked to complete an update in the newsletter</p>

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	<p>following a meeting. He asked for a volunteer for this meeting. Jacqui Gush offered to do this.</p> <p>An application has been made to the Talbot Village Trust via the PTA for funding to update the reception area quad. SS is still liaising with his employer regarding help to improve outside areas.</p>
19/3/5	<p>Learning Walk Feedback/Discussion . <i>Discuss your approach to marking and feedback using a few key books to demonstrate how the new policy is beginning to work in your class groups. See also marking policy distributed with papers.</i></p> <p>Governors were asked to complete visit forms to share any thoughts with staff.</p> <p>One year group noted that the feedback and marking policy was easy to use and an improvement as it integrated with other areas of work. There is still the need for flexibility to implement this due to the young age of the year group but there is now a consistency in the year group approach. It was suggested that some examples of how to interpret areas of the policy be provided and that staff would also like the opportunity to meet with other year groups.</p> <p>A further year group were happy to discuss some of the consequences of the new approach which included the impact of printing on the budget. The year group governor questioned the benefit of this outweighing the costs and asked whether writing the objectives in books would be more beneficial. The year group concerned currently has a member of staff absent and there was concern that support was available. ASe advised that support is in place and this was discussed.</p> <p>A Governor advised that his year group looked at the benefits and flaws of the new system. Staff are positive and books have been reviewed. The student interaction is important to show the understanding of their work. He noted that it is positive that the policy is being used school wide and allows for consistency and was impressed that it requires the children to engage in reasoning and the wider implications of a topic which is very positive.</p> <p>A further Governor noted that the stickers seemed to consume a great deal of time, staff in her year group had noted that there was not a lot of change as they were already using some of the initiatives. There has been more of a focus in the older years on independent marking but that this does not allow for the children to identify areas of development. It was noted that this was a new initiative and that this seemed to have created a larger marking work load.</p> <p>A final Governor noted that staff were happy with the new policy as it added clarity. Behaviour management and appropriate school sanctions for poor behaviour were discussed. SLT are aware of this, the Behaviour Management policy should be on the next agenda for discussion.</p> <p>It was noted that the overriding messages is that some of the aspects of the policy on marking need clarity. Discussion took place around the application at each year level.</p> <p>Governors noted that it is a continual challenge to ensure that there is clarity in communication. The recent MTR had been an example where it was asked if the results had been discussed with staff. ASe advised that the outcomes had been shared with year leaders but she will ensure that staff are given access to the full report.</p> <p>Discussion took place around providing information to staff, it had been noted that some staff</p>

	<p>had seen a schedule of events as a list of deadlines rather than intended information. It was suggested that this is included in the calendar for next year.</p> <p>Governors noted that there had been some concerns with lack of parental contributions for trips which had disadvantaged all children. ASe advised that changes are planned for the new academic year and these have been received well by parents.</p>
19/3/6	<p>Head and Chair's Urgent Business None</p>
19/3/7	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> A. Performance Management Update B. Review progress on Strategic Improvement Plan C. Update Self Evaluation Summary (SES) D. MTR Feedback Reflection E. Report on Impact of Pupil Premium F. Report on quality of teaching and pupil progress G. Report on predicted outcomes for cohorts and years H. Key Performance Indicators (KPI) <ul style="list-style-type: none"> a. Safeguarding b. Attendance c. SEND d. Accidents e. Staffing f. Admissions Update I. Site Manager's Report/Health and Safety <p>All documents had been issued to Governors prior to the meeting.</p> <p>ASe advised that the mid-year reviews will be completed next term to include the feedback from the MTR, Governors asked if these reviews were informed by lesson observations. ASe confirmed that they were.</p> <p>Strategic Impact Plan - Governors asked for clarification on dates for reviews. ASe advised that this is currently being amended and that staff are aware, she noted that this is a live document, and gave details of planned amendments.</p> <p>Governors noted that the MTR included a discussion around the structure of management and middle leaders but this was not reflected in the SIP. ASe advised that this will be made available in the revised document. Discussion took place around the overlap of documents and details of how each feeds into the other was given. Staff advised new Governors of the relevance of each document and the requirements for each.</p> <p>Discussion took place around middle leaders involvement in school improvement. ASe informed Governors of the changes to allow for more accountability in these roles and the changes in the timetable to allow for staff release to work on their subject areas.</p> <p>Governors asked if there was a budgetary impact on this release time, ASe advised SLT are providing this support therefore there is no impact on budget.</p> <p>JB noted that staff are now working more strategically with AHT only included at LGB meetings when required. Discussion took place around the use of the SLT and how they are now working more strategically.</p>

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	<p>ASe gave details of the current appointed SENDCo and how she is now covering areas of mandatory and statutory requirements resulting in a reduced workload for the DHT moving forward. Discussion took place around the SEND link Governor. This is currently being completed by ASk with CS assisting.</p> <p>During the MTR review homework had been identified with Maths and English being a positive. The homelink books had not been as effective as originally thought. Governors asked if a review of these would be held at the end of the academic year. After discussion it was agreed that a question around this be included in the parental survey to obtain appropriate feedback for Governors. Discussion took place around the impact of the books against the costs.</p> <p>JB advised that a GAG letter had been received giving details of the income for the new financial year. It was noted that Hillview is funded at the minimum per pupil funding level and this is due to the nature of the intake. It was noted in the KPI there are a fewer PP children in lower years. Discussion took place on ways to ensure registration in lower year groups. This will be a point of discussion for SLT. Governors will include encouragement in their item in the September newsletter.</p> <p>It was noted that funding is lagged and therefore provided on 637 pupils and there are currently 651 on role which will mean a challenging financial year.</p> <p>Governors asked for clarification of details around exclusion figures in the SES. ASe gave details of challenging behaviour and the impact on other year groups of providing additional support to particular children.</p> <p>ASe advised that the change in data recording systems with different dates for data drops had made a difference, she explained the new system to Governors. Governors asked if the report had required a large amount of time to produce. ASe advised that it had but that she was working on manipulating data from the new system which will reduce this. It was agreed that CS will meet with ASe to devise a proposed report for the next meeting with the information Governors require.</p> <p>Governors noted that the MTR had made comment on an integrated curriculum and asked if changes were planned. ASe advised that SLT are currently reviewing the way topics are delivered but that subject areas will be retained with changes in timing to improve the evaluation of learning as suggested in the MTR.</p> <p>JB advised that a comprehensive site manager report had been received which had been useful for Governors, no concerns were raised.</p>
19/3/8	<p>Plan staff/pupil survey TB will liaise with Caroline in the office to ensure that the parental survey is mailed out in the Summer term.</p>
19/3/9	<p>Review Academy website JB advised that Reach South have completed a full audit and there is some information that is required for Governors he will meet with Sue Milton to review this after Easter.</p>
19/3/10	<p>EBM Report - Review variations in budget spend and re-forecasts JB informed the LGB that (as Finance Governor) he had met with the EBM and that the budget is on track to balance at the end of the financial year.</p>

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	<p>Governors asked if the initiatives detailed in the SIP have been included in the new budget. ASe confirmed that they had.</p>
19/3/11	<p>Policy Reviews <i>a - Marking and Feedback</i> <i>b - Capability of Staff and Performance Management</i> <i>c - Financial Policy and Scheme of Delegation (RS)</i> <i>d - Behaviour (RS)</i></p> <p>All policies had been received by Governors prior to the meeting, no comments were raised all present agreed these.</p>
19/3/12	<p>Barriers to Progress JB noted that there had been a number of recent visits from Reach South which had consumed time and provided additional requirements for SLT which had resulted in diversion. Discussion took place on the impact of this.</p> <p>JB advised that some Governors are attending a conference in Taunton later this week and as part of this he will be meeting with the CEO, Dean Ashton who has not yet managed to visit the school. He will be meeting with VB prior to this to ensure he is current on the school's requirements.</p>
19/3/13	<p>Report from Safeguarding/CP/LAC Champion It was noted that these reports were requirements of Reach South and would be provided in the next academic year.</p>
19/3/14	<p>Report from Maths Champion It was noted that these reports were requirements of Reach South and would be provided in the next academic year.</p>
19/3/15	<p>Report from English Champion It was noted that these reports were requirements of Reach South and would be provided in the next academic year.</p>
19/3/16	<p>Governor Visits A governor had attended the recent Y4 outcome and gave details of this positive experience which had seen collaborative working with the children. They were able to take pride in and ownership of their work and were supporting each other.</p> <p>A further governor had attended another year group outcome which he felt had not been beneficial. It had been a wasted opportunity to inform parents. Discussion took place and Governors asked that SLT encourage staff to ensure that these are positive experiences for all year groups.</p> <p>A new Governor informed the LGB of his recent visits to familiarise himself with the school and linked year group. He gave details of this very positive experience.</p>
19/3/17	<p>Clerk's Update - membership, local and national strategies LPN advised that a new Governance Handbook had been released this month and she will</p>

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	<p>email this to all Governors.</p> <p>She also noted that JB reaches the end of his term of office soon and is currently serving as Chair. JB left the meeting.</p> <p>Governors discussed this position and agreed to co-opt him for a further four year period.</p> <p>JB returned to the meeting.</p> <p>LPN noted that GIAS would require updating, ASe to liaise with office staff to ensure this is completed.</p> <p>JB advised that TB has accepted the position of vice chair but it was noted that she is a relatively new Governor and that she has work commitments. It was suggested that a further vice-chair be appointed to assist. CS offered to take on this role. All present agreed.</p> <p>JB will meet with CS and TB to discuss any concerns or issues</p> <p>It was noted that ASK will be resigning at the end of the academic year and that this would leave a vacancy. Discussion took place around possible options for replacements. It was agreed that JB approach possible governors after discussion with ASK.</p>
19/3/18	<p>Reach South Board Update None</p>
19/3/19	<p>Governor Training TB has completed safer recruitment training SS has attended training and provided feedback on SEN LH has completed an annual safeguarding governor update.</p>
19/3/20	<p>Focus for next learning walk <i>Behaviour management - the staff experience and how this is managed in and out of class including behaviours for learning.</i></p>
19/3/21	<p>AOB JB advised that two days next week interviews will be held for permanent staff. there are currently 7 teachers on temporary contracts. KB and TB offered to attend to support this process.</p> <p>JB will send examples of governor contributions to the newsletter to JG Discussion took place around which group of pupils to invite to the next meeting. ASe will identify appropriate pupils to provide an insight into the integrated curriculum and projects.</p> <p>JB will provide an invite letter to ASe to use.</p>
19/3/22	<p>Date of next meeting <i>Thursday 28th March 2019 - Reach South Governor Conference in Taunton</i> <i>Tuesday 30th April 2019</i></p>

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Agreed

Minute No	Details
19/3/1	Apologies accepted
19/3/3	Minutes of 22nd January 2019 agreed
19/3/11a 19/3/11b 19/3/11c 19/3/11d	Marking and Feedback Policy agreed Capability of Staff and Performance Management Policy agreed Financial Policy and Scheme of Delegation (RS) agreed Behaviour Policy (RS) agreed
19/3/17	Governors agreed to co-opt JB for a further four year period CS and TB elected as vice chair for the remainder of the year Governors agreed to JB approaching potential new Governors

Action

Minute No	Details	Whom by
19/3/4	JB to ensure Governors receive electronic copy of Governor visit form ASe to ensure that governor training record is updated in school JG to complete article for next newsletter	JB ASe JG
19/3/5	Governors to complete visit form from learning walk Behaviour Management policy to be included on next agenda ASe to ensure MTR shared with staff	All governors LPN ASe
19/3/7	Question regarding homelink books to be included in parental survey	TB

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	SLT to discuss encouragement for PP uptake Governors to include encouragement for PP uptake in September newsletter CS and ASe to meet re data report to Governors	SLT Governors CS and ASe
19/3/8	TB to meet with Caroline re parental survey	TB
19/3/9	JB to meet with Sue Milton re RS website review	JB
19/3/17	LPN to email updated Governance Handbook to all Governors ASe to ensure GIAS is updated with changes to Governors terms of office JB to meet with CS and TB re role of Chair/Vice Chair JB to speak to ASk and approach potential new Governors	LPN ASe JB and CS and TB JB and ASk
19/3/21	KB and TB to support teacher interviews JB to send examples of newsletter to JG ASe to identify pupil group to attend next meeting JB to provide invite letter for pupils to ASe	KB and TB JB ASe JB

Signed by Chair of Governors

Date