



MINUTES HILLVIEW PRIMARY LGB

Tuesday 30th April 2019 5pm

In attendance:

Jeff Bray, Ken Brown, Teresa Beckingham, Jacqui Gush, Emma Homer, Paul Kenchington, Cathy Symonds,
Also present: Angela Setchfield (DHT), Louise Newman (Governance Professional) and Jacky Hardy
(prospective new Governor)

Minute No	Details
	Prior to the meeting Governors met with a group of Y4 pupils to discuss the integrated curriculum and their projects.
19/4/1	<p>Welcome and apologies for absence Apologies were received from Paul Kenchington, Anna Sketchfield, Lynda Hamlyn and Scott Staples. These were accepted by all present.</p> <p>JB welcomed Jacky Hardy to the meeting as an observer and introduced her to all present.</p>
19/4/2	<p>Declaration of Business Interests No further declarations have been made.</p>
19/4/3	<p>Minutes of Previous Meeting held on 23rd March 2019 All agreed these as a correct record of the meeting and signed accordingly.</p>
19/4/4	<p>Matters Arising. It was noted that the Behaviour Management policy was to be tabled at this meeting.</p> <p>VB advised that she has shared the highlights of the recent MTR with all staff but will ensure the document is made available to them this week.</p> <p>TB advised Governors of the details included in the parental survey regarding homework and the homework books.</p> <p>Governors asked for clarification of home link books. JB gave details of the contents of these noting that they had replaced the previous reading record, but it seems that the effectiveness has not been as positive as predicted.</p> <p>It was suggested that homework approach be included on the next agenda for discussion to ensure that it is in place for the start on the new academic year.</p> <p>Governors discussed encouraging registration for Pupil Premium. VB advised the documentation is available for new reception parents to ensure that parents are made aware of the importance of signing up. Further discussions took place and VB will discuss with Helen Clarke (SBM) regarding other schools provisions.</p>

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	<p>CS advised that she had attended a Reach South event and that they would be providing a standard format for data. It was, therefore, felt that it would not be beneficial to provide information to Governors at present.</p> <p>JB will review GIAS and report any discrepancies to the Office Manager. He has also been liaising with Sue Milton (IT) and will shortly be meeting her to review the website.</p> <p>JB advised that he had received a resignation from Scott Staples as parent Governor due to work commitments. Discussions took place around Governor recruitment.</p>
19/4/5	<p>Learning Walk Feedback/Discussion .</p> <p>The behaviour management policy was handed out to all present. VB advised that this is a draft format which had only just been finalised. Staff had sought to simplify the systems and include reference to a clarified procedure for absconding.</p> <p>Governors asked who would see this document. VB advised of the process through staff meeting and Governors approval when it is then emailed to all parents and added to the school website.</p> <p>Governors asked Reach South are informed of this policy. LPN advised that this is a local policy and the LGB are responsible for approval, it was not a requirement that this be provided to Reach South.</p> <p>Governors were asked to email any questions from this document to Angie. JB will email Governors with a “closing date” for response and will assume no response is an agreement to the policy.</p> <p>Governors felt that it had been beneficial to discuss behaviour with staff.</p> <p>Governors noted that staff had been positive about the new behaviour management policy. Whilst this had not been a major issue in school, it had made the boundaries much clearer. Discussion had taken place on how this was used on a day to day basis and how information is logged on the new Arbor system which has ensured a more unified approach. It had been suggested that incentives for good behaviour should also be used.</p> <p>A further year group discussion had noted that there appears to be a focus on bad behaviour and suggested ideas on how to praise and acknowledge good behaviour. Discussion took place, it was suggested that the leadership group review whole school responses to positive behaviours.</p> <p>It was noted that one group use a five step approach to positive behaviour which gives the opportunity to celebrate good behaviour with an additional two steps of improvement.</p> <p>One Governor spoke about the practicalities of behaviour. It was noted that one particular disruptive child had an impact on behaviour for the whole class. In this year group staff work together to ensure a unified approach in the year group and across the school.</p> <p>Governors asked for information around the planned changes to “Room 12”. VB advised that this will be a hub for nurture groups and will be a safe space for some children who need this. A learning zone will be created and details of this were provided by VB.</p> <p>Governors asked if this space would accommodate several children at one time. VB advised that it is a zone that children will be taught to respect and it is hoped that this will function will any child that needs the provision.</p>

	<p>Discussion took place around particular behaviours and how staff are dealing with this. Governors asked how whether these particular incidents may result in permanent exclusion. VB gave brief details of the current support provided to avoid this.</p> <p>Governors noted that staff have expressed a positive response to the 3.30pm discussion time with SLT.</p>
19/4/6	<p>Head and Chair's Urgent Business None</p>
19/4/7	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> A. Review staffing structure for forthcoming year B. Review progress on Strategic Improvement Plan C. Review of staff CPD and shared expertise D. Key Performance Indicators (KPI) <ul style="list-style-type: none"> a. Safeguarding b. Attendance c. SEND d. Accidents e. Staffing f. Admissions Update <p>It was noted that a written report had not been prepared due to the short timescale from the previous meeting.</p> <p><i>a - Staffing structure for the forthcoming year - this item was deemed confidential and is recorded separately.</i></p> <p><i>b - Review progress on Strategic Improvement Plan - Discussion took place regarding the format of this document. Governors will review this at the next meeting.</i></p> <p><i>c- SEND - no information.</i></p> <p><i>d - Accidents - no information</i></p> <p><i>e - Staffing - covered under confidential item above.</i></p> <p><i>f- Admissions Update - Discussion took place around changes in pupil numbers. Governors noted that they would require a paper at the July meeting detailing staffing requirements in year groups. VB to present to the next meeting. Discussion took place around "turbulence funding". VB will discuss this with the SBM.</i></p>
19/4/8	<p>Local Governance monitoring and development This item is covered in our September meeting each year.</p>
19/4/9	<p>EBM Report - review variations in budget spend and re-forecasts JB advised that currently a balanced budget is predicted. The percentage staffing budget is now at 75% of the overall.</p>

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19/4/10	<p>Policy Reviews <i>a - Behaviour Management</i> - It was agreed that this would be agreed via email and ratified at the next meeting. <i>b - First Aid</i> - All present agreed this policy.</p>
19/4/11	<p>Barriers to Progress It was noted that the behaviour of some pupils has impacted on others.</p> <p>Some children are on the cusp of achievement in phonics and are now receiving targeted support.</p> <p>Governors noted that there is a different approach to the SATs tests this year which may impact the results.</p>
19/4/12	<p>Report of Review of SCR This was completed at the previous meeting.</p>
19/4/13	<p>Report from Safeguarding/CP/LAC Champion Governors asked if Keilly (previous Governor with Safeguarding experience) was involved in Safeguarding review. VB will find out and report back to Governors. EH will discuss this with the Safeguarding Governor (Lynda Hamlyn)</p>
19/4/14	<p>Report from SEND Champion SEND was reviewed at the September meeting.</p>
19/4/15	<p>Governor Visits Governors advised that, following the last learning walk, feedback had been included in a learning visit form. It had been useful to see the clarification requested around some aspects of the marking policy had been completed.</p> <p>It was noted that today's meeting with Y4 pupils to discuss the integrated curriculum had shown a detailed understanding of their learning.</p>
19/4/16	<p>Clerk's Update - membership, local and national strategies None</p>
19/4/17	<p>Reach South Board Update None</p>
19/4/18	<p>Governor Training JB advised that some Governors had attended a day with Reach South. He would be happy to provide copies of the slides to any other Governor. He stated that there had been many high profile speakers who had delivered information. Discussion took place around the relevance of this information and how it would impact Hillview and its Governors directly.</p>
19/4/19	<p>Focus for next learning walk Celebrating the positives from the year.</p>

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19/4/20	<p>AOB</p> <p><i>Parent and Staff Surveys</i> - TB advised that these are now both ready to be sent. She provided details of the content and how these would be issued, which included a link in the newsletter. Paper copies will be made available for those without access to IT. TB will analyse results and provide these to Governors.</p> <p><i>Governor report for Newsletter</i> - TB will complete this to ensure that the Governors survey is highlighted.</p> <p><i>Governor Recruitment</i> - JB advised that he will be discussing this with Jacky after this meeting. It was noted that Scott had tendered his resignation and further discussion took place around a parent election. LPN suggested that this be held in the new academic year when the new cohort of parents were in situ.</p> <p>JB will attend the new parent meeting in June to highlight the work of Governors, it was agreed to hold over a parent election until September.</p> <p>Meeting closed at 7.15pm</p>
19/4/21	<p>Date of next meeting <i>Tuesday 9th July 2019</i></p>

Agreed

Minute No	Details
19/4/1	Apologies accepted
19/4/3	Minutes of 23rd March 2019 agreed
19/4/10b	First aid policy agreed
19/4/20	Parent election to be held over until new academic year

Action

Minute No	Details	Whom by
19/4/4	MTR to be made available to all staff Homework to be included on agenda for next meeting	VB JB/LPN

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	VB to discuss with EBM PP registration at other Reach South schools JB to review GIAS and liaise with Office Manager for corrections	VB JB
19/4/5	Governors to email Angie with any questions on new Behaviour Management Policy JB to email all Governors with a deadline for responses to above the Behaviour Management Policy Ratification of the Behaviour Management Policy to be on the next agenda SLT to review whole school responses to positive behaviour	All Governors JB LPN/JB VB
19/4/7	SIP to be reviewed at next meeting VB to provide report on admissions to next meeting VB to discuss turbulence funding with EBN	All Governors VB VB
19/4/10	Behaviour Management policy to be approved via email	All Governors
19/4/13	VB to ensure Keilly involved in Safeguarding EH to discuss Safeguarding with LH	VB EH/LH
19/4/20	JB to attend new parent evening to highlight registration for Pupil Premium funding.	JB

Signed by Chair of Governors

Date