



**MINUTES HILLVIEW PRIMARY LGB**

**Tuesday 10<sup>th</sup> September 2019**

**In attendance:**

Jeff Bray, Vicki Buckland, Jacqui Gush, Emma Homer, Paul Kenchington, Cathy Symonds, Jacky Hardy & Linda Hamlyn.

**Also present:** Laura Roper (Governance Clerk) and Jo Smith (AHT).

Minute No	Details
19/09/1	<p><b>Welcome &amp; Apologies</b></p> <p>Apologies were received from KB.</p> <p>The Chair welcomed LR, the new Governance Clerk for the Board.</p> <p>VB Noted that as part of arrangements for the school, Governors will have access to The Key arranged by Reach South. Additionally, Karen Powell (KP), Governance Consultant to Reach South has confirmed that she will peer review minutes and agendas, offering assistance where required.</p> <p>The Chair noted that KP has arranged an Introduction to Governance meeting has been arranged. Attendance to the meeting is open to all Governors and their attendance, if available, is appreciated. However, it was noted that the meeting had been scheduled at the same time as the Deputy Head interviews which may limit attendance.</p>
19/09/2	<p><b>Elect Chair &amp; Vice Chair</b></p> <p>The Chair stated that it was the time of academic year in which a new Chair is appointed to the role and asked those present for any volunteers or recommendations.</p> <p>CS noted that she looked to JB to continue role as Chair. JB responded that if it is the consensus of the Board of Governors, he will continue within his role as Chair. However, there is a need to look for succession planning and possible recruitment to the role in the future. Additionally, the Chair noted that a Vice Chair is also required, with specific responsibilities to represent the Chair, if absent. CS stated that she would be happy to act as Vice Chair.</p> <p>JB and CS left the room.</p> <p>Those present commented that JB had noted a desire to step down. It was agreed that JB would be elected in this instance with a plan to recruit a replacement.</p> <p><b>ACTION:</b> Recruitment to Board as Vice Chair to ensure succession planning is in place. JB and CS reentered the room.</p>

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	<p><b>Agreed:</b> The appointments of Chair (JB) and Vice Chair (CS) were confirmed.</p> <p>JG noted that The Chair wishes to stand down at some point and appreciated his efforts. It was agreed that recruitment for a replacement Chair would be a priority over the coming academic year.</p> <p>The Chair noted that there was an opportunity through the recruitment of a Parent Governor and that a draft letter had been produced and sent to VB. VB noted that the content of the letter can be edited to additionally cover Vice-Chair recruitment and will be circulated to parents. The Chair requested that the dates included in the letter were checked to ensure accuracy.</p> <p>Additionally, The Chair noted that there was the potential for a co-opted Governor from The Business School at Bournemouth University. A member of the Faculty had been approached and The Chair is awaiting a response within the next seven days. If no response has been received then alternatives will be sought. Other suggestions for possible alternatives were discussed</p> <p>It was agreed that a strong parent nomination would also be beneficial.</p> <p><b>Action:</b> The Chair to update The Board of Governors within seven days on the potential appointment of a co-opted Governor from The Business School.</p>
19/09/3	<p><b>Declaration of Business Interests</b></p> <p>The Chair requested declarations of new business interests. No new declarations were raised.</p>
19/09/4	<p><b>Approval of Minutes of Meeting held on 9<sup>th</sup> July 2019</b></p> <p>Those present confirmed that the minutes were a true and accurate reflection of the meeting. Agreed by CS and seconded by JG.</p> <p><b>Agreed:</b> The minutes of the meeting of the 9<sup>th</sup> July 2019 were approved and signed by Chair.</p>
19/09/5	<p><b>Matters Arising from Previous Minutes</b></p> <p>The Chair has been requested to email Year 6 regarding SATs. This was noted as now complete.</p> <p>VB had been given an action regarding homework diaries for parents. VB responded that the school has brought in homework diaries for pupils. This will cover the first school term whilst the school looks at a more permanent approach that is not too costly for the parents or the school to maintain. This action is complete.</p> <p>VB had an action to confirm the PAN number. It was noted that the school capacity is 630. Whilst at present the school is currently slightly over but this figure it was confirmed that this does not need to be adjusted and would be maintained in future academic years. This action is complete.</p> <p>The Chair has been asked to circulate the dates for the 2019/20 Board of Governors meetings. The Chair confirmed that this action was complete.</p> <p>VB has been actioned with providing the Board of Governors with the SES and SIP. It was noted that these had been circulated and were items for discussion on today's agenda. This action is complete.</p>

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	<p>The Chair has been actioned with ensuring that the declaration of business forms had been signed and that a code of conduct had been established. The Chair noted that the required forms had been completed but was unsure of a Board of Governors code of conduct. VB noted that the staff members at the school have a code of conduct and so it was felt that it would be beneficial to circulate the policy during this year and sign next year.</p> <p><b>Action:</b> EH to circulate code of conduct to all governors.</p> <p>An action had been given that teacher appraisal, teacher pay and a Physical Intervention Policy to be included on the agenda for the September meeting. It was noted that these items were not currently on the agenda but will be taken to the November meeting.</p> <p>VB stated that the school does not have a Physical Intervention Policy. Team-teach covers intervention for staff to ensure students and others on site are safe. Only some people are covered by this and these are the staff who can intervene. It was agreed that under these circumstances an additional policy was not required.</p> <p><b>Action:</b> LR to ensure that teacher appraisal and teacher pay to be included on November 2019 agenda.</p> <p>It was noted that The Chair and EH would meet with potential new Parent Governor nominees at a meeting on the 25<sup>th</sup> September 2019.</p>
19/09/6	<p><b>Ratify all link roles and responsibilities</b></p> <p>The following link roles and responsibilities were confirmed by The Chair:</p> <p>Safeguarding and eSafety – LH Pupil Premium – PK Estates and Health &amp; Safety – JH Sport Funding – The Chair Finance – The Chair Math – CS English – KB Integrated Curriculum – JG SEND and Inclusion – Vacant Pay Panel – The Chair and KB Admissions – The Chair and JG</p> <p>All link roles and responsibilities were ratified and agreed by those present. However, it was noted that the SEND and Inclusion role would need to be appointed to.</p> <p><b>Action:</b> Chair to appoint Governor to SEND and Inclusion.</p> <p>It was noted that within the Reach South Handbook, a form requires completion regarding Maths, English and Early Years.</p>
19/09/7	<p><b>Learning Walk Feedback and Discussion</b></p> <p>CS held discussions with Y2 and noted a change of lunchbreaks so that all of the school now has lunch together. This has changed the length of sessions for some students. There are specified times in the day for some sessions as they are integrated with other years. As such, there may need to be a review of the success of this change to ensure that the children are</p>

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	<p>benefitting.</p> <p>EH responded that after play there is now a 1.5 hour teaching period which is not enough for two subjects but too long for one. We need to ensure that the right sessions are in place for this time period. VB noted that she felt that this was a professional judgement to ensure that children are receiving the right educational diet and that staff are welcome to adjust their sessions as required.</p> <p>It was felt that this was a positive change for reception children as it meant that their afternoon is shorter. It also allows staff to talk to one another over the lunch period and that a rota system had been established to ensure that staff sit and eat with the children. This was seen as a very positive approach.</p> <p>White Rose Maths has been introduced and it was felt by some that this will take resource time as staff and students adapt to the new approach. Year 6 staff and students had responded positively to the new approach.</p> <p>There is a slight negative response to the planning document from Reach South as it was reported that some staff felt the approach to be unnecessary for teachers who have been in post for a long period. The requirement to complete the document also came at a time when Year 6 staff members were marking the first round of mock stats.</p> <p>Staff had fed back that they like the assessment schedule provided by Reach South but there is some back to back assessment and a potential overload of assessment.</p> <p>It was reported that the behaviour of the children so far this term had been very positive with a good work ethic.</p> <p>The Chair commented that his discussions with Year 3 had been very positive. Staff are delighted that they didn't have to click partial achievement and were focusing on using learning walls to evidence progress.</p> <p>It was noted that year 5 staff are working closely together and had identified some nervous children. Staff members are working to manage this.</p>
19/09/8	<p><b>Head and Chair's Urgent Business</b></p> <p>No matters of urgent business were raised by the Head or the Chair.</p>
19/09/9	<p><b>Update from HT on people and finance – particularly SLT composition</b></p> <p>VB informed the Board that there was one internal candidate and two external candidates for the Assistant Head Teacher role. The internal candidate will be taking on this role.</p> <p>VB stated that it has been agreed to pause on advertising for this role on a permanent basis until she knows the skills and experience of the new Deputy Head to be appointed. The school will instead appoint a three day per week teacher for a one year fixed term contract until full requirements are understood.</p> <p>Deputy Head interviews will be held in 2 weeks from the date of this meeting.</p> <p>VB informed the Board that a pastoral member of staff will be leaving the school. The role will be changed to a behaviour/learning mentor to work across the school. VB is currently finalising the job description.</p> <p>The Chair enquired if assistance was required for short listing of the Deputy Head role. VB responded that she would appreciate any assistance as in previous experience this has been</p>

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	<p>beneficial. The short listing will take place on Friday 13<sup>th</sup> September with the aim that they will be notified on Friday evening. CS stated that she may be available to assist and would confirm with VB shortly.</p> <p>Interviews for the role will take place on the 23<sup>rd</sup> and 24<sup>th</sup> September 2019. Ideally VB would require two Governors be available to attend. The Chair responded that he is available for the 24<sup>th</sup> September and asked if any other Governors were available to assist.</p> <p>JG, JH and CS confirmed that they were unavailable due to prior commitments.</p> <p><b>Action:</b> The Chair will contact KB to enquire if he is available to attend the Monday 23<sup>rd</sup> September interviews.</p> <p>VB noted that the SENCO role will be remaining with the newly appointed Assistant Head Teacher. VB confirmed that she is also a SENCO and will need to see the experience of Deputy Head. It is then possible that the school can cover the role with the staff and experience in place. This is to be confirmed.</p> <p><b>Action:</b> VB to confirm SENCO role once Deputy Head has been appointed.</p> <p>A Year 6 additional adult teacher would be beneficial and would be for approx. two days per week. VB will keep a close eye on expenditure to ensure that spending is within budget but every opportunity for support is realised.</p>
19/09/10	<p><b>Review SAT's results – areas of strength and areas for improvement</b></p> <p>VB noted that a new analysis of SATs results (question level analysis and keystage outcomes) had been made available today (10<sup>th</sup> September 2019). VB will circulate the analysis to the Governors.</p> <p>The Chair asked if The Board of Governors preferred that these be sent as and when ready or sent in their entirety with agenda for the next meeting. It was agreed that it would be useful to receive them in both formats.</p> <p><b>Action:</b> LR to add SATs analysis to agenda item for November meeting <b>Action:</b> VB to circulate question level analysis and keystage outcomes.</p>
19/09/11	<p><b>Review progress on Strategic Improvement Plan (also covers LGB Action Plan)</b></p> <p>The hyperlink provided does not work for Governors. The Chair noted that the SIP with necessary data had been circulated with papers but that the hyperlink would allow for access to an up to date version of the live document. As the hyperlink does not work The Chair and VB will ensure that two weeks prior to the meeting it is downloaded and circulated to the Board of Governors.</p> <p>An A4 narrative of the SATs will be created and circulated as well as a plan for Y6. VB commented that she felt that the SIP was looking very good. JG seconded this and noted that it is positive to have staff inputting to the plan as this will help the school to focus. The document makes it clear what the school is focusing on, what is going well and what is not going well, requiring mitigation.</p> <p>VB confirmed that all subject leaders have created an action plan which runs in parallel with the SIP.</p>

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	<p>The Chair asked if anyone wished to raise/challenge or discuss an item within the SIP. JG responded that there is a section on leadership and management. VB acknowledged that there is a need to establish the new Senior Leadership Team (SLT) for the school. JG requested that VB expand on how this will be embedded as well as the communication plan that is in place for this.</p> <p>VB responded that if the Deputy Head is able to start sooner than January, before the current person leaves, this would be beneficial. Angie will give the school back some of her time once they are in place to assist with assessment and other tasks as required. The school has been robust and clear in its leadership meetings and information sharing which is beneficial. This will ensure that it is easier for the newly appointed Deputy Head to get up to speed and have time to observe teachers and practice.</p> <p>Additionally, there will be weekly staff meetings, fortnightly year meetings and an SLT meeting every week as well as Governor meetings. The Deputy Dean will also hold a weekly assembly in order to engage with the students.</p> <p>It was noted that the 'Who?' boxes are empty in most areas of the SIP. This was completed in July before staff were in place and will be updated completed once roles are completed. The document will then be reviewed and updated every half term.</p> <p>The Chair asked if there a formalized structure of Reach South scrutiny of the document? VB confirmed that all of the audit documents, SIP and SES were sent to Reach South in the summer for checking.</p> <p>JG noted that there are several references to developing wider community links. VB responded that the school has redeveloped the leadership slightly so that it has leaders who are more focused on areas such as British values and spiritualisation. We need to look to the wider community to bring in external visitors who can help to bolster these areas and demonstrate practices within the wider community to the students.</p> <p>The Chair noted that a University contact has been able to bring visitors to the school in the past. It may be beneficial to meet with him to see if he is able to assist. Outreach at AFC Bournemouth is also available.</p>
19/09/12	<p><b>Review School Self Evaluation (SES)</b></p> <p>CS noted that the SES are all large documents and wonders how staff members manage to use them and make them meaningful. VB responded that for the staff, the SIP is the main document used and that the SES informs the SIP.</p> <p>The SES is completed annually and is not a live document, whereas the SIP is regularly updated.</p>
19/09/13	<p><b>Safeguarding – key changes to KCSIE</b></p> <p>The Board were unsure if Governors should be familiar with part one and annexe A or part one and two of the safeguarding documentation.</p> <p><b>Action:</b> JS to confirm which areas of the safeguarding document Governors need to engage with.</p> <p>The Board of Governors signed to confirm that the document has been received and noted.</p> <p>JS confirmed that the KCSIE has been updated but only minor changes have been made due to major overhaul last year. Safeguarding has now moved responsibility from The Local</p>

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	<p>Children Safeguarding Boards to safeguarding partners which include the Christchurch, Bournemouth &amp; Poole Local Authority, Dorset Local Authority, Dorset NHS Trust and Dorset Police. All of the policies and procedures are being updated. JS confirmed that she will ensure that she keeps the Board of Governors up to date with the changes.</p> <p>The KCSIE contained four key actions:</p> <ol style="list-style-type: none"> <li>1) Upskirting is now an offence and must be referred to in policy.</li> <li>2) Serious and violent crime must be referred to in policy. This covers areas such as county lines and includes details of signs to look for.</li> </ol> <p>All Governors must have Section 128 DBS as well as Head Teacher and members of the SLT. CR is working on this. No data is required from members of the board at the moment.</p> <ol style="list-style-type: none"> <li>3) Online safety must be referred to in the policy and further work needs to be done to update this. There is new legislation in 2020 as part of Jigsaw covering online safety, democracy and British values.</li> <li>4) Child Protection and Safeguarding Policy. JS has been updating this to ensure that all is in place as per the requirements of the Local Authorities (listed above).</li> </ol> <p>The Chair enquired as to whether we are we taking every opportunity to partner with Malmesbury as they will have completed the same work. There is an opportunity to share the workload and compare/check with one another, except for areas specific to the school and its catchment.</p> <p>JS noted that she has trained all support staff at the first inset day on upskirting and serious violent crime policies. The teachers will be trained on Wednesday (18<sup>th</sup> September).</p> <p>The Chair noted that he has had no contact with Keilly Smith to date. It was noted that she had visited JS who had discussed the audit with her. It was agreed that the Board of Governors needed to evidence engagement with Keilly Smith as it gives rigor to the fact that we are ensuring that the Board of Governors is engaging with all available resources.</p> <p>JS exited the meeting at this time.</p>
19/09/14	<p><b>Curriculum Audit</b></p> <p>VB informed The Board of Governors that this was a new document and consisted of an annual audit of the curriculum.</p> <p>EH contributed to the audit over the course of a day in order to determine how the curriculum would be mapped out across the academic year. It was noted as having been a very helpful process as it allowed staff to see the entirety of the curriculum in place and review the document to ensure that everything is being covered. The audit had demonstrated that in some cases the same skills were being covered in multiple years.</p> <p>The audit included a statement of intent to ensure it is in line with Ofsted. VB also noted that there is also a statement of intent for each subject.</p>
19/09/15	<p><b>Other Governor Visits</b></p> <p>JH noted that she had held a Governor visit with Mr. Kelly. JH confirmed that a large amount of work had been completed and that there was exemplary record keeping. Mr. Kelly is greatly enjoying the role and completed a fire safety practice during the lunch period of the visit.</p>

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	<p>During the visit, alarms and CCTV and the fire escape were discussed and it was suggested that a fire escape may require CCTV.</p> <p>The visit highlighted that a fire drill, in which the playground is evacuated to the Redhill Common, had yet to be held. Teachers will be required to block off the road for the flow of students across to Redhill Common. VB agreed that this would be implemented.</p> <p><b>Action:</b> VB to ensure a playground evacuation fire drill is held.</p> <p>It was also confirmed that back-up data is saved in a fire-proof safe; however, back-up only occurs approximately once a month. It was agreed that the data back-up needs to occur daily.</p> <p><b>Action:</b> VB will discuss back-up of data and its frequency.</p> <p>The LED lighting is being completed, as well as fish-eye sensors. Phase 1 is to complete the exterior lighting first before it moves internally.</p> <p>A discussion was held regarding a lightning conductor for the school. VB noted that the fire safety officer suggested that a conductor was not required however; companies who had provided quoted had said it was needed. VB confirmed that the school is under the fire safety standards of Reach South and that they will inform the school if they determine that a lightning conductor is required.</p> <p>The Board of Governors discussed the need of the lightning conductor and it was unanimously agreed that this was not currently required. Should this come back via Reach South then Governor support to the HT was offered.</p> <p>JH noted that the school boiler rooms have been in use for a long period of time and asked whether there plans to update the equipment. VB noted that as the school will be saving 5% of their budget, they are able to use this money, if and when required.</p> <p><b>Action:</b> The Chair will circulate the Governor visit form. <b>Action:</b> Completed Governor Visit forms to be sent to VB.</p>
19/09/16	<p><b>Clerk's Update – membership, local and national strategies</b></p> <p>It was confirmed that there were no items for update at this time.</p>
19/09/17	<p><b>Governor Training</b></p> <p>It was noted that to date, for this academic year, no training has taken place but that any training that is advertised will be circulated.</p> <p><b>Action:</b> Chair to check where Clerk record is kept and update.</p>
19/09/18	<p><b>Review of Policies (Adopt Trust H&amp;S Policy)</b></p> <p>The Governors confirmed that the Trust Health &amp; Safety Policy had been circulated and accepted.</p> <p>VB circulated the Lockdown Guidance and Procedures document to the Governors and confirmed that this procedure will be tested within the school.</p> <p><b>Action:</b> VB to ensure test of Lockdown Procedures.</p>

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19/09/19	<p><b>Focus for next Learning Walk</b></p> <p>It was noted that Emma Burton would like to give the Board of Governors a tour of the newly updated Early Years facilities.</p> <p>The Chair noted that the Board of Governors would normally meet with pupils during the second meeting of the term. However, this will be moved to the January meeting (Tuesday 14<sup>th</sup> January 2020) to allow the November meeting to focus on documentation.</p> <p>The Board of Governors agreed that the focus of the learning walk will be to critically review the new assessment process including the new assessment policy and cycle.</p>
19/09/20	<p><b>Delegation of update from Governors to Parents on the newsletter</b></p> <p>It was agreed by those present that the newsletter should contain a section to remind reception parents to sign up to Parent Premium. Internally, staff can also remind reception parents during the meet the teacher meetings.</p> <p>PK stated that he would complete the next newsletter on behalf of the Board of Governors.</p> <p><b>Action:</b> Governors newsletter to be completed by PK.</p> <p>LR noted that the minutes would be circulated as soon as possible to aid completion.</p>
19/09/21	<p><b>Any Other Business</b></p> <p>JH noted feedback from a parent in which it was requested that parents be informed of student performances earlier in advance in order to book time from work to attend. EH noted that it was the intention to provide a calendar for each term or by project. Additionally, VB noted that it was not possible to send for the full academic year due to regular changes in the schedule.</p>
19/09/22	<p><b>Date of next meeting</b></p> <p>The Chair confirmed the date of the next meeting as Tuesday 19<sup>th</sup> November. A Learning Walk will take place from 4pm with the meeting beginning at 5pm.</p>

**Agreed**

Minute No	Details
19/09/2	The appointments of Chair (JB) and Vice Chair (CS) were confirmed.
19/09/4	The minutes of the meeting of the 9 <sup>th</sup> July 2019 were approved and signed by Chair.

**Action**

Minute No	Details	Whom by

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19/09/2	Recruitment to Board as Vice Chair to ensure succession planning is in place.	All
19/09/2	The Chair to update The Board of Governors within seven days on the potential appointment of a co-opted Governor from The Business School.	The Chair
19/09/5	EH to circulate code of conduct for signing at the start of the next academic year.	EH
19/09/5	LR to ensure that teacher appraisal and teacher pay to be included on November 2019 agenda.	LR
19/09/6	Chair to appoint Governor to SEND and Inclusion.	The Chair
19/09/9	The Chair will contact KB to enquire if he is available to attend the Monday 23rd September interviews.	The Chair
19/09/9	VB to confirm SENCO role once Deputy Head has been appointed.	VB
19/09/10	LR to add SATs analysis to agenda item for November meeting	LR
19/09/10	VB to circulate question level analysis and keystage outcomes.	VB
19/09/11	LR to ensure that community engagement is a standard agenda item for all meetings.	LR
19/09/13	JS to confirm which areas of the safeguarding document Governors need to engage with.	JS
19/09/15	VB to ensure a playground evacuation fire drill is held.	VB
19/09/15	VB will discuss back-up of data and its occurrence on a daily basis.	VB
19/09/15	The Chair will circulate the Governor visit form.	The Chair
19/09/15	Completed Governor Visit forms to be sent to VB.	Governors
19/09/17	Chair to check where Clerk record is kept and update.	The Chair
19/09/18	VB to ensure test of Lockdown Procedures.	VB
19/09/20	Governors newsletter to be completed by PK.	PK

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Signed by Chair of Governors

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Date