



**MINUTES HILLVIEW PRIMARY LGB**

**Tuesday 3<sup>rd</sup> March 2020**

**In attendance:**

Jeff Bray, Vicki Buckland, Jacqui Gush, Cathy Symonds, Emma Homer, Ken Brown, Gail Thomas, Hannah Staddon and Karen Everett.

**Also present:** Laura Roper (Governance Clerk) and Matt Clarkson (Chair of Governors Parkview School)

Minute No	Details
03/03/1	<p><b>Welcome &amp; Apologies</b></p> <p>Apologies were received from Linda Hamlyn and Paul Kenchington.</p> <p>Those present introduced themselves to Matt Clarkson.</p> <p>MC thanked those present for welcoming him and mentioned that he looked forward to more collaborative work as part of Reach South.</p>
03/03/2	<p><b>Declaration of Business Interests</b></p> <p>The Chair asked for declarations of interest. GT noted that her son was currently employed at Hillview Primary School on a supply basis. The Chair asked GT to complete a business interests form.</p> <p><b>Action: GT to complete a declaration of business interests form.</b></p>
03/03/3	<p><b>Approval of Minutes of Meeting held on 14th January 2020</b></p> <p>The Chair asked those present to review the minutes of the last meeting and note any items for amendment or clarification. JG noted a small number of typos within the minutes to be edited on pages 4 and 6.</p> <p>Page 4 – under staffing should say employ, not employee.</p> <p>Page 6 – 20/01/6d – should say spoken not spoked.</p> <p>Changes were made in the meeting.</p> <p>At this time no other items were raised for amendment or clarification and the minutes were approved.</p> <p><b>Agreed: Minutes of the meeting held on the 14<sup>th</sup> January were approved.</b></p>

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03/03/3a	<b>Matters arising from previous minutes</b>		
	14/01/2	<p><b>NE and Junior Site Managers to write an article for the school's weekly newsletter.</b></p> <p><b>Completed</b></p>	VB
	14/01/3	<p><b>KE to complete and submit a declaration of business interest form</b></p> <p>KE has received the template and will submit to the office shortly.</p> <p><b>Action: KE to complete declaration of business interest form</b></p>	KE
	19/11/4a	<p><b>JB to send KE template for governors visit form</b></p> <p>Ongoing, the Chair will recirculate the form to all, including GT.</p> <p><b>Action: Chair to recirculate Governors Visit Form</b></p>	JB
	14/01/5	<p><b>VB to ensure all staff were introduced to new staff members</b></p> <p>VB confirmed that no new staff had joined the school since the last meeting but that measures had been put in place to ensure that this is completed for any future new staff.</p> <p><b>Completed</b></p>	VB
	14/01/5	<p><b>JB to approach possible Governor candidate.</b></p> <p>GT was approached as a possible co-opted Governor. GT gave a short introduction to her experience in midwifery and education management. The last role was as the Dean of the Faculty of Health &amp; Social Sciences at Bournemouth University. Previous Governor of three NHS trusts and has previously been a governor for GT's children's school. Additionally, GT volunteers with the NT and is part of a group to support women in employment both nationally and internationally.</p> <p>The Chair asked those present if they were happy for GT to be co-opted to the Board of Governors. Those present all agreed that they would wish to accept GT as a member of the Board of Governors.</p> <p>GT did note that a number of Governor's and the Clerk to the Governors came from Bournemouth University. The Chair agreed and noted that all members should be aware of background diversity in future governor recruitment.</p> <p><b>Completed</b></p>	JB
14/01/6e	<p><b>SLT to discuss parent survey possibilities.</b></p>	SLT/VB HS	

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	<p>Not yet competed due to conflicting priorities.</p> <p>HS to speak to PTFA regarding Classlist An account can be setup and a future facility will be set-up to allow for the completion of polls. Alternatively, it is possible to create a <a href="mailto:parentfeedback@hillview.bournemouth.sch.uk">parentfeedback@hillview.bournemouth.sch.uk</a> email address which could be made available to all parents.</p> <p>EH commented that Classlist is not run by the school. HS noted that the Board of Governors and school can have joint access to the Classlist account but that the information is not made public.</p> <p>VB commented that the school would need to assess the logistics of managing the email.</p> <p>The Chair asked the purpose of Classlist if we use a parent feedback email. HS noted that whilst not all parents use email they do often use Classlist and so it provides a wider access to feedback. The Chair also noted Ofsted Parent View as alternative tool, however, VB noted that this was a tick box survey and not a qualitative survey.</p> <p>It was agreed that a survey via Classlist and Ofsted Parent View should be made available for parents to provide feedback. Additionally, an email account needs to be established for feedback.</p> <p><b>Action: VB to ensure the creation of a <a href="mailto:parentfeedback@hillview.bournemouth.sch.uk">parentfeedback@hillview.bournemouth.sch.uk</a> email address.</b></p> <p>The Chair suggested that within the Governor update in the newsletter a regular note requesting parent feedback is included linking to both the OFSTED Parent View survey and qualitative thoughts via the e-mail address set up as referenced above.</p> <p>JG suggested the use of the start/keep/stop approach in order to focus feedback.</p> <p>The Chair suggested that the approaches be set up and a draft of the wording be created for confirmation at the next Governors meeting. Those present agreed that as this would be at the end of the academic year, this would be an appropriate time to request this feedback.</p> <p><b>Action: HS to complete wording for parent feedback request.</b></p> <p><b>Action: Take feedback methods and wording to May 2020 Board of Governors meeting.</b></p> <p>The Chair suggested that newsletters contain a follow-up with a you said, we did response to feedback.</p>	
14/01/10	<b>Performance management process</b>	VB

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	<p>VB noted that formal observations would take place in 2 weeks' time and followed by a mid-year review. At this point support staff appraisals and development have not been put in place.</p> <p>HS commented that she had access to approaches which had been taken at other schools which she could make available.</p> <p><b>Action: HS will forward information on other school approaches to support staff appraisals.</b></p>		
14/01/13	<p><b>LH to meet with CR regarding SCR</b></p> <p><b>Action: Carry forward action for LH to meet with CR regarding SCR to May 2020 meeting.</b></p>	LH	
14/01/20	<p><b>VB to organize subject leads to meet with Governors on next learning walk.</b></p> <p><b>Completed.</b></p>	VB	
14/01/27	<p><b>HS to write article for newsletter</b></p> <p><b>Completed.</b></p> <p>JG followed up on discussions at the previous meeting regarding L6 assessment and related workload. VB has noted that test dates have been moved to be held at a more appropriate time. JG noted that this was a clear demonstration of feedback being received and managed appropriately between Reach South and the school.</p> <p>VB has put forward ideas of improvements to the ARBOR system to allow schools to input and export data as required. These systems will need to be improved or replaced as there are other systems available which do complete the required tasks.</p>	HS	
<p><b>Action: LR to add standing item on agenda to feedback from learning walk.</b></p>			
03/03/03b	<p><b>Learning Walk</b></p> <p>CS completed an English Learning Walk. Feedback noted that there was a need to improve the base of knowledge for all staff, especially due to recent staff changes. Hosting a session and asking external members/schools to attend would be beneficial to increase the knowledge and the enthusiasm. The idea of Hillview possibly becoming a local hub for readwriteinc was mooted.</p> <p>KB noted that staff are concerned that they do not infringe on any potential copywrite and that staff were enthusiastic to take the work further.</p> <p>The Chair noted that there has not been as much CPD activity in the school as there has in the past. Staff felt that there would be value in doing more. VB noted that a number of staff</p>		

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	<p>were sent on Readwriteinc training and that inset days had been given for other centrally guided training activities. There has been a discussion that for the new academic year, the school should have more control of the training taking place on inset days and work to ensure more school specific training.</p> <p>In July 2019 an inset day was held for all teams to get together which was seen as very beneficial. VB confirmed that this would happen again this year.</p> <p>The release of time and focus for CPD activities may not always cover all areas but staff had commented that they were aware that the activities are often related to strategic need. It was noted that one of the important aspects of the training is to ensure consistency of practice throughout the school.</p> <p>The Chair asked if the Board felt that the learning walks were beneficial. For the March 2020 learning walk Governors met with their subject groups rather than by the year group. HS noted that she felt it was very successful. VB noted that taking this approach on a regular basis gave a different level of knowledge and a different voice the Board may not always hear and so is gratefully received.</p> <p>CS asked if it was beneficial to complete this every other walk or less often as the year group walks go well. KB noted that from the conversations it was clear that staff are talking to one another.</p> <p>HS commented that by completing a learning walk by subject group it was easier to see the integrated learning, how it is reaching across all subjects and how staff members are interacting with one another.</p> <p>The Chair suggested that for the second meeting of each term the Board meet with the subject groups (the first meeting will be with the year group). From September, the Board would need to plot out which subjects each Governor covers to include Science, ICT, Humanities, Music etc. JG noted that having met with the Humanities it was less focused as than the core subjects and so this would need to be addressed for future meetings.</p> <p>EH suggested that discussion subjects could be circulated in advance.</p> <p>The Chair commented that the next meeting will be by year rather than by subject. For the next academic year the Board will assign appropriate subjects to staff.</p>
03/03/4	<p><b>Head and Chair's Urgent Business</b></p> <p>No urgent items were raised for discussion.</p>
03/03/5	<p><b>Head Teachers Report</b></p> <p>The report was circulated to the Board and included the projections for phonics (03/03/5a).</p> <p>Dean Ashton, CEO of Reach South visited the school. The visit was very positive and focused on the schools strengths and a tour of the facilities. VB discussed areas for development and DA left confident that the school was aware of the areas in which it will develop.</p> <p>Malmesbury has recently completed a ROSE review. VB was able to see this review take</p>

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	<p>place and so is aware of expectations for the schools own upcoming review.</p> <p>VB noted that their ROSE review will take place next week (Tuesday and Wednesday). The panel will want to meet with members of the Board of Governors. The Chair noted that his diary was clear next Tuesday as was KEs. An external consultant will be included as part of the ROSE review. Feedback has been that as a consultant he provides clear feedback and is in line with Ofsted.</p> <p>JG asked regarding the support of Reach South. VB confirmed that she uses Reach South as a source of school improvement activities and quality assurance.</p>
03/03/5a	<p><b>Outcomes of the phonics programme (carried forward from 14<sup>th</sup> January 2020)</b></p> <p>Included within the Head Teachers report.</p>
03/03/5b	<p><b>SIP with Spring updates</b></p> <p>All items appear to be as expected and no items were of concern within the RAG.</p> <p>IC monitoring is ongoing and will be finalised at the end of July 2020.</p> <p><b>Action: LR to pdf all documents for distribution.</b></p> <p>Peer to Peer support within subjects is on a list to be completed by the School. This is currently in red on the RAG but will be completed by the end of the summer term. Moving forward this will not be the role of the Deputy Head of School and so VB will look at alternative resources for this in future.</p> <p>Reach South are developing relationships with other schools, but these are not within the Bournemouth area. VB has suggested schools such as Linwood which Hillview already has a relationship with in order to further develop and share best practice.</p>
03/03/5c	<p><b>Verbal update on staff Performance Management Processes</b></p> <p>Discussed under Head Teachers Report.</p>
03/03/5d	<p><b>BCP workforce development</b></p> <p>The Chair has asked if there is a requirement for staff to feedback to the school after funded CPD. VB noted that four staff who are due to attend funded CPD will be developing a process and feeding back during the next staff meeting.</p> <p>The Chair asked regarding a potential blog or webinar to allow staff who are unavailable to watch and review the feedback from CPD activities. This will allow staff to engage with activities. HS suggested Perspectives as this allows the monitoring of engagement with webinars. VB noted that this would be useful for part-time staff and so should be assessed by the school for potential implementation.</p> <p><b>Action: VB to assess option for the recording of staff CPD feedback and reporting.</b></p>
03/03/6	<p><b>Performance Management Update</b></p> <p>No items were raised for discussion.</p>

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03/03/7	<p><b>Review of Parent Survey Results</b></p> <p>A parent survey will be completed by the summer.</p>
03/03/8	<p><b>Report on impact of Pupil Premium</b></p> <p>This was provided for the previous meeting and is available on the website. VB will ask the staff member to write short report on the progress of the Pupil Premium to date.</p> <p><b>Action: SLT member to write a short report on progress of the Pupil Premium.</b></p>
03/03/9	<p><b>Report on quality of teaching and pupil progress</b></p> <p>IDSR was made available. This was completed in the Autumn but missed the early years data which has subsequently been provided. The Chair noted that the annual matrix and BCP is very useful and provides more information that is of benefit to the Board.</p> <p>The Chair queried the school attendance data. VB noted that due to school refusers, a child with a serious healthcare issue and a number of illnesses in the first half of the spring term absence levels appeared abnormally high, however, these have now balanced with the inclusion of figures from the second half of the term.</p>
03/03/10	<p><b>Reports on predicted outcomes of cohorts and years</b></p> <p>As discussed within Head Teachers Report.</p>
03/03/11	<p><b>Plan survey of staff and pupils (as required)</b></p> <p>The Chair noted that a staff survey used to be completed. VB agreed that this could be reestablished using an email with a link to a secure google document.</p> <p><b>Action: Completion of staff survey to be circulated from Governors. The Chair to create and circulate to staff.</b></p> <p>The Chair will use last years questions and edit as required to ensure that they are up to date.</p>
03/03/12	<p><b>Review variations in budget spend and re-forecasts</b></p> <p>Finances are under control and have been reviewed. The Chair has assessed the finances on a monthly basis and communicated queries to HC.</p>
03/03/13	<p><b>Review of academy website</b></p> <p>Reach South review the website. VB has also reviewed the website and can ensure that it is up to date. The Chair confirmed that the Governors page of the website had also been updated. CS noted that she had been unable to find the Health &amp; Safety Policy on the academy and Reach South websites. It was noted that the link on the website was incorrect and a request had been made to fix this. This was resolved in the meeting.</p>
03/03/14	<p><b>Barriers to progress</b></p>

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	<p>VB noted that the school is working on the consistency and quality of teaching across the school. This is to ensure both consistency across year group and across phase. White Rose and SPAG has been beneficial and has improved teacher subject knowledge. The barrier to progress is the time resource. Having time during inset days in the next year will be beneficial.</p>
03/03/15	<p><b>Reports from Maths and English Champions</b></p> <p>CS submitted a report as the maths champion and noted that a lot of enthusiasm and support had been put into the maths work taking place. VB noted that Maths Pupil Voice had been collected regarding White Rose and would be circulated to the Board.</p> <p><b>Action: VB to submit Maths Pupil Voice feedback at May 2020 meeting.</b></p>
03/03/16	<p><b>Clerks update</b></p> <p>LR confirmed that there were no items for discussion.</p>
03/03/17	<p><b>Governor Training</b></p> <p>SEND introduction training will take place on the 25<sup>th</sup> June. HS does not need to attend due to the level of prior training. However, if anyone else would like to attend this could be managed in house.</p> <p>The Chair asked if Governors would like a Governor SEND session. Those present agreed that this would be beneficial and that Lou Knapper would be asked to come and speak to the Governors.</p> <p>It was agreed that for the May 2020 meeting there would not be a pupil walk. This would be replaced by an introduction to SEND within the school including progress and interventions.</p> <p><b>Action: The Chair to set up SEND session.</b></p> <p>It was noted that the Reach South Governance Conference in Taunton was taking place in March 2020; This will be attended by five members of the Board of Governors.</p>
03/03/18	<p><b>Community engagement</b></p> <p>VB informed those present that 50 trees were recently planted with by the school.</p>
03/03/19	<p><b>LGB Action Plan</b></p> <p>The Chair confirmed that the Board of Governors action plan is the SIP.</p>
03/03/20	<p><b>Reach South Board update</b></p> <p><b>None for discussion.</b></p>
03/03/21	<p><b>Policies for approval/review</b></p> <p>CS asked if staff members had reviewed these policies yet. VB noted that Governors were reviewing the policies prior to the staff so that any required changes could be made. Staff will then have an opportunity to make any further changes.</p>

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03/03/21a	<b>Complaints Policy</b> Approved
03/03/21b	<b>E-Safety</b> Approved. It was agreed that the e-safety policy developed by the school was an excellent example. JG suggested that this policy could be circulated to Reach South. <b>Action: VB to email E-safety policy to MC.</b>
03/03/21c	<b>Attendance Policy</b> Approved
03/03/21d	<b>Reach South Data Protection Policy</b> Approved
03/03/22	<b>Any Other Business</b> JG will draft next Governor report in newsletter. <b>Action: JG to draft next Governor report for school newsletter</b> VB would like update on staffing on next agenda. <b>Action: LR to include an update on staffing within the next agenda.</b>  The Chair asked regarding preparations for Covid-19. VB responded that the school is fully prepared for any potential outbreak and is closely following public health advice as well as information from Reach South.  The Chair asked if VB is aware of the Skull Breaker Challenge and if this would be raised with the pupils. VB noted that this has not been raised with students so as not to raise further awareness but that it is being monitored.
03/03/23	<b>Date of next meeting</b> Tuesday 12 <sup>th</sup> May 2020

**Agreed**

<b>Minute No</b>	<b>Details</b>
03/03/3	Minutes of the previous meeting are approved

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**Action**

<b>Minute No</b>	<b>Details</b>	<b>Whom by</b>
03/03/2	GT to complete a declaration of business interests form.	GT
14/01/3	KE to complete declaration of business interest form	KE
19/11/4a	Chair to recirculate Governors Visit Form	Chair
14/01/6e	VB to ensure the creation of a parentfeedback@hillview email address.	VB
14/01/6e	HS to complete wording for parent feedback request.	HS
14/01/6e	Take feedback methods and wording to May 2020 Board of Governors meeting.	VB/HS
14/01/10	HS will forward information on other school approaches to support staff appraisals.	HS
14/01/13	Carry forward action for LH to meet with CR regarding SCR to May 2020 meeting.	LH
03/03/3a	LR to add standing item on agenda to feedback from learning walk.	LR
03/03/5b	LR to pdf all documents for distribution.	LR
03/03/5d	VB to assess option for the recording of staff CPD feedback and reporting.	VB
03/03/8	SLT member to write a short report on progress of the Pupil Premium.	SLT
03/03/11	Completion of staff survey to be circulated from Governors. The Chair to create and circulate to staff.	Chair
03/03/15	VB to submit Maths Pupil Voice feedback at May 2020 meeting.	VB
03/03/17	The Chair to set up SEND session.	Chair
03/03/21b	VB to email E-safety policy to MC.	VB

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03/03/22	JG to draft next Governor report for school newsletter	JG
03/03/22	LR to include an update on staffing within the next agenda.	LR

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Signed by Chair of Governors

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Date