



MINUTES HILLVIEW PRIMARY LGB

14th July 2020

In attendance:

Jeff Bray, Victoria Buckland, Karen Everett, Emma Homer, Gail Thomas, Cathy Symonds, Hannah Staddon, Kris Winthorpe, Steve Bartlett and Paul Kenchington.

Also present: Laura Roper (Clerk)

Minute No	Details
14/7/1	<p>Welcome & Apologies</p> <p>Apologies were received from Lynda Hamlyn.</p> <p>Welcome to Steve Bartlett who is joining to observe the meeting and will be co-opted onto the Board of Governors for the new academic year. SB introduced himself and gave an overview of his experience.</p>
14/7/2	<p>Declaration of Business Interests</p> <p>No new declarations of business interests were raised.</p>
14/7/3	<p>Approval of Minutes of Meeting held on Tuesday 3rd March 2020.</p> <p>The Chair asked those present to confirm the content of the previous minutes and asked regarding members of accuracy. CS noted that there was a typo on page 4 and would email to confirm details.</p> <p>Minutes of the previous meeting – Agreed</p>
14/7/3a	<p>Matters arising from previous minutes</p> <p>12/5/5b VB to establish measures to monitor the impact of new staffing roles within the school Outcome: Ongoing from September 2020.</p> <p>12/5/13 VB to provide GT with background documents relating to the development of the SIP. Outcome: Complete.</p> <p>12/5/13 VB to circulate a Zoom invite for the Governor Away Day scheduled for 10am on the 17th June Outcome: Complete.</p>

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	<p>12/5/16 VB to discuss outcome of Rose Report with relevant year group staff prior to the reports release.</p> <p>VB confirmed that some of the information was redacted to ensure it was appropriate for all staff. This was then circulated to all staff.</p> <p>Outcome: Complete.</p> <p>12/5/16 The Chair to seek recommendations and nominations for co-opted Governors.</p> <p>The Chair confirmed that there are currently 2 vacancies. One to be filled by SB and one to potentially be a STEM co-opted Governor sourced by HS.</p> <p>Outcome: Complete.</p> <p>12/5/16 VB to inform the Board of Governors on plans for the re-opening of the school once these has been confirmed.</p> <p>VB is currently completing the risk assessment for the re-opening of the school. It has been confirmed how parents will be able to access the school each day and how bubbles will be formed via year. This will ensure that home schooling, if required, will be manageable.</p> <p>Classrooms will be redesigned to have two children to a desk in a rows.</p> <p>Visitors who enhance the curriculum will be allowed to the front of the classroom, on one side of a marked line. There will be no additional visitors and Governors will be asked to continue their duties remotely.</p> <p>PPA and SLT staff members will move across bubbles via an additional, secure space allocated within each classroom.</p> <p>Outcome: Completed.</p>
14/7/4	<p>Head and Chair's Urgent Business</p> <p>The Chair and Head Teacher confirmed that they did not have any urgent items to discuss.</p>
14/7/5	<p>Head Teachers Report</p> <p>14/7/5a) Lockdown SEF Summary</p> <p>Each school within the Trust is capturing the work that the staff have completed during lockdown and the development that has been undertaken. The summary captures the strengths of the staff and how they have progressed and supported students, parents and one another during lockdown.</p> <p>The Chair noted how successful the school has been during lockdown and thanked VB and KW as well as the wider team for their efforts.</p> <p>The Chair asked if during the initial September meeting if it would be beneficial to hold a meeting with a representative from the Trust. VB responded that she felt it would be beneficial to have a Trust members perspective and feedback once a year.</p>

	<p>Action: During September review of Governance meeting to recommend attendance at one LGB meeting per year by a Trust member.</p> <p>GT asked if a member of the Trust had attended previously. The Chair noted that the school joined the Trust in March 2018 but that the Trust and the relationship with the school has evolved over time. Meeting with a member of the Trust once per year will ensure that conversations can continue to evolve and feedback provided.</p> <p>14/7/5b) Recovery Curriculum</p> <p>VB noted that a significant amount of work has been carried out to complete the recovery curriculum review. A decision was subsequently made centrally that this document was not required in its current format and so the SLT re-developed the document to a one-page overview of planned activities for the return to school in September 2020.</p> <p>KW noted that there has been a wide breadth of home-schooling activities with some children receiving a large amount of home schooling and some children receiving minimal amounts, who will therefore require more recovery work in their return to school. This will cover areas such as wellbeing and learning behaviours and seek to reestablish school routines.</p> <p>The Chair asked if a baseline assessment will be completed during the new academic year. KW stated that there were plans to look at Maths and English and it has been agreed that baseline tests will be completed within the first three weeks of the return to school. Baseline measurements will also be taken of social interactions and wellbeing. The baseline assessments will be completed by teachers using the available testing papers.</p> <p>The Chair noted that there are a large number of actions that need to be completed, a number of which are duplicated across the SIP. The Chair noted that there were 56 actions in the SIP for Quality of Education and asked how the SLT can manage 56 separate priorities. KW noted that this is a large number of actions but that these will be clustered with larger 'umbrella' actions which will ensure that they can be completed with clearer paths for staff to follow.</p> <p>The Chair noted that a clear scheme of delegation to note who is accountable for each action would be beneficial. HS agreed that it would be important to ensure the VB and KW manage the strategic actions and delegate the more operational actions. CS agreed that the focusing of the actions under wider umbrella themes would be highly beneficial for the school to ensure that all items are covered.</p> <p>Action: SLT to develop a scheme of delegation for the separate actions identified in the SIP.</p> <p>GT noted that one child had tested positive for Covid-19. VB confirmed that the child's bubble had been sent home along with the staff. No other children (or staff) contracted the virus and after 14 days of isolation the bubble returned to school.</p>
14/7/6	<p>End of year testing results</p> <p>VB noted that the results are very good and the children were thriving, especially in year 6, prior to lockdown. VB noted her thanks to the Year 6 teachers who had done a fantastic job.</p> <p>The SATS narrative has been taken from the SES and provides a clear picture. Items shaded in yellow have ongoing analysis to be completed prior to the final draft.</p> <p>SB asked regarding a gender divide in results. VB noted that girls generally do better and this is in line with national results where a gap has been identified. The school is working to reduce this gap.</p>

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	<p>It was noted that at the end of KS1 there are 3 children who have not passed phonics screening. One of these children was absent due to long-term illness, one due to additional needs and one due to persistent non-attendance.</p> <p>The Chair noted that two Learning Mentors were on probation following a January start. VB stated that they had both developed some excellent relationships with the students prior to lockdown. During lockdown the probation period was halted and will restart with the return to school. This is a similar situation for two Teaching Assistants. The two Learning Mentors are involved in Edu-care and doing very well with this format.</p> <p>The Chair asked regarding Pupil Premium in KS1 which appears to be underperforming. The Chair asked regarding actions to resolve this. VB confirmed that actions will be taken to rectify this but that it was important to note that the Pupil Premium children in KS1 is for approx. eight children.</p> <p>The Chair asked if the school is taking all measures required to identify children eligible for Pupil Premium in September. VB noted that links and information has been sent out to all parents and they are all encouraged to apply even if they believe that they are not eligible to allow the Local Authority to make the decision with regards to eligibility. This approach is taken as some parents have previously not applied for Pupil Premium due to the free school meal initiative.</p> <p>The Chair suggested that during learning walks to would be beneficial for teachers to identify a child who is underperforming to allow a discussion to take place on required measures for encouraging improvement. HS noted that this should be a non-SEND child.</p> <p>Action: Include on agenda for September meeting the learning walks topics and inclusion of underperforming children to be discussed and planned.</p> <p>The Chair asked if the school is stretching its higher ability students at KS1 as there are a high number of students who have reached the expected level. The Chair would like to know if the school accepts reaching the expected level. VB noted that the school does wish to stretch the students who are achieving and seek to encourage further growth and development. A system will be developed to allow the school to assess the students who are working at a greater depth, across key stages, to ensure that they continue to be stretched and encouraged.</p> <p>The SIP includes areas on further questioning and challenging of children through reading and writing, especially in Year 2. A Power Maths scheme is being developed which will also push students to achieve more.</p> <p>Action: Include a learning walk that looks at how achieving children are challenged to work at greater depth.</p> <p>HS stated that we need to be mindful of looking at stretching and challenging at all levels. VB agreed that this was the approach that needs to be taken.</p> <p>Action: Include an agenda item for December meeting for VB to report back on stretching and challenging of students.</p>
14/7/7	<p>Review progress on Strategic Improvement Plan and adopt a new plan for the coming year</p> <p>VB noted that this will be streamlined and that the key priorities had previously been shared with the Board of Governors. VB noted that the SES is created and feeds into the SIP. A streamlined version will be available</p>

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	<p>for September.</p> <p>The Chair asked regarding Ever6 funding. VB noted that this was funding available for students who had previously been on Pupil Premium but were no longer eligible. Ever6 allows them to continue to receive funding for school meals.</p> <p>The Chair noted that the school generally scores themselves at a Level 2 which relates to an Ofsted result of 'Good'.</p> <p>HS commented that the school should reassess the self-evaluation of 2- and perhaps instead score a 3 if a 3 is required. KW noted that this had been assessed by the Rose Review and they did not feel that they required a score of 3. However, the 2- still requires assessment.</p> <p>VB felt that there are some areas in which the school is outstanding, such as personal development. If lockdown had not occurred, then it is likely that the school would have achieved this and allocated a score of 1 (outstanding).</p> <p>The Chair noted that Governance was noted as 'Good'. It was agreed that at the September meeting a discussion should be held to determine how the LGB can improve and what additional items are required. VB agreed and felt that it would be beneficial to unpick how Ofsted determine their levels and how we can achieve this.</p> <p>Action: Include Ofsted scoring for Boards of Governors at September meeting.</p> <p>GT asked if it would be of benefit to meet with a school that is 'outstanding' in order to determine what actions they are taking to achieve this. KW agreed that this would be beneficial.</p> <p>The Chair felt that where possible there should be examples of where the school is leading the trusts practice in areas such as Governor training which would mean eligibility for a grading of a 1.</p> <p>GT asked if teaching staff are aware of the documents and the ownership of the document. VB noted that staff receive a copy of the SIP and are able to suggest edits and additions. However, VB also noted that for this had not yet been completed for the new academic year due to lockdown. It was confirmed that this would ne completed later in the year.</p>
14/7/8	<p>Questions on Headteacher's report</p> <p>There were no items for discussion at this time.</p>
14/7/9	<p>Academy self-evaluation report</p> <p>There were no items for discussion at this time as items had been previously discussed within the meeting.</p>
14/7/10	<p>Review variations in budget spend and re-forecasts</p> <p>VB noted that a plan had been put in place to redecorate and refresh toilets. This plan has now been put on hold with the aim to complete the work in October half term. The money for this will be carried over to the new financial year.</p> <p>SB asked regarding the Estates Director. VB confirmed that the Estates Director works for the Trust.</p> <p>No further items for discussion were raised.</p>

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14/7/11	<p>Barriers to progress</p> <p>There were no further items for discussion at this time.</p>
14/7/12	<p>Community engagement</p> <p>VB noted that there was a plan to bring local role models into the school to meet with the students.</p> <p>HS commented that on learning walks community engagement is often seen and perhaps need to be collated.</p>
14/7/13	<p>Report from Early Years champion(s)</p> <p>There were no items for discussion at this time.</p>
14/7/14	<p>Report from Grants and Pupil premium champion(s)</p> <p>There were no items for discussion at this time.</p>
14/7/15	<p>Other Governor visits</p> <p>There were no items for discussion at this time.</p>
14/7/16	<p>Clerk's update</p> <p>LR noted that the dates for the 2020/21 academic year had now been circulated to the Board for confirmation and asked if the dates were suitable.</p> <p>GT noted that she was unavailable for the meeting on the 8th September but would appreciate receiving a recording of the meeting along with the minutes. The Chair confirmed that all attendees would need to confirm that they are happy for it to be recorded.</p>
14/7/17	<p>Governor training</p> <p>LR stated that all Governors should have received an email with login details for the Trusts online Governor training. GT noted that she had now completed 2 of the training courses. LR asked that if anyone had any questions or concerns with accessing the training to please email her.</p> <p>Action: LR to ensure that SB is given access to online Governor training once co-opted.</p>
14/7/18	<p>Governor Action Plan – new items for following year</p> <p>Action: Governor Action Plan to be discussed at September meeting.</p>
14/7/19	<p>Strategic planning by FGB</p> <p>Action: Strategic Planning to be discussed at September meeting.</p>
14/7/20	<p>Election of chair and vice chair</p>

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	Action: Election of Chair and Vice Chair to be discussed at September meeting.
14/7/21	Appoint governors with specific responsibilities for the year ahead Action: Appointment of Governors with specific responsibilities to be discussed at September meeting.
14/7/22	Set up a hearings committee (staffing, exclusions and complaints) Action: Hearings committee to be discussed at September meeting.
14/7/23	Appoint Performance Management governors and secure training Action: Performance Management to be discussed at September meeting.
14/7/24	Evaluation of LGB's work Action: Evaluation of LGBs work to be discussed at September meeting.
14/7/25	Any Other Business The Chair asked if Governors were happy to approve the increase in the hire charge for the school hall. Action: A section regarding hygiene needs to be added to the hall hire agreement. Agreed: The requested increase in hire charges were approved by all Governors. Action: The Chair will write an end of year note for the newsletter to students. The Chair confirmed that CR will be sending thank you gifts and a card to KB and JG to thank them for their time as Governors. VB and the Chair thanked the Governors for all of their efforts over the year.
14/7/26	Date of next meeting – Tuesday 8th September 2020

Agreed

Minute No	Details
14/7/3	Minutes of the previous meeting were agreed.
14/7/25	The requested increase in hire charges were approved by all Governors.

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Action

Minute No	Details	Whom by
14/7/3a	VB to establish measures to monitor the impact of new staffing roles within the school. This action is ongoing from September 2020.	VB
14/7/5	During September review of Governance meeting to recommend attendance at one LGB meeting per year by a Trust member.	Chair/VB
14/7/5	SLT to develop a scheme of delegation for the separate actions identified in the SIP	VB/KW
14/7/6	Include on agenda for September meeting the learning walks topics and inclusion of underperforming children to be discussed and planned.	LR
14/7/6	Include a learning walk that looks at how achieving children are challenged to work at greater depth.	LR
14/7/6	Include an agenda item for December meeting for VB to report back on stretching and challenging of students.	LR
14/7/7	Include Ofsted scoring for Boards of Governors at September meeting.	LR
14/7/17	LR to ensure that SB is given access to online Governor training once co-opted.	LR
14/7/18	Governor Action Plan to be discussed at September meeting. Strategic planning by FGB	LR
14/7/19	Strategic Planning to be discussed at September meeting.	LR
14/7/20	Election of Chair and Vice Chair to be discussed at September meeting.	LR
14/7/21	Appointment of Governors with specific responsibilities to be discussed at September meeting.	LR
14/7/22	Hearings committee to be discussed at September meeting.	LR
14/7/23	Performance Management to be discussed at September meeting.	LR
14/7/24	Evaluation of LGBs work to be discussed at September meeting.	LR
14/7/25	A section regarding hygiene needs to be added to the hall hire agreement.	VB
14/7/25	The Chair will write an end of year note for the newsletter to students and parents.	The Chair

Signed by Chair of Governors

Date

