



MINUTES HILLVIEW PRIMARY LGB

12th May 2020

In attendance:

Jeff Bray, Victoria Buckland, Jacqui Gush, Karen Everett, Emma Homer, Gail Thomas, Cathy Symonds, Hannah Staddon, Lynda Hamlyn, Lou Knapper, Paul Kenchington, Kris Winthorpe

Also present: Laura Roper (Clerk)

Minute No	Details
12/5/1	<p>Welcome & Apologies</p> <p>The Chair welcomed Lou Knapper.</p> <p>Apologies were received from Ken Brown.</p>
12/5/2	<p>Declaration of Business Interests</p> <p>No new declarations of business interests.</p> <p>GT had previously noted that her son was working at the school as a supply teacher. This contract has now ended.</p>
12/5/3	<p>Approval of Minutes of Meeting held on Tuesday 3rd March 2020.</p> <p>Confidential minutes – Agreed</p> <p>Main body of minutes – Agreed</p> <p>CS commented that on page 8, under item 030315 there was an amendment required in which it stated that a report from the maths champion was noted. Additionally, on page 4 of the minutes was a reference to ARBOUR, this should be amended to ARBOR. The Chair noted the required amendments and confirmed that these would be made to the documents before they were submitted.</p>
12/5/3a	<p>Matters arising from previous minutes</p> <p>03/03/2 GT to complete a declaration of business interests form.</p> <p>Outcome: Completed</p> <p>14/01/3 KE to complete declaration of business interest form</p> <p>Outcome: The school will send an electronic copy to KE for completion. Ongoing.</p>

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19/11/4a Chair to recirculate Governors Visit Form

Outcome: Completed

14/01/6e VB to ensure the creation of a parentfeedback@hillview email address.

Outcome: Due to current climate this is not appropriate. Instead, all comments are being submitted through the home learning email. This will be addressed in the future once the situation changes.

14/01/6e HS to complete wording for parent feedback request.

Outcome: This is on hold under current situation. All parents have been asked to provide feedback as required.

14/01/6e VB/HS Take feedback methods and wording to May 2020 Board of Governors meeting.

Outcome: On hold, as above.

14/01/10 HS will forward information on other school approaches to support staff appraisals.

Outcome: Completed

14/01/13 Carry forward action for LH to meet with CR regarding SCR to May 2020 meeting.

Outcome: Completed. LH noted that a register of DBS is held, including for those contractors who come onto site. The system and register is well managed and clear. It was confirmed that visiting speakers were also included.

VB commented that the Rose Review also checked the CSR and found to be fully compliant.

03/03/3a LR to add standing item on agenda to feedback from learning walk.

Completed however no learning walk has been carried out for today's meeting (12th May 2020) due to need for social distancing.

Outcome: Completed for all future meetings.

03/03/5b LR to pdf all documents for distribution.

Completed with exception of one large Excel document which could not be suitably pdf'd and allow for analysis.

Outcome: Completed.

03/03/5d VB to assess option for the recording of staff CPD feedback and reporting.

03/03/8 SLT member to write a short report on progress of the Pupil Premium.

Outcome: Under current situation this has been placed on hold to be reviewed at a later date.

03/03/11 Completion of staff survey to be circulated from Governors. The Chair to create and circulate to staff.

Outcome: Completed.

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	<p>It was noted that both the survey and results of survey have been circulated. LH agreed that largely the feedback is positive. EH noted that the survey had been fair and staff pleased with outcomes.</p> <p>03/03/15 VB to submit Maths Pupil Voice feedback at May 2020 meeting.</p> <p>Outcome: Completed.</p> <p>03/03/17 The Chair to set up SEND session.</p> <p>Outcome: This will be placed on hold for a later date due to current situation.</p> <p>03/03/21b VB to email E-safety policy to MC.</p> <p>Outcome: To be sent to Matt Clarkson at Parkfield School. Ongoing.</p> <p>03/03/22 JG to draft next Governor report for school newsletter</p> <p>Outcome: JG noted that there had been limited information and so a report was not included. However, The Chair felt that now would be a good time to send a note to pupils and parents. VB noted that this was a critical time and so it would be reassuring for a message to come from the Governors to note that the plans and strategies had been discussed and it was confirmed that parents would be consulted regarding their needs and concerns relating a return to school.</p> <p>HS asked that if a message is sent then this should be tied in with the trusts approach to how the school will move to reopen.</p> <p>JG noted that she would be happy to write a message.</p> <p>03/03/22 LR to include an update on staffing within the next agenda.</p> <p>Completed under agenda item 12/5/5b</p> <p>Outcome: Completed</p>
12/5/4	<p>Head and Chair's Urgent Business</p> <p>VB noted that a meeting had been held with the Headteachers from Reach South relating to the current Government guidance on re-opening the school for Reception, Year 1 and Year 6. A risk assessment has been sent to VB to complete to look at social distancing and plans. This needs to be completed and signed off by early next week (week commencing 18th May 2020). This will look at ratios, safe spaces, cleaning regimes, strategies for safe fire alarms, moving around the school etc.</p> <p>Reach South have been meeting with Government Ministers to look at the safe return for students and staff and a potential rota system for students and staff. Staff wellbeing will feed into this discussion.</p> <p>JG asked how VB felt about the school reopening on the 1st June 2020. VB noted that the Trust had good measures in place and that staff were supported. The risk assessment will allow VB the opportunity to assess how the school will manage the needs of the students and staff. It will be beneficial for the students to have stability and social time. However, it was noted that although there is a three-week rota system, staff are tired and not fully having a</p>

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	<p>week off each three weeks due to the nature of the work that needs to be undertaken.</p> <p>There will need to be a phased entrance and exit of the school each day. There will also still need to be online teaching resources available for those children not coming onto site.</p> <p>Staff will be asked to review the risk assessment before its submission to provide feedback and further comments. VB believes that this is important to ensure that the staff feel supported and engaged.</p> <p>The Board of Governors wished VB well with the work that needed to be undertaken as they recognised that this was an unprecedented and large amount of work to be completed.</p> <p>PK asked regarding face shield etc. VB confirmed that this will be looked at as part of the ongoing work to prepare for students return to school. It was agreed that full face visors would be most appropriate to ensure children can see the teachers faces.</p> <p>KW commented that Reach South were vocal in reporting that needs for staff and student safety, such as the use of PPE. Reach South will ensure that each school has the flexibility to accommodate only those that can be safely accommodated on site and no more.</p> <p>KE asked regarding social distancing of those students who are on site. EH noted that there are no more than 10 children in a room at a time and children are asked to regularly wash their hands, the items they are playing with etc. However, it is important to find a balance in which there is a need to ensure that we do not cause anxiety for the students. However, for the younger children it is very difficult to ensure social distancing at all times as they naturally gravitate to one another. There is still a need to tie-shoes, help with stuck clothing, minor injuries etc. and so there are times when staff are required disregard the social distancing.</p> <p>The Chair asked how the school is helping vulnerable students. It was confirmed that Teachers and a member of the office team are calling vulnerable families regularly. Each vulnerable child is allocated a teacher to talk to. Social Workers are also informed if any students seem to be suffering more from anxiety. Resources are being sent home for students if required. Every interaction with a vulnerable child is recorded. Any concerns are communicated and followed-up on. LK agreed that the list of vulnerable children has grown. 4 children do not have IT access and so laptops will be lent to the students to allow them to complete online work. Local Authority Care (LAC) and Post Authority Care (PAC) students are listed by the local council and a list is provided each week to the school to assist with monitoring and communication.</p> <p>It was evident from the parent's survey that some students have received call from teachers and some have not. In the first few weeks there was not a push for teachers to call all pupils. This then moved to vulnerable students receiving calls and now all pupils receive calls. EH noted that as the school is getting busier, it is hard to allocate time to make the calls as staff are also required to manage reception, run morning club and after school club etc. However, each teacher was making efforts to ensure that they called their students where time allowed.</p>
12/5/5	Head Teachers Report
12/5/5a	<p>Review variations in budget spend and re-forecasts</p> <p>The Chair has viewed the budgeting for the next three years and is happy with the plans; The school is in a financially good shape.</p> <p>The school budgets a 2% saving per year, as required. VB must then put a case in for an expenditure of this budget for any one-off, impactful areas that would be beneficial.</p>

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	<p>There is a need for a 75% staff KPI. VB has ensured that this KPI has been met.</p>
<p>12/5/5b</p>	<p>Review staff structures for following year</p> <p>Interviews have been held via Zoom. A 0.6FTE teacher has been appointed. The school has advertised and appointed a SEND co-assistant. LK is looking forward to working with the co-assistant and noted that their application was very strong.</p> <p>Maternity cover has been allocated. This role will include intervention and support across years 5 and 6.</p> <p>Due to the additional budgeting, for 2 terms the school has secured another teacher for interventions and support across years 3 and 4.</p> <p>The school is currently in the process of interviewing for Teacher with Leadership Responsibility (TLR) positions. This is currently temporary to ensure it is the right structure for the school. If this is a suitable approach this will then be re-advertised as a permanent role.</p> <p>JG noted that this approach with the TLRs addresses areas of need for the school that had previously been noted.</p> <p>No staff resignations have been received.</p> <p>Applications have been received for a Sports Coach. This will be a one-year placement position for a Bournemouth University Sport Management student and will assist with building a strong sport community.</p> <p>The Chair noted that the current situation has not slowed the work that the school has undertaken to ensure that staffing is in place. The Chair asked if the SLT were able to anticipate the likely impact of the new staff and roles to see if this can be measured over the year to see how impactful it has been. VB felt that this would be possible</p> <p>Action: VB to establish measures to monitor the impact of new staffing roles within the school.</p>
<p>12/5/5c</p>	<p>Review of staff CPD/shared expertise</p> <p>LK noted that the three-week rota was established quickly and that this has given opportunities for CPD. Reach South and the Local Authority has provided additional support and access to CPD for this period. LK advised staff to consider what they had previously reflected on and what they could then reasonably take on during this period. LK has been offering guidance, especially to Teaching Assistants who have more scope at present for CPD. 2-3 courses are suggested for completion and then there are additional courses available if needed.</p> <p>Parents have noted an increase in anxiety for students. A range of CPD has been made available for staff to prepare them to manage and support the social and emotional health needs. Medical and Prevent training has also taken place online. Allergy and Epilepsy training has been covered.</p> <p>An online CPD package will be made available for staff on talk for writing.</p> <p>All of this CPD activity should mean that by September the school and staff are in a strong position.</p> <p>LK checks the CPD list each week to ensure that there is a consistent approach to the number of staff undertaking CPD and the amount completed.</p>

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	<p>HS asked regarding the SIP and are there any gaps CPD gaps that need to be completed. The talk for writing was included on the SIP and all other areas have been covered. The Rose Review has also highlighted some areas for focus, but these will need to be put on hold at present.</p> <p>KW noted that several staff who have learnt new approaches to digital teaching methods which has been very positively received. The Chair noted that the staff survey stated that the level of peer review for this has been excellent.</p> <p>Parents can download all teaching material from the website and there is a YouTube channel for each year.</p> <p>GT commented that all teachers should be applauded as the work was entertaining as well as supportive.</p>
12/5/5d	<p>Maths Pupil Voice feedback</p> <p>Report received.</p> <p>JG asked regarding a dojo. EH explained that this was a merit and award system for the students. JG felt that the new math's approach is being received very well by the students. LK noted that the mock SATS for Maths showed that students were improving their performance each time they were assessed. The teachers are building their subject knowledge of the new approach and the results are showing that this is working. It was noted that the year 6 team have worked very hard and were a very strong team.</p> <p>KW monitored the lessons that were being uploaded and discussed this with the maths team. Through the work and the recommendations made, the level of work being uploaded was very good.</p> <p>HS noted that the links to the White Rose maths online have been very useful and easy to follow.</p>
12/5/5e	<p>Reflection on current attendance including of vulnerable children</p> <p>This has been discussed in section 12/5/4</p>
12/5/5f	<p>Reflection of staff survey and actions from this</p> <p>The staff survey results have been circulated and there were no contentious items for discussion.</p>
12/5/6	<p>Report on Single Central Record</p> <p>This has been reviewed as part of the Rose Review and as part of the Safeguarding link.</p>
12/5/7	<p>Report from SEND Champion</p> <p>HS reported back on this at the last meeting and some items for discussion will be moved forward once the school reopens.</p>
12/5/8	<p>Report from Safeguarding Champion</p> <p>This has been discussed in section 12/5/4 and there were no additional items for discussion.</p>

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12/5/9	<p>Governor Visits</p> <p>None at this time.</p>
12/5/10	<p>Clerk's update</p> <p>LR confirmed that there were no items for discussion at this time.</p>
12/5/11	<p>Governor training</p> <p>Emails have been sent. No further training has been undertaken since the last meeting.</p>
12/5/12	<p>Community engagement</p> <p>There is a strong level of PTFA and community engagement.</p>
12/5/13	<p>LGB Action Plan</p> <p>The Board of Governors needs to ensure that the latest copy of the SIP is circulated for each meeting. As soon as the SIP has been reviewed VB will circulate.</p> <p>It was agreed that the 17th June Governor Away Day event (10am) would be held online to allow the leadership team to meet with governors and discuss key objectives for the SIP to ensure that it is completed and submitted for July. The Chair acknowledged that the SIP would be based on activities that followed from the recent Rose Review.</p> <p>GT asked if she can please receive information to give her a background to the development of the SIP such as the Rose Review etc. so that she can go into the meeting with a clear understanding of requirements.</p> <p>Action: VB to provide GT with background documents relating to the development of the SIP.</p> <p>Action: VB to circulate a Zoom invite for the Governor Away Day scheduled for 10am on the 17th June.</p>
12/5/14	<p>Reach South Board update</p> <p>No updates from Reach South as present.</p>
12/5/15	<p>Policies for approval/review</p> <p>It was confirmed that there were no additional policies for approval or review at this time.</p>
12/5/16	<p>Any Other Business</p> <p>VB noted that cost centre of money have been underspent due to the current situation. £30,000 has been allocated for updating the boy's toilets (which are accessed via the playground). There will be a refurbishment of the playground which includes sails to provide shade, posts for football and basketball. Some carpeting will also be replaced, including the removal of asbestos tiling. Money has been invested in books to replenish the library. Money has also been invested in maths and SEND resources as well as large equipment items for PE and playground equipment.</p> <p>The staff room will be refreshed within the new school year. The small hall will also be refreshed, including replacing the curtains.</p>

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	<p>The Rose Report has not yet been circulated to staff. This has now been reviewed by Governors and Senior Leadership and so will be circulated to all staff shortly. EH noted that particular year groups are mentioned several times within the report. EH suggested that VB hold a conversation with those year groups prior to the document being released to the wider school. VB confirmed that this action would take place.</p> <p>Action: VB to discuss outcome of Rose Report with relevant year group staff prior to the reports release.</p> <p>JG whether the results of the home learning survey had been fed back? KW noted that 106 answers were received. The feedback will be used as the basis for discussion with the Trust but a response has not yet gone back to the parents.</p> <p>The feedback from each year group have stated that they found it useful to see what the parents and students have been doing. The survey shows that the parents value the work being completed by teachers. JG also noted that parents are struggling themselves with the work. VB noted that there was no expectation of parents meeting the level of teaching that would take place in school. A gap analysis would be completed to see what areas need to be focused on once the students return.</p> <p>VB felt that it would be useful to include a thank you to the parents within the governors note to thank them for the work they have undertaken to find a balance between work, homelife and home schooling.</p> <p>The Chair noted that JG and KBs tenure has come to an end. JG has enjoyed her tenure but does not wish to add a second tenure. The Board of Governors need to collectively think of suggested co-opted Governors to replace JG and KB as required. It was also noted that the Board does not currently have an updated skills audit. An audit would be beneficial. If anyone who has any recommendations, then The Chair asked for a paragraph stating their interest and related experience and skills.</p> <p>Action: The Chair to seek recommendations and nominations for co-opted Governors.</p> <p>JG asked if VB or the Chair can keep the Board of Governors informed of how the process of re-opening the school and assessing the levels of learning completed by each student progresses. VB noted that the teaching team had been phenomenal and that she would keep the Board of Governors updated.</p> <p>Action: VB to inform the Board of Governors on plans for the re-opening of the school once these has been confirmed.</p>
19/7/22	Date of next meeting – Tuesday 14th July 2020

Agreed

Minute No	Details
12/5/3	Minutes of the previous meeting were agreed.

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Action

Minute No	Details	Whom by
12/5/5b	VB to establish measures to monitor the impact of new staffing roles within the school	VB
12/5/13	VB to provide GT with background documents relating to the development of the SIP.	VB
12/5/13	VB to circulate a Zoom invite for the Governor Away Day scheduled for 10am on the 17 th June	VB
12/5/16	VB to discuss outcome of Rose Report with relevant year group staff prior to the reports release.	VB
12/5/16	The Chair to seek recommendations and nominations for co-opted Governors.	The Chair
12/5/16	VB to inform the Board of Governors on plans for the re-opening of the school once these has been confirmed.	VB

Signed by Chair of Governors

Date