

Hillview Primary School
Hill View Road
Bournemouth
BH10 5BD

MINUTES HILLVIEW PRIMARY LGB

13th October 2020

In attendance:

Jeff Bray, Victoria Buckland, Karen Everett, Gail Thomas, Lynda Hamlyn, Emma Homer, Hannah Staddon, Kris Winthorpe, Steve Bartlett, Tracey Holmes, Jo Smith

Also present: Laura Roper (Clerk)

Minute No	Details
13/10/1	<p>Welcome & Apologies</p> <p>Apologies were received from Cathy Symonds and Paul Kenchington.</p> <p>It was requested that the meeting be recorded for Governors who were unable to attend. It was agreed that this was appropriate.</p> <p>Learning walk forms will be submitted and uploaded to the MSTeams site.</p> <p>Action: LR to add Learning Walks Form to MSTeams site.</p> <p>Year 6 Learning Walk</p> <p>A high-pressure year. Pupils have settled well but there has been some disruption due to the need to self-isolate by some.</p> <p>A discussion was held on baseline assessments and how this will impact screening. It was agreed that this academic year will be different than other years.</p> <p>Staff confirmed that this year will be harder but that this was not a concern as it is expected. There is likely to be some sharing of resources.</p> <p>PIRA assessments for reading seem to be less accessible for pupils which can impact results.</p> <p>Year 5 Learning Walk</p> <p>There was a positive energy and staff were pleased with how the pupils had settled back into school. There was an issue with concentration and stamina of the students, but this was anticipated, and work was progressing well.</p> <p>Year 4 Learning Walk</p> <p>The staff like using O-track. It was noted that the ReachSouth Pay Policy is out of date.</p> <p>Action: VB to discuss updated policy with ReachSouth.</p> <p>There have been some behavioural issues in year 4 and it was felt that an additional roving support would be beneficial. There was also a discussion regarding the potential use of some streaming for lessons across the year group.</p> <p>Year 2 Learning Walk</p> <p>High percentage of SEN and disadvantaged pupils in year 2. Pupils are happy to be back but there is poor concentration and a lack of routine. There has also been some bad behaviour and bad language and so time has had to spent to manage those challenges.</p> <p>Teaching constraints with no being able to be close to the students. There are also timetable constraints for example, due to fixed times for the access to the playground etc., use is limited.</p>

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	<p>Year R Learning Walk Time was spent on an introduction due to new Governor. Positives noted were pupils coming to school in PE kit meant time was saved. No challenges were raised for discussion. It was very beneficial that time had been taken to visit the children in their home environments before they started school.</p>
13/10/2	<p>Declaration of Business Interests</p> <p>It was requested that a declaration of business interests and self disqualification forms were completed by all Governors be sent to the Chair.</p> <p>Action: Outstanding Declaration of Business Interest and Self Disqualification Forms to be sent to the chair</p>
13/10/3	<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. No items for discussion or correction were requested.</p> <p>Minutes of the previous meeting – Agreed</p>
13/10/3a	<p>Matters arising from previous minutes</p> <p>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. This is ongoing and impact is already evident.</p> <p>14/7/5 During September review of Governance meeting to recommend attendance at one LGB meeting per year by a Trust member. This has been arranged for the February 2021 meeting.</p> <p>14/7/5 SLT to develop a scheme of delegation for the separate actions identified in the SIP A discussion regarding the SIP and Recovery SIP was held and the two documents were combined. This is currently in draft format and will include a scheme delegation.</p> <p>14/7/6 Include on agenda for September meeting the learning walks topics and inclusion of underperforming children to be discussed and planned. This was completed during the review of governance meeting.</p> <p>14/7/6 Include a learning walk that looks at how achieving children are challenged to work at greater depth. This has been scheduled.</p> <p>14/7/6 Include an agenda item for December meeting for VB to report back on stretching and challenging of students. Action: Take item 14/7/6 to the December meeting for discussion.</p> <p>14/7/7 Include Ofsted scoring for Boards of Governors at September meeting. It was agreed that the Ofsted handbook included a section on governance but that it would be</p>

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	<p>beneficial to also look at the information within the Ofsted inspection handbook. This will also be added to the Teams repository as part of the Ofsted folder.</p> <p>14/7/17 LR to ensure that SB is given access to online Governor training once co-opted. This action has been actioned.</p> <p>14/7/18 Governor Action Plan to be discussed at September meeting. Strategic planning by FGB Complete</p> <p>14/7/19 Strategic Planning to be discussed at September meeting. Complete</p> <p>14/7/20 Election of Chair and Vice Chair to be discussed at September meeting. Complete</p> <p>14/7/21 Appointment of Governors with specific responsibilities to be discussed at September meeting. Complete</p> <p>14/7/22 Hearings committee to be discussed at September meeting. Complete</p> <p>14/7/23 Performance Management to be discussed at September meeting. Complete</p> <p>14/7/24 Evaluation of LGBs work to be discussed at September meeting. Complete</p> <p>14/7/25 A section regarding hygiene needs to be added to the hall hire agreement. Complete</p> <p>14/7/25 The Chair will write an end of year note for the newsletter to students and parents. Complete</p>
13/10/4	<p>Formal Election of Chair/Vice Chair and adoption of proposed link roles and responsibilities</p> <p>The spreadsheet of link roles and responsibilities was circulated and discussed during the Governance setting meeting. No issues with regards to the list were raised.</p> <p>At this time the potential Chair and Vice Chair left the room.</p> <p>It was agreed that those present were delighted to accept the nominated Chair and Vice Chair to the positions.</p> <p>At that time the current chair stood down and passed the role to the new Chair.</p> <p>Board members noted their thanks to the previous Chair for his efforts.</p>
13/10/5	<p>Formal co-option of Stephen Bartlett and Tracey Holmes to the Governing Body</p>

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	<p>SB and TH were welcomed. No comments were raised and SB and TH were formally co-opted to the Board of Governors.</p>
<p>13/10/6</p>	<p>Head and Chair's Urgent Business</p> <p>One to one meetings have continued during lockdown. The new Chair will work with the Headteacher to establish a new process for discussing and sharing urgent business.</p> <p>No items were raised for discussion.</p>
<p>13/10/7</p>	<p>KCSiE (Keeping Children Safe in Education) update (AHT Jo Smith)</p> <p>All Governors will be asked to sign and confirm that they have read the entire document.</p> <p>A presentation was provided to discuss safeguarding updates. There are differences in approaches dependent on whether a child comes under Dorset Council or BCP Council. All staff, including contractors and cleaning staff are asked to read and sign to confirm that it has been read.</p> <p>Staff have been trained to ensure that if SLT are not on site, safeguarding duties are covered.</p> <p>The main change to the document has been around mental health, especially due to anxiety. Due to an increase in domestic violence, it was asked if the Domestic Violence Alert System is in place. It was confirmed that the school is informed via BCP Council rather than via the Police.</p> <p>Staff have undertaken a number of CPD activities focused around the school closure as well as the return to school.</p> <p>KCSiE now includes a specific section within the document, separated from information relating to County Lines.</p> <p>BCP and Dorset Council should be informing the school if a social worker is involved with a family, however this can often be delayed. This delay has been fed back to the council via a number of routes.</p> <p>The documentation also includes an update on Allegations of abuse.</p> <p>It was confirmed that the safeguarding policy can be found on the school website.</p> <p>Agreed: All Governors confirmed that they had received and fully read a copy of the KCSiE and received training regarding the documentation.</p> <p>Action: Email a declaration statement for governors to return with their email signature</p>
<p>13/10/8</p>	<p>Headteacher's report</p> <p>A new year 3 lead has been appointed who is highly skilled and has a range of knowledge.</p> <p>Appointments have been advertised for Read Write Inc. (RWI) Leads.</p> <p>A new breakfast club assistant has been appointed.</p>

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	<p>A new Mid Day Supervisor (MDS) appointment is currently being advertised.</p> <p>Due to available funding the school will consider additional resource in line with still meeting the 75% spending requirement.</p> <p>The recent year 6 bubble had to isolate and so tested the new virtual learning offering. Live lessons have been tested. A focus now is on the need to balance workload for staff and the need for balance between work and home for staff who are teaching from home. Funding will be provided to allow the IT Teacher to spend time with each teacher to train them on the use of MSTeams and other equipment.</p> <p>A structure is being developed to ensure high quality home learning in the event of a bubble closing. This includes a pre-recorded video to start work but then 3-4 sessions for the pupils to meet with their teacher during the week to discuss progress.</p> <p>It was noted that an overview of RSMAT required documentation via a year-cycle calendar should be provided by the Trust in order to allow the SLT sufficient time to gather the data and provide the completed documentation and avoid duplication of work.</p> <p>It was noted that the Trust is in the process of revising the KPI report. The documentation regarding target data and actual data will be updated. A new system will be used but it was noted that old data has been uploaded to allow for comparison.</p> <p>It was requested that a date be put in the diary for a Governor Pay Panel. This gives the Governor Pay Panel the opportunity to scrutinise anonymous pay agreements and query school decisions. Action: Date to be arranged – VB and pay panel link governor.</p>
13/10/8a	<p>Overview of the school year, behaviour and Covid adjustments</p> <p>Baseline assessments have been completed. Behaviour expectations have been established and most students have settled well.</p> <p>New guidance has been released today with regards to Covid adjustments. Visitors have been provided to staff. This does cause some challenges, but these will be assessed and communicated back to the trust. This guidance will evolve as all policies evolve in line with government requirements.</p> <p>Funding has been requested for a new trolley and iPads as these need to be updated. We currently have 22 new laptops for the students.</p> <p>A bid for sails in the playground will be submitted in February.</p> <p>Matched funding has been achieved for read-write-inc. training.</p>
13/10/8b	<p>Relaunch of School Vision & Values</p> <p>This has not progressed at this stage due to time taken on the revision of the SIP.</p> <p>Virtual assemblies have been held to discuss learning values. This is also being covered at each level. At this time the focus is on teaching and learning and settling students. This will be revisited again in January to dissemination to parents etc.</p>

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13/10/8c	<p>Overview of PM process</p> <p>The school is currently in the process of target setting. Appraisal targets for year groups and teaching staff will be set by the end of this week. Support staff appraisal targets will then follow.</p> <p>It was noted that one member of staff who had received their appraisal was grateful for the inclusion of a focus on their wellbeing.</p>
13/10/9	<p>Report on summer testing results and trends</p> <p>It was agreed that this item will be taken to the Board of Governors meeting scheduled for the 17th November 2020.</p> <p>Action: Provide a report on summer testing results and trends to November LGB meeting.</p>
13/10/10	<p>Presentation of pupil track system</p> <p>No item for discussion at this time.</p>
13/10/11	<p>Consider improvements to Strategic Improvement Plan</p> <p>It was noted that this document has recently been rewritten. It was requested that Governors review the draft and provide any feedback and thoughts to be fed into final draft.</p> <p>Action: Governors to provide Chair and Head Teacher with any feedback and thoughts on the draft SIP.</p> <p>It was commented that there is a large amount of success criteria. It was noted that the accountability of the success criteria will be delegated and evidenced clearly in the final draft.</p> <p>MSTeams contains an overview of LGB composition which gives an overview of roles and will link to the website update.</p> <p>Action: Governors are asked to look at their information on the school website and ensure that it is updated by emailing the Chair.</p> <p>Action: JB to update the LGB composition document.</p>
13/10/12	<p>Barriers to progress</p> <p>A number of items have been discussed elsewhere within the minutes.</p> <p>A concern is turnaround time of new staff recruitment, but the school is doing all it can to ensure that turnaround times is as quick as possible.</p>
13/10/13	<p>Governor Visits</p> <p>It was noted that at present LGB meetings will continue to be online. If Governors wish to attend the school for learning walks then arrangements can be arranged to meet with students and staff within their designated bubbles.</p>
13/10/14	<p>Clerk's Update – membership, local and national strategies</p>

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	LR noted that, as in line with the current ReachSouth guidance, the minutes of Governor meetings will no longer contain reference to the names or initials of individuals who have raised questions and responses.
13/10/15	<p>Governor Training</p> <p>Governor training has been made available online to all Governors.</p> <p>Action: LR to provide Chair with update on Governor training</p> <p>Action: LR to send Governor training login details to newly co-opted governors</p>
13/10/16	<p>Community engagement</p> <p>No items for discussion.</p> <p>It was agreed that some agenda items will be for exception only. They will be included on the draft agenda but can remove if not required.</p> <p>Some community focused items are outside of the schools' control, such as parking.</p> <p>It was commented that the schools' engagement with the community is hugely important. It was suggested whether a weatherproof outward facing noticeboard would be beneficial to inform the community on activities and also requests for information.</p> <p>Food Bank donations and Christmas Boxes will take place. Items will be stored in the mini buses to ensure they have been kept in isolation before use.</p> <p>A Poppy Appeal will also be held in November.</p> <p>The PTA is also completing a number of activities.</p>
13/10/17	<p>LGB Action Plan</p> <p>The Action Plan is to hold SLT to account in achieving the SIP</p>
13/10/18	<p>Reach South Board update</p> <p>A Governor MAT Link Role has been established.</p>
13/10/19	<p>Policies for approval/review</p> <p>Two policies were submitted for approval as identified below. A third was removed for discussion at a later date.</p>
13/10/19a	<p>Adopt the Trust H&S policy</p> <p>Agreed and accepted.</p> <p>Action: Grammatical errors in policies will be submitted to the Headteacher by Governors.</p>
13/10/19b	<p>Behaviour Policy</p>

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	<p>It was noted that a small amendment was needed to be made to reference to class bubbles when it should be noted as year bubbles.</p> <p>Action: Grammatical errors in policies will be submitted to the Headteacher by Governors.</p> <p>Action: Reference to class bubbles to be changed to year bubbles.</p>
13/10/20	<p>Any Other Business</p> <p>Governors folder of evidence has been collated previously and an assessment of the current documentation is currently being undertaken. It was suggested that a small task and finish group be established to look at how this is completed moving forward and to carry out the work.</p> <p>Action: Create a Task and Finish Group for the collation of the Governor Ofsted folder of evidence.</p> <p>A huge thank you to the previous Chair of Governors for all of their hard work, support and efforts over the past five years.</p> <p>A contact has been identified for a safeguarding audit which the safeguarding link governors will liaise with.</p>
13/10/21	Date of next meeting – Tuesday 17th November 2020

Agreed

Minute No	Details
13/10/3	Minutes of the previous meeting were agreed.

Action

Minute No	Details	Whom by
13/10/1	LR to add Learning Walks Form to MSTeams site.	LR
13/10/1	VB to discuss updated policy with ReachSouth.	VB
13/10/2	Outstanding Declaration of Business Interest and Self Disqualification Forms to be sent to the chair	All
14/7/6	Include an agenda item for December meeting for VB to report back on stretching and challenging of students.	LR (ongoing)
13/10/7	Email a declaration statement for governors to return with their	HS

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	email signature	
13/10/9	Provide a report on summer testing results and trends to November LGB meeting.	VB
13/10/11	Governors to provide Head Teacher with any feedback and thoughts on the draft SIP	All
13/10/11	Governors are asked to look at their information on the school website and ensure that it is updated.	All
13/10/11	JB to update the LGB composition document.	JB
13/10/15	LR to provide Chair with update on Governor training	LR
13/10/15	LR to send Governor training login details to newly co-opted governors	LR
13/10/19b	Grammatical errors in policies will be submitted to the Headteacher by Governors.	All
13/10/19b	Reference to class bubbles to be changed to year bubbles.	VB
13/10/20	Create a Task and Finish Group for the collation of the Governor folder of evidence.	GT/HS/JB

Signed by Chair of Governors

Date