

**Hillview Primary School
Hill View Road
Bournemouth
BH10 5BD**

MINUTES HILLVIEW PRIMARY LGB

17th November 2020

In attendance:

Hannah Staddon, Jeff Bray, Victoria Buckland, Karen Everett, Gail Thomas, Catherine Symonds, Emma Homer, Kris Winthorpe, Stephen Barlett, Tracey Holmes, Paul Kenchington

Also present: Laura Roper (Clerk)

Minute No	Details
17/11/1	<p>Welcome & Apologies</p> <p>Apologies were received from Lynda Hamlyn.</p> <p>The meeting was recorded in order to allow those not present to view the content of the meeting. It was agreed that the recording would only be kept until the next meeting of the Board of Governors.</p>
17/11/2	<p>Declaration of Business Interests</p> <p>No declarations of business interest were raised.</p>
17/11/3	<p>Approval of Minutes of Meeting held on 13th October 2020</p> <p>Regarding the minutes of the previous meeting, those present confirmed that they approved the content of the minutes.</p> <p>Outcome: Minutes of the previous meeting held on the 13th October 2020 agreed.</p>
17/11/3a	<p>Matters arising from previous minutes</p> <p>13/10/1 LR to add Learning Walks Form to MSTeams site. Completed.</p> <p>13/10/1 VB to discuss updated policy with ReachSouth. Dates to be updated within policy. Ongoing, this will be completed shortly.</p> <p>13/10/2 Outstanding Declaration of Business Interest and Self Disqualification Forms to be sent to the chair. LR to confirm current list of completed forms with HS.</p> <p>14/7/6 Include an agenda item for December meeting for VB to report back on stretching and challenging of students. Completed.</p> <p>13/10/7 HS mail a declaration statement for governors to return with their email signature It was requested that all signatures be sent to HS this week.</p>

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	<p>13/10/9 VB provide a report on summer testing results and trends to November LGB meeting. Completed.</p> <p>13/10/11 Governors to provide Head Teacher with any feedback and thoughts on the draft SIP Completed.</p> <p>13/10/11 Governors are asked to look at their information on the school website and ensure that it is updated. Ongoing for VB to confirm.</p> <p>13/10/11 JB to update the LGB composition document. Completed.</p> <p>13/10/15 LR to provide Chair with update on Governor training Completed.</p> <p>13/10/15 LR to send Governor training login details to newly co-opted governors Completed.</p> <p>13/10/19b Grammatical errors in policies will be submitted to the Headteacher by Governors. Completed.</p> <p>13/10/19b VB to reference to class bubbles to be changed to year bubbles. Completed.</p> <p>13/10/20 GT/HS/JB to create a Task and Finish Group for the collation of the Governor folder of evidence. Completed.</p>
<p>17/11/4</p>	<p>Head and Chair's Urgent Business</p> <p>It was confirmed that there would be a Rose Review on the 8th and 9th December 2020 and that a Governor would be required to meet with the review panel on the afternoon of the 8th December.</p> <p>JB, TH, CS and HS confirmed that they would attend.</p> <p>Action: VB to send Zoom Link to attending Governors for meeting with Rose Review Panel.</p>
<p>17/11/5</p>	<p>Round table feedback on today's Learning Walks – issues and themes and new template</p> <p>Staff from Visible Learning, IT and Humanities met with a team of Governors. A discussion was held regarding the value of shuffling year groups to encourage more interaction between different students. Additionally, mixing up the seating positions in classrooms every few weeks was suggested in order to allow students to interact with different people. It was noted that for class seating changes a plan of seating arrangements needed to be submitted to the Headteacher.</p> <p>A discussion was held with the Maths Team regarding White Rose and that a staff training session had been held which had been well received. A comment regarding duplication of effort was raised with planning and Power Maths.</p>

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	<p>Concerns relating to the impact of those who could work from home and those who could not were raised.</p> <p>Discussions with the English Team were held, and it was clear that the team understood the focus on improving Ofsted results for keystage 1 and keystage 2.</p> <p>The team overseeing the teaching is strong and consistent and it was noted that the support that parents give has been very helpful.</p> <p>The recent inset day in which they focused on Read, Write, Ink has been well received. There is a difference in confidence in teachers across different levels but overall, the feedback was very positive.</p> <p>The integrated curriculum meeting noted that training had taken place and the curriculum had been refreshed. A balance between reading and writing has been found and it was noted that during closed bubbles engagement with curriculum has still taken place. All students and staff have also had training on MSTeams to allow a broad and rich curriculum to be maintained.</p> <p>The Art Team is a new team and due to the interactive nature of the subject the work has been impacted during lockdown. It was noted though that there have been some very good projects completed which will be shared with the wider school.</p> <p>S</p> <p>It had been commented that some students struggle to hear due to the face shields worn. There was also a concern regarding having sufficient time together to plan as well as having access to resources during a potential lockdown.</p> <p>During the SENCO meeting it was clear that the new assistant is settling in well. As part of the role, provision has been put in place to encourage staff to manage situations and for the SENCO to act in an advisory and strategic role rather than managing all interventions. Once data is available this will be discussed in the SENCO team to extract any areas that need focus. It was also commented that the discovery part of the Power Maths session has been challenging but well received.</p> <p>A revised template of the Governor Visit form was circulated by HS. The template had been amended to ensure that the data provided was meaningful and fed into other activities taking place within the school. The Headteacher will then be able to report back to the Board of Governors as to how the feedback has been used.</p> <p>It was agreed that all completed forms need to be submitted directly to the Headteacher by the following Friday after the meeting has taken place (i.e. 10 days after the meeting).</p> <p>Action: Completed Governor Visit forms to be submitted to the Headteacher within 10 days of meetings taking place.</p>
17/11/6	<p>Headteacher's report</p> <p>A report was provided by the Headteacher for the Board of Governors attention.</p> <p>It was noted that a number of students had left the school and moved to homeschooling. It was asked whether there was an option for the students to return. The Headteacher confirmed that as they had been unenrolled, if they wished to return to the school they would need to reapply.</p> <p>A Well Being Survey had been undertaken and the overall feedback was very positive.</p>

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	<p>The Well Being Survey had 130 responses. Key points:</p> <ul style="list-style-type: none"> • How have you felt since you have been back at school: Average response- 4.3 out of 5 • I like going to school- 4.4 out of 5 • I feel safe in school: 4.6 out of 5 • I am doing well at school: 4.4 out of 5 • I am treated equally at school: 4.6 out of 5 • If I need help at school I know who to talk to- 4.7 out of 5 <p>The outdoor area of the school has undergone a number of improvements including the establishment of goal posts and the repainting of lines.</p> <p>Additional support (a catch-up teacher) for each year will be overseen by the year lead and will be available until the new year. These staff members could potentially be used to fulfill any future gaps in teaching.</p>
<p>17/11/6a</p>	<p>Feedback and actions from previous Learning Walk (Governor Visit)</p> <p>As discussed in 17/11/5.</p>
<p>17/11/6b</p>	<p>Report on summer testing results and trends (action from 13/10/20)</p> <p>The projects data was provided to the Board of Governors for note. It was noted that in comparison to previous years there are already improvements in student's achievement levels, which is a very positive picture. It was noted that this was due to a very strong teaching team.</p>
<p>17/11/6c</p>	<p>Report on stretching and challenging the children (action from 13/10/20)</p> <p>At the January meeting this will be discussed following the completion of the observations.</p> <p>Action: Report on stretching and challenging the children to be added to January meeting agenda</p>
<p>17/11/6d</p>	<p>Report on quality of teaching</p> <p>Observations have been taking place across the school. These take the form of 15 minutes per observer with 3 observers for each class. The observations will give strengths and developments for staff to work on rather than a grade. A lot of support has been provided to staff if there are areas that they need to work on.</p> <p>These observations are formalized and feed into appraisals and action plans will be put in place.</p>
<p>17/11/6e</p>	<p>ASP/data dashboard review</p> <p>From reviewing the KPI document it was felt that there were no key issues for discussion and that absence levels are at an acceptable level. There are tools in place to ensure the school provides sufficient depth of learning for students who need it.</p> <p>There will be ongoing issues regarding bubbles having to potentially isolate at different points, but that staff are doing their utmost to minimise the impact on students and should be thanked</p>

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	<p>for their ongoing efforts.</p> <p>Action: Chair of the Board of Governors will send an email to email to teachers to thank them for their hard work and efforts during this time.</p> <p>A lack of time in preschool over the course of 2020 has meant that staff in reception are having to put in place additional measures to bring the students up to speed.</p>
17/11/6f	<p>Staff appraisals and CPD</p> <p>CPD activities have been taking place and are working well with a combination of in-house and digital training. A regular session is also held on the use of PPE.</p> <p>Data targets on appraisals has been agreed by year group.</p>
17/11/6g	<p>Compliments and complaints</p> <p>Only 2 complaints have been received and both have been satisfactorily managed.</p> <p>A number of compliments from parents have been received regarding teaching and interaction with the students.</p> <p>Associate School Leaders for ReachSouth has been very complimentary of the school writing team. A request has been made for exemplars due to the high quality.</p> <p>Another school has requested help from the early years team to help with their activities as the school is recognized as having one of the strongest early years teams in the area.</p> <p>Thanks was also given to the Deputy Head for the extensive work he had undertaken in assisting another school with a grievance.</p>
17/11/6h	<p>Barriers to progress</p> <p>At present the working practices are very different and so it is difficult to have groups working together collaboratively. However, the teachers have risen to the challenge and found ways to ensure that teamwork can still take place.</p> <p>There is a concern regarding staff wellbeing as staff have a home/life balance to maintain and are very tired. A wellbeing team has been established for staff in order put measures, activities and treats in place to help maintain staff wellbeing.</p>
17/11/6i	<p>Reports presented to SLT e.g. ROSE, curriculum champions</p> <p>Discussed within Headteachers report.</p>
17/11/6j	<p>Admissions update</p> <p>An admissions report has been made available to the Board of Governors. There will be a change to the current year 4 cohort to reduce the number by 1 as the student had been enrolled in two schools, sharing attendance time. The decision was made for the child to attend the</p>

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	specialist school full time going forward.
17/11/7	<p>Review and consider improvements to School Improvement Plan</p> <p>The plan has been written for academic year 2020/21. A number of documents were being used which had a number of areas of duplication. Activities were carried out to combine these into a clearer, more user-friendly document. The new report has a clear structure and focuses activities to a limited number of key priorities. Feedback from staff members has been requested.</p> <p>It was agreed that the column relating to individual governors be removed as all governors are responsible for monitoring quality of education.</p> <p>Action: KW to edit first page of document to state that all governors are responsible to hold the senior leadership to account relating to quality of education.</p> <p>It was noted that RAG rating of sections and commentary would be required in order to monitor progress and the achievement of short-term milestones.</p>
17/11/8	<p>Planned use of pupil premium and Sport funding</p> <p>Money is being spent on a dedicated sports coach, paid for via the sports grant. A new sports grant is currently being written.</p> <p>The sports coach is currently being trained and once trained over the course of the year should be able to cover activities currently run by part-time staff and so there will be a likely cost saving in this year.</p> <p>Action: Headteacher to discuss sport funding plans with JB for completion of grant application.</p> <p>Pupil Premium numbers seem higher than expected, it was explained that this was due to a change in what is classed as a Pupil Premium need.</p> <p>There is a need to identify the students primary need as this may be a SEND issue rather than just Pupil Premium</p> <p>Action: LK to provide Pupil Premium and SEND report for next meeting (Jan 2021).</p> <p>Interim reviews were requested due to the large amount of money in the budget. The Headteacher confirmed that reviews were taking place regarding how and where the money is being spent and a review of outstanding funding.</p> <p>Action: VB to update Pupil Premium documentation to state that the Pupil Premium budget is being reviewed on a monthly basis.</p>
17/11/9	<p>Pay panel review update</p> <p>This was reviewed and agreed. All staff have been notified of any increases and a cost of living rise has been agreed by ReachSouth and communicated to staff.</p>
17/11/10	Budget review and updates

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	<p>The MAT finance guidelines are requiring the school to have a 5% surplus which has led to a significant carry over. It was felt that the current surplus was larger than needed and so items had been bid for in order to try and spend the available money on areas such as iPad, sails for the playground, refurbished toilet areas etc.</p>
17/11/11	<p>British Values update (by Becks Jackson – requested during September meeting)</p> <p>The British Values has been highlighted and improved upon, becoming a visible presence across the school which has been very positive.</p>
17/11/12	<p>Report from Safeguarding Links re: Safeguarding Audit</p> <p>There is currently a new link person on safeguarding who has communicated well with the school.</p> <p>During half term an email was received by the school which is now being managed. The parents involved and the social worker have complemented the school on how safeguarding has been handled.</p> <p>An extensive audit is taking place and is due to be completed by the end of November 2020. A copy of the report will be submitted to the Board of Governors once completed.</p> <p>Action: VB to circulate final safeguarding audit report to Board of Governors</p>
17/11/13	<p>Clerk’s Update – membership, local and national strategies</p> <p>No items were raised for discussion.</p>
17/11/14	<p>Community engagement</p> <p>It was note that a number of activities have taken place organized by the PTFA including a Mufti Day, linked to Christmas. A virtual storytelling evening will take place for Reception students. The quad will be revamped by money raised previously.</p> <p>The school raised money Children in Need and held a Poppy Day. A food bank drive was held and will take place regularly.</p>
17/11/15	<p>Governor Training</p> <p>Any issues for staff logging in should be communicated to the Chair.</p> <p>A document has been circulated to the Board of Governors. All Governors are asked to add the dates in which they have completed training plus any other items of training that they have completed.</p> <p>Action: All Governors to complete training update report and return to the Chair before the end of term.</p>
17/11/16	<p>MAT Link and Reach South updates</p> <p>Discussed within Headteachers report.</p>

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17/11/17	<p>Policies for approval/review</p> <p>The Behaviour Policy has now been edited as per previous requests and is now approved.</p> <p>Outcome: Behaviour Policy approved.</p> <p>The Safeguarding Children Policy and Covid Annex has been circulated. All present agreed with the content.</p> <p>Outcome: Safeguarding Children Policy approved. Outcome: Covid Annex to Safeguarding Children Policy approved.</p> <p>Action: Any grammatical errors for the Child Protection Policy to be submitted to VB.</p> <p>An attendance policy will be circulated to the Board of Governors which require review. A decision will be required before Christmas.</p> <p>Action: LGB to review Attendance Policy online and provide feedback and approval prior to the Christmas break.</p>
17/11/18	<p>Any Other Business</p> <p>Wellbeing check and Pupil Premium will be the focus of the next learning walk.</p> <p>The Governor update will be written by the Chair for the parent newsletter.</p>
17/11/19	Date of next meeting – Tuesday 12 th January 2021

Agreed

Minute No	Details
17/11/3	Minutes of the previous meeting held on the 13 th October 2020 agreed.
17/11/17	Behaviour Policy approved.
17/11/17	Safeguarding Children Policy approved.
17/11/17	Covid Annex to Safeguarding Children Policy approved.

Action

Minute No	Details	Whom by
13/10/1	VB to discuss updated policy with ReachSouth. Dates to be updated within policy. Ongoing	VB
13/10/2	Outstanding Declaration of Business Interest and Self Disqualification	LR

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	Forms to be sent to the chair .	
13/10/11	Governors are asked to look at their information on the school website and ensure that it is updated.	VB
17/11/4	VB to send Zoom Link to attending Governors for meeting with Rose Review Panel.	VB
17/11/5	Completed Governor Visit forms to be submitted to the Headteacher within 10 days of meetings taking place.	All
17/11/6c	Report on stretching and challenging the children to be added to January meeting agenda	LR
17/11/6e	Chair of the Board of Governors will send an email to email to teachers to thank them for their hard work and efforts during this time.	Chair
17/11/7	Edit the first page of document to state that all governors are responsible to hold the senior leadership to account relating to quality of education.	KW
17/11/8	Headteacher to discuss sport funding plans with JB for completion of grant.	VB/JB
17/11/8	Pupil Premium and SEND report for next meeting (Jan 2021).	LK
17/11/8	Update Pupil Premium documentation to state that the Pupil Premium budget is being reviewed on a monthly basis.	VB
17/11/12	Circulate find safeguarding audit report to Board of Governors	VB
17/11/15	All Governors to complete training update report and return to the Chair before the end of term.	All
17/11/17	Any grammatical errors for the Child Protection Policy to be submitted to VB.	All

Signed by Chair of Governors

Date