

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

**MINUTES HILLVIEW PRIMARY LGB**

**12<sup>th</sup> January 2021**

**In attendance:**

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

**Also present:** Caroline Roberts (Office Manager)

Minute No	Details
12/01/1	<p><b>Welcome &amp; Apologies</b></p> <p>Apologies were received from LR and PK. It was noted that The Chair replaced PK for the Year 1 learning walk.</p> <p>The meeting was recorded so that those not able to attend could view.</p> <p>The Chair welcomed Emma Burton who updated the LGB regarding Early Years.</p>
12/01/2	<p><b>Declaration of Business Interests</b></p> <p><b>Action:</b> SB to update his Business interest and send a copy to CR</p>
12/01/3	<p><b>Presentations from Early Years on improvements made to facilities and resources</b> <b>Power Point presentation</b></p> <p>A PowerPoint presentation was shared with the Board which showed the development of the Quad area. Funding was received from Talbot Village Trust as well as the PTFA to assist in the re-organisation of the area. The governors were informed that the school is still awaiting some equipment but the children are really excited and enjoying the area.</p> <p>It was confirmed that whilst all 90 children could use the area at a time the decision had been made to allow smaller groups to have access at a time.</p> <p>The area is especially good for those children that need to release energy. An adult is always present when in use.</p> <p>It was noted that there had been significant developments within the early years team since January 2019, especially with regards to teaching provision. These positive changes were reflected within the Rose Review with specific mention to the change from three classrooms to a larger hub.</p> <p>It was noted that staff are now supporting colleagues in other schools in the Trust to develop their own approaches. The LGB thanked the early years team for their work and commitment to the children.</p>

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12/01/4	<p><b>Approval of Minutes of Meeting held on 17<sup>th</sup> November 2020</b></p> <p>Regarding the minutes of the previous meeting, those present confirmed that they approved the content of the minutes.</p> <p>Some minor typographical errors were noted and would be forwarded to the Chair for amendment.</p> <p><b>Action:</b> CS to provide The Chair with minor amendments to the minutes.</p> <p><b>Outcome:</b> Minutes of the previous meeting held on the 17<sup>th</sup> November 2020 were approved.</p>
12/01/4a	<p><b>Matters arising from previous minutes</b></p> <p>13/10/1 VB to discuss updated policy with Reach South. Dates to be updated within policy. It was noted that this had not yet been received.</p> <p><b>Ongoing.</b></p> <p>13/10/2 Outstanding Declaration of Business Interest and Self Disqualification Forms to be sent to the chair. – Received</p> <p><b>Completed.</b></p> <p>13/10/11 Governors are asked to look at their information on the school website and ensure that it is updated. It was noted that TH and EH would check their information by the end of January and confirm any changes.</p> <p><b>Action:</b> EH and TH to review their information and confirm any changes to the website.</p> <p><b>Ongoing.</b></p> <p>17/11/4 VB to send Zoom Link to attending Governors for meeting with Rose Review Panel.</p> <p><b>Completed.</b></p> <p>17/11/5 Completed Governor Visit forms to be submitted to the Headteacher within 10 days of meetings taking place. VB has received forms and uploaded. Will inform if any missing.</p> <p>17/11/6c Report on stretching and challenging the children to be added to January meeting agenda.</p> <p><b>Action:</b> Defer item to March LGB meeting.</p> <p><b>Ongoing.</b></p> <p>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.</p> <p><b>Completed</b></p> <p>17/11/7 Edit the first page of document to state that all governors are responsible to hold the</p>

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	<p>senior leadership to account relating to quality of education.</p> <p><b>Completed</b></p> <p>17/11/8 Headteacher to discuss sport funding plans with JB for completion of grant.</p> <p><b>Completed</b></p> <p>17/11/8 Pupil Premium and SEND report for next meeting (Jan 2021). Pupil Premium and SEND reports in the HT report and website within all guidelines.</p> <p>It was agreed that the SEND policy update would be discussed at the next meeting of the LGB.</p> <p><b>Action:</b> SEND Policy Update to be taken to March 2021 meeting.</p> <p><b>Ongoing</b></p> <p>17/11/8 Update Pupil Premium documentation to state that the Pupil Premium budget is being reviewed on a monthly basis.</p> <p>VB commented that they would action this.</p> <p><b>Action:</b> VB to updated Pupil Premium documentation to state that the budget is reviewed on a monthly basis.</p> <p>17/11/12 Circulate safeguarding audit report to Board of Governors VB has sent and HS will put in Teams area Awaiting remote learning document which KW is dealing and will be produced by 25<sup>th</sup>.</p> <p><b>Ongoing.</b></p> <p>17/11/15 All Governors to complete training update report and return to the Chair before the end of term.</p> <p><b>Completed</b></p> <p>17/11/17 Any grammatical errors for the Child Protection Policy to be submitted to VB.</p> <p><b>Completed</b></p>
12/01/5	<p><b>Head and Chair's Urgent Business</b></p> <p>It was noted that the school was managing teaching of students within the latest national lockdown and that work was continuing.</p>
12/01/6	<p><b>Round table feedback on today's Learning Walks – issues and themes and new template</b></p> <p>Year R The main issue raised was the number of children attending Educare (23 attending in Year R). This meant an increase in demand for teacher's time as they balanced online learning and maintaining those in school.</p>

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VB said across the Trust schools are averaging 25 – 30% of children in attendance on site and that the school is currently at 26%.

All documentation from parents is checked to ensure that students attending school meet the necessary criteria.

HVP is within the national percentages of attendance. The Trust is waiting DfE guidance and heads can send a letter saying home is the safest place. SLT will be reviewing this letter shortly.

It was commented that it was important that any communication sent is supportive.

A daily question and challenge via Google Classroom was suggested in order to look at engagement.

**Action:** KW to look into suggestion of daily question and challenge.

It was noted that BCP had identified vulnerable pupils who needed to attend but that the school had also identified some children who did not work as well at home and who benefitted from being in school.

It was noted that during the current lockdown the criteria for keyworkers had changed and that there was no longer a cap on numbers. This had led to an increase in attendance.

It was agreed that there is a need to identify different online learning requirements for each year as there is no one size fits across the different year groups.

For Year R remote learning is working well and the teaching team is very pleased with the children engaging and enjoying it.

For Year 1 the remote learning is also working well and the school is seeing small groups of 5-6 children in live lessons which allows teaching staff to more easily monitor progress.

It was noted that some parents have issues with engaging digitally with reliable internet access a big concern and is therefore the biggest barrier with home learning.

With regards to digital technology it was noted that some laptops have gone out to children where a need was identified.

It was asked whether those present knew of any local business or community project who could support the school with equipment.

**Action:** LGB to advise if they are aware of any potential sources of support for digital equipment.

Year 2 reported that they are working well together and have received positive feedback from parents. When working in smaller groups the children are more confident as there are less people on the call and so they feel able to speak.

The Year 3 lead is new to the school. The team commented that they are appreciative of the fact they have got some autonomy in terms of the way they are organizing themselves. They are all coming into school which helps with communication and a flexible approach.

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	<p>It was noted that some staff asked regarding equipment to assist with their online teaching.</p> <p><b>Action:</b> VB to check regarding staff digital requirements.</p> <p>Lastly it was commented that the staff were very happy with the support they have received and that there had consistently been a member of SLT available to listen to their concerns and discuss ideas.</p> <p>The Year 4 team was very positive regarding the support they had received. It was requested that for the next Rose Review the teaching team would appreciate if an ASL would meet with them.</p> <p>Year 5 were noted as doing remarkably well considering the number of pupils and with one member of the team working remotely.</p> <p>The teaching team commented that they have all the resources they need and feel secure, the school is clean and that they have all the equipment they need.</p> <p>Live lessons are going well with positive feedback from parents.</p> <p>The Year 6 team commented that they were happy with the pupils reading but had some concerns regarding maths. They are supporting those who need extra help. It was noted that a small proportion of parents were not engaging but that the school had contacted them directly to discuss their needs.</p> <p>With regards to transitions to secondary school it was noted that there would not be any SATS this academic year and that a lot of work is being completed online, with fewer children in attendance on site. Some concerns were raised over marking and feedback.</p>
<p><b>12/01/7</b></p>	<p><b>Headteacher's report</b></p> <p>It was commented that some Teaching Assistants had been moved across year groups to ensure that each year had 5 full time adults in the year group as the school did not know what the numbers would be for pupils attending on site.</p> <p>Year Leads were asked to organize the teams as to what would work best for them. Staff are now settling into a good working pattern which is helping to reduce stress and anxiety.</p> <p>Vulnerable children cannot have one to one support at present and to Year Leaders have been asked to utilize staff to free teachers to do planning.</p> <p>Staff are continuing to find their way with live learning and have come a long way. The Government has produced guidance, part of which relates marking and feedback which is making it manageable. The school is monitoring this area to ensure that it is following guidance and expectations as do not want it to be a burden. As always, the school is working well together and staff are rising to the challenge, demonstrating their resilience.</p> <p>All staff appraisals are on track.</p> <p>CPD has been arranged relating to maths, writing and safeguarding as well as British values.</p> <p>With regards to stretching and challenging students, it was noted that this would be reviewed once the Trust had received more information relating to the length of the current lockdown.</p> <p>It was noted that pupil progress reviews would be arranged in order to analysis the autumn term. These tests would normally take place after half term but will instead be used as</p>

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	<p>progress tests as a screening tool once children are back on site.</p> <p>It was commented that the Governors were encouraged by the fabulous attendance data as attendance speaks for far more than just attendance, it also speaks of the children's happiness to be in school.</p> <p>It is a concern that the number of children on roll has fallen. It was asked if this is this due to COVID, and that parents have instead elected for home schooling. In response it was noted that the decrease was due to only having three classes in every year group now. Additionally, it was confirmed that there is now a waiting list for entry at each level.</p> <p>The January Census was discussed, and it was noted that further information from the local council was being awaited. It was suggested that it would be a good idea to produce a video which highlights all of the positive areas of the school, with a focus on the Early Years provisions. Perhaps a video walk, with the headteacher and a member of the Early Years team, showing the school which could be loaded onto the website.</p> <p><b>Action:</b> VB to look into a video showing the school facilities, with a focus on the Early Years provision.</p> <p>It was noted how well the school performed during the Rose Review and that all staff should be commended for their efforts. The Rose Review applies Ofsted criteria and so for the school to do so well during a pandemic speaks for the strength of the team and for how well the school is performing.</p> <p>One thing that the school didn't do so well in the last review was some teachers knew they were being inspected so reduced the ambition of what they were doing or even changed what they had planned to do to what they deemed more necessary. However, it seems this time everyone was on board with showcasing what they were doing which was very well received.</p> <p>It was noted that the PUMA Report contained more details than required. It was agreed that names should be removed.</p> <p><b>Action:</b> VB to remove names from the PUMA Report.</p>
12/01/7a	<p><b>Feedback and actions from previous Learning Walk (Governor Visit)</b></p> <p>Behaviour in the school has been challenging and this was evident in year 1. Support had been given to year 1 from SEND.</p>
12/01/7b	<p><b>Report on quality of teaching</b></p> <p>Discussed in full in other sections of meeting.</p>
12/01/7c	<p><b>Staff performance, appraisals and CPD</b></p> <p>Documented in confidential minutes.</p>
12/01/7d	<p><b>ASP/data dashboard review</b></p>

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	No item for discussion at this time.
<b>12/01/7e</b>	<b>Compliments and complaints</b>  No item for discussion at this time.
<b>12/01/7f</b>	<b>Barriers to progress</b>  There is an improvement in consistency and vocabulary. The school has come a long way in a very short time.  Gaps in learning are closing. Pupil progress reviews are continuing to improve so that the school can keep children on track.  Power Maths is improving and evolving as we understand more. Ideally, the school aims to produce a more streamlined plan for its use.
<b>12/01/7g</b>	<b>Admissions update</b>  Policy agreed
<b>12/01/7h</b>	<b>Report on stretching and challenging the children (action 17/11/6c)</b>  Discussed in 12/01/4a (to be taken to March LGB Meeting).
<b>12/01/7i i</b>	<b>ROSE Review</b>  Rose Review fully discussed through LGB.  Recognition from The Rose Review shows that any concerns from staff were related to self-confidence. The review shows how well everyone is performing.  Whilst Year 4 and 1 were not directly mentioned in the Rose Review, they were in previous reports and all feedback was positive.
<b>12/01/7i ii</b>	<b>Safeguarding Audit</b>  Completed
<b>12/01/7i iii</b>	<b>Sports Grant Award</b>  <b>Action:</b> Take to March LGB
<b>12/01/8</b>	<b>Monitor the success of the phonics programme and review progress on SIP</b>  A number of interventions have been put in place and a new RWI Lead appointed. Whilst the school is currently lower than the national average a lot of work has been undertaken to close this gap. The phonics programme has been adapted to a shortened version which has been shown to be working well and enabling more quality writing from pupils. Work will continue in this area.

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<p><b>12/01/9</b></p>	<p><b>Parent feedback – plan parent surveys</b></p> <p>Parent feedback will be discussed in March as we currently do not know what the situation is going to be in the six weeks time. We want to make sure we capture what pupils and parents are getting from the online and remote learning feedback so that we are not missing anything.</p> <p>A parent survey has been designed which will be sent out by SLT to parents which will give us a picture of how the school is doing. The Government has specified what schools need to do regarding certain number of hours and their provision. The survey has questions to provide us with evidence relating to this.</p> <p>We have had some good responses from the emails coming in which have been passed onto year leads who are able to feedback in detail.</p> <p>In terms of evidence relating to feedback, it was suggested that a snapshot be taken from January to be discussed at the March meeting of the LGB. This could then be used within the governor’s folder as evidence of good practice and will provide a clear paper trail.</p>
<p><b>12/01/10</b></p>	<p><b>Finance – review variations in budget spend and re-forecasts</b></p> <p>It was noted that this is under a monthly review and that at present there were no concerns or items for discussion.</p> <p>It was commented that the school was at 50% of cover spending at Christmas but that for this half term the school had not been required to use this.</p>
<p><b>12/01/11</b></p>	<p><b>Clerk’s Update – membership, local and national strategies</b></p> <p>No clerks update as LR not in attendance.</p> <p>LR will be stepping down from the role from the 31<sup>st</sup> March 2021 due to other commitments.</p>
<p><b>12/01/12</b></p>	<p><b>Community engagement</b></p> <p>It was noted that there would be an annual PTFA meeting on the 25<sup>th</sup> January and so more updates can be provided after this time.</p> <p>The school is aiming to hold another collection for foodbank donations once it reopens to all pupils.</p> <p>It was noted that the majority of parents have managed well during the current lockdown and that this was a reflection of the strength of the relationship between parents and the school.</p>
<p><b>12/01/13</b></p>	<p><b>Governor Teams folder area</b></p> <p>A Governor Teams Folder has been produced with a number of sub-folders;</p> <ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Safeguarding and E safety</li> <li>• Link roles</li> </ul>

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	<ul style="list-style-type: none"> <li>• Data Scrutiny</li> <li>• School Improvement</li> <li>• Staff Well being and HT workload</li> <li>• Pupil and Community engagement and welfare</li> </ul> <p>Governors need to write a short précis about their link area. During an inspection, any one of us may be facing the inspectors' questions so the precis should:</p> <ul style="list-style-type: none"> <li>• Summarise key strengths with short excerpts as evidence from internal/external reports/meetings</li> <li>• Summarise areas for improvement (linked to the SIP) and key activities/actions/updates/impact</li> <li>• Summarise current, relevant headline data</li> <li>• Key dates in the school calendar e.g. visits/audits/CPD</li> <li>• Cross-reference where any evidence sources e.g. 'Page 23, Rose Review, DATE' or 'Governor Visit 12/01/21'</li> <li>•</li> </ul> <p><b>Action:</b> Governors to provide a Learn Walk document discussing key points, uploaded to the Teams folder.</p> <p><b>Action:</b> The Chair to produce an example Learning Walk document for the Teams site.</p>
12/01/14	<p><b>MAT Link and Reach South updates</b></p> <p>The Director of Education will be attending the next governor meeting. We need to identify what is it that we want to challenge and also request support from him for.</p> <p><b>Action:</b> Identify questions and/or areas of focus for meeting with Director of Education.</p>
12/01/15	<p><b>Policies for approval/review</b></p>
12/01/15a i	<p><b>Attendance Policy</b></p>
12/01/15a ii	<p><b>RSE Policy</b></p>
12/01/15a iii	<p><b>Behaviour Policy</b></p>
12/01/15b	<p><b>Review and maintain the Charging and Remissions Policy</b></p>
12/01/16	<p><b>Any Other Business</b></p> <p>A Governor update for the school newsletter would be written.</p> <p>HS asked if anyone else had any other business.</p>

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	<p>The Office Team were thanked for all their hard work during lockdown. It was noted that they had done an incredible job of communicating to parents and as a team has been incredibly efficient during the Rose Review. Thank you very much.</p> <p>Lastly, the Governors were all thanked for their input to the Rose Review and for their ongoing support and commitment to the school.</p>
<b>12/01/17</b>	<b>Date of next meeting</b> 2 <sup>nd</sup> March 2021

**Agreed**

<b>Minute No</b>	<b>Details</b>
12/01/4	Minutes of the previous meeting held on the 17th November 2020 were approved.

**Action**

<b>Minute No</b>	<b>Details</b>	<b>Whom by</b>
12/01/2	SB to update his Business interest and send a copy to CR	SB
12/01/4	CS to provide The Chair with minor amendments to the minutes.	CS
12/01/4a	EH and TH to review their information and confirm any changes to the website.	EH/TH
12/01/4a	Defer stretching and challenging report to March LGB meeting.	LR
12/01/4a	SEND Policy Update to be taken to March 2021 meeting.	LR
12/01/4a	VB to updated Pupil Premium documentation to state that the budget is reviewed on a monthly basis.	VB
12/01/6	KW to look into suggestion of daily question and challenge	KW
12/01/6	LGB to advise if they are aware of any potential sources of support for digital equipment.	All
12/01/6	VB to check regarding staff digital requirements.	VB
12/01/7i iii	Take Sport Grant Award to March LGB meeting	LR
12/01/13	Governors to provide a Learn Walk document discussing key points, uploaded to the Teams folder.	All

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12/01/13	The Chair to produce an example Learning Walk document for the Teams site.	The Chair
12/01/14	Identify questions and/or areas of focus for meeting with Director of Education.	All

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Signed by Chair of Governors

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Date