

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

MINUTES HILLVIEW PRIMARY LGB

Tuesday 2nd March 2021

In attendance:

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

Also present: Laura Roper and Elaine Findlay

Minute No	Details
02/03/1	<p>Welcome & Apologies</p> <p>Apologies were received from Lynda Hamlyn, Tracey Holmes and Paul Kenchington.</p> <p>It was noted that the LGB would like to improve lines of communication between Reach South and the LGB. Appropriate communication needs to be pursued to ensure regular feedback and feed-forward is available.</p>
02/03/2	<p>Declaration of Business Interests</p> <p>There were no new declarations of business interest raised.</p>
02/03/3	<p>Approval of Minutes of Meeting held on 17th November 2020</p> <p>Section 1 – Chair ‘replaced’ PK not ‘placed’ Page 4 – Level R. Replace ‘intent’ to ‘pleased’. Page 5 – HT Report, year leaders not two leaders. Within line 4 of next paragraph, replace is with it. Page 6 – replace ‘Pyramid’ report with ‘PUMA’. Report removed from MS Teams 12/01/7b – ‘discussed’ in full 12/01/7c – move into confidential Page 7 – 12/01/7f – ‘There’ is an improvement not ‘this’ 12/01/16 – 3rd paragraph down, They, replace capital T.</p> <p>The minutes of the meeting were approved as an accurate representation of the discussions that took place.</p> <p>Outcome: Minutes of the LGB 12th January 2021 approved subject to minor amendments.</p>
02/03/3a	<p>Matters arising from previous minutes</p> <p>12/01/2 SB to update his Business interest and send a copy to CR Completed.</p> <p>12/01/4 CS to provide The Chair with minor amendments to the minutes.</p>

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	<p>Completed</p> <p>12/01/4a EH and TH to review their information and confirm any changes to the website. Completed for EH. TH to confirm Ongoing.</p> <p>Action: TH to review their information and confirm any changes to the website.</p> <p>12/01/4a Defer stretching and challenging report to March LGB meeting. Completed</p> <p>12/01/4a SEND Policy Update to be taken to March 2021 meeting. Deferred to May as awaiting approval from Reach South Ongoing</p> <p>Action: SEND Policy update to May 2021 meeting.</p> <p>12/01/4a VB to updated Pupil Premium documentation to state that the budget is reviewed on a monthly basis. Ongoing</p> <p>Action: VB to updated Pupil Premium documentation to state that the budget is reviewed on a monthly basis.</p> <p>12/01/6 KW to look into suggestion of daily question and challenge Completed.</p> <p>12/01/6 LGB to advise if they are aware of any potential sources of support for digital equipment. Completed.</p> <p>12/01/6 VB to check regarding staff digital requirements. Completed.</p> <p>12/01/7i iii Take Sport Grant Award to March LGB meeting Completed.</p> <p>12/01/13 Governors to provide a Link Area document discussing key points, uploaded to the Teams folder. Completed.</p> <p>12/01/13 The Chair to produce an example Learning Walk document for the Teams site. Completed by EH on behalf of Chair.</p> <p>12/01/14 Identify questions and/or areas of focus for meeting with Director of Education Completed.</p>
<p>02/03/4</p>	<p>Head and Chair's Urgent Business</p> <p>Away day moved forward and to incorporate July Governors Meeting. A doodle poll will be held to determine the most appropriate date.</p> <p>Action: Doodle poll to be circulated to determine date for Governors away day and July LGB</p>

	meeting.
02/03/5	<p>Round table feedback on today's Learning Walks – issues and themes and new template</p> <p>Year 4 A conversation was help regarding managing behaviours with returning pupils to ensure empathy but also settle students and set expectations from the beginning. The teaching team are looking forward to returning to solely classroom teaching and it was felt that the upcoming arts week would be positive. There was some concern regarding the multiple areas of gathering data for a baseline. During lockdown there had been a great divergence in pupil progress. A need for differential teaching was needed now more than ever. There may be a need for funding for resource to help bring pupils up to required levels. It had not been felt that lockdown had allowed for increased planning time due to commitments to site-based teaching, recording lessons and other activities.</p> <p>Year 5 Staff are looking forward to the children returning. A discussion was held regarding developing more depth in understanding and the ROSE Review. It was noted that some pupils would value more time for reading for pleasure and that whilst there is likely to be some inconsistency, generally feedback had been positive. The training had been well received and staff look forward to incorporating those lessons learnt once the pupils return. Reading Roles has been developed which will help to articulate the skills that the pupils are learning. This has come out of the recent ROSE Review and is a positive initiative.</p> <p>Maths Team The team were very positive regarding Power Maths and White Rose and feel that it is becoming more embedded. Staff were pleased that the Rose Review had highlighted a number of positives. There has been a particular emphasis on spotting those children who required greater depth. They are looking forward to seeing pupils back in school but are concerned relating to the divergence between those who have been able to engage with Maths and those who have not. There are concerns about the extent to which staff will be able to meet all targets but will do their best to achieve the required outcomes.</p> <p>STEAM Team Looking forward to the children returning to site. Encouraged by the positive feedback received from parents. Staff noted a concern over the time available to spend on their subject areas. It was suggested that they try and allocate regular weekly time but unfortunately this is not always achievable. It was noted that Subject Leaders were asked to ensure that if there is a lack of available time, that this be discussed with the year leader. It was asked whether there could be a whole school approach to cross-curricular activities. A staff meeting has been arranged in order to discuss items such as this.</p> <p>SB Early Years Staff are identifying pupils who are suffering from mental health and are establishing a</p>

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	<p>wellbeing group. Subject leaders are given time across the school and across each year. This allows other leaders to also impart their knowledge through this. This is a very positive approach and encourages continuous improvement and growth. The strength of the integrated curriculum is on the analysis that is available. A comment was raised regarding some pupils being a little behind on some subjects but not on the core subjects. Staff are looking forward to the arts festival and links to the school's values and projects. Staff appreciate the time allocated on inset days for CPD activities. Regarding Reach South, the peer review system was noted.</p> <p>Physical Education A lot of changes were made in term 1 due to social distancing. These changes will be in place for the rest of this term, but it is possible that some group-based activities may be able to grow later in the year. Tennis has been run for longer which has shown a higher level of skill development for the pupils which has been an advantage. Work continues regarding promoting positive attitudes and positive messages through sport and keeping active. There is a focus on promoting healthy activities to start lessons and encourage involvement. Staff will receive a training package regarding this.</p> <p>SEND Team A lot of work is taking place in preparing for the return of the pupils and the potential changes in behaviours. A lot of work has taken place on managing behaviours and more CPD will take place to ensure that all staff and especially support staff feel confident in managing behaviours. Parents have been engaging well in setting targets for pupils that need support.</p>
02/03/6	<p>Headteacher's report</p> <p>Report and documentation circulated.</p> <p>Operation Encompass is new across the borough and is focused on schools having sight of all of the information when there has been violence in the home. This will allow the school to better prepare for and assist students with this. Staff have been training and received briefings on this. This will allow the school to support the children as much as needed and is a more joined up approach. It goes live on 01/04/21, all SLT have had training and it will be rolled out to staff on that date as it is an INSET day.</p>
02/03/6a	<p>Feedback and actions from previous Learning Walk (Governor Visit)</p> <p>As per report.</p>
02/03/6b	<p>Report on quality of teaching and pupil progress</p> <p>Monitoring is ongoing for online teaching and recordings etc have been reviewed to ensure a consistent and high level of teaching has been maintained.</p>
02/03/6c	<p>SES – reviewed Feb 2021</p> <p>This has been reviewed and colour coded to show actions that are taking place and are a</p>

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	priority.
02/03/6d	<p>SIP – reviewed Feb 2021</p> <p>This has been reviewed and colour coded to show actions that are taking place and are a priority. It was noted that is very positive to see the progress that had been made, despite the challenges of this academic year. Once data has been gathered relating to student progress this will provide further details for analysis.</p> <p>Having the ROSE Review in March and December has shown staff within the school just how far they have come and are working as part of teams, giving the children the best outcomes.</p> <p>One of the key areas is the introduction of more rigorous year leadership. It was asked if the new roles introduced for working well and proving good value for money. It was felt that the year leaders and the SENCOs impact was demonstrating a clear value for money.</p> <p>The Sport Grant money will be spent in alternative ways for the 2021/22 academic year and will allow the school to pay for specialised sports sessions.</p> <p>In January 2020 Learning Mentors were appointed (one still in post). At present the Job Description will be redeveloped to include more pastoral support. This will be advertised, internally, shortly.</p> <p>The site improvements have been received, especially the fixed goals. Three quotes have been received for the playground sales. The library walls will be redecorated and the children in each year will be asked to identify their favorite characters to include.</p>
02/03/6e	<p>Staff performance – appraisals and CPD</p> <p>It was noted that four staff would be trained for psychological first aid which will link well with Operation Encompass.</p> <p>Further information included in written report.</p> <p>The cost of staff absence due to Covid can be reclaimed from the Government. It was confirmed that this has been submitted.</p>
02/03/6f	<p>Compliments and complaints</p> <p>One parent raised a concern over their child's interaction with another. This has been rectified and the parent is happy with the outcome.</p> <p>The School was noted in the Daily Echo having received a compliment from a Year R parent. A parent compliment letter was also shared, thanking the school team for support of their children during lockdown.</p>
02/03/6g	<p>Barriers to progress</p> <p>Remote learning is a barrier, especially with regards to those pupils who are working alone</p>

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	and those who are receiving increased parental support with their work.
02/03/6h	<p>Admissions update</p> <p>Included within written report. Awaiting numbers for the new Year R intake from the 190 applications received.</p>
02/03/6i	<p>Report on stretching and challenging (action 17/11/6c)</p> <p>Included within written report.</p>
02/03/6j	<p>Report on impact of pupil premium</p> <p>Included within written report. Staff have been very innovative, especially with regards to tailoring their work for online teaching. Vulnerable children have received additional personalized support. Remote teaching has been broken down into targeted groups to ensure that all pupils are getting focused support.</p> <p>For cases of non-engagement, the SLT have been involved in communicating with parents and, where necessary, a home visit has been held. There is now a point of contact in place for social services and schools with a clear line of reporting.</p> <p>The report shows that Pupil Premium children do not progress as well as non-Pupil Premium children. It is likely that this result will get worse due to lockdown. The catch-up funding has been spent on two fixed term staff. These staff members will be deployed to assist with areas highlighted as being an issue once baseline data has been gathered.</p> <p>The learning mentor is being used for individual and group learning and the Read Write Inc. teacher will assist with any gaps that need to be filled.</p>
02/03/6k	<p>Academy Emergency Plan (Draft)</p> <p>Document circulated. Feedback requested for any suggestions of changes.</p> <p>Action: Feedback on Academic Emergency Plan to VB by Friday 12th March 2021.</p>
02/03/6l	<p>Risk Register (draft)</p> <p>Document circulated. Feedback requested for any suggestions of changes.</p> <p>Action: Feedback on Risk Register to VB by Friday 12th March 2021.</p>
02/03/6m	<p>Performance management update</p> <p>Included within written report.</p>
02/03/6n	<p>Review Parent Survey results</p>

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	<p>Very positive results have been received from parents (131 responses received). Further details provided in the written report.</p> <p>Normally the LGB would seek the views of the parents. It was suggested that in the second half of the autumn term it might be suitable to contact parents.</p>
02/03/7	<p>Plan survey for staff/pupils</p> <p>A staff survey will be delayed until the end of the first half term of the summer period. The questions will be reviewed at the May 2021 meeting of the LGB.</p> <p>Action: Take previous staff survey questions to May LGB for discussion. Action: Previous staff survey to be circulated with the minutes of the meeting.</p>
02/03/8	<p>Review of academy website</p> <p>Accessibility plan updated on website.</p>
02/03/9	<p>Finance – review variations in budget spend and re-forecasts</p> <p>Reviewed and all is healthy and well. Ofsted shows a deficit in 2017/18 which is incorrect and will be investigated by EBM. There is no deficit from 2018/19 onwards.</p>
02/03/10	<p>Clerk’s Update – membership, local and national strategies</p> <p>Welcome to EF who will be joining the team as Clerk from the 1st April 2021.</p> <p>As this is LRs last meeting as Clerk she thanked the LGB for all of their well wishes and in turn wished the LGB members and the school the best for the future.</p>
02/03/11	<p>Community engagement</p> <p>No items for discussion at the moment but some activities are planned.</p> <p>The PTFA are looking at the Year 1 outdoor area and delivering Mother’s Day gifts.</p> <p>The PTFA has introduced the new school uniform and planning for Father’s Day and an upcoming balloon race.</p>
02/03/12	<p>Governor skills audit</p> <p>The October update of the Governors Handbook can be found in the MS Teams folder under training. A short checklist will be circulated to all Governors regarding the different skills areas to gather data.</p> <p>Action: The Chair will circulate the Governors Skills Checklist for completion.</p>
02/03/13	<p>Governor link inspection folder snapshot reports</p>

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	<p>To be written by Easter 2021. Please see exemplar in MS Teams folder.</p> <p>Action: Governor link inspection report to be uploaded to MS Teams by Easter 2021.</p>
02/03/14	<p>MAT Link and Reach South updates</p> <p>New School Improvement Advisor profile circulated. They will monitor performance management and school improvement progress three times a year and provide a report to Governors. Once social distancing has ended the Advisor will attend the school to make face to face assessments.</p> <p>At present we are unaware of the level of interaction and assessment the advisor will require. A meeting will be held shortly to discuss.</p>
02/03/15	<p>Policies for approval/review</p> <p>As per below.</p>
02/03/15a	<p>Complaints Policy</p> <p>Noted.</p>
02/03/15b	<p>Accessibility Plan</p> <p>Discussed and approved.</p> <p>Action: Feedback on Accessibility Plan to VB by Friday 12th March 2021.</p>
02/03/15c	<p>Anti-bullying Policy</p> <p>Discussed and approved.</p> <p>Action: Feedback on Anti-bullying Policy to VB by Friday 12th March 2021.</p>
02/03/16	<p>Any Other Business</p> <p>Governor details to be updated.</p> <p>Action: Governor details updates to be submitted to the Chair by Friday 12th March 2021.</p> <p>EHs time as Staff Governorship has expired. EH is happy to continue on and will ask staff for nominations for other potential staff governors.</p> <p>Action: VB and The Chair to seek nominations for Staff Governorship</p>
02/03/17	<p>Date of next meeting: 11th May 2021</p>

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Agreed

Minute No	Details
12/01/4	Minutes of the previous meeting held on the 12 th January 2021 were approved.

Action

Minute No	Details	Whom by
02/03/3a	TH to review their information and confirm any changes to the website.	TH
02/03/3a	SEND Policy update to May 2021 meeting.	Chair
02/03/3a	VB to updated Pupil Premium documentation to state that the budget is reviewed on a monthly basis.	VB
02/03/4	Doodle poll to be circulated to determine date for Governors away day and July LGB meeting.	Chair
02/03/6k	Feedback on Academic Emergency Plan to VB by Friday 12 th March 2021.	All
02/03/6l	Feedback on Risk Register to VB by Friday 12 th March 2021.	All
02/03/7	Take previous staff survey questions to May LGB for discussion.	Chair
02/03/7	Previous staff survey to be circulated with the minutes of the meeting.	Chair
02/03/12	The Chair will circulate the Governors Skills Checklist for completion.	Chair
02/03/13	Governor link inspection report to be uploaded to MS Teams by Easter 2021.	All
02/03/15b	Feedback on Accessibility Plan to VB by Friday 12 th March 2021.	All
02/03/15c	Feedback on Anti-bullying Policy to VB by Friday 12 th March 2021.	All
02/03/16	Governor details updates to be submitted to the Chair by Friday 12 th March 2021.	All
02/03/16	VB and The Chair to seek nominations for Staff Governorship	VB and The Chair

Signed by Chair of Governors

Date