

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

MINUTES HILLVIEW PRIMARY LGB

Tuesday 11 May 2021

In attendance:

Hannah Staddon, Jeff Bray, Victoria Buckland, Karen Everett, Gail Thomas, Catherine Symonds, Sophie Steele, Tracey Holmes, Mark Elms (Director of Education, Reach South MAT)

Also present: Elaine Findlay

Minute No	Details
11/05/1	<p>Welcome & Apologies</p> <p>Apologies were received from Stephen Bartlett.</p> <p>The Director of Education from Reach South was introduced and welcomed to the meeting.</p> <p>The new Staff Governor was welcomed to the team. It was noted that it would be nice to do something for the outgoing Staff Governor to thank her for her time on the LGB.</p> <p>Action: HS to email team for suggestions regarding a thank-you gift for the outgoing Staff Governor.</p>
11/05/2	<p>Declaration of Business Interests</p> <p>There were no new declarations of business interest raised.</p>
11/05/3	<p>Approval of Minutes of Meeting held on 2 March 2021</p> <p>Page 3 – ‘Year 5’ amended to ‘English Team’</p> <p>Action: HS to check with JB about other potential amendments to page 3 of the previous meeting minutes.</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 2 March 2021 approved subject to minor amendments and outcome of above action.</p>
11/05/3a	<p>Matters arising from previous minutes</p> <p>02/03/3a TH to review their information and confirm any changes to the website.</p> <p>Review has been completed but not yet sent to HS. Ongoing</p> <p>Action: TH to email review their information and confirm any changes to the website</p> <p>02/03/3a SEND Policy update to May 2021 meeting.</p>

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Not yet ready for review so moving to June 2021 meeting. Ongoing

Action: SEND Policy update to be discussed in June 2021 meeting.

02/03/3a VB to updated Pupil Premium documentation to state that the budget is reviewed on a monthly basis.

Completed.

02/03/4 Doodle poll to be circulated to determine date for Governors away day and July LGB meeting.

Completed – see later in minutes.

02/03/6k Feedback on Academic Emergency Plan to VB by Friday 12th March 2021.

Completed.

02/03/6l Feedback on Risk Register to VB by Friday 12th March 2021.

Completed.

02/03/7 Take previous staff survey questions to May LGB for discussion.

Completed – see later on agenda.

02/03/7 Previous staff survey to be circulated with the minutes of the meeting.

Completed.

02/03/12 The Chair will circulate the Governors Skills Checklist for completion.

Completed.

02/03/13 Governor link inspection report to be uploaded to MS Teams by Easter 2021.

Ongoing. Will review in June meeting.

Action:

All governors to upload their link area precis to Teams by 20/06/21 and present in June 2021 meeting

02/03/15b Feedback on Accessibility Plan to VB by Friday 12th March 2021.

Completed.

02/03/15c Feedback on Anti-bullying Policy to VB by Friday 12th March 2021.

Completed.

02/03/16 Governor details updates to be submitted to the Chair by Friday 12th March 2021.

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	<p>Completed.</p> <p>Action: Ensure annual updates to governors' details are ready to go live on the website in September rather than leave it until first meeting in October – add to agenda for June 2021 meeting.</p> <p>02/03/16 VB and The Chair to seek nominations for Staff Governorship</p> <p>Completed – ballot took place on 04/05/21 and new Staff Governor was elected.</p>
<p>11/05/4</p>	<p>Head and Chair's Urgent Business</p> <p>It was noted that a Parent Governor had stepped down due to work commitments. Two nominations for a replacement have been circulated to parents with a ballot which will close on 28/05/21.</p>
<p>11/05/5</p>	<p>Round table feedback on today's Learning Walks – issues and themes and new template</p> <p>Years R and 1</p> <p>Key things are looking at how pupils are supported who have been affected by the disruption to their learning. Team have put things in place to compensate for disruption by home learning which are going to continue to adopt. Main challenge is in writing so teachers are working together to make writing exciting to help children to make progress more quickly.</p> <p>The years are very lively and year 1 has some behavioural support needs so the upcoming mix of pupils is going to provide an opportunity to set the children up in really strong groups for next year where they're able to function positively.</p> <p>Years 2 and 3</p> <p>Spoke to staff who are ecstatic to have students back in school but the impact of lockdown has been significant and really shows the difference between children working at below expected levels and greater depth has grown. The Team has been devising some strategies to address this which is starting to bear fruit. It's not just the academic side, but also the emotional and social side as well. The Team is feeling very positive about addressing this and the children are responding well to support and encouragement.</p> <p>Year 4</p> <p>Was visited by a Governor who had to leave the meeting early so was unable to report back in person.</p> <p>Year 5</p> <p>A parent complaint before Christmas has been resolved and there is a positive result now with the teaching staffing. The children are showing signs of the fatigue of self-testing. Disruption from lockdown has impacted in the same ways as across other year groups. But there's good progress. It's recognized that 6-10% below in maths and reading and writing but students are stepping up so should be close to the norm by the end of the year.</p>

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	<p>It was noted that the groups have been together for three years and haven't been mixed up which may be a bit difficult because they've been together longer than normal. It was noted that a conversation will be had next week with the children about the issue and that it that it could be seen as a fresh start.</p> <p>The children are very excited about the possibility of a school trip. They particularly liked the online fire safety session that was held last week.</p> <p>Year 6</p> <p>Seem good at getting back into a routine and secretly most are happy to be back. Most of year 6 have made good progress during home schooling. They have got fluid groups to make sure that they are all making progress in line with what they would expect.</p> <p>Workload is much better being face to face rather than online. There are some anxieties for children around transition to schools that some of them have never been to. Some schools are applying pressure by setting work already to those students.</p> <p>The team explained that there is still a progress gap between those who are avid readers and are very engaged, and those that are reluctant readers and don't engage as much. The year 6 team have been discussing whether or not that parent/teacher communication box within the former diary was positive so they may change the process to improve this.</p> <p>General</p> <p>It was commented that there is an awareness of having to schedule a lot of activities into a shorter time because of the break in full school attendance, and school reports seem to have been high pressure this year because of timing. It might be better to have them closer to parents' evening. so that it becomes a holistic activity and not quite a hefty report followed by a gap before parents' evenings which might then lead to more report writing.</p>
<p>11/05/6</p>	<p>Headteacher's report</p> <p>The Head Teacher reported that:</p> <ul style="list-style-type: none"> • School attendance for the academic year as of 26 April 2021 is 97.3%. • Pupil achievement data indicates proportion of children on track to reach expected standard/ pass screening tests • Pupil achievement data indicates proportion of children on track to reach expected standard/ pass screening tests. • Two PTFA meetings were held to discuss Easter fundraising and summer term activities. • Due to lockdown the usual timetable was suspended. Instead, there was monitoring of remote learning both live and recorded sessions in spring 1. • The pupils were back for 4 weeks prior to the Easter break. During this period, an Assessment week took place and both AHTs monitored Reading Reconsidered across the school to inform the actions required for the summer term for Reading. • A mini arts festival is being planned to support post lockdown reintegration with a focus on school values and wellbeing. • The visibility and profile and impact of the school's ASCENT values and British values are improved so that they are evident around the school, in classrooms and daily life across the school.

	<ul style="list-style-type: none"> • It was noted that extra-curricular activities and clubs are beginning to re-start. This will be a greater focus for the AHT for inclusion to focus on it term 5 and 6. <p>The Headteacher then updated the meeting that the library wrapping will be taking place over May half term and will have some elements of the children's design within them because there has been a competition across the school so that all children could have a go at designing the library.</p> <p>The sails are imminent and will be put in during the summer holidays and the colours will be turquoise and blue. The toilets refurbishment has just been agreed as well and now need to consult on the colours. The website audit is updated and everything is as it should be.</p>
11/05/6a	<p>Feedback and actions from previous Learning Walk (Governor Visit)</p> <p>The last Learning Walk took place in March 2021. The following comments were noted:</p> <p>English: There has been good engagement by the majority of pupils in online learning through lockdown. However, one issue that arose was the difficulty some pupils have in describing their readings skills. A scheme called 'Reading Roles' which will help pupils articulate skills is being trialled in year 6 with a view to rolling out if successful.</p> <p>Maths: Power Maths/White Rose is becoming more embedded and staff confidence in the approach is increasing. There was a positive outcome in Rose Review. It was noted that there were difficulties in engaging some children during remote sessions and the divergence within groups is increasing.</p> <p>Curriculum and Support Teams: Projects linked to curriculum are planned out for each class year and the integrated curriculum is considered to benefit from a very detailed initial analysis. Reach South is facilitating CPD through meetings and peer review initiatives. There is, however, the possibility that some pupils will have fallen behind in foundation subjects due to lockdown. It was also noted that the time taken for basic Covid protection measures such as handwashing, eats into class time.</p> <p>Humanities and RE: Art week was well received by the team. The Team is conscious of the need to 'strike the right balance' between being empathic around deviant behaviours but also wishes to start as it means to go on in terms of instilling right behaviours from day one.</p> <p>SEND: The majority of vulnerable children attended school during lockdown so had more support because there were fewer children in school overall. The school is working well to engage parents and in target setting and support, as well as helping to identify family needs and other areas of support. The school is trying to get the message across that all staff are well-trained in mental health first aid, PACE etc. so they don't need to refer as often. This will bring 1: support back into normal working rather than in discrete sessions.</p> <p>PE: Socially distance PE worked well in term 1 and involved plenty of sports that can be done without contact e.g. badminton, tennis and athletics. However, some assessment normally requires contact so these can't be measure for reports so the focus has been on skills that can be measured individually.</p> <p>Visible Learning, Cyberbullying, STEAM: Teachers were encouraged by the positive feedback received from parents with respect to remote learning. However, a common theme through all areas was that teachers are finding they have insufficient time to plan for their particular area.</p>

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11/05/6b	<p>Visit from Director of Individual Needs, Reach South</p> <p>Key highlights of the report were given as it only arrived the day the meeting was held. It was noted that it was excellent the Director was able to come in and see the school through a fresh pair of eyes. He was very complimentary all round and very impressed with the way the children were learning and engaging and the fact they all wanted to talk to him. He was very pleased with the way STEAM was integrated within the Reception curriculum for example, the bike repair shop. He was also very complimentary about general and learning behaviours. He particularly noted that the hatching chicks were very well cared for and looked after and that staff were very welcoming and very relaxed.</p>
11/05/6c	<p>Behaviour monitoring with summary</p> <p>It was noted that a Behaviour Mentor has been appointed to enable check-ins for specific children. A social group has also been set up for each year and a playtime buddy system is also being rolled out. A Play Therapist is available to work with individual children who show higher needs. Also, strategies have been put in place to encourage children to focus on their positive behaviours rather than their negative ones which can lead to poor choices.</p>
11/05/6d	<p>Review of Progress on SIP</p> <p>A verbal update was given on the planning for next year's SIP. New templates are being reviewed by Trust schools but final decisions haven't been made yet.</p>
11/05/6e	<p>Benchmark data report</p> <p>It was noted that the data report was a snapshot for the spring term. It was confirmed that the spring data report had been sent out alongside the targets to allow a comparison. It was noted that they are aspirational targets and that fluid groupings on a daily and weekly basis were having a high impact. A discussion was held around the figures and it was noted that teachers were confident of achieving the targets.</p> <p>It was noted that the Juniper document is a benchmark analysis which shows the school compares very favourably with others nationally.</p>
11/05/6f	<p>Reach South, School Improvement Adviser report</p> <p>It was noted that overall the school is completing key actions at a good pace despite lockdown etc.</p> <p>It was also noted that the new report layout is more helpful than the previous one and was more fit for purpose. But it was noted that the template may need to be adapted somewhat to make it 'governor friendly'.</p> <p>Action: Governors to feedback comments on the SIA report template to VB.</p>
11/05/6g 11/05/6h 11/05/6i	<p>Review of staffing structure for next year Review of staff CPD/shared expertise Compliments and Complaints.</p>

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<p>11/05/6j 11/05/6k</p>	<p>Barriers to progress Admissions update</p> <p>Time constraints prevented a full discussion on these topics but Governors were asked to email the Chair if they had any comments and key information will be reviewed on the planning day.</p> <p>Action: Governors to feedback undiscussed items offline as appropriate.</p>
<p>11/05/6l</p>	<p>Website audit</p> <p>This was discussed generally earlier in the meeting and it was noted the website audit is complete. It was also noted that there will be a dedicated section on the website for Covid-19 information. A weekly newsletter was also produced during the spring term.</p>
<p>11/05/7</p>	<p>Finance – Review variations in budget spend and re-forecasts</p> <p>It was noted that the next budget update will be out as soon as it has been agreed at FD level and that the finalized budget for the next academic year is also with the FDs waiting to be agreed.</p>
<p>11/05/8</p>	<p>Report on review of Single Central Record</p> <p>It was noted that a new format has come in and staff were in the process of transferring everything over. An additional comments column had been added which was cleared at regional level.</p>
<p>11/05/9</p>	<p>Clerk’s Update – membership, local and national strategies</p> <p>There was nothing to report.</p>
<p>11/05/10</p>	<p>Surveys – review 2019 versions and agree changes and timing for 2020</p> <p>Any comments on the previous year’s questions should be emailed to the Chair so the surveys can be finalized to go out after half term.</p> <p>Action: Governors to email comments regarding previous survey questions offline to the Chair</p>
<p>11/05/11</p>	<p>Governor training and skills audit</p> <p>The Governors were reminded to complete the template available in Teams by 21 May so the action plan can be updated ahead of the next meeting.</p> <p>Action: Governors to complete training and skills template by 21 May 2021</p>
<p>11/05/12</p>	<p>LGB Action Plan 1</p> <p>It was noted that there were no updates.</p>

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11/05/13	<p>Reach South Board Updates</p> <p>It was noted that a copy of the report was available in the meeting papers. Any comments or questions can be raised to VB or discussed at the next meeting.</p>
11/05/14	<p>AOB</p> <p>The idea of meeting non-teaching staff was discussed along with the possibility of arranging a support staff lunch which could act as a learning walk but also as a thank you for their work.</p> <p>Action: HS and VB to meet to arrange support staff event</p> <p>It was noted that support staff appraisals had just begun under the new policy and is being worked on within the school and would help them feel more valued and give them more of a voice about their own professional journey.</p>
11/05/15	<p>Date of next meeting: 29th June 2021 9.30-14.30 at Bournemouth University</p> <p>Action: VB to see if the minibus would be available on 29 June to transport staff if covid precautions allowed.</p>

Agreed

Minute No	Details
11/05/4	Minutes of the LGB 2 March 2021 approved subject to minor amendments and outcome of action regarding page 3

Action

Minute No	Details	Whom by
11/05/1	HS to email team for suggestions regarding a thank-you gift for the outgoing Staff Governor	HS
11/05/3	HS to check with JB about other potential amendments to page 3 of the previous meeting minutes.	HS
11/05/3a	TH to email review their information and confirm any changes to the website	TH
11/05/3a	SEND Policy update to be discussed in July 2021 meeting.	Chair
11/05/3a	Review Governor link inspection report in June 2021 meeting	Chair
11/05/3a	Ensure any future updates to governors' details are ready to go live on the website in September rather than leave it until first meeting in October.	All
11/05/6f	Governors to feedback comments on the SIA report template via VB.	All

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11/05/6g 11/05/6h 11/05/6i 11/05/6j 11/05/6k	Governors to feedback undiscussed items offline as appropriate.	All
11/05/10	Governors to email comments regarding previous survey questions offline to the Chair	All
11/05/11	Governors to complete training and skills template by 21 May 2021	All
11/05/14	HS and VB to meet to arrange support staff event	HS/VB
11/05/15	VB to see if the minibus would be available on 29 June to transport staff if Covid precautions allowed.	VB

Signed by Chair of Governors

Date