

MINUTES

BOARD:	Local Governing Body of	
SCHOOL	Hill View Primary Academy	
DATE:	1 st February 2023	
TIME:	1609	
VENUE:	Hillview School	
ATTENDED:	Hannah Staddon	Chair
	Vicki Buckland	Headteacher
	Karen Everett	Vice Chair
	Cathy Symonds	Co-opted Governor
	Lynda Hamlyn	Staff Governor
	Stephen Bartlett	Co-opted Governor
	Simon Cooper- Hind	Reach South Academy Trust, Deputy Director of Education
ALSO PRESENT:	Geraldine Martin	Judicium Clerk
	Mrs L Knapper	Assistant Headteacher
	Miss C Ellis	SENCO
APOLOGIES:	Sophie Steele, Kris Winthorpe	
ABSENT:	Sarah Moore	

Item	
1	Welcome: Those present were welcomed by the Chair.
2	Procedural items: 2.1 Apologies for absence: Apologies were received as above.. 2.2 Confirmation of Quorum: The meeting was confirmed as quorate. 2.3 Declarations of interest for this meeting: No pecuniary or personal interests were advised for any agenda item for this meeting. 2.4 Confidential Items: No confidential items were identified.
3	Any other business: Governor membership was to be discussed as AOB.
4.	Minutes: Approved: The minutes of 27 th September 2022 were agreed to be accurate and were approved. LH's name has been spelled incorrectly.
5.	Matters Arising:

Item	Action	Actionee	Status
6.3	Headteacher to canvass Year Group Leaders on Year Group Link Governors	HT	Completed
7 j)	Governors to complete Safeguarding Training with National College	SB	Ongoing

Outstanding items:

Item	Action	Actionee	Status
24/05/4	New governors to be recruited – consider approaching suitable applicants and inform Chair	Chair	Ongoing
24/05/4	All governors to consider approaching suitable applicants, possibly from the parent group, and informing the Chair to follow up by the end of the summer term.	All governors	Ongoing
24/05/6	Follow up from 18/01/9 Request dates for Safeguarding Working Group meetings for 2022/23	Vice Chair	Ongoing
24/05/6	Follow up from 18/01/13 Update the training matrix in Teams by the end of the summer term	All governors	Completed for 21/22
24/05/7	List of Trust appointed governors to be confirmed by the start of 2022/23	Chair	Completed
24/05/8	Governors to suggest dates for learning walks every half term to Headteacher who will ensure staff availability	HT	Completed
24/05/8	Parental survey responses to be sent to governors by 27 th May	DHT	Completed Any questions at the next Governors' meeting

There was discussion on the National College safeguarding training presentation. There is an existing Trust subscription with National College therefore the previous safeguarding training provision was not required. It was felt that the presentations could be more interactive.

6. **SEND and disadvantaged pupils:**
 Copies of the SEND strategy and impact report were handed out to governors. The new SENCO introduced herself as quite new to post. The SENCO explained that the report includes action plans for SEND and pupil premium as well as an implementation statement. The overall picture provides details of ongoing monitoring, assessment, behaviour that includes learning mentors and counsellors.

The Chair suggested that a 'Who's Who' section could be included.

The SENCO advised governors that the SEN register is very fluid as pupils are added and removed as required and as needs change. Numbers therefore change each term.

	<p>EHCP requests are on the rise. The Chair said this reflected the national picture in SEND EHCP requests. Governors discussed the fact that funding does not often cover the full support costs and also that the school makes a strong case for higher funding. It was to be noted that the school ensures the pupils' needs are met, regardless of funding. Increased EHCP places are being sought across all schools locally, and support is available from the Trust to help obtain EHCPs if required. Three further applications have been made by the school, as well as two from parents. Parental applications are also on the increase nationally.</p> <p>It was mentioned that a visiting educational psychologist said that they were very happy with the level and quality of SEND provision at the school.</p> <p>The table for key priorities is RAG rated and in line with the model of the Graduated Response. Yellow rag rated issues are in place but there is a need to ensure consistency. Work is taking place with subject leaders and CPD is ongoing for all staff. There is an early assessment of needs to ensure the right support is in place.</p> <p>The Chair confirmed that the graduated response is useful and mirrors the local authority's approach.</p> <p>Q: Does each subject show what is needed for SEN pupils? A: On the website, each subject details what is expected for SEN pupils.</p> <p>Q: How do the Inclusion pack fit together? A: The SEN on a page has the headlines and is reviewed termly alongside the more detailed inclusion plan and profiles of need.</p> <p>Action: The headteacher will send a redacted report for the Teams files.</p> <p>The Chair recommended that governors read SEND on a page and raise any questions.</p> <p>Q: How often is the Pupil Premium/Disadvantaged page updated? A: Every term.</p> <p>The challenge with PP/Disadvantaged funding is the low numbers across the school which makes it difficult to ensure provision meets the needs of all. Following the data drop the focus remains on supporting individual needs identified and ensure greater depth is challenged in order to close the progress gap.</p> <p>Q: What about disadvantaged compared to all in terms of data? A: There is still a gap which is correlated with boys' behaviour.</p> <p>Q: Has the percentage of pupil premium increased? A: It is similar to last year. There are relatively few pupil premium children therefore funding is low.</p> <p>LK and CE left the meeting at 4.50pm after being thanked by the Chair.</p> <p>Action: SENCO to include a Who's Who' section. Action: Governors to read SEND on a page</p>
7.	<p>Governor Business: A Co-opted Governor has stepped down; next appointment needs to be a Trust appointed Governor and we can still appoint three additional governors. All declarations of interest have been received.</p>

	<p>The website has been updated with all projects. SEND page has been revamped and includes information on adaptations from subject leaders. GIAS needs to be updated with information on the new governor. There is no new training information at present. Governor link responsibilities are the same as previously although one member of staff is no longer here. Action – updated link roles to be circulated. Action: GIAS to be updated with the new parent governor Action: New governor to be added to the training matrix and all governors to update training completed this year.</p>
<p>8. a)</p>	<p>Academy Improvement: The DDE advised that the report had changed and included a section on ‘next steps’ for governors and leaders in each area. Pupil numbers is a challenge as YR has 72 pupils but the PAN is 90. A successful Ofsted inspection might help to increase NOR. Y2 attendance is lower in this half term and governors need to consider how to address this. As staff leave, there is a need to ensure suitable replacement appointments are made. The Headteacher responded explaining that a series of viruses and stomach bugs have occurred and this is not the usual picture across the school. There are no variations for persistent absence in this year group. YR attendance has also been affected by chickenpox as well as the usual bugs at this time of year. Attendance is still above national overall. The school works with individuals and provides a ‘fast track’ plan. There is one family approaching a fast track plan.</p> <p>The DDE stated that the school’s IDSR is in line with national except in maths at KS2. However, extensive work has taken place with the maths subject leader including deep dives and governors will have an update at the next meeting. Additional SATs tests will take place this week and will be reviewed at SLT and reported back to governors as to what areas need further scrutiny. The DDE mentioned that the school is very effective compared to others he has visited. The governors discussed Pupil Voice and which pupil groups Ofsted choose to speak to. A selected group may be asked for but inspectors will speak to children as they carry out their activities. A governor mentioned that pupils were keen to speak to him during his school visit and were very articulate.</p> <p>Q: Do Ofsted consider pupil needs when deciding who to speak to? A: Yes. They will be informed before speaking to individuals in a classroom. There is also normally a ‘Pupil Voice’ activity.</p> <p>The classroom displays on British Values reflect consistency across the school and governors should check on how they are used in lessons.</p> <p>Leadership and Management is very effective. There were many positive comments following a staff workload survey. e.g. Reverting to face to face parental meetings is much preferred by staff as well as parents. TEAMS meetings or phone calls are provided for those unable to attend in person.</p> <p>Children in EYFS start school with a good baseline therefore the EYFS team needs to ensure ‘stretch’ is taking place. 61 pupils are on track to achieve and 84% are expected by the end of the year.</p> <p>Governors commented on the useful format of the DDE report.</p>

b)	Action - A strategic HT report will be provided to governors at the end of this half term.
c)	There is nothing more to report on finance. The budget forecast shows increased utility costs as well as salary increase.
d)	The SIP has been rag rated and there are many areas in green. Those in yellow are longer term issues. The SMSC award is now ready for verification and silver accreditation is expected. There were no questions from governors although it was mentioned that the new format of the report enabled greater focus. It is also more accessible.
e)	A new teacher has been recruited for year one and a supply teacher who works regularly in the school is covering this post until all checks are clear. One item in confidential minutes.
f)	The headteacher will send out the subject action plans. After governor discussion it was decided that a folder containing subjects on a page and subject action plans would be kept in school for all visits. Action: Subject action plan folder will be updated and there will be a separate folder for 'subject on a page'.
9.	Safeguarding Update: There are no concerns and the audit is on track. Q: As there is no safeguarding governor at present, what can governors do? A: Advice will be asked for but there may be additional governor training required. The Chair and staff governor are covering this in the interim. Q: Has the SCR been checked? A: It was done in October and January and remains fully compliant. Checks are recorded using the schools' audit documentation. Action: Ask the Trust Safeguarding Lead at her next visit if the Safeguarding Working Group is continuing
10.	Policy Review: Policy ratification is now complete for the Online Safety and Anti-Bullying policies via e-mail. There are no changes needed as identified by governors to the Equality policy. The Trust's child protection policy has been amended to include an appendix on 'Child on Child Abuse'. This is already on the website and has been sent to governors.
11.	Correspondence: The governors were informed that the Trust is now holding bi-monthly governor briefings. The next ones take place on 13 th March, 24 th April and 3 rd July and governors volunteered to attend. The meetings will be virtual between 5-6pm. Invitations will be sent out directly. Action Chair to notify Clerk the Trust Board
	Any other business: Co-opted Governor has handed in her resignation as she is unavailable on Wednesdays. The governors discussed different ways to advertise for replacements. A governor mentioned a website to request volunteers and she agreed to place an advert002E Action agreed and advert to be shared with governors for approval

	<p>Confidential Items: Confidential item 8e confirmed</p>
	<p>Meeting Dates Governing Body: 3rd May 2023 – Focus on evidence of impact seen during learning walks</p> <p>Curriculum meetings (informal): 22nd March 2023 – Learning walk reports to be sent to whole LGB by 15th March – focus on subject leader adaptation, pupil voice and visibility of cross-curriculum themes such as British Values. 7th June 2023 – Learning walk focus tbc.</p>
	<p>Closing – What difference have we made in the meeting today? DDE report structure including next steps and focus questions will enable governors to improve scrutiny of impact. Clarity on inclusion was provided. Curriculum pages format was noted as very useful to governors. SIP updates are more comprehensible so easier to follow milestones.</p>
	<p>The meeting was concluded and closed by the Chair at 1740</p>

Matters arising from the minutes of the 1st February 2023

Item	Action	Actionee	Status
01/02/6	To include a Who's Who' section in the SEND report by 28//02/23.	SENCO	
01/02/6	Governors to read SEND on a page before their next visit to the school (by 15/03/23)	ALL	
01/02/7	Updated link roles to be circulated with the draft minutes	Chair	
01/02/7	GIAS to be updated with the new parent governor's details by half term	HT	
01/02/7	New governor to be added to the training matrix by 28/02/23	Chair	
01/02/7	Update matrix on Teams for all training completed this year by 15/03/23	ALL	
01/02/8	HT report will be sent to governors at the end of this half term.	HT	
01/02/8	Subject action plan folder will be updated and there will be a separate folder for 'subject on a page' by 28/02/23	HT	
01/02/9	Ask the Trust Safeguarding Lead at her next visit if the Safeguarding Working Group is continuing	Safeguarding link	
01/02/11	Chair to notify Clerk to the Trust Board of governors attending termly briefings by 04/02/23	Chair	Dates now changed to 14 th March, 23 rd May, 4 th July.
AOB	Advert for governors to be compiled and placed on volunteer website by 15/03/23	Chair KE	
	Next learning walk to be completed and report circulated to LGB by 15/03/23	ALL	

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24/05/6	Follow up from 18/01/9 Request dates for Safeguarding Working Group meetings for 2022/23	Vice Chair	Ongoing
24/05/7	List of Trust appointed governors to be confirmed by the start of 2022/23	Chair	Completed
27/09/6	Headteacher to canvass Year Group Leaders on Year Group Link Governors	HT	Project outcome dates to be sent to governors to arrange visits to coincide
27/09/6	Safeguarding Lead on Governing Body needs to be appointed	Chair	Ongoing
27/09/7	Governors to complete Safeguarding Training with National College		1 governor to complete by 20/02/23