

MINUTES Agreed 24th April 2024

BOARD: Local Governing Body of

SCHOOL Hill View Primary Academy

DATE: 7th February 2024

TIME: 16.00-17.20

VENUE: Hill View Primary Academy

ATTENDED:

Hannah Staddon (HS)	Chair
Vicki Buckland(VB)	Headteacher
Cathy Symonds (CS)	Trust appointed Governor
Lynda Hamlyn (LH)	Staff Governor
Sophie Jenner(SJ)	Staff Governor
Simon Cooper-Hind	Deputy Director of Education

ALSO PRESENT: Jo Smith (JS) Deputy Headteacher

APOLOGIES: Fiona Dearman (FD) Co-opted Governor
 Sarah Moore (SM) Parent Governor

ABSENT:

MEETING LINK:

Item	
1	<p>Welcome: Those present were welcomed by the Chair.</p>
2	<p>Procedural items:</p> <p>2.1 Apologies for absence: Apologies were received as above.</p> <p>2.2 Confirmation of Quorum: The meeting was confirmed as quorate.</p> <p>2.3 Declarations of interest for this meeting: No pecuniary or personal interests were advised for any agenda item for this meeting.</p>
3 3.1	<p>Any other business:</p> <p>Board membership The Chair informed the LGB that the Vice-Chair has decided to step down now rather than at the end of the academic year. We had already started looking for new governors to join but if any current governors are interested in becoming Vice-Chair, please speak to the Chair.</p> <p>ACTION – noted in previous meeting and will remain ongoing until we appoint to the post</p> <p>Our safeguarding governor has also decided to step down as they have started a new job role which means they cannot commit to this as well. The safeguarding governor role is critical so CS has kindly agreed to pick this up as it has to be a non-staff and non-parent governor. The HT will set up the required training module online and the Chair will support with any activities that need to be completed such as the termly audit of the staff central register.</p> <p>The Chair noted that there are no structural changes to the Governing Body, which comprises:</p>

3.2	<ul style="list-style-type: none"> • Headteacher • 2 Parent Governors • 2 Staff Governors • At least 2 and up to 4 co-opted Governors • Up to 4 Trust-appointed Governors <p>The Chair reported that the school newsletter has included an updated call for new governors, informing parents that elections will be launched before Easter, and asking for parents to share this information externally to attract the local community. The Chair is going to visit local business owners as a previous governor may be interested. One parent has also expressed an interest including potentially succeeding the Chair post. The Chair confirmed they will stay on beyond October to ensure a full and thorough handover is completed.</p> <p>ACTION – if governors are aware of anyone else who may be suitable and interested, please inform the HT and Chair.</p>																																
4.	<p>Minutes: The minutes of 27th September 2023 were agreed to be accurate and were approved.</p> <p>Matters Arising:</p> <table border="1" data-bbox="156 779 1519 1227"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/02/6</td> <td>To include a 'Who's Who' section in the SEND report by 28/02/23</td> <td>SENCO</td> <td>Completed – Updated SEND policy circulated</td> </tr> <tr> <td>07/06/8.4</td> <td>School Council to attend the next formal meeting to provide feedback on their activities and impact this year</td> <td>HT</td> <td>Moved to April meeting</td> </tr> <tr> <td>27/09/8.2</td> <td>Governors that have yet to complete their Skills Audit are requested to do so</td> <td>ALL</td> <td>Completed</td> </tr> <tr> <td>27/09/8.3</td> <td>Chair to send out updated Link Role information</td> <td>Chair</td> <td>Completed</td> </tr> <tr> <td>27/09/10.4</td> <td>Governors to review Trust Quality Descriptors, Governance Handbook and the Trust Strategic Priorities and raise any questions with the HT</td> <td>ALL</td> <td>Completed</td> </tr> </tbody> </table> <p>Outstanding items:</p> <table border="1" data-bbox="156 1265 1519 1373"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>27/09/8.2</td> <td>Governors interested in vice-chair or chair roles to express an interest to the current chair</td> <td>ALL</td> <td>Ongoing</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	01/02/6	To include a 'Who's Who' section in the SEND report by 28/02/23	SENCO	Completed – Updated SEND policy circulated	07/06/8.4	School Council to attend the next formal meeting to provide feedback on their activities and impact this year	HT	Moved to April meeting	27/09/8.2	Governors that have yet to complete their Skills Audit are requested to do so	ALL	Completed	27/09/8.3	Chair to send out updated Link Role information	Chair	Completed	27/09/10.4	Governors to review Trust Quality Descriptors, Governance Handbook and the Trust Strategic Priorities and raise any questions with the HT	ALL	Completed	Item	Action	Actionee	Deadline	27/09/8.2	Governors interested in vice-chair or chair roles to express an interest to the current chair	ALL	Ongoing
Item	Action	Actionee	Status																														
01/02/6	To include a 'Who's Who' section in the SEND report by 28/02/23	SENCO	Completed – Updated SEND policy circulated																														
07/06/8.4	School Council to attend the next formal meeting to provide feedback on their activities and impact this year	HT	Moved to April meeting																														
27/09/8.2	Governors that have yet to complete their Skills Audit are requested to do so	ALL	Completed																														
27/09/8.3	Chair to send out updated Link Role information	Chair	Completed																														
27/09/10.4	Governors to review Trust Quality Descriptors, Governance Handbook and the Trust Strategic Priorities and raise any questions with the HT	ALL	Completed																														
Item	Action	Actionee	Deadline																														
27/09/8.2	Governors interested in vice-chair or chair roles to express an interest to the current chair	ALL	Ongoing																														
5.	<p>Correspondence: As discussed under Board Membership. No other correspondence had been received.</p>																																
Academy Improvement, Overview and Scrutiny																																	
6	<p>Academy Improvement: Questions on the Headteacher Report: It was noted that the next report is due after half term and will be circulated via email.</p> <p>The Chair noted that reports regarding Finance, Pupil Premium, monthly cash flow, the SEND on a page, SEND action & impact plan, and the SIP had been shared via email in advance of the meeting.</p> <p>6.1 Safeguarding: No safeguarding issues have been reported.</p> <p>6.2 Behaviour: Yr1 – support needs are not balanced across the three groups so they will be mixed for next year to ensure this is re-balanced more effectively. Yr4 – more adult support has been put in place; outside agencies involved have started to add more external support. Yr6 issues now resolved.</p>																																

6.3	<p>Attendance: VB noted persistent absence has improved since the last meeting and is lower than national at 9.6% (17.4% na)</p>
6.4	<p>Admissions: VB reported that Yr R applications is currently at 73 which is higher than this time last year. Advertising has gone into the housing marketing packs for the new estate at Parley. Some enquiries for 2025/26 have already been received. Most year groups at capacity 90 children, except for Yr 1 which has 77 and Yr R at 86. The latest school census is 608 which has increased since last academic year – as noted in the previous meeting, there were 595 children in school on the last census day.</p>
6.5	<p>Staffing and CPD: VB reported that current recruitment for a site assistant finishes this week. The recruitment model is changing for our local hub schools which may reach a wider audience. ** Confidential staffing issue noted for Part 2 minutes Mental Health update – this week’s whole school theme with daily focus activities with pupils as seen on the school newsletter resulting in lots of positive input from pupils. The DDE has delivered Mental Health First Aid training for staff.</p>
6.6	<p>Visitors and External Reports: None to report</p>
6.7	<p>Review of SIP and Action Plans: Actions for Behaviour & Attitudes, and Personal Development have been updated on the SIP. No questions were raised.</p>
6.8	<p>Inspection Preparation: Subject on a page documents and action plans have been updated – these are in a governor visits folder for reference during visits and learning walks.</p>
6.9	<p>Pupil /parent /staff surveys: Parent survey will go out before Easter Pupil survey – online safety is being carried out this week</p> <p>Q: What are the current barriers to progress? HT: SLT are focusing on dealing with urgent queries on a daily basis while the other DHT is off work. There are no outstanding quality improvement activities. There have been some issues with the school reports system which has delayed completion and review but this will be caught up by half term.</p>
6.10	<p>Successes: Number Day – pupils dressed using a number theme, lots of creative costumes and fun activities took place. These were linked to the KS1 focus on using manipulatives; awards were given for problem solving; national TT RockStars competition – 179 children took part inc. Yr 2. £500 was raised for the NSPCC.</p>
7	<p>Questions on the DDE (Deputy Director of Education Report): The report had been made available via email before the meeting and was positively received as being informative. No questions were raised. The report notes many positive observations during DDE visits, improvements towards school and Trust targets are clear. Data on Yr 6 mock SATS will be collated and shared at the next meeting.</p> <p>Q: Could the DDE report be shared with staff? HT: Will review and redact if necessary before sending out to all staff.</p>

8	Finance and Premises:
8.1	No questions raised on the finance report. The Chair reported that KPIs are being met in-year despite costs of staff sickness and associated cover but these are expected to be resolved this month.
8.2	PTFA fundraising has exceeded targets in raising enough for the new minibus with match funding from the school, and has provided an additional £10k which is being used for new computers. The PTFA is now continuing fundraising for new playground equipment.
Local Governance Monitoring and Development	
9	Clerk's update: The clerk service were unable to provide a clerk for tonight's meeting due to the change of date. The service will end on 31/03/2024 as the Trust has served notice under the contract break-clause. The Trust will be advertising an employed post for a Clerk to support the Bournemouth Hub schools. The Chair reminded governors that the national clerking newsletters have been circulated monthly – most of the current content has been seen in the general news such as shadow government's proposals for expert teachers, and the DfE's call to governors and trustees to focus on driving up attendance.
10	RSAT Governance Conference: Governors can attend remotely or in person (Taunton) on 21 st March. The joining information has been sent and the Trust will be contacting governors to confirm attendance after half term. The Chair will share this information as soon as it is sent out. The DHT will be presenting a Mental Health session at the conference.
11	Governor link responsibilities: The Chair noted that the current link responsibilities and recent vacancies were circulated ahead of the meeting. The safeguarding link role has been discussed under item 3. The Chair asked for support from the governors with covering any key link activities inc. year group outcomes and learning walks. We have already covered these for the SIP priority areas, except for English which we already have a link governor in place, so we can focus on good coverage of each curriculum area through our normal cycle of learning walks during the remainder of this year. The Chair noted they will carry out the Humanities and Art deep dive as this doesn't currently have a link governor due to the vacancies.
12	Reports from Governors: Curriculum and quality evidence will be discussed at our next LGB in April following learning walks in March and April. The Chair welcomed FD who is co-opted as a governor from today's date. FD also volunteers with HVP, supporting reading in early years and KS1. SEND The SENCo will attend the next LGB to present the SEND on a page and action/impact plan. ACTION: governors to send questions for the SENCo to the Chair by the end of Spring term 28/03/2024. Equalities and Inclusion: The HT reported that Trust audit on equalities is being carried out in order to form a new action plan across the Trust. The HT, DHT and SMSC teacher have joined the Trust anti-racism committee. The DHT reported that the challenge set is for how to get parents on board e.g. for reviewing the curriculum delivery to develop positive role-modelling to breakdown racial stereotypes. February INSET day will include curriculum focus on this also. Yr R has ordered some new ReadWriteInc materials which are being used for shared talk through stories in school and with parents.
13	Policies: Policies were circulated before the meeting. Approved: Updated behaviour policy was sent out by email with the agenda. No questions were raised – the policy was ratified by the governors attending the meeting as this was sufficient for the quorum.

	Updated RSAT Child Protection and Safeguarding policy (October 2023 v2) was sent out in November and published to the school website as agreed by the Trust. The online safety policy (Nov 2023) was ratified by governor responses by email so has been approved.
11	Any Other Business: ACTION: Learning Walks to be completed by 16 th April 2024. The focus is on Formative Assessment, work scrutiny, feedback and talking with children. Questions for teachers will be how they are supporting children to make expected or better than expected progress, and how they have used assessment adapt the curriculum to achieve this.
12	Items for Confidential Part II Minutes Confirmed from item 11/03/6.5
13	Meeting Dates The LGB discussed the short time between meetings and agreed that learning walks can be completed to be discussed at our next full LGB on 24 th April 2024 End of year data review tbc.
	Closing – What difference have we made in the meeting today? Governors noted excellent work started by the anti-racism committee and how getting parents on board will be a significant challenge that we can support with. Governors were pleased that Governor recruitment has been promoted again and that the parent elections will strengthen the LGB membership.
	The meeting was concluded and closed by the Chair at 17.20

Matters arising from the minutes of the 7th February 2024

Item	Action	Actionee	Deadline
11/03/3	Governors to inform the HT and Chair if they are aware of anyone else who may be suitable and interested in joining the LGB	ALL	Ongoing
11/03/12	Governors to send questions for the SENCo to the Chair by the end of Spring term	ALL	28/03/2024
11/03/11	Learning Walks focus is on Formative Assessment, work scrutiny, feedback and talking with children. Questions for teachers will be how they are supporting children to make expected or better than expected progress, and how they have used assessment adapt the curriculum to achieve this.	ALL	19/04/2024

Outstanding items

Item	Action	Actionee	Deadline
27/09/8.2	Governors interested in vice-chair or chair roles to express an interest to the current chair	ALL	Ongoing