

MINUTES

BOARD: Local Governing Body of

SCHOOL Hill View Primary Academy

DATE: 27th September 2022

TIME: 1600

VENUE: Hill View Primary and Virtual

ATTENDED:

Hannah Staddon	Chair (Parent Elected)
Vicki Buckland	Headteacher
Karen Everett	Vice Chair (Co-opted)
Cathy Symonds	Trust Appointed Governor
Sophie Steele	Staff Governor
Linda Hamlyn	Staff Governor
Gail Thomas	Co-opted Governor
Sarah Moore	Parent Elected Governor
Simon Cooper-Hind	Deputy Director of Education, Reach South Academy Trust

ABSENT: Stephen Bartlett Co-opted Governor

ALSO PRESENT: Carole Gallant Judicium Clerk

Item					
1	<p>Welcome: Attendees were welcomed by the Chair.</p>				
2	<p>Procedural items:</p> <p>2.1 Apologies for absence: No apologies were received.</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. A new declaration form is being issued by the Trust by November so Governors will be notified to sign the new forms at that time.</p> <p>2.4 Confidential Items: No confidential items were identified at the start of the meeting but would be flagged during the meeting as necessary.</p>				
3	<p>Any other business: There was no AOB identified.</p>				
4.	<p>Minutes: Approved: The minutes of 24th May 2022 were agreed to be accurate and were approved.</p>				
5.	<p>Matters Arising:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Item</th> <th style="text-align: left; padding: 2px;">Action</th> <th style="text-align: left; padding: 2px;">Actioned</th> <th style="text-align: left; padding: 2px;">Status</th> </tr> </thead> </table>	Item	Action	Actioned	Status
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	24/05/4	New parent governor to be recruited by the end of the summer term	Chair	Closed
	24/05/4	New staff governor to be recruited before the first September LGB meeting	Chair	Closed
	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
	24/05/5	Add Linda Hamlyn to the list of attendees 18 th January minutes	Clerk	Closed
	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	Ongoing The training matrix is to be updated, with new training to be added.
	24/05/7	List of Trust appointed governors to be confirmed by the start of 2022/23	Chair	Closed New appointments must go to Trust Board
	24/05/8	Review behaviour data with other Trust schools by the start of 2022/23	HT	Closed Information in HT report
	24/05/8	Governors to suggest dates for learning walks every half term to Headteacher who will ensure staff availability	HT	Ongoing See meeting minutes
	24/05/8	Parental survey responses to be sent to governors by 27 th May	DHT	Ongoing Results at the next Governors' meeting
	24/05/8	School Action plan to be sent to governors by 30 th June	HT	Closed
	24/05/13	Skills audit to be updated on Teams by the end of June	All governors	Closed Complete
		Send a schedule for the 19/07 meeting by the week before	Chair	Closed
6.	<p>Governors' Business:</p> <p>6.1 Annual Review of Board Membership: The maximum number of Governors is 12 – there are currently 8 members. There are vacancies for up to 3 Trust appointed and up to 1 co-opted Governor. Action: Governors are asked to suggest people to be approached as potential Trust appointed Governors.</p> <p>6.2 Confirmation of new Parent Governor: Sarah Moore has been elected by parents. Approved: Sarah Moore to join the Governing Body.</p> <p>6.3 Governor Link Responsibilities: Curriculum link teams are being updated and some changes to governor links will need to follow so HT and Chair will review this before half term. Learning Walks are to be predominantly curriculum focused.</p>			

	<p>Question: A Governor asked whether the Year Group leads find it helpful to have a Governance link.</p> <p>Answer: The Year Group links help staff and children to know who Governors are but all Governor interaction does this so we need to seek the views of staff.</p> <p>For curriculum, Cathy Symonds will pick up Science and Technology and Sarah Moore will pick up Maths. After the curriculum teams have been finalised, the Chair will fill the gaps in links until vacant posts are filled.</p> <p>Under the latest guidelines, the Safeguarding link on the Governing Body cannot be a parent or a member of staff. This needs to change as it is currently a staff member. The next governor appointed will be the Safeguarding link and the current governor link will handover at that point to ensure there is no gap in this area.</p> <p>Action: Headteacher to canvass Year Group leaders and come back to Governors before half term.</p> <p>Action: Curriculum link teams to be updated and link Governors list to be updated by half term.</p> <p>Action: Safeguarding Lead on Governing Body needs to be appointed to replace current staff governor by next meeting</p>
7.	<p>Academy Improvement:</p> <p>a) DDE Report</p> <p>The report has been received and noted. No questions were raised by Governors.</p> <p>b) Headteacher Report:</p> <p>The report was made available via Governor Hub prior to the meeting.</p> <p>Place2BE – parents have had the information about this and it is being promoted through the newsletter. Some direct referrals may be recommended according to arising matters with parents.</p> <p>Currently the school is 19 children short of PAN in Reception. SEND funding has also been capped. The October census is likely to show a drop in numbers from last year.</p> <p>Question: A Governor asked whether the school had the birth rate information for the next 3-5 years.</p> <p>Answer: Not currently. This will be a long term issue for the school and may result in places not being filled and cost cutting exercises. In the short term, the shortfall could also impact resourcing.</p> <p>Action: Head Teacher to contact BCP for any data on upcoming birth rate and whether there are any plans to ensure drops in numbers are spread equitably through capping intake numbers across schools.</p> <p>c) Behaviour Management, Attendance, Admissions and Staffing:</p> <p>There have been some issues with low lever behaviour following break times. The issue appears to be that teachers are not always able to get back from supervising breaks in time and children. School is working on this.</p> <p>There are 29 staff with 3 vacancies. The Year 2 supply and Year 4 supply teachers are retaining these posts on a permanent basis. There is a new teacher joining Year 5 who is a Maths specialist – the school is still waiting on the results of background checks to confirm a start date.</p> <p>Attendance is 96.4% today.</p> <p>d) Premises and Finance</p> <p>There is a centrally employed and managed Site Manager in post who is based at HVP. A Site Assistant is being recruited so the Site Manager can take on more oversight of the other local schools in the Trust.</p>

	<p>The staff pay awards are not currently financed by the Government so will have an impact on school finances and the Trust is reviewing an approach to this across their schools.</p> <p>e) Visitors and External Reports: The Deputy Director of Education has been in school today and undertook a deep dive in History. Outcomes were excellent with very positive impact from the changes made in the ROSE Review action plan to make curriculum subjects more explicit in workbooks.</p> <p>f) Review of SEF and SIP: The current documents have been shared. No questions were raised. The Governors asked that future updates showed changes from the previous version to make them easier to evaluate. Progress against milestones will be on the next agenda.</p> <p>g) Review of School Action Plans: Subject action plans are nearly complete Action: Subject action plans will be sent to Governors by 31st October 2022.</p> <p>h) Subjects on a page: These will be available from 21st October 2022.</p> <p>i) Plans for Parent Surveys: Year 6 Ambassadors leading the summer term parent survey had a very positive impact on response rates and quality of responses. This item to go to the next agenda as the previous report needs to be reviewed first.</p> <p>j) Governor Training and Governor Updates: There is a link in National College for Governor Safeguarding Training. This needs to be completed by 7th October and the certificates emailed to the clerk on the governors email. Action: Governors to complete Safeguarding Training.</p>
8.	<p>Safeguarding Update: A safeguarding audit was successfully completed following the start of year. A new Safeguarding Lead is in place at Trust level so there is no news yet on whether the Safeguarding Working Group is continuing or a new networking process will be put into place. Governors confirmed that they had read Keeping Children Safe in Education 2022 in its entirety. Action: Vice-Chair to contact the Trust Safeguarding Lead to find out what this year's plans are by the next meeting. Action: All Governors to sign the KCSIE declaration by 7th October</p>
9.	<p>Policy Reviews: The Reach South trust-wide SEND Policy, has been received and updated with the school context. Agreed: The SEND policy was adopted.</p> <p>DfE Guidance on Exclusions and Suspensions has been received and any changes to the Behaviour policy will be circulated for approval as necessary.</p>
10.	<p>Correspondence: No other correspondence was received.</p>
	<p>Confidential: One section of 7b was identified as confidential and recorded in confidential minutes.</p>

	Any Other Business: None
	<p>Meeting Dates Governing Body (formal): 1st February 2023 3rd May 2023 These are changed to Wednesday due to some Trust meetings also being scheduled on Tuesdays this year. Curriculum (informal): Governor learning walks to be completed by the previous week so that LW reports can be shared and reviewed. 23rd November 2023 22nd March 2023 7th June 2023</p>
	<p>Closing – What difference have we made in the meeting today. Reviewed Governor responsibilities and agreed focus on Curriculum. Started to think about intake numbers and impact on future years' finances.</p>
	The meeting was adjourned by the Chair at 17:06

Matters arising from the minutes of the 27th September 2022

Item	Action	Actionee	Status
6.3	Headteacher to canvass Year Group Leaders on Year Group Link Governors by end of half term	HT	
6.3	Safeguarding Lead on Governing Body needs to be appointed to replace current staff governor by next meeting	Chair	
6.3	Curriculum link teams to be updated and link Governors list to be updated by end of half term	HT/Chair	
7 b)	Head Teacher to contact BCP for any data on upcoming birth rate and whether there are any plans to ensure drops in numbers are spread equitably through capping intake numbers across schools.	HT	
7 g)	Subject action plans will be sent to Governors by 31st October	HT	
7 j)	Governors to complete Safeguarding Training with National College by 7th October	All	
8	Contact the Trust Safeguarding Lead to find out what this year's plans are for networking by the next meeting.	Vice-Chair	
8	All Governors to sign the KCSIE declaration by 7th October	All	

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	Ongoing Next update to be completed by 31/10/22
24/05/7	List of Trust appointed governors to be confirmed by the start of 2022/23	Chair	Ongoing
24/05/8	Governors to suggest dates for learning walks every half term to Headteacher who will ensure staff availability.	HT	Ongoing See meeting minutes – next learning walk to be completed by 16/11/22 to allow for reports to be ready for 23/11/22 meeting.
24/05/8	Parental survey responses to be sent to governors by 27 th May	DHT	Ongoing Results to be reviewed at the next LGB meeting