

**MINUTES OF THE MEETING OF THE  
HILLYFIELD PRIMARY ACADEMY  
EDUCATION AND STANDARDS COMMITTEE  
HELD ON 30 NOVEMBER 2017 AT 18:00hrs  
AT HILLYFIELD ON THE HILL**

Present: Charlotte Hickman [CH] (Chair) Community Governor

**Community Governors**

Andrew Jacobs [AJ]

**Co-opted Governors**

Helen Emara [HE]

Oliver Benjamin-Lowin [OB]

**Parent Governor**

Fatima Ba-Alawi [FB]

Rebecca Lyons [RL]

**Staff Governor**

Anna Mackenzie, Executive Headteacher (Voting) [AM]

Lydia West, Teaching Staff Governor (Voting) [LW]

**In attendance**

Pauline Casbolt, Headteacher (non-voting) [PC]

Janice Chaplin, Associate Headteacher (non-voting) [JC]

**Clerk to the Governors:** Victoria Mitchell [VM]

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.1	Charlotte Hickman voted as Chair Of Education And Standards Committee	Governor Services to take note	Next LGB meeting
5.3	Governors to sign up to the courses that no current Hillyfield governor has ever attended.	All governors	Next LGB meeting
5.4	List of courses that no current Hillyfield governor has ever attended to be forwarded to Chair of Governors Rebecca Lyons by Governor Fatima Ba-Alawi.	Governor Fatima Ba-Alawi.	Next LGB meeting.
6.1	Governors to read the updated SEND policy and send any amendments or suggestions to Deputy Headteacher Tiffany Middleton and copy the e-mail to the Executive Headteacher or Headteacher prior to the LGB on 14 December 2017.	All governors	Next LGB meeting.

Chair's Initials:

7.1	Governors to read the updated Hillyfield Whistleblowing Policy and send any amendments or suggestions to Executive Headteacher or Headteacher prior to the LGB on 14 December 2017.	All governors	Next LGB
Next meeting	Next meeting to be on Thursday 25 January 2018 at Hillyfield At The Park.  Agenda items to be confirmed but to include a presentation of the new school curriculum by a teacher at the school. Also one governor suggested governors also receive a presentation on the teaching of music at the school.	All / Governor Services	Next meeting

**1. ELECTION OF CHAIR**

1.1 The Clerk welcomed nominations for the position of Chair of the Education And Standards Committee. Governor Charlotte Hickman was nominated and seconded. No further nominations were received. Governors then voted Charlotte Hickman as the Chair of the Education And Standards Committee.

**2. APOLOGIES FOR ABSENCE**

2.1 It was noted there was only one absence – Governor Roger Pryce. His apologies were accepted. The meeting was quorate with eight governors present.

**3. DECLARATIONS OF INTEREST**

3.1 There were no pecuniary interests declared in any of the agenda items.

**4. MINUTES OF THE PREVIOUS MEETING**

4.1 The minutes of the Education And Standards Committee meeting held on 5 October 2017 were read by governors. The minutes were agreed as an accurate record with no amendments.

4.2 Matters arising:

4.2.1 Action 6.3 – the Executive Headteacher reported the Exclusion Policy had now been completed.

4.2.2 Action 8.5 – the Executive Headteacher reported the Bullying Policy had now been completed.

4.2.3 Action 9.3 – Pupil Attendance was an agenda item for this meeting.

4.2.4 Action 10.1 – It was reported that a meeting had taken place between the Executive Headteacher and Governor Rebecca Lyons.

4.3 The Chair Of The Committee then signed off the minutes of the Education And Standards Committee meeting held on 5 October 2017 and a copy was placed on file at the school

Chair's Initials:
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## 5. LINK GOVERNOR REPORTS

### 5.1 Report from the SEN Link Governor.

The committee received a link governor report on SEN from Oliver Benjamin-Lowin. Governor Benjamin-Lowin had visited the school and held a meeting with Deputy Headteacher Tiffany Middleton. He had asked questions on how SEN worked and reported that this year there had been increased investment in SEN and changes to how SEN works. Governor Benjamin-Lowin reported that he felt the appointment of new one-to-one SEAs had been effective at the school. Headteacher Pauline Casbolt had been looking into new specialist roles on both sides of the school. This was as a result of specialist member of staff Andreas leaving the school.

5.2 Headteacher Pauline Casbolt reported that she had attended a meeting to look into new ways of dealing with SEN at both sites of the school. One option that had come from this meeting was the possibility of specialist staff sharing the roles of safeguarding and SEN which were broadly similar in nature.

### 5.3 Report from the Training Link Governor.

The committee received a link governor report on training from Fatima Ba-Alawi. Governor Ba-Alawi reported that a list of the training undertaken by the existing governors had been looked at and there were a number of courses that no current governor at Hillyfield had attended. Governors were therefore strongly urged to sign up for the following courses that would take place on 23 January 2018: Pupil Premium; Radicalisation and Fundamentalism; Academic School Governance Explained; Taking the Chair. The committee was advised that further information on a full list of courses provided by the London Borough Of Waltham Forest Governor Services was available in a booklet entitled "Annual Training Programme for Waltham Forest School Governors Academic Year 2017/18". Copies of this booklet were available from Waltham Forest Governor Services on 020 8496 6351.

**ACTION: Governors to sign up to the courses that no current Hillyfield governor has ever attended.**

5.4 It was agreed that the list of courses that no current governors had ever attended would be forwarded by Governor Ba-Alawi to Chair of Governors Rebecca Lyons.

**ACTION: List of courses that no current Hillyfield governor has ever attended to be forwarded to Chair of Governors Rebecca Lyons by Governor Fatima Ba-Alawi.**

5.5 Chair Of Governors Rebecca Lyons stated that recruiting new governors would be done by selecting skills that are missing from the current governor skill set. It was therefore important that any governor who had not completed their skills audit did so by Christmas 2017. Chair Of Governors Rebecca Lyons also asked governors to consider the optimal size of the Hillyfield Governing Body as at present it was thought to be a little too small for the size of the school.

### 5.6 Report from the Pupil Premium Link Governor.

A report on Pupil Premium would take place later in this meeting.

## 6. SEND POLICY

6.1 The Executive Headteacher Anna Mackenzie reported that the SEND policy had been sent to governors via the school website. There were a number of very minor updates since the previous version of the policy. Governors were asked to read the policy and send any amendments or suggestions to Deputy Headteacher Tiffany Middleton and copy the e-mail to the Executive Headteacher or Headteacher prior to the LGB on 14 December 2017.

**ACTION: Governors to read the updated SEND policy and send any amendments or suggestions to Deputy Headteacher Tiffany Middleton and copy the e-mail to the Executive Headteacher or Headteacher prior to the LGB on 14 December 2017.**

**7. WHISTLEBLOWING POLICY**

7.1 It was noted that the version of the whistleblowing policy that had been sent to governors via the school website was the REAch2 Whistleblowing Policy and not the updated Hillyfield Whistleblowing Policy. The Executive Headteacher stated that the Hillyfield version of the REAch2 policy would be displayed on the website in the next few days and governors were asked to read it and send any amendments or suggestions to the Executive Headteacher or Headteacher prior to the LGB on 14 December 2017.

**ACTION: Governors to read the updated Hillyfield Whistleblowing Policy and send any amendments or suggestions to Executive Headteacher or Headteacher prior to the LGB on 14 December 2017.**

**8. VOLUNTEERS POLICY**

8.1 The Executive Headteacher explained that there were two categories of volunteer at Hillyfield - regulated volunteers and unregulated volunteers. Unregulated volunteers were supervised at all times. The Volunteers Policy encapsulated Hillyfield good practice in the policy.

8.2 Question: How will staff be informed of the changes to the policy?

Answer:

Staff have already been informed of the changes to the Volunteer Policy.

8.3 Question: How will parents who volunteer to attend school trips be informed of the requirements of this policy?

Answer:

Prior to a school trip taking place a briefing takes place with the volunteers on the volunteer policy and any risk assessments are discussed with the volunteers prior to the pupils undertaking the trip.

8.4 Governors suggested the new Volunteer Policy is also explained to parents in the school newsletter.

8.5 The committee then considered the content of the Volunteer Policy and it was proposed for ratification. A vote was taken and the new Volunteer Policy was unanimously ratified.

**9. READING – THE SCHOOL DEVELOPMENT PLAN**

9.1 Headteacher Pauline Casbolt reported that reading consultant Anne Davis had attended the school and looked into the reading that was taking place in the school. She had spent a full day looking at the reading taking place in year six and had taught inference and guided reading.

9.2 Question: Did she teach year six pupils or year six teachers?

Answer:

Year six teachers.

9.3 A member of staff called 'David' has selected pupils to form a group similar in form to the School Council that will discuss and share ideas on reading. 'David' has also been given leadership release time to focus on reading in the school.

9.4 Question: One issue that had been raised at the parents coffee morning was a lack of diversity in reading material, for example the ethnicity and background of the writers. However the books that have been observed by some governors in the school are by writers from widely diverse backgrounds. Is the school addressing this matter?

Answer:

Yes we are aware of this and do consider it when we purchase new reading books.

9.5 Question: Are the new books that were purchased by Laura Quinn last year still popular?

Answer:

Yes the pupils still love the new books.

## 10. BEHAVIOUR POLICY

10.1 A discussion about the implementation of the new Behaviour Policy took place. Associate Headteacher Janice Chaplin reported that she had a recent meeting with the staff to discuss its implementation. The aim of the new policy was to ensure consistency in its application across the school. The Executive Headteacher stated it was also important to ensure the policy had a degree of flexibility to ensure it was geared towards the needs of specific children. She stressed it was also important to ensure good behaviour management strategies were being used across the school regardless of the policy underpinning those behaviour management strategies.

10.2 A survey of pupils had recently taken place on the new Behaviour Policy. The survey found that the majority of pupils said their teacher uses the rules. A majority of pupils said their teacher referred to the rules on a frequent basis and 82% of pupils said they saw adults using the rules in the playground.

10.3 The Executive Headteacher stated that SLAs on duty in the playground now had better behaviour management skills to tackle potential problems in the playground.

10.4 Question: How is this translating into better behaviour in the playground?

Answer:

Pupil behaviour in playground has massively improved. There has been an increase in skilled adults in the playground and new playground equipment has been introduced. There has also been careful management of that new equipment. Each activity, such as playground cricket or frisbee takes place in a designated area for that activity.

10.5 The committee was informed that so far 143 pupils in the school had been asked what was their definition of extraordinary in the school. A positive picture from the children had been received.

10.6 Question: In which years were these 143 pupils?

Answer:

These were a selection of pupils from across the school in every year.

10.7 Question: Has the impact of the Behaviour Policy been different at Hillyfield On The Hill than at Hillyfield At The Park?

Answer:

It is too early to be clear on this.

10.8 Question: In order to learn better behaviour management techniques are staff still taking part in the staff focus groups?

Answer:

Yes the focus groups are still taking place but these focus groups do not just look at behaviour management techniques.

**11. SCHOOL ASSESSMENT DATA**

11.1 Headteacher Pauline Casbolt circulated a set of data sheets showing pupil assessment data. The committee was informed that the this data had come from the ASP system, which was a replacement for RAISE Online. The committee then asked a number of questions.

11.2 Question: SPAG results appear to be good among English as a foreign language pupils. Is this unusual?

Answer:

No. English as a foreign language pupils usually get good results in SPAG.

11.3 Question: Do results drop-off after level 3 at the school?

Answer:

Yes this is a problem that the school has encountered in the past.

11.4 Question: Does the Hillyfield school leadership find it frustrating that the average score of some schools is just 1% higher than Hillyfield's results yet they are graded higher?

Answer:

Yes this is very frustrating. To tackle this Hillyfield has been focusing on teaching pupils how to sit tests and what to do in a test when there is 10 minutes left to write.

11.5 Question: The key stage one results are much better but disadvantaged pupils results are not as good as the rest of the school.

Answer:

Yes this is correct. A meeting has taken place to identify individual pupil needs. Some of the problems being faced by pupils who were not achieving were addressed.

11.6 The Executive Headteacher informed the committee that the school has now subscribed to Fisher Family Trust and would now be able to use their data analysis in addition to ASP.

**12. AGREE NEW TARGETS**

12.1 A list of new school targets for Hillyfield was circulated to the committee. The Headteacher explained that the new school targets were devised by looking at the pupil assessment data.

12.2 Question: How do the governors know how challenging these targets are?

Answer:

The new school targets are based on looking at the baseline data and devising a challenging target to aim for by the end of the academic year. Staff can monitor the progress of pupils by looking at the gap between each pupil's progress rate and the targets to be achieved.

**13. PUPIL PREMIUM**

13.1 The Executive Headteacher explained that a huge amount of pupil tracking had taken place in the past using various sources of information but this approach was not as successful as it needed to be. So instead a new approach would be taken on focusing on each child as an individual.

- 13.2 It had been recognised that the approach to planning for pupil premium pupils that would be taken by each teacher towards pupil premium pupils would not be identical because of the different numbers of pupil premium pupils in each class. Some classes had a significantly high proportion of pupil premium pupils whereas some classes only had a few. However each teacher should be able to describe the contact they plan to have with their pupil premium pupils and there should be a plan for teaching the pupil premium pupils in each of the lessons.
- 13.3 The school had also found that some pupil premium parents rarely came into the school. Parents who did not frequently attend the reading mornings were being encouraged to make contact with the teachers with a view to encouraging them to take part.
- 13.4 Question: Planning must be difficult if some classes have few pupil premium pupils but some classes have a high number of pupil premium pupils. How does the school counter this?  
Answer:  
If the school had taken a 'one size fits all' approach to pupil premium planning then the school's results may have been different. However discussions with year group leaders lead to a more individual approach to planning taking place.
- 13.5 The Executive Headteacher offered to show a report at the next meeting showing the impact of pupil premium teaching across the school. The committee agreed they would like to see this report. One committee member asked for this report to show how pupil premium progress at Hillyfield was comparable to nationally.

#### **14. ATTENDANCE DATA**

- 14.1 A data sheet showing attendance figures for the autumn term 2017-18 and the previous academic year 2016-17 at each site of the school was presented to the committee. The data sheet also included figures for pupil premium pupil absence and persistent absence at both sites of the school, and a comparison between this term and the previous academic year.
- 14.2 The Executive Headteacher reported that in the autumn term of the last academic year pupil premium attendance at Hillyfield On The Hill was 91%. In the autumn term of this academic year so far it had been 95%. Attainment and attendance had risen among pupil premium pupils and the gap in learning had decreased. Persistent absence among pupil premium pupils had also decreased. It has also been found that teachers seemed happier to share pupil premium books with the senior leadership team because they shared a much more positive outlook.
- 14.3 Question: Is pupil attendance at Hillyfield below average?  
Answer:  
The figures are slightly higher than the average of other local schools but slightly lower than the national average.

#### **15. DATE OF NEXT MEETING AND AGENDA ITEMS**

- 15.1 The next meeting would be Thursday 25 January 2018 at Hillyfield At The Park.
- 15.2 Agenda items will include a presentation of the new school curriculum by a teacher at the school. One governor suggested governors also receive a presentation on the teaching of music at the school.

**16. ANY OTHER BUSINESS**

16.1 Question: Parents have been given a password to allow them to log in to the school website. A number of parents have stated they found this useful but have requested that they could receive a workshop.

Answer:

Yes we will consider a workshop for parents.

16.2 Question: Parent Voice - is this working at the school?

Answer:

Yes some of the parent voice meetings have been useful.

16.3 Question: Do the Parent Voice meetings alternate between each side of the school?

Answer:

Yes, but we have found that although parents at Hillyfield On The Hill do attend various events held at The Hill site of the school, they largely do not attend the parents coffee mornings held at Hillyfield On The Hill. Parents coffee mornings at Hillyfield At The Park are better attended.

16.4 Question: Can the feedback from the pupil questionnaire be shared with parents?

Answer:

We are process of doing this but further analysis does need to take place.

16.5 This brought discussions to a close and the meeting ended.

The meeting ended at 19:28hrs.

Print: .....

Signed: .....

Date: .....

Chair's Initials:   
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