

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY
LOCAL GOVERNING BODY
HELD ON 17 MAY 2018 AT 18:55hrs
AT HILLYFIELD ON THE HILL**

Present: Rebecca Lyons (Chair) **Parent Governor**

Community Governors

Charlotte Hickman
Andrew Jacobs
Oliver Benjamin-Lowin

Staff Governor

David Worrall, Executive Headteacher
Pauline Casbolt, Headteacher

Parent Governor

Ms Fatima Ba-Alawi

In attendance

Janice Chaplin, Associate Headteacher
Jenny Georgallis, School Business Manager (until 7.30pm)

Clerk to the Governors: Gill Hand

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.1	Executive Head and Chair of Governors to review report and circulate as appropriate	DW/RL	Next mtg
4.3.1	Governor Services to confirm that 22 March 2018 minutes had been circulated	Governor Services	1 week
4.3.2	Governor Services to clarify whether 25 January 2018 final Resources meeting minutes had been finalised	Governor Services	1 week
6.1	Enriched Curriculum Audit to be shared with governors.	DW	Next mtg
6.2	To add staff absence data to EH Report to Governors	DW	Ongoing
6.3	To include information on internal and external exclusions per class per site in future reports	DW	Ongoing
7.1	To inform Chair of Governors of potential number of children who may require supported holiday club places	JC	ASAP
8.1	To circulate Safeguarding Link Governor Report	RL	1 week
8.2	To contact Christian at The Hub re Esafety training for parents	PC	ASAP

Chair's Initials:

8.3	To review and consider LSAs having own CPOM log in credentials	DW	ASAP
9.2	H&S to be standard item on Resources Committee agenda	Governor Services	Ongoing
9.3	To contact Governor Services re exclusion training for governors	FBA	1 week
10.1	To produce a draft Annual Governance report for circulation to governors for comment	RL	Next mtg
11	DATE OF NEXT MEETING: 12 July 2018 – note change of date	Governor Services/All	Immediate
11.1	Agenda Items Enriched Curriculum Audit Annual Governance Report Schedule of Meeting dates Secure governor emails	Governor Services	Immediate
11.3	To draft schedule of meeting dates based on current meeting format	Leanne/PC	Next mtg
12.2	To provide update at next meeting on governor secure email addresses	RL/DW	Next mtg

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair of Governors, Rebecca Lyons, welcomed everyone to the meeting.
- 1.2 Apologies for absence were received and accepted from Ms Lydia West.
- 1.3 The meeting was quorate
- 1.3 Notice was given about two confidential items of business – the confidential minutes of the previous meeting and one confidential matter.

2. DECLARATIONS OF INTEREST

- 2.1 There were no pecuniary interests declared in any of the agenda items.
- 2.2 The Clerk confirmed that all Pecuniary Interest Forms and Codes of Conduct forms had been completed and returned to Governor Services.
- 2.3 There were no declarations made pertaining to any of the agenda items for this meeting.

3. LOCAL GOVERNING BODY

- 3.1 The Clerk confirmed the membership of the LGB and detailed the vacancies. It was noted that there had been interest shown from 2 people as potential future governors and these would be invited to future meetings if possible in due course.

It was agreed that it was essential to ensure that the governor’s skills audit was considered when considering governor appointments.

- 3.2 Disqualification due to non-attendance
Disqualification due to non-attendance was not considered.
- 3.3 It was noted that all governor DBS checks had been undertaken.

Chair’s Initials:

4. MINUTES OF THE PREVIOUS MEETINGS

4.1 The LGB received and read through the minutes of the Local Governing Body meeting held on 22 March 2018. The governors requested a few amendments be made to these minutes prior to signature. It was agreed that the clerk would forward the amended version to the Chair of Governors for signature and retention at the school.

4.2 Matters arising from the minutes

It was noted that unless outlined below, the actions from the previous meeting had either been completed or where on the agenda for discussion.

4.2.1 Action 4.2.2 – The Executive Head advised that he has received this report and it required review and anonymising prior to consideration for circulation.

ACTION: Executive Head and Chair of Governors to review report and circulate as appropriate

4.2.2 Action 6.13 – Pen Portraits

It was noted that this item remained outstanding and it was agreed to carry it forward to the next meeting.

ACTION: Remaining Governors to update their pen portraits for the school website.

4.3 Minutes/Reports from Committees

4.3.1 Education & Standards

It was noted that the Education & Standards meeting on 8 March 2018 had been rescheduled to the 22 March 2018. A further meeting had been held on 3 May 2018.

ACTION: Governor Services to confirm that 22 March 2018 minutes had been circulated

4.3.2 Resources Committee

It was noted that governors had been sent a draft version of the 25 January 2018 as part of the paperwork for the Full Governing Board meeting. Clarification was requested as to whether these were in fact the final minutes of the 25 January meeting.

ACTION: Governor Services to clarify whether 25 January 2018 final Resources meeting minutes had been finalised

5. BUDGET REPORT

5.1 It was noted that the Finance Report up to the period 31 March 2018 had been circulated prior to the meeting. Ms Jenny Georgallis provided a comprehensive verbal overview for governors and highlighted the following key points.

5.2 In Year Deficit

Governors were advised that the In-Year deficit was mainly due to the inclusion of the architect's estimated cost of the library project spend. It was noted that this figure had not been offset by any potential funding sources yet and that £100k had been allocated from last year's surplus/reserve to fund this project.

Q – How is the tender process going?

A – The tendering process is due to start soon, and governors will be updated in due course once the closure date for tenders had passed

5.3 Pupil Premium

Governors were advised that the pupil premium funding was slightly lower than expected and this was an area that was due to be reviewed to ensure accuracy.

5.4 Nursery Funding

At the previous meeting, governors had requested clarification on the variance in nursery expenditure from the School Business Manager (SBM).

The SBM advised that this area had been reviewed and it had been identified that the shortfall had arisen due to an overestimation of the parental annual contribution. This estimation had been based on the premise of full year funding whereas some students were only in the provision for 2 terms.

Governors were advised that this was an area that would continue to be regularly reviewed to ensure accuracy.

5.5 Music Instrument Hire

The SBM advised that it had been identified that due to a miscommunication, invoices had not been issued for the hire of instruments in the Spring, Summer or Autumn term. This had now been identified and the school was in the process of recouping owed money.

5.6 Catering

Governors noted that the £99k shortfall potentially was due to budget miscoding and that this was an area that was currently under review. It was anticipated that this would result in a significant reduction in the shortfall noted.

5.7 IR35

Governors were advised that the school was in the process of checking staff for IR35 compliance and all checks completed to date confirmed compliance.

Q – How does the school evidence IR35 compliance?

A – The checks are completed, the information report is then filed for evidence and viewing if required

5.8 Teachers' Pensions

Governors were advised that these areas had now been reviewed, pensions updated, and compliance issues resolved. The school had also received confirmation from the Teacher Pension Agency that they were now compliant.

Q – Has the school incurred any financial penalty?

A – No

5.9 Budget Overview

It was noted that the current SBM had not been responsible for the setting of last year's budget and since coming into post, had noted several ongoing budget anomalies. Many of these anomalies had been identified as coding errors and ongoing review was addressing this. This included several budget headings which had no budget attached to them so therefore showed up as an overspend.

The SBM advised that as part of her ongoing review of the budget, she was identifying these issues and addressing them as appropriate to ensure accuracy.

The Executive Head advised that any significant variances were being investigated and addressed and an audit had been booked for the Autumn Term

Q – Are you confident moving forward that future budget reporting will be efficient?

A – Yes. Re moving forward, the SBM advised that she was confident that she would be able to provide more accurate reports for them to consider.

Q – Will governors receive the final Audit Report?

A – Yes it will be shared with governors once received to allow due diligence to continue and actions required to be identified

Governors thanked the SBM for her comprehensive budget overview.

Ms Jenny Georgallis left the meeting at 7.30pm

6. EXECUTIVE HEADTEACHER UPDATES

6.1 It was noted that the Executive Headteacher (EH) Report had been circulated prior to the meeting for governor's information and it included updates on the following key areas:

- Assessment
- Reading – provision, programmes, accelerated programme, incentivised reading
- Writing – teaching of grammar, spelling focus, speedy speller
- Maths – problem solving, teacher training sessions on maths
- Science – eco school focus
- Enriched curriculum -audit completed, reviewed and planning in progress
- Quality Marks
- Quality of Teaching
- Core skill data
- Handwriting
- Y6 outcomes
- Behaviour
- Leadership development
- Parental engagement

Q – Have all teachers engaged positively with the open-door policy?

A – Yes. All are supportive, and it is being embedded in the culture of the school and staff welcome learning walks

Governors expressed their support for the ongoing focus on reading provision and reading for pleasure as this had been an area that they had previously identified as an area to address.

It was agreed that it would be beneficial for the Enriched Curriculum Audit to be shared with governors.

ACTION: Enriched Curriculum Audit to be shared with governors

6.2 Attendance

The EH advised that student attendance is currently 96.1% and it is anticipated that this will rise further by the end of the academic year.

Q – Is there information available on staff attendance?

A = There is but not currently shared with governors but can be provided in future via the EH Report

ACTION: To add staff absence data to EH Report to Governors

Q – Is the employment of an EWO proving to be effective and value for money?

A – Yes, she is focussing on students with persistent absenteeism issues and this is significantly reducing PA figures whilst ensuring the families relationship with school remains positive.

6.3 Exclusions

Governors requested that they be advised of both internal and external exclusions per class per site in future reports.

ACTION: To include information on internal and external exclusions per class per site in future reports

7. **CHAIR'S ACTION**

7.1 It was noted that there had been no requirement to take Chair's Action since the last meeting.

Discussions were held re the historical provision of free holiday club places for identified children and it was agreed that the Chair of Governors would consider taking Chair's Action to address this if required.

ACTION: To inform Chair of Governors of potential number of children who may require supported holiday club places

8. **SAFEGUARDING REPORT**

8.1 The Safeguarding Link Report provided a verbal overview of the most recent visit to the school. It was agreed that the report would be circulated in advance of the meeting if possible in future, but governors were mindful of the need to ensure up to date information was provided.

It was noted that the Link Governor would meet with the new safeguarding and inclusion lead due to start in September 2018 and at this meeting clear outlines of information required by governors would be outlined.

ACTION: To circulate Safeguarding Link Governor Report

8.2 Safeguarding Audit S11

Governors were advised that the overall score for the above had been Grade 1 which is the highest grade achievable. It was noted that this is a live document which continues to be reviewed and updated regularly by the school.

The main noted area of development was advised as E-Safety and it was agreed that it would be beneficial to raise the profile of e-safety to parents to promote safeguarding across the school community.

ACTION: To contact Christian at The Hub re Esafety training for parents

8.3 CPOMS

It was noted that there was an issue with LSAs logging onto CPOMS with their own log in credentials and it was agreed that the EH would review this area.

ACTION: To review and consider LSAs having own CPOMS log in credentials

9. **GOVERNORS' TRAINING**

9.1 It was noted that governors had attended the following training:

- Safeguarding training on 27 April 2018
- Health & Safety – 15 May 2018 – Fatima Ba-Alawi

9.2 Discussions were held on the consideration of having a Health & Safety Link Governor. It was agreed that until new governors were in post, this would be reviewed via the Resources Committee and the headteacher would provide reports for governors to consider.

ACTION: H&S to be standard item on Resources Committee agenda

9.3 It was noted that it would be beneficial for governors to have bespoke training around exclusions.

ACTION: To contact Governor Services re exclusion training for governors

10. **ANNUAL GOVERNANCE REPORT**

10.1 It was agreed that the Chair of Governors would produce a draft report for circulation to governors for comment prior to uploading on the school website.

ACTION: To produce a draft Annual Governance report for circulation to governors for comment

11. **THE NEXT MEETING OF THE LOCAL GOVERNING BODY**

11.1 The next meeting of the LGB would be held on Thursday 12 July 2018 at 18:30hrs at Hillyfield At the Park. Agenda items would be agreed two weeks prior to the meeting. If governors have any items they wish to raise, then they are to email the Chair of Governors in advance.

11.2 Agenda Items:

- Enriched Curriculum Audit
- Annual Governance Report
- Schedule of Meeting dates
- Secure governor emails

11.3 Schedule of 2018/19 Meeting Dates

ACTION: To draft schedule of meeting dates based on current meeting format

12. **ANY OTHER BUSINESS**

12.1 GDPR

Governors were advised that the school now had a Data Protection Officer (DPO) in place.

It was noted that the required policies were now in place and Privacy Notices for staff and students were currently in the process of being circulated for completion.

Q – What action will be taken to ensure they are returned?

A - The school has developed a spreadsheet to record information and this will identify those that have not been returned and the DPO will then chase all outstanding

12.2 Secure Emails

ACTION: To provide update at next meeting on governor secure email addresses

13. CONFIDENTIAL ITEMS

13.1 Ms Janice Chaplin then left the room and the Governing Body went into closed session to discuss confidential items.

Meeting closed at 8.45pm

Print:

Signed:.....

Date:

Chair's Initials:
