

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY
LOCAL GOVERNING BODY
HELD ON 22 MARCH 2018 AT 18:55hrs
AT HILLYFIELD ON THE HILL**

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

Community Governors

Charlotte Hickman
Andrew Jacobs

Co-opted Governors

Helen Emara

Staff Governor

David Worrall, Executive Headteacher (Voting)
Pauline Casbolt, Headteacher - Elected staff governor (Voting)

In attendance

Janice Chaplin, Associate Headteacher (non-voting)

Visiting Observer

Michelle Miller (*left at 20:45hrs*)

Clerk to the Governors: Victoria Mitchell

Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|------------------|--|--|------------------|
| 3.2 | Headteacher Pauline Casbolt elected as a staff governor onto the governing body. | Governor Services | to note |
| 4.2.2 | Report from the Head of Teacher Development to be received by the LGB. | Executive Headteacher | next LGB meeting |
| 6.13 | E-Safety Policy to be updated by Associate Headteacher Janice Chaplin. | Chair Of Governors/ Associate Headteacher | next LGB meeting |
| 6.14 | Governors to update their pen portraits for the school website. | All governors | next LGB meeting |
| 6.19 | IR35 issues to be investigated by the Executive Headteacher or School Business Manager. | Executive Headteacher | next LGB meeting |
| 12.2 | School Business Manager to investigate the variance in nursery expenditure and report back to the governing body. | Executive Headteacher | next LGB meeting |
| Next meeting | Thursday 17 May 2018 at 18:30hrs at Hillyfield At The Park. Agenda items to be agreed two weeks prior to the meeting | All governors | next meeting |

Chair's Initials:

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Chair of Governors Rebecca Lyons welcomed everyone to the meeting. Visitor Michelle Miller was introduced to the meeting as an observer. The Chair stated that the LGB may want to consider co-opting Michelle Miller to the governing body at a future meeting of the LGB.
- 1.2 There were apologies for absence received from Governors Oliver Benjamin-Lowin, Fatima Ba-Alawi and Lydia West. These were accepted by the LGB. The meeting was quorate with five governors present.
- 1.3 Notice was given about three confidential items of business – the confidential minutes of the previous meeting and two confidential matters.

2. DECLARATIONS OF INTEREST

- 2.1 There were no pecuniary interests declared in any of the agenda items.
- 2.2 Pecuniary Interest Forms and Code Of Conduct declarations were issued to Andrew Jacobs and Helen Emará. These were completed and returned to the Clerk for return to Governor Services.
- 2.3 There were no governors to consider for disqualification due to non-attendance.

3. THE GOVERNING BODY

- 3.1 The Clerk confirmed the membership of the LGB and detailed the eight vacancies.
- 3.2 It was noted that Headteacher Pauline Casbolt had been elected as a staff governor to the governing body.
- 3.3 It was noted that this was the last meeting to be attended by Governor Helen Emará who had given notice of her resignation from the LGB due to professional commitments. The LGB thanked her for her hard work for the school and contribution to the governing body.

4. MINUTES OF THE PREVIOUS MEETINGS

- 4.1 The LGB received and read through the minutes of the Local Governing Body meeting held on 8 February 2018. The governors accepted them save for five amendments:
 - 4.1.1 Item 4.2.2 – The written report on the governors monitoring visit to the school was to be written by Governor Charlotte Hickman and emailed to the other governors.
 - 4.1.2 Item 6.2 – The answer to the question asked to be amended adding the following sentence: “Holiday Club will now be at centres such as Lloyd Park”.
 - 4.1.3 Item 6.3 – The answer to be amended to the following: “Hillyfield used the White Rose planning but is moving to an in-house system of assessment.”
 - 4.1.4 Item 8.2 – The minute to be amended to read: “Training had taken place for staff on safeguarding. The school’s single central record is being reviewed”.
 - 4.1.5 Item 9.3 – This minute to be amended to note that Chair Rebecca Lyons had asked Governor Services if there were any potential governors that could be appointed to Hillyfield LGB but they were unable to help.

4.2 Matters arising from the minutes

- 4.2.1 Action 4.5 – The minutes of the Education and Standards committee meeting of 30 November 2017 had now been ratified by that committee.
- 4.2.2 Action 5.8 – The Executive Headteacher stated that the Head of Teacher Development had written a report which had been received by Hillyfield's Headship Team. The report may come to the LGB at the next meeting.
ACTION: Report from the Head of Teacher Development to be received by the LGB.
- 4.2.3 Action 5.16 – An email agreeing dates of governor visits to the school has been sent by the Chair of Governors.
- 4.2.4 Action 10.1 – A report from Governor Andrew Jacobs on the GDPR briefing held at the Town Hall was an agenda item for this meeting.
- 4.3 The minutes of the Local Governing Body meeting held on 8 February 2018 were then signed off by the Chair of Governors Rebecca Lyons and placed on file at the school.

5. EARLY YEARS PROVISION AT THE SCHOOL

- 5.1 Associate Headteacher Janice Chaplin circulated two reports to the governors. The first was entitled "2017-18 EYFS Improvement Plan" and the second was entitled "2017-18 Early Years Improvement Priority Summary". Governors read these two reports. The Associate Headteacher then gave a presentation using an overhead projector on the improvements that were taking place to the Hillyfield EYFS provision.
- 5.2 A number of actions have taken place since Ofsted visited the school in 2014. These were as follows:
- measurement recorded separately from numbers so that evidence in progress can clearly be seen;
 - use of stickers to direct people monitoring maths books to evidence of measurement in learning journals;
 - implementation of an early years marking policy including next steps;
 - green pen response to marking when developmentally appropriate - i.e. where pupils have gone back and improved something from previous tasks;
 - improved quality of recording in observations (focused on learning and achievements);
 - child comments evidenced in maths books to show children's understanding of shape, space and measure;
 - purchasing resources to improve collection of measurement data.
- 5.3 The Associate Headteacher stated that when Ofsted had visited the school they had noted that the school was not able to show previous EYFS data year-on-year. The school has since taken action to ensure this year-on-year EYFS data is available.
- 5.4 The Associate Headteacher also outlined the challenges there have been to improving the school's EYFS provision. These had mainly been as a result of changes in the staffing.
- 5.5 Question: The government has previously stated that the school had to assess all pupils on arrival in order to get baseline data - it is still being done?
Answer:

No. A new requirement was put in place by the government and obtaining a baseline for all pupils is now no longer required.

- 5.6 Question: Sometimes there must be difficulty in obtaining the data and making judgements, for example on deciding the number who are exceeding expectations. Is this data moderated before sending it off?

Answer:

The local authority moderated the Hillyfield EYFS data. However they only did this after the deadline for the data to be submitted. However they did moderate that data very rigorously.

- 5.7 Associate Headteacher Janice Chaplin was thanked for her presentation.

6. EXECUTIVE HEADTEACHER'S REPORT

- 6.1 The LGB received a written report from Executive Headteacher David Worrall.

- 6.2 The Executive Headteacher reported that the O-Track computer system is being phased out and a new system is being developed for the school by a consultant. This will allow key pupil groups to be included on a grid for reading, writing and maths so that school leaders and governors can see progress and attainment by key groups in these subjects. Any gaps in the learning can then be addressed. The Executive Headteacher stated that the new system would be easy to use and teachers would just need to punch in a number for each pupil. The new computer system would provide top-down data allowing the school leadership to see where there are gaps in learning or concerns.

- 6.3 Question: Is it expensive to hire a consultant to develop the system?

Answer:

This costs the school £500 a day, but the consultant is working with the school leaders to ensure the system does what they wanted to do.

- 6.4 Question: One concern about developing a bespoke system in this way is that it may become very expensive to fix the system if it breaks down.

Answer:

Yes but the school will have a backup on site.

- 6.5 The Executive Headteacher informed governors that in the next term the school would move its focus onto pupil premium children. There would also be a focus on children who are not reading at home. For this reason a pupil buddy system has been introduced at the school where "buddies" volunteer to work with younger children to read with them at lunchtime.

- 6.6 The Executive Headteacher stated that the school had also moved its focus onto stopping low-level disruption taking place. Low-level disruption currently takes place frequently and is very frustrating for other pupils who were trying to learn. Patterns of low level disruption are being monitored and the school will start to inform parents of where it occurs. The Executive Headteacher stated that the school will not tolerate low-level disruptive behaviour any longer.

- 6.7 Question: The pupils involved in the low-level disruption - have they not yet reached the behaviour thresholds in the Behaviour Policy?

Answer:

Many have previously reached those thresholds and behaviour has improved with classes now very quiet and settled. There are now very few outbursts and

outrageous behaviour. However there is a small group whose behaviour is no longer outbursts but has modified to lower level disruption. This distracts the teacher from teaching and the pupils from learning. There is a need to crack down on this low-level disruption and make it clear that it will no longer be tolerated at the school.

- 6.8 The Chair suggested governors attend exclusion training in case there is a need for governors to attend pupil exclusion hearings.
- 6.9 The Executive Headteacher informed the LGB that because of the impact that residential stays had on pupils the school may make plans for more residential stays for pupils in other year groups. The Executive Headteacher may draft a proposal for the LGB later in the academic year.
- 6.10 The Executive Headteacher stated that quotes for the work on the Unloved Room at Hillyfield at the Park were currently being prepared. There was also an alternative plan for the library at Hillyfield at the Park to be located in the foyer of the school - bookcases and fittings would cost approximately £25,000. The library would eventually be moved from the school foyer to a completed room once the building works had finished.
- 6.11 The LGB also learned that the school was to revive its Twitter account for broadcasting specific information to parents.
- 6.12 Question: Who in the school will be responsible for the Twitter account?
Answer:
Laura Quinn. She is training staff to ensure that the Twitter account is used carefully and safely and that no children are identifiable on any pictures published. This is because some children at the school can be at risk of abduction if they are identifiable.
- 6.13 Question: Has the school E-safety Policy been updated?
Answer:
Not as yet. This will be done by Associate Headteacher Janice Chaplin and it will be received by the LGB.
ACTION: E-Safety Policy to be updated by Associate Headteacher Janice Chaplin.
- 6.14 It was also noted that governors needed to update their pen portraits for the school website. A number of other updates were also required to the school website.
ACTION: Governors to update their pen portraits for the school website.
- 6.15 The Executive Headteacher informed governors that the school had now appointed a new School Business Manager. The school has also appointed five class teachers. One of these class teachers is a short-term appointment but the school may ask them to continue in the role if they succeed.
- 6.16 Question: How did the new School Business Manager hear about this vacancy? Was it from a headhunt or from an agency?
Answer:
No she approached the school for the role. She has moved from a school with a quarter of a million pound deficit and facing big challenges. Hillyfield is not in deficit but is a much larger school.

6.17 Question: When will the school know how many class teachers it needs to replace for next term?

Answer:

The school will know for certain in May but school leaders are able to gauge who wants to leave the school before that. Staff at Hillyfield are very good at giving plenty of notice to school leaders. It is unusual for resignations to be unexpected.

6.18 Question: Has the school any temporary staff who have been found to be inside IR35?

Answer:

None have arisen as yet but the school may encounter this at some point and needs to be prepared.

6.19 Question: It would be wise for the school to take some time looking into how agency staff are engaged at the school as some may be found to be inside IR35.

Answer:

The new School Business Manager may be asked to look into IR35 issues.

ACTION: R35 issues to be investigated by the Executive Headteacher or School Business Manager.

6.20 The Executive Headteacher concluded the presentation of his report by thanking all of the school community for all their hard work over this school term.

7. SCHOOL TERM AND INSET DATES

7.1 Governors were informed that the school term and holiday dates had now been aligned with the local authority dates.

8. CHAIR'S ACTION

8.1 The Chair Of Governors Rebecca Lyons informed the governing body that arrangements have been made for a trainer to come to Hillyfield to provide dedicated training in safeguarding for governors. This may take place in April 2018 depending on availability.

8.2 The Chair also stated that in order to recruit more governors she had spoken to a number of interested parties about joining the Hillyfield governing body.

9. SAFEGUARDING REPORT

9.1 The Chair informed governors that she had looked at the CPOMS computer system at the school to see if safeguarding incidents were increasing or decreasing. As result of viewing that data one class was suspected to be low on safeguarding incident reports and Associate Headteacher Janice Chaplin was asked to investigate. Janice Chaplin had reported back to state that the low reporting was not a user issue and that the member of staff in the class concerned had been found to be using the CPOMS system six times in the same day.

9.2 It was reported that the local authority had risen its threshold on how soon they becoming involved in safeguarding issues that take place at schools. As a result there may now be a gap between the school reaching its limit on what it can do to resolve safeguarding issues and the local authority early support team becoming involved.

9.3 Question: Has the local authority raised its thresholds due to government funding cuts?

Answer: Yes.

9.4 The Chair reported that the local authority's Chairs' Forum - a forum of school and academy chairs of governors - had looked at Prevent training. They had discussed how there was a need for safeguarding to be embedded throughout the school among staff and pupils. There was a need to ask the pupils whether they feel safe in school and where they don't feel safe in the school.

9.5 Governors considered whether the school needs to consider supplying a counselling service to some pupils. It was noted that an art therapist had been brought into the school in the past but the impact of this had been difficult to measure.

9.6 Question: Does the school have a counselling service for staff?

Answer:

Yes, there is a telephone counselling service for staff. This counselling service is free for them to use and the telephone numbers are available in the staff rooms. Staff are also able to self refer to their general practitioner.

9.7 It was reported that arrangements had also been made for a visit by the C-Ops team and training from the Gangs Team to take place at the school.

10. GENERAL DATA PROTECTION REGULATION (GDPR)

10.1 Governor Andrew Jacobs stated that he had attended the local authority briefing session that had taken place on the GDPR. He provided a brief summary but stated that the governing body should be aware that one purpose of the local authority briefing was to get the school to subscribe to the GDPR service being run by the local authority.

10.2 Governors noted that the new GDPR may require them to appoint a data protection officer for the school and that a number of statutory restrictions on who could carry out this role may apply. The data protection officer would report directly to the governors. As a single academy trust the ultimate responsibility for data protection would lie with the governing body and so it would be important to ensure the right data protection officer is appointed.

10.3 The Executive Headteacher stated that he anticipated the school would be compliant with the requirements of the GDPR by May 2018.

11. THE NEXT MEETING OF THE LOCAL GOVERNING BODY

11.1 The next meeting of the LGB would be held on Thursday 17 May 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.

12. ANY OTHER BUSINESS

12.1 School library

12.1.1 The Executive Headteacher stated that because the building work that is due to take place in order to establish the new school library on each site of the school may be slow it may be better to budget the new school library as a start-up project.

12.1.2 Question: How will the new school library be used by the children?

Answer:

They will be able to borrow a book and take it back to the classroom. They will not be allowed to take the books home to begin with until a professional librarian has been employed.

12.1.3 Question: The employment of a professional librarian is important to ensure that the library is a good one. The school may be able to employ one librarian working part-time across both sites.

Answer:

This will be looked into.

12.2 Nursery expenditure

Finance Link Governor Helen Emara reported that she had investigated a query about the school's nursery expenditure as there appeared to be an unexpected variance. The Executive Headteacher stated that he would ask the new School Business Manager to investigate the matter and report back to the governing body.

ACTION: School Business Manager to investigate the variance in nursery expenditure and report back to the governing body.

12.3 The Key

The Chair stated she had found information on The Key - an information resource for school leaders and governors - very useful but that the subscription was now due for renewal. The Chair stated that she would investigate the cost of renewing Hillyfield's subscription to The Key.

12.4 Governor Helen Emara

The Chair reminded governors that Governor Helen Emara was stepping down from the governing body at the end of the spring term 2018 and therefore this would be her last LGB meeting. The Chair thanked Governor Helen Emara for her work for the school and the governing body, and in particular her finance expertise both in preparing the school budget and during the absence of a School Business Manager. An invitation had been extended to Governor Helen Emara to join the school's board of trustees.

13. CONFIDENTIAL ITEMS

13.1 Staff other than the Executive Headteacher then left the room and the LGB went into closed session to discuss confidential items.

Print:

Signed:.....

Date:

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| Chair's Initials: |
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