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**MINUTES OF THE MEETING OF THE
 HILLYFIELD PRIMARY ACADEMY LOCAL GOVERNING BODY
 HELD ON 14 DECEMBER 2017 AT 6.30PM
 AT HILLYFIELD AT THE PARK**

Present: Rebecca Lyons [RL (Chair]

Parent Governor

Community Governors

Charlotte Hickman [CH]
 Roger Pryce [RP]

Co-opted Governors

Oliver Benjamin-Lowin [OB]
 Helen Emara [HE]

Parent Governor

Fatima Ba-Alawi [FB]

Staff Governor

Anna Mackenzie, Executive Headteacher (Voting) [AM]

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
3.2	Governors to consider the optimum size of the Hillyfield LGB prior to a discussion on the topic at the next LGB meeting.	LGB agenda item	Next meeting
10.3	Governors Charlotte Hickman and Fatima Ba Alawi to write a written report of their governor monitoring visit to be kept on file at the school.	Charlotte Hickman & Fatima Ba Alawi	Next meeting
Next meeting	Next meeting will be Thursday 8 February 2017 at 18:30hrs at Hillyfield at The Park. Agenda items to be agreed by the Chair of LGB and new Executive Headteacher two weeks prior to the meeting.	All / Governor Services	Next meeting

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Chair of Governors Rebecca Lyons welcomed everyone to the meeting.

Chair's Initials:

- 1.2 Apologies were received from governors Andrew Jacobs (work commitment) and Lydia West (teaching commitment). These apologies were accepted. The meeting was quorate with seven governors present.
- 1.3 Notice was given that Executive Headteacher Anna Mackenzie would be discussed in Any Other Business. There were no confidential items to be discussed.

2. DECLARATIONS OF INTEREST

- 2.1 There were no pecuniary interests declared in any of the agenda items.
- 2.2 The Clerk handed out Declaration of Pecuniary Interest Forms to governors for completion and return to Governor Services. The Clerk explained this process took place every academic year.

3. THE LOCAL GOVERNING BODY

- 3.1 The Clerk read out the list of members of the local governing body and noted when the term of office would end for each governor.
- 3.2 The Clerk also declared the number of vacancies in each category of governor – 1 co-opted governor vacancy, 2 community governor vacancies, 2 parent governor vacancies and 2 staff governor vacancies. The Chair stated that as the governing body was currently small in size the governing body was not able to appoint anymore parents or staff until vacancies in other categories had been filled – this was because the local authority recommended ratios for each category of governor were being adhered to at Hillyfield. The Chair requested governors consider the optimal size for the governing body at Hillyfield before the next meeting and stated that a discussion will take place on the size of the governing body at the next meeting. The Chair also advised that she was currently seeking new recruits for the co-opted governor and community governor vacancies. One governor requested more governors from local businesses. It was also noted that the governing body was lacking skills and experience in the areas of legal and human resources. Governors also noted that the governing body was currently lacking diversity in terms of ethnicity and religion and did not currently reflect the diversity of the school population.
ACTION: Governors to consider the optimum size of the Hillyfield LGB prior to a discussion on the topic at the next LGB meeting.

4. MINUTES OF THE LOCAL GOVERNING BODY HELD ON 19 OCTOBER 2017

- 4.1 The Local Governing Body received and read through the minutes of the Local Governing Body meeting held on 19 October 2017. The governors accepted them save for two amendments:
- 4.1.1 Item 7 – the last words “and noting a short term exclusion in Year 5 of 3 days” should be deleted.
- 4.1.2 Item 17.1 – the last words should read “dedicated to the children of Hillyfield”.
- 4.2 Matters arising from the minutes
- 4.2.1 Action 12.1 – Governor Services have noted the new Chair and Vice Chair of the Local Governing Body.
- 4.2.2 Action 4.1 – the result of the skills audit has now been sent to the Chair of the Local Governing Body.

- 4.2.3 Action 6.8 – these matters had now been dealt with at the Resources Committee.
- 4.2.4 Action 12.1 – a review of the Single Central Record had now taken place.
- 4.2.5 Action 13.1 – a report on the Performance Management Reviews had been carried out by the Resources Committee at its last meeting.
- 4.2.6 Action 17.1 – proposals for the use of reserves had so far included the appointment of a teacher and an audio visual spend. A discussion on joining REAch2 will take place in January 2018.
- 4.3 The minutes of the governing body meeting held on 19 October 2017 were then signed off by the Chair of the Local Governing Body and a copy was placed on file at the school.

5. MINUTES OF THE LGB HELD ON 5 OCTOBER 2017

5.1 The Local Governing Body received and read through the minutes of the meeting held on 5 October 2017. The governors accepted them save for one amendment:

5.1.1 Item 8.7 – the words “I feel this is a separate point – linking to the need to ensure stability of the current staff at Hillyfield with no risk of them being transferred elsewhere within the trust” should be deleted.

5.2 Matters arising from the minutes

5.2.1 Action 7.4 – this action had been carried out and a catering consultancy had now been procured by the school.

5.2.2 Action 8.14 – the Local Governing Body noted that a five-year plan for using the Hillyfield reserves was no longer required.

5.3 The minutes of the governing body meeting held on 5 October 2017 were then signed off by the Chair of the Local Governing Body and a copy was placed on file at the school.

6. MINUTES OF THE EDUCATION AND STANDARDS COMMITTEE

6.1 The Local Governing Body received and read through the minutes of the Education and Standards Committee meeting held on 5 October 2017. It was noted that this had been previously received at the meeting of the Education and Standards Committee that had taken place on 30 November 2017.

7. REPORT FROM THE EXECUTIVE HEADTEACHER

7.1 The Executive Headteacher Anna Mackenzie presented her last report to the Local Governing Body. She reported that the school had 1,266 pupils on roll and 33 off role. There were 194 staff. Pupil attendance was 96.4%.

7.2 Reading - the school had now resumed visits to Higham Hill Library and reading champions have been launched on both sites of the school.

7.3 Sport - the school had competed in a whole range of sports this term and a tag rugby contest had taken place.

- 7.4 History and culture - Hillyfield pupils had attended history workshops run by Vicky Peat at Lloyd Park. The school had good links with Vicky Peat and it was hoped there would be more in the future.
- 7.5 Cooking - a bake off cooking contest had taken place in the school. £1000 had been raised for the Children In Need charity.
- 7.6 Staff leaving Hillyfield at the end of this term were teachers Tess Baron who was returning to her native Australia, Jamie Rach Long who had gained promotion at another school, School Business Manager Haika King who was moving into part-time employment, and Executive Headteacher Anna Mackenzie who was relocating with her family to Yorkshire. New starters in January 2018 would be a new Executive Headteacher, LSA Vicky Walker who was rejoining Hillyfield after travelling abroad, a new music teacher called Jamie Telford and a new Head of Teacher Development who was currently working with four teachers to bring them up a grade - this was in line with the request to improve teaching and learning that the Local Governing Body had asked for.
- 7.7 Question: The very unwell teacher at Hillyfield on the Hill - what action is being taken to cover their duties?
Answer:
This member of staff will not be back at work until late September 2018. Unfortunately the school has nobody else to replace him at present but temporarily a member of the Executive Team has been teaching this class. However this is not sustainable. It is hoped that a replacement teacher can be recruited in January 2018 when many overseas teachers have returned to London from abroad following the Christmas holiday.
- 7.8 The first Pupil Premium Progress Meeting of this academic year had taken place at the school. This meeting had found out that this year many of the pupil premium pupils at the school were also SEN pupils. Poor attendance among these pupils was being focused on to ensure it increased. Hillyfield data showed that improved attendance lead to improved pupil outcomes in class.
- 7.9 Question: Is there a correlation between the implementation of the new Hillyfield Attendance Policy and improved pupil attendance?
Answer:
Yes this is undoubtedly the case.
- 7.10 The Executive Headteacher reported that the next target group for the school to focus on for improving attendance was disadvantaged children.
- 7.11 The Executive Headteacher reported that a 13 week programme had been taking place in the school to bring pupils who were not on track up to on track.
- 7.12 Question: Will this 13 week programme replace interventions?
Answer:
No. Interventions are class-based and are a separate programme. Both the 13 week programme and interventions have had an impact so both will continue.
- 7.13 Headteacher Pauline Casbolt had held meetings with the new Executive Headteacher about the inset day that would take place in January 2018. The new Executive Headteacher had not yet met the rest of the senior leaders in the school;

however he would lead an assembly with both sites of the school at the end of this term.

8. CHAIR'S ACTION

8.1 None.

9. UPDATE ON THE QUESTION OF JOINING REAch2

9.1 The Chair of Governors had received an e-mail regarding the payment of the affordability gap. This would be circulated to governors via e-mail. A meeting on REAch2 would take place in the New Year.

10. GOVERNOR MONITORING REPORT

10.1 A governor monitoring visit had taken place on 7 December 2017. Governors Charlotte Hickman and Fatima Ba Alawi visited the school and observed classes and activities and they had met with year three and year four pupils.

10.2 Reading - it was observed that recommendations made by reading consultant Ann Davis regarding moving pupils up book bands quickly enough had now taken place in the school. Year three and four pupils had requested they were given more poetry to read. The pupils had also remarked that they would like to be read to more often.

10.3 The Local Governing Body requested that a report of the governor monitoring visit was written and placed on file.

ACTION: Governors Charlotte Hickman and Fatima Ba Alawi to write a written report of their governor monitoring visit to be kept on file at the school.

11. GOVERNOR TRAINING

11.1 It was reported that Governor Charlotte Hickman had attended a training course for governors on pupil premium. Chair of Governors Rebecca Lyons reported that she had attended training on chairing.

12. SAFEGUARDING REPORT

12.1 The Chair Of Governors informed the LGB that she had received a report on safeguarding in the school from Deputy Headteacher Tiffany Middleton. The Chair reported that she had sent some comments in response to the report on attendance, progress and behaviour and she had received responses back very quickly.

12.2 It was reported that there was one early help referral at Hillyfield at the Park. Four child protection meetings had taken place. Governors noted that there had been a high number of behaviour incidents in year three at Hillyfield on the Hill - this was a higher number than all other year groups at both sites of the school. The Chair stated that she would request more information on this as it appeared to be a statistical peak that stuck out from the statistics for the rest of the school.

12.3 The Chair also reported that she had examined the single central record with staff member David Fitzgerald. The single central record would be examined at regular intervals throughout the year to ensure that it was being kept up to date. The Executive Headteacher stated that the single central record had also been looked at by consultant Roger Melody this term and was also regularly inspected by a member of the senior leadership team.

13. HEALTH AND SAFETY POLICY

- 13.1 Governors confirmed that since the meeting of the Resources Committee on the 30 November 2017 they had read the new Health and Safety Policy and sent comments and amendments to the Executive Headteacher where necessary. The new Health and Safety Policy was now proposed to the Local Governing Body for ratification.
- 13.2 Governors voted to ratify the new Health and Safety Policy and this was signed off by the Chair.

14. A LINK GOVERNOR FOR HEALTH AND SAFETY

- 14.1 It was noted that the school did not currently have a link governor of health and safety. The Chair suggested that one of the new governors that would be recruited in 2018 could be asked to take on this role. Until then Chair of Governors Rebecca Lyons would carry out this role on an interim basis.

15. THE NEXT MEETING OF THE LOCAL GOVERNING BODY

- 15.1 The next meeting of the Local Governing Body meeting would be held on 8 February 2017 at 18:30hrs at Hillyfield at the Park. Agenda items would be agreed by the Chair of Governors and the new Executive Headteacher two weeks prior to the meeting taking place.
- 15.2 Committee meetings would take place on 25th January 2018 at Hillyfield at the Park.

16. ANY OTHER BUSINESS

- 16.1 Anna Mackenzie
The Local Governing Body noted that this was the last meeting to be attended by Executive Headteacher Anna Mackenzie prior to her leaving the school at the end of the autumn term. Governors paid tribute to her stating that they were very grateful for the extraordinary commitment and tireless dedication to Hillyfield Primary Academy over many years by Anna Mackenzie and they were sad at her departure.
- 16.2 This brought discussions to a close and the meeting ended.

The meeting closed at 17:10hrs

Print:

Signed:

Date:

Chair's Initials:
