

MINUTES OF A MEETING OF THE HILLYFIELD PRIMARY ACADEMY (PARK) LOCAL GOVERNING BODY HELD ON THURSDAY 19 OCTOBER 2017 AT 6.30 P.M. AT THE SCHOOL

Present: Ms Rebecca Lyons (Chair) -Parent Governor

Community Governor

Ms Charlotte Hickman

Co-opted Governors

Mr Oliver Benjamin-Lowin

Ms Helen Emara

Executive Head Teacher

Ms Anna Mackenzie

Parent Governor

Ms Fatima Ba-Alawi

Staff Governor HT

Ms Pauline Casbolt

Clerk to the Governors: Ms Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1 & 2.2.	Completed Annual Declarations of Pecuniary and Personal Interest and Codes of Conduct: Clerk to return to WFGS.	Clerk	asap
3.1 & 3.2.	Election of Chair and Vice-Chair of LGB: Ms Lyons and Ms Hickman respectively	WFGS to note	asap
4.1.	LGB Membership and Vacancies: Govs to complete skills audits by 25/10/2017 and return to SG +SG to note appointment of Ms Lydia West as staff governor.	Governors +GS	By 25/10/2017 and asap
4.4.2.	Resources Committee Mins 22-06-2017: Actions per minute re catering to be implemented	School	Ongoing
5.8.	School Library: EHT/HT to obtain further quotes	EHT/HT	Ongoing
8.1	Governor Monitoring Visit Day: Scheduled for 7 December 2017.	Governors	07-12-2017
10.	Governor Training: GS to note/forward comment re timing of finance training + process training bookings	GS-Ms Donna Hill-Walton	asap

12.1.	Review of Single Central Record: EHT/COG	EHT/COG	Asap
13.1.	Performance Management Reviews: Next LGB to review	Agenda item	
15	Dates and agenda items for next committee and LGB meeting: 30-11-2017 and 14-12-2017 per minute	GS to note	Asap and ongoing
16	REAch2/Hillyfield: Actions per minute for EHT/HT and COG	EHT/HT/COG	Asap and ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

Apologies for absence were received and accepted from Mr Roger Pryce and Mr Andrew Jacobs.

1.3. Quorum

The meeting was quorate.

1.4. Notice of Any Other Business

-REAch2 Multi-Academy Trust: Discussion re Hillyfield Primary Academy joining this.

2. DECLARATIONS OF INTEREST

2.1. Annual Declaration of Pecuniary and Personal Interests

Forms were circulated in the meeting for completion by governors and return to Governor Services by the Clerk.

2.2. Governor Code of Conduct

Forms were circulated in the meeting for completion by governors and return to Governor Services by the Clerk.

ACTION: Clerk to return completed forms to GS for processing.

2.3 Declarations Relating to Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

3. ELECTION OF CHAIR AND VICE CHAIR OF THE LOCAL GOVERNING BODY FOR THE CURRENT ACADEMIC YEAR (ELECTIONS CONDUCTED BY CLERK)

3.1. Election of Chair of the Local Governing Body for the Academic Year 2017/18

Governors received with regret the resignation of Mr Roger Pryce as a long-serving governor and chair of the LGB with effect from December 2017.

Ms Rebecca Lyons was elected unanimously. (Proposed by Ms Charlotte Hickman and seconded by Ms Fatima Ba-Alawi.)

3.2. Election of Vice-Chair of the Local Governing Body for the Academic Year 2017/18

Ms Charlotte Hickman was elected unanimously. (Proposed by Ms Rebecca Lyons and seconded by Ms Helen Emará).

ACTION: Governor Services to note elections.

4. LOCAL GOVERNING BODY

4.1. Membership and Vacancies

These were reported to the LGB by the Clerk, it being **AGREED** to complete a skills audit to support consideration of the vacancies by the chair and vice-chair for recommendation to the next meeting. It was **AGREED** to appoint Ms Lydia West c/o School to the staff governor vacancy and noted, with regret, that Ms Anna Mackenzie's term of office ends on 30-12-2017 by which time she will have left the School.

ACTION: Governors asked to complete skills audits by 25/10/2017 and return to Ms Gill electronically for summary analysis, Ms Gill to note appointment of Ms West.

4.2. Disqualification due to Non-Attendance

This item was noted without action.

4.3. Completion of Disclosure and Barring Service Checks for Governors by School

This was confirmed by Ms Mackenzie.

5. MINUTES

5.1. Local Governing Body Meeting Held on 29 June 2017

Governors received these and agreed them to be an accurate record of the meeting. Ms Lyons signed a copy for retention by the school.

5.2. Matters Arising

5.2.1. Governor Training Needs

These will be considered by the meeting.

5.2.2. Audit of School Website for Statutory Compliance

This is undertaken by REAch2.

5.2.3. Schedule of Meeting Dates

These were accepted.

5.3. Confidential Minutes of 25 May 2017 (Catering and Staffing)

These were received and accepted.

5.4. Minutes/Reports from Committees

5.4.1. Education and Standards Committee 22-06-2017

It was noted that a draft had been seen and returned, it being agreed to elect a chair at the next meeting.

5.4.2. Resources Committee 22-06-2017

This committee had elected Ms Helen Emara as chair. The minutes were received and accepted subject to amendments as follows:

Minute 4.5: 'to note that clubs are expected to generate similar income to last year of £172,000'.

Minute 4.9: re nursery to delete 'surplus' and insert 'contribution to fixed costs'.

Minute 4.13: To clarify that 'there is an additional £280,000 paid by the Education Funding Agency as well as the £322,000 paid by Hillyfields re PFI costs.

ACTIONS:

-Catering working party actions to be implemented.

-Andrew Jacobs to clarify the action re the change in policy related to the Data Protection Act.

5.4.3. Strategic Committee 21-09-2017

Minutes were received and accepted with no matters arising.

6 EXECUTIVE HEAD TEACHERS' REPORT-RECEIVED AND ACCEPTED.

6.1. Pupil Exclusions

It was noted that these were not significantly higher than last year with longer fixed term exclusions related to specific identified behavioural needs.

6.2. Pupil Attendance

The national average of 96.4% was noted with School attendance significantly improved since last year with a narrowing gap between between pupil premium and non-pupil premium funded children. School attendance is now above the national average.

6.3. Pupil Vacancies

These were noted.

6.4. Staffing

It was noted that DW has been appointed as executive Head Teacher with effect from January 2018. Staff will be advised and parents informed.

6.5. Teaching Profile

The percentage of teaching considered to be outstanding, good and to require improvement was noted with a number of teachers new to the school. Expiry of several working visas and subsequent departures was noted. An element of over staffing will be considered in future in order to manage the effects of this. Replacement staff are being appointed from January 2018. In discussion it was noted that teaching standards are rising continually, based on regular observations, with the proportion of teaching considered to be outstanding expected to rise next term.

6.6. School Assessment Results

In discussion, it was noted that school results especially at Key Stage 2, are not outstanding but that evidence in pupil books supports the teaching profile judgements.

Q. Are the Year 6 teachers the most competent in the School? **A.** The year group includes several very able and experienced teachers.

Q. Is the adoption of visible learning helping? **A.** Yes, it helps by directing the focus of teaching including the use of learning objectives and success criteria for use by both teachers and children. The aspiration is that 70% of teaching be outstanding.

6.7. Monitoring of Disadvantaged Pupils

This is led by assistant head teachers who have identified support actions including calls to and face to face meetings with parents. Feedback is given re any attendance issues and fortnightly meetings continue to consider pupil books.

Q. What happens where children have additional educational or behavioural needs and need extra curricula provision which may create difficulties in clubs? **A.** Additional support is given if needed and possible.

Q. What will happen after the pupil progress meetings? **A.** Outcomes will be reported next term.

6.8. Pupil Outcomes-Reading

Q. How is the teaching of summarising of texts and inference being taught? **A.** New texts and assessment resources have been purchased to support termly 'gap

analysis' by teachers. Assessment also gives a progress measures. One hour? guided reading sessions are held every afternoon.

Q. Are children aware of any additional testing? **A.** It is not usually a problem – more problematic is when parents want to intensively coach children at home.

Q. Is there still a need for more books? **A.** Yes, the School Development Plan identified the need for a new library but the location of it needs to be considered, or more books could be provided in classrooms. Parents and children could be involved in the design of the library.

ACTION: Executive Head and Head Teacher to obtain further quotes for decoration/furnishings and books.

7. CHAIR'S ACTION

These were reported by Ms Lyons from Mr Pryce regarding the appointment of a new executive Head Teacher (I think we need to clarify or delete this as the appointment of the EHT was not a Chair's Action), agreement that the Chair could approve a best quote re catering and noting a short fixed term exclusion in Year 5 of 3 days.

8. ALTERNATIVE MEETING ATTENDANCE OPTIONS

8.1. This item was explained by the Clerk with governors expressing as follows:

Video Conferencing: No, face to face meetings preferred.

Proxy Voting: Yes in principle.

Telephone: No, face to face meetings preferred.

Emails: Emergency use only.

Chair's action on grounds of urgency: Yes.

9. SCHOOL ITEMS

9.1. Framework for Governors re Termly Monitoring Visits

This has been emailed with the next visit scheduled for 7 December 2017 (Thursdays preferred). One governor group will go to The Hill, one to The Park with governors asked to commit to the whole school day if possible.

ACTION: Governors to diarise.

9.2. Link Governor Arrangements

Governors are asked to visit or meet where possible before the next LGB meeting in order to be able to give a verbal report at the meeting.

9.3. School Development Plan-Executive Head Teacher Report Refers

Q. Regarding pupil outcomes don't we need to be ambitious and aim to eliminate the gap between advantaged and disadvantaged pupils?

A. Each teacher is given targets for pupil premium children with the objective of eliminating the gap. Targets are quantified in the success criteria for teachers including accelerating pupil progress.

Q. Visible learning as involved significant investment? **A.** Yes, this a continuing priority for monitoring with the impact of the policy assessed through learning walks and pupil voice.

10. LOCAL GOVERNING BODY ANNUAL CYCLE OF BUSINESS

This was circulated and **AGREED** as a basis for agenda setting including policy ratification and identification of school priorities.

11. GOVERNOR TRAINING

11.1. Receipt of LBWF Governor Training Programme Booklet 2017-18

This was acknowledged. It was noted that finance training is not available until the summer term after budget setting in the spring term when training would be more useful and timely.

- 11.2. Review of Governor Training Excel Spreadsheet
This was provided by Mr Oliver Benjamin-Lowin.

- 11.3. Governor Training Bookings
Ms Charlotte Hickman: 05/12/2017 re pupil premium; 09/01/2018 re RAISE online replacement training; 27/02/2018 re OFSTED and 10/07/2018 re finance for schools.
ACTION: Governor Services to note comment re finance training and training bookings.

12 LOCAL GOVERNING BODY COMMITTEES

- 12.1. Statutory Committees i.e. Governor Discipline Committee, Staff Discipline, Grievance and Dismissal Appeals

It was **AGREED** that these be convened on an ad hoc basis as necessary of 3 eligible governors drawn from a pool of the entire Local Governing Body.

- 12.2. Strategic Committee

It was **AGREED** to discontinue this, unless in exceptional circumstances, as it is business is discussed by the Local Governing Body and committees as necessary.

- 12.3. Resources and Pay Committee

All governors (Ms Helen Emara chair).

- 12.4. Standards Committee

All, chair to be elected.

- 12.5. Executive Head Teacher Performance Management Review

Reviewers were noted as Ms Lyons, Ms Emara and one other to be confirmed. It was noted that Ms Mackenzie will be leaving the school by the deadline date so new objectives will be set for the incoming executive Head Teacher with termly review of objectives.

- 12.6. Link Governors

Special Educational Needs: Mr Oliver Benjamin-Lowin.

Pupil Premium: Ms Charlotte Hickman.

Safeguarding and Looked After Children: Ms Rebecca Lyons.

Training: Ms Fatima Ba-Alawi.

School Website Content: Reach 2 has reviewed this and made recommendations.

Health and Safety: LBWF.

Curriculum areas will be considered via clearly identified items on the standards committee agenda.

13. LINK GOVERNOR REPORTS

- 13.1. **Ms Rebecca Lyons-Safeguarding:** Ms Lyons reported verbally re the holding of children protection, weekly inclusion and nurture meetings. The new safeguarding structure is working well with funding changes noted meaning that the School now purchases additional services from LBWF (£16,000 unbudgeted costs). Named designated teachers were noted together with termly team around the child meetings. The holding of a serious case review was noted with all complex cases presented for consideration. Training needs have been identified and all staff have received annual safeguarding training, the school policy has been updated per REAch2 amendments,

there has been 1 whistleblowing incident, the Single Central Record has been updated overseen by a consultant school business manager (termly review by link governor recommended). There has been 1 early help review and 4 referrals for protection. The system for logging of safeguarding incidents was noted with 5 anti-bullying incidents recorded at The Park, 16 at The Hill. Holiday and funded provision was noted for pupil premium funded children and children where there are safeguarding concerns with positive parental feedback received regarding this provision.

ACTION: Executive Head Teacher/Chair of Governors to review the Single Central Register.

14. PERFORMANCE MANAGEMENT REVIEWS

14.1. These are scheduled for completion after ½ term with targets to be set.

ACTION: LGB to review targets set at next meeting.

15. HEALTH AND SAFETY

15.1. Revised School Policy

This has been posted on the school website.

15.2. Annual Health and Safety Report to LA

This was noted for completion and signature by the Executive Head Teacher/ Head of School and Chair.

15.3. Educational Visits

Use of risk assessments were noted with governors involved in authorising visits with a residential element.

16. DATES AND AGENDA ITEMS FOR FUTURE MEETINGS

16.1. Resources and Education and Standards Meetings:

Thursday 30 November 2017-6.00 p.m.-Hillyfield at the Hill.

Resources Committee to include financial monitoring reports (prior e-circulation requested with financial reports to be read-only).

16.2 Date of Next LGB Meeting

Thursday 14 December 2017-6.30 p.m.-Hillyfield at the Hill.

16.3 Agenda items:

-Standard LA agenda items including membership.

-Catering Report: To discuss and review catering provision.

-Performance Management Review Targets: To review these.

-Chair's Action.

-REAch2 Update: To discuss joining REAch2 multi-academy trust.

17. ANY OTHER BUSINESS

17.1. Proposal that Hillyfield Academy Join Reach2 Multi-Academy Trust (MAT)

This was discussed noting the need to consider the PFI 'affordability gap' and a recent REAch2 policy (I don't think this is specific to REAch2 though?) proposal that MAT school reserves be pooled.

Governors noted that they were generally supportive of proposals to join the MAT except regarding pooling of reserves which have been accumulated over a considerable length of time by the School and which are dedicated to the.

ACTIONS:

-Executive Head Teacher/Head Teacher to propose necessary projects for part use of the reserves including premises renewal, use of specialist teachers and to

articulate an interim and future position with REAch2 re services, support and staffing.
-Ms Lyons (COG) to contact Cathie Paine at REAch2 re governors' concerns re future relationship including re pooling of reserves and PFI 'affordability gap'.

The meeting closed at 9.55 a.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
