

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY
LOCAL GOVERNING BODY
HELD ON THURSDAY 12 JULY AT 18.00
AT HILLYFIELD ON THE HILL**

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

Community Governors

Ms Charlotte Hickman

Executive Headteacher

Ms David Worrall

Staff Governor

Ms Pauline Casbolt

Parent Governor

Ms Fatima Ba-Alawi

Clerk to the Governors: Gill Hand

Also in attendance: Ms Janice Chaplin, Associate, Headteacher and Ms Jenny Georgallis, School Business Manager (until 7.40pm)

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 to circulate report once references had been made anonymous	DW	Completed
5.5	To re-check 5 Year Plan for accuracy and amend as appropriate	JG	Immediate
5.5	To obtain information on CIS funding and forward to SBM and EH	RL	ASAP
6.1.3	To visit benchmarking websites to identify the amount that schools are subsidising catering costs	JG	Summer holidays
6.1.3	To send previous benchmarking catering subsidising information to the SBM if still available	RL/CH	End of term
6.1.3	To check the school has a Debtor's Policy in place	JG	Next meeting
7.1	To prepare alternative safeguarding report format for consideration at next meeting	JC	End of term
8.1	To write to all staff on behalf of the governing body to extend thanks for support during year 8	RL	End of term
13.2	To contact Governor Services to confirm date for exclusion training for governors	FB	Immediate
15.1	DATE OF NEXT MEETING: TBC	Governor Services/All	ASAP

Chair's Initials:

15.2	Agenda Items TBC	Governor Services/All	ASAP
15.3	To forward Schedule of Dates to Governor Services once confirmed	School	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

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

1.2 Apologies for absence

Apologies for absence were received and accepted from Ms Lydia West, Mr Andrew Jacobs and Mr Oliver Benjamin-Lowin.

1.3 Quorum

The meeting was quorate.

1.3 Any Other Business/Confidential Items

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 Pecuniary Interest Forms

The Clerk confirmed that all Pecuniary Interest forms had been completed and returned to Governor Services.

2.3 Declarations of Interest

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 the governing body and school continue to actively source new governors to fill the current vacancies and this would continue in the new academic year.

3.2 Disqualification due to non-attendance

Disqualification due to non-attendance was not considered.

3.3 DBS Checks

The school advised that all governor DBS checks had been undertaken and details provided to Governor Services for their records.

4. MINUTES OF THE PREVIOUS MEETINGS

4.1 Governors received the minutes of the meeting held on 17 May 2018 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by 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 was available for circulation.

ACTION: Executive Head to circulate report once references had been made anonymous

4.2.2 Action 8.3 - CPOMS

Governors were advised that it was anticipated that all staff would have active CPOMS accounts as of 1 September 2018.

4.2.3 Action 10.1 – Annual Governance Statement

The Chair advised that this had been circulated to governors for comment and would be finalised for uploading to the school website in the near future.

4.3 Minutes/Reports from Committees

4.3.1 Education & Standards - 03.5.2018 and 14.6.2018

It was noted that the minutes of the above meetings had been circulated to governors prior to this meeting for information.

It was agreed that the minutes of the 3 May 2018 could be approved and they were signed off by the chair of the committee and retained by the school.

4.3.2 Resources Committee - 03.5.2018 and 14.6.2018

It was noted that the minutes of the above meetings had been circulated to governors prior to this meeting for information.

It was agreed that the minutes of the 3 May 2018 could be approved and they were signed off by the chair of the committee and retained by the school.

4.4 Matters Arising

There were no matters arising from the above committee minutes to be noted.

5. ACADEMY BUDGET 2018/19

5.1 It was noted that the proposed budget and 5 Year Forecast circulated prior to the meeting. The School Business Manager, SBM, provided a comprehensive verbal overview for governors and highlighted the following key points.

5.2 School Budget Share (income) 2018/19

Governors were advised that the school budget share income for 2018/19 was a total £8,208,808.

Governors were updated that £100k had been added to the budget as the school was due to receive this amount for historical owed SEND funding.

Q – What happens to the SEND funding if the student has already left?

A – The funding is for a historical period when the child was at the school so can be retained by the school to pay for services that had already been implemented

5.2 Expenditure 2018/19

Governors were advised that the Total Expenditure was noted as £8,479,813

5.4 2018/19 Budget Approval

Governors unanimously **approved** the ratification of the School Budget 2018/19 and thanked the School Business Manager for her work in this area.

It was noted that the budget needed to be signed off and submitted to the EFA by 30 July 2018.

5.5 5 Year Forecast

The SBM advised that the 5 year forecast is a fluid document that is subject to change as priorities from the school development plan are addressed. The plan will be regularly updated and presented to governors so that they had an ongoing overview of the forecasted situation.

Governors noted that there were a few identified discrepancies in the 5 year plan which would need to be checked. The School Business manager advised that this may be due to a recent software upgrade and the plan would be rechecked for accuracy. However, it was reconfirmed that even with the identified errors, the budget was still sustainable.

Q – Does the 5 year plan include cost of living awards?

A – Yes – 2.5% cost of living award had been added as standard

Q – Has the forecast been planned on current staffing levels?

A – Yes it has been based on 75 staff and this figure will be reviewed as required and the forecast amended accordingly

Q – Is the school aware of available CIS funding?

A – No this is something that the school may require further information on

ACTION: To re-check 5 Year Plan for accuracy and amend as appropriate

ACTION: To obtain information on CIS funding and forward to SBM and EH

5.6 Library Project

The SBM advised that it would not be possible to complete the above project during this academic year. This was largely due to the short timeframes for tenders and the subsequent short timeframe for project completion.

It was noted that the tender process would be reviewed with anticipation that the project could then be completed in the following academic year. However, the SBM advised that some minor elements of the library project had been planned for implementation in each school in the meantime.

5.7 Funding Applications

The SBM informed governors that during the summer break period, she would be working with the Finance Officer to identify additional strands of funding that the school could apply for to boost the overall school income.

Q – Is there a way that we can ensure that parents are aware of Ever 6 and how this funding can support the school?

A – Ever 6 cannot be awarded historically and the school has strategies in place to ensure that all current and new students are screened and if eligible, funding is applied for. This includes the use of the LA Eligibility Tracker service.

Q – Should consideration be given to more widely advertising the school to support improved pupil numbers?

A – This is an area that is being considered for implementation in the future

6. BUSINESS MANAGER'S REPORT

6.1 The SBM provided an overview of the above report which had been circulated to governors prior to the meeting which included reference to:

- Current budget
- Financial software
- Internal audits
- Catering income and expenditure
- Health & Safety
- Proposed playground works

6.1.1 Financial Software/Audit arrangements

Governors raised the following question:

Q – It had been flagged in a previous audit that Strictly Education were carrying out the internal audit but were also employed for finance work in school. Is this still the case?

A – Yes but different people are responsible for the 2 separate elements. The school accepts this is not best practice and it will be further reconsidered at the internal audit in October 2018 to ensure there is sufficient delegation and separation of duties to allow due diligence to be recorded

6.1.2 Catering Income & Expenditure

The SBM advised that she had identified that historically there had been minimal separation of the catering income areas. This effectively meant that all income was noted together under one budget line and it was therefore not easy to identify individual income strands. This has now been addressed and moving forward each income strand will be clearly outlined.

Governors were advised that currently there is a deficit catering budget of -£62,466 but this was being reviewed as it was anticipated that the school was owed income that could significantly reduce this.

Q – Why is there no figure included for FSM? What is the magnitude of income anticipated?

A – Despite requests, no information has yet been received from the LA re this figure. It is anticipated that it will reduce the catering deficit significantly once received

Q – Can Pupil Premium funding be used for breakfast and tea time provision?

A – Yes if free places are offered to eligible children

6.1.3 Catering Debt

Governors noted that there was a historical debt for FSM of £11,149 and asked how this was being pursued.

The SBM advised that this is an area that is being actively pursued in the school for the children who were still on roll to address the debt. However, it may be that if the school is unable to obtain payment for children who have left the school, there may be consideration given to writing a portion of this debt off in the future.

Q – Has the school carried out any recent benchmarking exercises on how other schools are subsidising costs?

A – This has been completed by governors previously but may be beneficial to be revisited

ACTION: To visit benchmarking websites to identify the amount that schools are subsidising catering costs

ACTION: To send previous benchmarking catering subsidising information to the SBM if still available

ACTION: To check the school has a Debtor's Policy in place

6.1.4 Playground Works Quote

The SBM provided an overview of the three quotes that had been obtained for the proposed playground works as noted below:

Company	Quote Amount
SC Landscaping	£77,037
Play Cubed	£80,756
Playtime by Fawns	£94,870

Governors were advised that all of the quotes had been reviewed by the school and all had comparable outcomes.

The headteacher and SBM recommended the SC Landscaping quote for consideration for approval in that it contained all the elements outlined in the specification, had a good reputation and could carry out the work in the required timeframe.

Q – Will the funding for the playground project be taken from this year's budget?

A – Yes but not all the works will be completed this financial year

Governors **agreed** to the SC Landscaping quote for £77,037 as outlined as being accepted by the school.

It was noted by the SBM that for the future governors would require some more detail on each offer.

6.1.5 Confidential Items

The governing body went into closed session at this point to allow for two confidential items to be discussed prior to the SBM leaving the meeting. These are recorded in separate confidential minutes.

Ms Jenny Georgallis left the meeting at 7.40pm

7. SAFEGUARDING

7.1 The Chair of Governor provided a verbal overview of the comprehensive report she had received from the school.

Q – Is there now a cover sheet for the SCR in place?

A – Yes and this includes historical checks and is signed off by SLT regularly

Q – Is there any specific reason for the noted increase in reported safeguarding incidents since the last meeting?

A – No other than there has been a refresher in school to remind staff of the importance of ensuring they record any concerns they have on CPOMS.

It was noted that much of the information that was contained in this report was also included in the Executive Headteacher's report. Following discussion on the content

and presentation of information in the report, it was agreed that it would be beneficial for it to be reviewed to ensure governors were provided with relevant information.

It was agreed that this review would be carried out by Ms Chaplin who would then produce an alternative report format for governor's to consider at the next meeting.

ACTION: To prepare alternative safeguarding report format for consideration at next meeting

The Governing Body extended their thanks to Ms Chaplin for all the work she had carried out on safeguarding in the school and wished her well for the future.

8. Whole School Summative Data 2017/18

8.1 Provisional Data

The Executive Headteacher provided governors with an overview of the data noted below.

Early Years

Good Level Development	Target
79.7	77%

Phonics

Achieved standard	Target
86%	94%

It was noted that some students had not achieved the standard expected and in the majority, these were late starters at the school. In addition, governors were advised, that when baseline data was considered, it could be seen that these students were making strong progress.

KS1 – to be noted as non-validated data at this current time

Area	Exp. Target	At expected	Above Ex. Target	Above expectations
Reading	83%	71%	34%	24%
Writing	74%	69%	15%	23%
Maths	75%	75%	25%	26%

Q – Is there a reason why targets have not been met across both schools?

A – It is more due to the fact that the Park site targets do not include the significant number of students with EHCP. Also the school has compared the data to Fisher Family Trust (FFT) data and there appear to be discrepancies noted.

Q – When were the original targets set?

A – At the beginning of the academic year. Moving forward from September 2018, FFT data will also be considered when targets are being set

Q – When will national comparative data be available?

A – It is anticipated shortly for KS but is not due until the Autumn term for KS2.

Q – Does the school believe results are in line with national averages?

A – Yes we believe that we will be broadly in line

Year 6– to be noted as non-validated data at this current time

Area	Exp. Target	At expected	Above Ex. Target	Above expectations
Grammar, punctuation & spelling	82%	801%	30%	50%
Reading	83%	81%	32%	39%
Writing	78%.	78%	16%	28%
Maths	83%	81%	32%	57%
RWM Overall	74%	76%	15%	20%

Q – Were any significant gaps in specific target groups identified in the SATS results?

A – They are yet to be fully analysed but potentially there is a gap noted between EAL achievement and this will be reviewed

Q – When will the SAT data be shared with parents?

A – Next week and the Executive head will be writing a letter to accompany the data

Governors were advised that the results achieved had been broadly in line with the target set in September 2017.

Governors asked for their thanks to be extended to all staff for the ongoing work during the school year which had supported the achievement of such positive results.

ACTION: To write to all staff on behalf of the governing body to extend thanks for support during year

10. Executive Headteacher’s End of Year Report

10.1 The Executive Headteacher provided a verbal overview of his comprehensive report that had been circulated to governors prior to the meeting. This report made reference to four key areas as noted below:

- Pupil achievement
- Quality of Teaching
- Behaviour & pupil safety
- Leadership & management

Q – Was there anything specific that the school had wanted to achieve this year but had not been able to do so?

A – Nothing specific but the school has identified a focus on core skills is required and this will be addressed next year

Q – Where areas have not been met or partially met in the SDP, what happens?

A – These are carried forwarded for action into the next SDP

Q – With regards to the creative curriculum, can the artists in residence be consulted on the development of this?

A – This area will be led by a creative director and they will be consulted but the director will lead on this area

Q – What does the creative curriculum include?

A – It has 3 areas – basic enrichment, performance and visual arts and the ongoing development of the curriculum including mapping out and resourcing

Q – Will the creative curriculum be shared with governors?

A – Yes a draft version will be shared in due course

Q – Is the school fully staffed for September 2018?

A – Yes and all new teachers have visited the school and met with their new class

11. School Improvement Plan review 2017/18

11.1 Ms Casbolt provided a verbal overview of the SIP which had been circulated to governors prior to the meeting. This included reference to the following areas:

- Attendance improvement
- Quality of T&L
- Assessment
- Reading
- Pupil Premium
- Middle Leaders

Q – Is the newly appointed Hill site school attendance officer in addition to the EWO?

A – Yes and it has supported increased capacity to address ongoing attendance improvement

Governors acknowledged the work that Ms Casbolt had carried out in this area and extended their thanks to her.

12. CHAIR'S ACTION

12.1 The Chair advised that one action had been taken since the last meeting and this is recorded within separate confidential minutes.

13. GOVERNORS' TRAINING

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

Finance training – Rebecca Lyons

13.2 It was noted that no date had yet been approved for exclusions training and it was agreed that this would be held in September 2018.

ACTION: To contact Governor Services to confirm date for exclusion training for governors

14. HILLY FIELD'S SINGLE ACADEMY TRUST DESIGNATION

14.1 Discussions were held on the current single trust status following informal contact from a multi academy trust.

It was agreed that there no further action would be taken with regards to the above.

15. DATE AND AGENDA ITEMS FOR NEXT MEETING

15.1 Date of next meeting

TBC

15.2 Agenda Items:

TBC

15.3 Schedule of 2018/19 Meeting Dates

It was noted that the Schedule of Meeting dates is yet to be confirmed for September 2018/19.

ACTION: To forward Schedule of Dates to Governor Services once confirmed

16 ANY OTHER BUSINESS

16.1 Thank You

The Chair extended thanks to all staff and Governor Services for their ongoing support during the year.

16.1 Confidential Items

The meeting went into closed confidential session at this point to discuss confidential items.

Meeting closed at 9pm

Print:

Signed:

Date:

Chair's Initials:
