

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY
LOCAL GOVERNING BODY
HELD ON 8 FEBRUARY 2018 AT 18:30hrs
AT HILLYFIELD AT THE PARK**

Present: Rebecca Lyons (Chair) - Parent Governor

Community Governors

Charlotte Hickman

Co-opted Governors

Oliver Benjamin-Lowin

Parent Governor

Fatima Ba-Alawi

Staff Governor

David Worrall, Executive Headteacher (Voting)

Lydia West, Teaching Staff Governor (Voting)

In attendance

Pauline Casbolt, Headteacher (non-voting)

Janice Chaplin, Associate Headteacher (non-voting)

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
4.4	One further amendment to the minutes of the Resources Committee meeting held on 30 November 2017 to be made before they are signed off at the next Resources Committee meeting.	Governor Services / Chair Of Resources Committee	Resources Committee meeting
4.5	The Education and Standards Committee meeting held on 30 November 2017 to be ratified at the next Education and Standards Committee meeting.	Governor Services / Chair Of Education Standards Committee	Education and Standards Committee meeting
5.8	Education and Standards Committee to receive a report on the work of the Head of Teacher Development.	Executive Headteacher	Education and Standards Committee meeting

Chair's Initials:

5.16	Chair Of Governors to send an e-mail to agree the dates of governor visits to the school following this meeting.	Chair of LGB	LGB meeting
10.1	Governor Andrew Jacobs to give brief report to the governors on the GDPR briefing at the next meeting or by email.	Governor Andrew Jacobs	LGB meeting
Next meeting	The next meeting of the LGB would be held on Thursday 22 March 2018 at 18:30hrs at Hillyfield On The Hill. Agenda items to be confirmed.	All governors	Next meeting

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Chair of Governors Rebecca Lyons welcomed everyone to the meeting.
- 1.2 There were apologies for absence received from Governors Helen Emara and Andrew Jacobs. These were both accepted by the LGB. The meeting was quorate with six governors present.
- 1.3 Notice was given about two confidential items of business – the confidential minutes of the previous meeting and a confidential personnel matter.

2. DECLARATIONS OF INTEREST

- 2.1 There were no pecuniary interests declared in any of the agenda items.
- 2.2 Pecuniary Interest Forms were issued to those present. These were completed and returned from Governors Oliver Benjamin-Lowin, Fatima Ba-Alawi, Charlotte Hickman, Rebecca Lyons, Lydia West and David Worrall and from Associate Members Pauline Casbolt and Janice Chaplin.
- 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. It was noted that there were no governors who were nearing the end of their term in office.
- 3.2 The Clerk consulted data issued by Governor Services and confirmed that all governors were listed as having completed their DBS checks.
- 3.3 Signed Code of Conduct Forms were issued to those present. These were completed and returned from Governors Oliver Benjamin-Lowin, Fatima Ba-Alawi, Charlotte Hickman, Rebecca Lyons, Lydia West and David Worrall and from Associate Members Pauline Casbolt and Janice Chaplin.

4. MINUTES OF THE PREVIOUS MEETINGS

- 4.1 The LGB received and read through the minutes of the Local Governing Body meeting held on 14 December 2017. The governors accepted them save for three amendments:

Chair's Initials:

- 4.1.1 Item 4.1 – the words “Local Governing Body meeting held n 19 October 2017” should be amended to read “Local Governing Body meeting held on 19 October 2017”.
- 4.1.2 Item 4.2.6 – the words “appointment of a teacher” should be amended to read “additional specialist teaching”.
- 4.1.3 Item 7.6 – the following names had been mis-spelt: “Haika King” should be amended to read “Heike King”; “Vicky Walker” should be amended to read “Lucy Walker”; “Jamie Telford” should be amended to read “Jake Telford”.
- 4.1.4 Item 7.7 – the words “Executive Team” should be amended to read “Headship Team”.
- 4.1.5 Item 10.1 and Action 10.3 – it was noted that Oliver Benjamin-Lowin had also attended the governors monitoring visit to the school.
- 4.1.6 Item 11.1 – it was noted that Governors Rebecca Lyons and Charlotte Hickman had attended a conference for the National Leaders of Governance.
- 4.2 Matters arising from the minutes
- 4.2.1 Action 3.2 – the Chair would comment on the size of the governing body under Chair’s Action.
- 4.2.2 Action 10.3 – a written report of the governors monitoring visit to the school would be written and emailed to all governors by Governors Fatima Ba-Alawi, Oliver Benjamin-Lowin and Charlotte Hickman before being placed on file at the school.
- 4.3 The minutes of the Local Governing Body meeting held on 14 December 2017 were then signed off by the Chair of Governors Rebecca Lyons and placed on file at the school.
- 4.4 The LGB received and read through the minutes of the Resources Committee meeting held on 30 November 2017. The governors accepted them as an accurate record. The Chair requested one further amendment to be made before they were signed off and so the signing off of the minutes of the Resources Committee meeting held on 30 November 2017 was deferred until the next meeting of the Resources Committee.
ACTION: One further amendment to the minutes of the Resources Committee meeting held on 30 November 2017 to be made before they are signed off at the next Resources Committee meeting.
- 4.5 The draft minutes of the Education and Standards Committee meeting held on 30 November 2017 were not received at this meeting. The minutes of the Education and Standards Committee meeting held on 30th November 2017 was deferred until the next meeting of the Education and Standards Committee.
ACTION: The minutes of the Education and Standards Committee meeting held on 30 November 2017 to be ratified at the next Education and Standards Committee meeting.

5. EXECUTIVE HEADTEACHER'S REPORT

5.1 The LGB received a written report from the Executive Headteacher David Worrall dated 8 February 2018. It was reported that there were 1,088 pupils on roll at the school, 462 at the Park and 626 at the Hill. Data was also provided for number of pupils on roll in each term at each site and attendance figures as a percentage. Attendance in the spring term 2017-18 at both sites of the school in years 1 to 6 was 95.7%. The attendance target was 97%.

5.2 Question: The figures for pupils on roll at each site of the school do not tally with the overall number of pupils on roll. Why is this?

Answer:

This data will be double checked and the correct figure reported to governors.

5.3 The Executive Headteacher reported that there were 50 families in the school who had an attendance figure of below 90%. These families would be the first priority in addressing poor pupil attendance at the school.

5.4 Question: Are there also many other families with poor pupil attendance who are second priority?

Answer:

Yes. However care needs to be taken on the reasons for their poor attendance. Sometimes this is because the pupil has a medical condition or it can be because pupils have been on holidays that have extended into school term time. The school needs to establish the reasons for the poor attendance and patterns before it can take action.

5.5 The Executive Headteacher described the attainment data that was presented within the report for key stage one and key stage two pupils.

5.6 Question: Key stage one and key stage two attainment data in writing shows the gap between the two sites of the school during 2016-17 - at the Hill site it was 3% but at The Park site it was 22%. Why is this?

Answer:

This could be that this group has been low attainers but then have made significant progress since then. This can be presented here so governors can see that.

5.7 The Executive Headteacher explained that the SEN quality of teaching data presented on page 7 of his report was based on teacher judgements made during learning walks.

5.8 Question: May the governors on the Education and Standards Committee look into the work of the newly appointed Head of Teacher Development at the next meeting of the committee?

Answer:

Yes his work is important to the school and a presentation to the committee will be arranged.

ACTION: Education and Standards Committee to receive a report on the work of the Head of Teacher Development.

5.9 The Executive Headteacher explained that a new feedback slip approach to pupil feedback was being used in the school. This is currently being refined and adapted

across the school. The aim was to provide pupils with purposeful feedback giving clarity on their next steps. It would enable pupils, teachers, parents and school leaders to recognise areas of progress in areas where more support and guidance may be needed. Another aim was to reduce the amount of marking that teachers were doing outside of class time as this feedback had been found to have low impact. An example of the feedback slip that was being introduced was included in the Executive Headteacher's report. The Executive Headteacher added that the highlighting of pupils' work where they had achieved their targets would now be done in class while pupils were present.

5.10 Question: How long before the use of these feedback slips has become embedded in the school?

Answer:

During summer term 2018.

5.11 Question: Can pupils peer review their own work among themselves?

Answer:

No it will take some time for pupils to learn how to do this effectively. Pupils peer reviewing work can be unhelpful if they are not properly taught how to do it.

5.12 The Executive Headteacher stated that the Hillyfield Headship Team had looked at the work of the lunchtime improvement plan at Hillyfield on the Hill this term. They had found that it was inconsistent and variable at times and work needed to be done to improve its impact. It was noted that governors had also observed these inconsistencies in the lunchtime improvement plan at The Hill during their visit.

5.13 The Executive Headteacher reported that the Hillyfield Headship Team had this term considered whether to continue with the visible learning project spearheaded by REAch2. A decision had been taken not to continue with this visible learning project as the school had other priorities this year.

5.14 Question: Does Hillyfield pay REAch2 for this visible learning project on a per session basis?

Answer:

No Hillyfield paid a one-off fee for the visible learning project. However the Hillyfield Headship Team decided the school has more important priorities right now. Furthermore involvement in this project took up travelling time and the sessions were found to be somewhat repetitive.

5.15 It was reported that training for staff on the single central register and safeguarding was to take place soon. Prevent training for staff would also happen soon.

5.16 The Chair of Governors thanked the Executive Headteacher for his report to the governing body. It was agreed that the dates for the governor visits to the school to take place would be agreed by e-mail following this meeting.

ACTION: Chair of Governors to send an e-mail to agree the dates of governor visits to the school following this meeting.

6. PUPIL PREMIUM REPORT

6.1 The Headteacher Pauline Casbolt presented a three-page report on the use of pupil premium funds in the school. Data was provided at the top of the report that stated 25% of pupils in the school were eligible for pupil premium funding (247 pupils). Data

on the percentage of pupils on track or expected was also given in reading, writing and maths. There then followed a summary of activities in the school that were funded by pupil premium funding.

6.2 Question: The Holiday Club - will Hillyfield continue to provide places for pupil premium children?

Answer:

Yes there are currently 16 places available for pupil premium children.

6.3 Question: Is the Maths Mastery approach to teaching mathematics the only approach that is used in the school?

Answer:

Yes Hillyfield has been using the Maths Mastery approach. The school used the White Rose planning for this. The school may now move to the White Rose assessment for mathematics.

6.4 Question: Are there after-school maths classes at the school?

Answer:

Yes the Maths Lead Ian Connor held maths booster classes after his return from Shanghai.

6.5 Question: The gap between pupil premium and non-pupil premium pupils in writing looks to be large. Is the gap narrowing?

Answer:

Writing has been observed to be an issue for these pupils, particularly at Hillyfield on the Hill. The school is working to reduce this gap.

6.6 Question: The data shows a gap between pupil premium and non-pupil premium pupils in Year 5 at the Hill. What is the plan for addressing this?

Answer:

One of the year five staff at Hillyfield on the Hill has been off sick very ill. They may return to the school on a very part-time basis. Maths lead Ian Connor has also been supporting the year five pupils at Hillyfield on the Hill.

6.7 The Headteacher was thanked for the pupil premium report.

7. PUPIL ATTENDANCE POLICY

7.1 The updated Pupil Attendance Policy was presented to the LGB. This policy had been considered by the Education and Standards Committee at its most recent meeting.

7.2 Question: Parts of the policy seem to be quite punitive. Is this the case?

Answer:

The language used in the policy may seem punitive but there are various methods to improve good pupil attendance and various stages of the policy that are less punitive prior to the school referring a pupil's continued poor attendance to the Education Welfare Officer.

7.3 Question: Some parents have been observed to be very offended by the meetings they have been invited to in order to discuss their children's poor attendance. Why is this?

Answer:

There are some parents who keep their children at home for various reasons. The attendance meetings at the school are an opportunity for them to come and discuss the reasons for poor attendance at school. Having to attend these meetings may offend some parents but attendance at these meetings is an important requirement of this policy. The school would be failing in its duty if it did not allow parents the opportunity to discuss their child's poor attendance at school.

7.4 The Chair of Governors requested that a more visual representation of the Pupil Attendance Policy, such as a flowchart showing the various stages of the policy, be included as an appendix to the policy. Some parents may find a more visual representation of the policy preferable or easier to understand. The Executive Headteacher agreed to add this visual representation to the policy.

7.5 The LGB then considered whether to ratify the Pupil Attendance Policy. A vote was taken and the LGB unanimously voted to ratify the Pupil Attendance Policy with one amendment – for a visual representation/flowchart of the policy to be added as an appendix.

8. SAFEGUARDING REPORT

8.1 A report on safeguarding at the school was presented to the LGB. It was reported that there had been two referrals for child protection at Hillyfield on the Hill. There had been no referrals for child protection at Hillyfield at the Park. There had been two referrals for early help at Hillyfield on the Hill and none at Hillyfield at the Park. There had been two whistleblowing complaints at the school. Both of these had been investigated and resolved.

8.2 Training had taken place for staff on safeguarding. The school's single central record had been fully checked by Deputy Headteacher Tiffany Middleton and Chair of Governors Rebecca Lyons.

8.3 It was reported that the introduction of CPOMs in the previous academic year had transformed the way staff at the school had been able to address safeguarding concerns. It was far easier for staff to track back to see the record of previous incidents using the CPOMs system as opposed to the previously used paper-based system.

8.4 Question: Has there been an overzealous use of the CPOMs system in some parts of the school? Has the CPOMs system been used consistently?

Answer:

That is a current concern of the Executive Headteacher. Some of the data suggests there may have been some overzealous use, although the spikes in the data do also tend to match the pupil premium data at both sites of the school. Therefore a more detailed review of this data will be required before we can determine whether CPOMs has been used inconsistently or not.

8.5 It was reported that the number of incidents of bullying in the school had reduced this term.

9. CHAIR'S ACTION

- 9.1 The Chair of Governors reported that since the last meeting of the LGB the school had appointed Roger Melody to ensure pensions compliance by the school.
- 9.2 The Chair of Governors reported that she had asked a lawyer to look at the governance of Hillyfield Primary Academy. It had been determined that only one of the original trustees of the Hillyfield Primary Academy remained in post and that the Board of Trustees did not meet regularly. The Chair of Governors requested that members of the local governing body consider applying to fill the vacant trustee positions.
- 9.3 There were currently eight vacancies for governors on the local governing body. However it had also been determined that the total size of the local governing body if all positions were filled was too large for the school. However a recent skills audit carried out by Governor Services had found that the LGB lacked finance skills and was low on human resources skills. The Chair of Governors also felt that there was a disparity between the number of pupils in the school of a black, Asian or minority ethnic (BAME) compared to the low number of governors who were BAME. The Chair of Governors reported that she had requested for Governor Services to identify two new governors to be considered for appointment to the LGB.

10. GENERAL DATA PROTECTION REGULATION (GDPR)

- 10.1 The LGB noted that Governor Andrew Jacobs who had attended the local authority briefing session on the GDPR was unfortunately absent from this meeting. He would therefore be asked to comment on the GDPR briefing at a later date.
ACTION: Governor Andrew Jacobs to give brief report to the governors on the GDPR briefing at the next meeting or by email.
- 10.2 It was noted that Governor Services at the local authority were able to provide the school with templates for a GDPR policy to be written for the school if this was required. Governor Services were also able to provide guidance on the use of Internet services and notice of a privacy policy for the school.
- 10.3 Governors noted that the new GDPR may require them to appoint a data protection officer for the school. It was anticipated that there would be a number of statutory restrictions on who could carry out this role.
- 10.4 Question: Can the role of the data protection officer for the school be carried out by the School Business Manager when they are appointed?
Answer:
Possibly not because the School Business Manager would be part of the school leadership and therefore too senior to hold this responsibility.
- 10.5 Question: Would the role of the data protection officer for the school involve a lot of work?
Answer:
Initially there would need to be an audit of data and information in the school. This may be a large task. This audit would establish how much work would need to be done by the data protection officer.
- 10.6 Governors noted that although it was important for preparations to be made by the school for the implementation the anticipated General Data Protection Regulation,

the Parliamentary Bill had not yet been passed by Parliament. It was difficult for the LGB to be sure of what the statutory requirements would be once the Act of Parliament had been passed. However the school had been advised that they may need to implement the new regulation 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 22 March 2018 at 18:30hrs at Hillyfield on the Hill.
- 11.2 Agenda items would be agreed two weeks prior to the meeting.

12. ANY OTHER BUSINESS

12.1 Executive Headteacher David Worrall

The Chair of Governors thanked the Executive Headteacher David Worrall for his hard work during the first half term at the school. The Executive Headteacher noted that the teaching staff had embraced his work and worked hard to improve the school during his first half term.

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.

The meeting ended at 21:00hrs.

Print:

Signed:.....

Date:

Chair's Initials:
