

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Hillocks Primary School
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Monday, 27 February, 2017 - 5.00pm
Location: At the school

Membership
'A' denotes absence

A	Mrs M Rutter (chair)
	Mrs M F Young
	Mr M Gillott
	Mrs J Waudby
	Ms C Gibbon
	Ms N. Marsh
	Ms N. Parker
	Mrs J Hautenne
	Ms L Regan (headteacher)

DISPLAY COPY

In attendance Mrs Cathy Andrews (clerk to the governors)

Action

PPC/01/17 Apologies for absence

Apologies for absence were received from Mrs M Young

The committee approved the absence.

PPC/02/17 Declarations of Interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

PPC/03/17 Minutes of the previous meeting

The minutes of the previous meeting dated 19th December, 2017, had been circulated and was approved by the committee.

Matters arising

Ms N. Marsh and Ms N Parker were in attendance at the meeting on 19th December, 2017.

PPC/03/16 – Link governor visits had been organised as agreed.

PPC/03/16 – Gifted & Talented – Both governors had been in discussion and organised which groups they would meet next.

PPC/03/16 – Parents Coffee Morning – Still to be organised. Govs/h/t to set date

PPC/03/16 – Kitchen – The chair of the committee had visited the school twice to speak to pupils and to monitor the standard of the meals being served. The present Manageress had reported that she did not intend to apply for the vacancy. The head teacher confirmed that interviews would take place on 2nd March, 2017 and 4 applicants had been shortlisted.

h/t

Pupil Premium – h/t to write the document and email out to governors

h/t

PPC/05/16 – Reading Books – a survey had been carried out, - h/t to sort out questionnaire and circulate.

Action
h/t

PPC/07/16 – NUT Conference – Ms Gibbon reminded governors of the trip which would take place on Easter Sunday and asked any governors who wished to attend to contact her.

govs

Mastery Specialist – h/t reported that she had not received a reply to her email. Governors asked that the h/t follow this up.

h/t

Mrs J Waudby asked when she could arrange a monitoring visit. Mrs Hautenne stated that she would contact Mrs Waudby when it was the appropriate time for Mrs Rutter to visit the school.

PPC/04/17

Pupils

The head teacher reported the following:-

Numbers remained stable in the school and nursery numbers were increasing. The information on Pupil Premium would be sorted by the head teacher. Children were settled at the school and behaviour was good. There had not been any exclusions at the school since the last report. Children who had 100% attendance had risen this term, persistent absentees had dropped but the school was still working incredibly hard to improve attendance. There were a few children whose attendance was raising concern and outside agencies had been involved.

h/t

Mr Gillott asked if staff still gated the doors for late arrivals.

The head teacher confirmed that staff did monitor pupils who arrived late and Ms Gibbon was presently working with the parents whose children were persistently late. However governors were asked to note that the majority of children were on time and were very enthusiastic when arriving at the school.

Ms Gibbon reported that 30 children had been logged in the 'late book', and the school was presently doing everything possible to improve lateness.

The head teacher reminded governors those children who arrived after 9.20am. missed the phonics lessons.

Successes at the School

The following events had taken place since the last meeting and had been very successful:-

- Valentines Disco
- Young Voices Yr.4/5.
- Rowntree Chocolate Factory
- Build a Bear
- Space Centre – Nursery
- Time Capsule

Ms Gibbon proposed that governors write to the PTA and thank them for all their hard work in fund raising. The chair agreed to write on behalf of the governing body.

Ms Gibbon stated that she thought it would be good if the school could develop links with local Care Homes as the recent visit had been so successful.

chair

After discussion governors agreed that this was an excellent suggestion and Ms N. Parker volunteered to be the link person.

Behaviour

The head teacher reported that behaviour was presently good at the school. There had been an incident of racism logged and this had been dealt with in accordance with procedures.

NP

Personnel and Staffing

See confidential items

PPC/05/17 Governor Feedback

Governors reported on the following visits:-

- Mrs Rutter was to visit the school to discuss the forthcoming inset day.
- Mrs Rutter and Mr Gillott – Gifted and Talented – A copy of the letter and certificate was circulated at the meeting.
- Mrs Rutter and Mr Gillott had made links with Edgewood Primary and All Saints, Huthwaite regarding support.
- Mrs Rutter - to visit the school to look at writing
- Ms Marsh – Forest Schools
- Mrs Rutter – Craft Club

Ms N Parker was thanked by the committee for volunteering at the last minute to assist with a trip to the Time Capsule.

The head teacher reported that Mr J Reynolds, who had previously been the chair of the governing body, had visited the school and had met with staff, governors and pupils.

The head teacher stated that Mr Reynolds had been given an invitation to visit the school again during the summer.

The head teacher stated that she would write about the visit and place this on the school website.

PPC/06/17 School Improvement Plan and Ofsted related issues

The SIP had been reviewed and a copy had been circulated to governors. A further review would take place at the end of the half term.

h/t

The following had been taking place with regards to support for the school.

Key Stage 1 had been working with All Saints, Huthwaite.

The head teachers from All Saints, Huthwaite and Selston C of E, had visited the school for a day and carried out a review of Key Stage 1. The staff had found this visit really helpful. All Saints would continue to work with Key Stage 1.

This support had been arranged due to staffing problems at Edgewood Primary school and because their Key Stage 1 was not the same as Hillocks Primary. Edgewood Primary would continue to work with Key Stage 2 and would support the work of the overall assessments. The head teacher had already visited the school and given a presentation to the Data Committee on the 'FLiC' assessment system.

A support package had been arranged for a member of staff but this would no longer take place. Edgewood school was also going to support Year 3/4, but due to the recent changes in staffing this also would be delayed and would most probably commence after the Easter break.

The head teacher stated that she would email both head teacher's from All Saints and Edgewood Primary informing them that Mrs Rutter and Mr Gillott would be liaising with them.

Ofsted related issues.

See confidential items

PPC/07/16 AOB

Letter to Parents

The head teacher stated that she had written a letter to parents and a copy would be emailed to all governors before being sent to Parents. h/t

Ms Gibbon asked for volunteers for a trip to the Library on Wednesday.

PPC/08/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary apart from staffing issues and Ofsted related issues.

PPC/09/17 Date of next meeting

Monday, 24th April, 2017 – 5.00pm

The meeting closed pm.

Signed(chair) Date

CA/AD

Mary Rutter 24th April 2017