

# MINUTES OF MEETING DISPLAY COPY



**Nottinghamshire  
County Council**

**School:** Hillocks Primary  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Tuesday, 14<sup>th</sup> March 2017 at 6.00 pm  
**Location:** At the school

**Membership**  
'A' denotes absence

A	Mr M Gillott
	Mr M J Ellis
	Mrs J Waudby
	Mrs M F Young
	Mrs M Rutter (vice-chair)
	Ms C Gibbon
	Mrs A Brown
A	Miss N Marsh
	Mr R Lyne
	Mrs N Parker
	Mrs S J Ambler (chair)
	Ms L Regan (headteacher)
	Mrs J L Hautenne

**In attendance** Mrs Cathy Andrews (clerk to the governors)

**GB/01/17 Apologies for absence Action**

Apologies for absence were received from Mr M J Ellis (other commitments) and Miss N Marsh (ill).

It was

**resolved**

that the governing body consented to the absences.

**GB/02/17 Declaration of interest**

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

**GB/03/17 Review of membership**

Governors received and noted the governing body membership list, which had been previously circulated.

Mr R Lyne was welcomed to the meeting as the newly elected parent governor.

**GB/04/17 Determination of office for the chair**

The governing body agreed that the term of office for both chair and vice chair should be for 1 year.

**GB/05/17 Election of Chair**

Mrs S Ambler was nominated and elected chair of the governing body for the years 2016/17.

**GB/06/17 Election of Vice Chair**

Mr M Gillott stated that he wished to resign as vice-chair of the governing body.

Mrs M Rutter was nominated and elected vice-chair of the governing body for the years 2016/17.

**GB/07/17 Minutes of***Autumn term meeting*

The minutes of the autumn term meeting held on 29th November, 2016 having been previously circulated were approved.

## Matters arising

GB/50/16 – Ofsted visit – **See confidential items.**

GB/51/16 – H/T Performance Management – A meeting had been held with the external advisor on 10<sup>th</sup> January, 2017 and targets had been set.

GB/55/16 – Safeguarding Audit – The audit had been completed and returned.

GB/56/16 – The Training Co-ordinator had resigned.

## Committee and working parties

*Pupils and Personnel Committee*

The minutes of the Pupils and Personnel Committee meeting dated 19<sup>th</sup> December 2016, were received.

The head teacher informed governors that interviews for the Cook had been held and the 3 candidates interviewed were all excellent.

The head teacher referred to the minutes and updated governors on staffing at the school.

*Finance and General Purposes Committee*

The minutes of the Finance and General Purposes Committee meeting dated 19<sup>th</sup> December, 2016 were received.

The chair informed governors that a meeting had been held on 13<sup>th</sup> March, 2017, and the budget had been approved.

Governors were asked to note that the budget needed careful monitoring over the next academic year.

*Data Committee*

The minutes of the Data Committee dated 21<sup>st</sup> December, 2016 and 10<sup>th</sup> January, 2017, meeting were received.

Matters arising from all committees

There were no matters arising.

The clerk discussed committee membership and it was agreed that Mr R Lynne would join both the Finance and General Purposes, and Pupils and Personnel committee.

Miss N Marsh would become a member of the Finance and General Purposes committee.

**GB/08/17 Correspondence**

*Governor newsletter*

The clerk highlighted the following:

- Notts support governors
- Voting by telephone
- Governors Leadership Development Programme
- Quality Assurance of the head teacher's appraisal statement
- Notification of the Implementation of the National Apprenticeship Levy
- LAC Children and the Governing Body role
- NSCB Newsletter

The clerk drew governors' attention to the letter from Jane Mansell re governor services and the introduction of the GovernorHub.

**Holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of the staff**

**GB/09/17 Head Teacher's report**

The head teacher referred to her report a copy of which had been circulated prior to the meeting.

*Pupil Information*

The total number of pupils on roll stood at 326.

*Attendance 2016/17*

The attendance for the school year from September 2015 to July 2016 was 94%. The overall attendance was 95.5%.

Governors were asked to note that there had been high levels of illness during the year.

The school continued to work hard to improve attendance, daily monitoring had taken place, attendance prizes given out and attendance panels held.

*Exclusions*

There had been two exclusions since the last report totally 1½ days.

*Diversity and Equal Opportunities*

There had been two reported incidents since last year.

Governors asked more information about the incidents.

The head teacher reported that one had been a racist remark and the other a homophobic comment.

The incidents had been investigated and logged and the school had followed the legislative requirements.

*Safeguarding/Protection*

The school continued to work with social care and other external agencies and five referrals had been made this year.

The designated person for child protection was the head teacher, Ms Gibbon, Mrs Newcombe and Ms Martin.

*Special Educational Needs & Disability*

The head teacher was the family SENCO for the family of schools. The SEND register and policy had been updated. Termly meetings were held with parents/carers.

*Pupil Premium*

A report on funding and expenditure had been placed in the report for governors. A comprehensive strategy report had been circulated to all governors and the website had been updated and was now in line with requirements.

*Sports Funding*

Funding had been spent on raising the profile of PE and sport across the school. This had increased confidence, knowledge and skills of all staff in teaching PE and sport and had broadened the experience of a range of sports and activities offered to the children.

*Staffing*

A breakdown of all staffing at the school and their responsibilities had been listed in the report.

*Curriculum*

Staff had continued to develop their knowledge and understanding of the new curriculum. Staff carried out planning jointly to ensure that there was consistency. The long term plans had been placed on the school website for parents.

Senior Leaders from All Saints School, Huthwaite had carried out reviews of the provision in Keystage 1. Staff from Huthwaite had also visited the school and the partnership would continue to improve provision and practice further.

CG

The head teacher from Edgewood had visited the school to give a presentation on FLIC to the Data committee.

#### *Impact of Staff Development*

Professional development remained a high priority for the school and various training had taken place at inset days and had included off site training.

#### *School Improvement Plan*

A copy of the School Improvement Plan had been circulated to all governors. The plan would be RAG rated each term and shared with governors and staff.

Governors were asked to note the key areas of development that had been listed in the report.

#### *Self-Evaluation Form*

The SEF had been reviewed during the summer 2016, as this was no longer a requirement and it had been agreed that staff and governors would focus on development needs and the monitoring of progress in one document.

#### *Attainment and Progress 2015/16*

Listed in the report were the Keystage1&2 progress, attainment and phonics screening results for 2016.

Governors were asked to note:

The percentages of children achieving the expected standard or better were much lower than the percentage achieving Level 2 in previous years.

It had been widely acknowledged that the 2016 tests were of a much higher level of difficulty than in previous years and therefore comparisons should not be made. 14 children in the cohort were on the SEND register (28%) and 12 of these were working significantly below ARE.

28 children were in receipt of the pupil premium which was 52% of the cohort.

The proportions of children achieving the expected level in all three subjects were lower than in the whole cohort. 8 of the children who were in receipt of pupil premium (33%) were also on the SEND register.

When the SEND children were removed from the PP data, the proportions achieving the expected level of better were higher in writing and maths and the same in reading when compared to the whole cohort with SEND removed.

The following reports were circulated to governors at the meeting:

- Appraisal Document 2016/17
- Pupil Premium strategy
- Vulnerable Groups Attainment – December 2016

The head teacher was thanked for her very comprehensive report.

SA

## Ensuring clarity of vision, ethos and strategic direction

### GB/10/17 Reports from the Corporate Director for consideration and action

#### *Changes to Ofsted Inspections 2016-17*

The clerk discussed the changes to the Ofsted Inspections for 2016/17, discussed the following actions to ensure that the school would be prepared for an inspection:

- Safeguarding, in particular, the Single Central Record is up to date and meets the latest requirements (Contact HR for further advice).
- Website meets all statutory requirements, especially reporting the use and impact of the pupil premium, FULLY (see further advice).
- Inspection dashboard has been used to predict key lines of enquiry and governors understand pupil's performance. Governors know the outcomes well, especially for disadvantaged pupils.
- Summary self-evaluation (SEF) has been shared with governors and school leaders and all agree this is accurate. A useful activity is to have senior leaders prepare a SEF and School Improvement Plan 'on a page', making sure there are explicit references to disadvantaged pupils and the difference you make for them.
- Careers advice meets the needs of your pupils (Secondary Schools).

#### *Safeguarding – (a reminder for governors and school leaders)*

The clerk discussed the report with the governing body highlighting the following actions:

- Governors should meet regularly with the safeguarding leads in their schools to discuss and monitor the actions and how the school maintains high quality safeguarding arrangements.
- They should ensure all staff, but particularly those with Designated Safeguarding responsibilities, access up to date and statutory training and that information is shared with the wider staff team.
- They should ensure that the school has a child protection policy which should be reviewed annually and read, understood and signed by all staff. The headteacher should keep a copy of the signed declaration from each member of staff.
- The policy should be signed off within the first full governing body meeting in the autumn term and this should be recorded in the minutes of the meeting.
- All schools should have completed and returned the Safeguarding Audit (formerly known as the Governor Compliance checklist) requested by the Safeguarding Children Board and the LA by 16 December, 2016 to: [philip.walmsley@nottsc.gov.uk](mailto:philip.walmsley@nottsc.gov.uk). Governors should check that this has been actioned and that the school is compliant. In particular, governors should see the evidence for the judgements being made on compliance and should ensure that this is recorded on the Audit checklist. If this has not been done, then please ensure it is completed and returned by February half term.
- Governors should ensure that the head teacher adds the monitoring of safeguarding procedures into their monitoring calendar for each term and provides a termly report for governors on the outcome and any actions required. This should include ensuring all staff and those with designated safeguarding responsibilities access timely, specified training, in accordance with the LA and NSCB guidance.

- Governors should ensure that an annual audit (the spring term case file audit), is carried out as part of the robust actions necessary to maintain and develop greater safeguards. Any identified shortfalls should be remedied without delay and where necessary reported to Cheryl Stollery, Safeguarding Children in Education Officer. In the spring term, 2017, for one term only, shortfalls should be reported to [eva.callaghan@nottsccl.gov.uk](mailto:eva.callaghan@nottsccl.gov.uk) instead of Cheryl, who will be unavailable in the spring term, 2017.

#### *Schools Causing Concern Strategy*

The clerk discussed the report highlighting the changes to the statutory guidance for LA's and Regional Schools Commissioners.

The clerk highlighted the following:

- In good and outstanding schools, consider whether your school leaders and governors would benefit from a quality assurance visit to ensure that all necessary action is being taken by school leaders and governors to sustain a good or better outcome at the next inspection
- In schools that require improvement or which are coasting or at risk of coasting, ensure that all governors know what action is being taken to secure improvement through receipt of evaluative reports against the success criteria in the school improvement plan and through regular governor monitoring activities
- Ensure that the governors monitoring policy is up to date, relevant and well implemented
- Hold the head teacher to account for maximising the impact of any support being received from a partner school or Teaching School Alliance
- Ensure that all governors become familiar with the circumstances in which the LA or RSC may issue a Warning Notice to a maintained school and take appropriate action to remedy any circumstances that could cause your school to receive a Warning Notice.

#### **GB/11/17 Approval of amendments to 16/17 Decision Planner**

The clerk reported that the Decision Planner for 2016/17 had been reviewed and updated.

The Decision Planner was **approved** by the governing body.

#### **GB/12/17 Review behaviour and pupil attendance policy (including anti-bullying policy)**

The behaviour and pupil attendance policy had been reviewed and approved by the governing body.

#### **GB/13/17 Policy update – to approve any policies referred from the previous meeting or committee meetings**

There were no policies to approve at the meeting.

#### **GB/14/17 Receive a report from the designated LAC teacher**

An update had been given under the head teacher's report.

SP

**GB/15/17 Governor training**

*Report from training co-ordinator including priorities for governor training and development 2017/18*

Mrs N Parker agreed to be the Training Co-ordinator.

Health and Safety training had taken place.

Governors continued to monitor their development and training priorities.

**GB/16/17 Governor visits and monitoring reports**

Governor visits had taken place and monitoring reports filled in and filed in the school.

Governors agreed that a date for a Governor Away Day should be organised during the summer term.

**Overseeing the financial performance of the school and making sure its money is well spent****GB/17/17 Approval of**

*School budget*

The school budget was **approved** by the governing body.

**See confidential items.**

*Schools Financial Value Standard (SFVS)*

The Schools Financial Value Standard (SFVS) had been completed signed off and had been returned to the LA.

*Updated finance policy*

The Finance Policy had been reviewed and approved by the governing body.

*Year-end re-forecast*

The Year-end re-forecast had been discussed and was **approved** by the governing body.

*Local Authority Services for Schools or external support service buy back*

The Local Authority Services for Schools or external support service buy back had been agreed and **approved** by governors at the meeting.

5/17



**Evidence of governing body impact on school improvement**

**GB/18/17 What has been done to impact on outcomes for pupils?**

Data reviews had been carried out – working party  
Governors had carried out monitoring visits and filled in reports  
Governors had suggested actions at committee meetings  
Governors had discussed external support from LA  
Questions had been asked at committee meetings and responses had been given

**GB/19/17 How has the governing body held the school leaders to account?**

Governors had looked at data and asked strategic questions  
Strategic questions had been asked during monitoring visits  
Governors had requested evidence from the head teacher and staff  
Governors carefully monitored the budget and held the head teacher to account  
Governors had discussed the future of the school

**Concluding items**

**GB/20/17 Confirmation of date for 2017**

The governing body

**agreed**

Summer term – Tuesday, 13<sup>th</sup> June, 2017 at 6.00pm

**Committees**

Finance & General Purposes – 24<sup>th</sup> April, 2017 – 3.30pm

Pupils & Personnel – 24<sup>th</sup> April, 2017 – 5.00pm

Data – 27<sup>th</sup> April, 2017 – 4.00pm


**GB/21/17 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary except discussion around Ofsted and staffing.

**The meeting closed at 8.30pm.**

Signed  .....(chair) Date 13/6/17 .....

CA/jag

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**Action**