

**Minutes of a Meeting of the Full Governing Board of Glen Hills Primary School held on  
Wednesday 25<sup>th</sup> October 2017 at the school at 7.00pm**

**Members Present:** Caroline Smith, Chris Kingsley Mills (arrived 7.30pm), (Chair), Chris Merrill, Geoff Welsh, Janette de Voil, Karen Rawlings, Lee Geraghty, Melissa Sanderson, Pauline Hind, Rose Johnson, Sally Ann Roberts, Simon Curley, Tim Sutcliffe (Executive Head), Vicky Grage

Meeting chaired by Tim Sutcliffe until 7.30pm, when Chris Kingsley Mills and took over.

**In attendance:** Talvinder (School Business Manager) - Minutes

1.	<p><b>Apologies:</b></p> <p>Amy Smith, Becky Wesley, Jo Small, Marie Butterworth, Michael Tully Sue Foreman (Clerk)</p> <p><b>Welcome:</b> Caroline Smith - new parent governor appointed</p>	
2.	<p><b>Declarations of Interest:</b></p> <p>Caroline Smith (new governor) - Tim's sister, Pecuniary Interest forms checked and signed</p>	
3.	<p><b>Minutes of last meeting (accuracy):</b></p> <p>The minutes of the last meeting were signed by Simon Curley (as Chair and Vice-Chair not present), with no amendments.</p>	
4.	<p><b>Matters arising:</b></p> <p>The following matters were discussed:</p> <ul style="list-style-type: none"> <li>• Thank you for help with 80<sup>th</sup> Birthday event.</li> <li>• SATs results very good, but not outstanding.</li> <li>• Action point 7: Following the recent training, the committee wondered if some committees should change. Governors were invited to provide feedback to Jo, should read "should any committees change, should be carried forward the next meeting".</li> </ul>	
5.	<p><b>Governor Memberships:</b></p> <p>Curriculum (Standards/SEN, meets 3.30pm, Thursdays, 5 x per year)</p> <p>Management (Health and Safety/Personnel)</p> <p>Finance (Budgets, Budget Planning and Budget Monitoring)</p> <p>Safeguarding (Annually and completion of the SLT proforma)</p> <p>Pay (Meets annually in October)</p> <p><b>Q Management and Finance meeting 6 x per year @ 6.45pm, would anyone like to join, as we do not have enough governors</b></p> <p>Moved onto next items and we can review as we go along</p>	

6.	<p><b>Agreement of terms of office:</b></p> <p>Parent governor vacancies advertised and 1 nomination - Caroline Smith, who has been appointed as parent governor.</p> <p>Marie Butterworth - reappointed as at 25<sup>th</sup> Oct 17</p> <p>Vicky Grage - reappointed as at 25<sup>th</sup> Oct 17</p> <p>All on 4 years terms of office.</p>	
7.	<p><b>Election of Chair:</b></p> <p>Jo Small (Chair)</p> <p>Christine Kingsley Mills (Vice Chair)</p>	
8.	<p><b>Election of Committee Chairs:</b></p> <p>Management - Agree at next meeting on 20<sup>th</sup> November 2017</p> <p>Finance and Personnel - Simon Curley</p> <p>Curriculum - Chris Kingsley Mills</p> <p>Safeguarding - Jo Small</p> <p>Pay - Lee Geraghty</p>	
9.	<p><b>Committee Memberships:</b></p> <p><b>Finance and Personnel</b> - Add Caroline Smith and Vicky Grage and remove Danny Nutbrown (left).</p> <p><b>Management</b> - Add Caroline Smith and Vicky Grage and remove Danny Nutbrown (left).</p> <p><b>Curriculum</b> - No change</p> <p><b>Pay</b> - Remove Jo Small</p> <p><b>Safeguarding</b> - No change</p> <p>Update George Robertson to update the Distribution Lists, once finalised.</p>	<p>SF</p> <p>TT</p>
10.	<p><b>Appointment of Governor Roles:</b></p> <p>Training and development - Jo Small and Sue Foreman</p> <p>Any others - n/a</p>	
11.	<p><b>Governors Code of Conduct:</b></p> <p>SLT is adapting the adapting the Governors Code of Conduct that fits all school Governors and Trustees, once it has been finalised it will be published.</p>	
12	<p><b>Questions from Head Teachers Report:</b></p> <p>Tim presented his report and the following questions were asked:</p>	

12	<p><b>Questions from Head Teachers Report cont...</b></p> <p><b>Q How is reading is assessed?</b></p> <p>It's based upon speed comprehension, reading on assessment on grounds of a tests.</p> <p><b>Q Do we work with parents to get them to listen to their children?</b></p> <p>Yes we do, 90% of Foundation Stage parents read to their children and then it starts to drop off as year groups progress. Significant push on older pupils continuing to be heard to read regularly at home.</p> <p><b>Q It's important to engage parents and grandparents, as to why it's important to read to children and encourage them to do so.</b></p> <p>Historically, we get a poor parental response, we could look at what we are doing at Fairfield, Reading Café, we do send out a lot of information and evidence to suggest that children who are read too get better results in GCSE's, reading is a key area and we have an action plan. We are appointing a Reading LSA - 3 days per week at Glen Hills and BW is leading and all staff are on board.</p> <p><b>Q How do these results compare to last year?</b></p> <p>Reading 72%, Writing 85%, P &amp; S 85%, Maths 79%, reading surprised us and these tests seem to be about speed reading and doesn't affect ability, similar to graduate tests.</p> <p>Curriculum Committee - maths monitoring visits, the visits went very well and thanked staff and pupils for all the hard work. Thank you to Rose and Karen, for the visit and distributing the feedback so quickly.</p> <p><b>Q Did you mean Sept 2016 or since Sept 2016 for lesson observation feedback to governors?</b></p> <p>It should say <i>since</i> Sept 2016.</p> <p><b>Q How may lessons have been observed?</b></p> <p>We've undertaken c75/80, some teachers have been observed individually, others jointly between TS/BW and SMT have also been involved AS, JdV and SW.</p> <p><b>Q Do staff get notice like OFSTED?</b></p> <p>Yes we give notice, but we undertake work scrutiny, books and give ratings, and we also learn a lot from learning walks, we have discussions with the LSA and identify areas to address.</p> <p><b>Q Are there more children on the Autism Spectrum, are they identified earlier and are we getting a reputation for managing these children.</b></p> <p>There are fewer special schools, which means these children attend mainstream schools, it's great to be recognised, but it does present schools with different challenges.</p>	
----	--	--

12	<p><b>Questions from Head Teachers Report cont...</b></p> <p><b>Q Do all these children have 1 to 1 support plans?</b></p> <p>Yes they do, if they have a support plan, we receive funding, however the 1<sup>st</sup> £6000, the school has to pay for and costs £12k full time.</p> <p><b>Q Do receive matrix funding?</b></p> <p>Yes we receive slightly less and some classroom assistants are appointed on a one to one basis and the role can be unrewarding.</p> <p><b>Q Pay TS - what about Old Mill performance management?</b></p> <p>TS role at Old Mill is an Advisory Head and not an Executive Head.</p> <p><b>Safeguarding point</b></p> <p>Two members of staff were contacted by a young person at another school (ex-pupil), the incidents were reported on the Serious Incident Folder and TS contacted Sue Webb (Head) at SWHS regarding this matter.</p> <p><b>Q Anymore about Prevent and Lockdown?</b></p> <p>We did an Invacuation, we advised the children a dog had got onto the grounds, we weren't quite sure how it would go, but it went really well.</p> <p><b>Q Is the fire bell used for invacuation, like a traditional bell?</b></p> <p>No, we used a megaphone, that didn't quite work well and we are looking at options.</p> <p>We have a child missing in education and we believe they are in a middle eastern country and this has been reported to the LA.</p> <p><b>Q SEF Review, the colours in blue are difficult to read!</b></p> <p>If you click onto the highlighted colours in blue, these link to a secure area of our website, that OFSTED can access.</p> <p><b>Q SEF progress - 10/15% not attended a playgroup, what difference does this make?</b></p> <p>It can make a very big difference, this year 13/14 out of 73 haven't attended a playgroup and it is noticeable.</p> <p><b>Q Is there a correlation for those that have attended a playgroup and those that haven't?</b></p> <p>Yes there is a correlation, although it can have a positive or negative effect on speech and language and we have one to one support for those children. In year 6 you can spot those children, who haven't attended foundation stage.</p> <p><b>Q Do we have quite a few who are below average/typical on entry?</b></p> <p>Yes, but they leave either above or well above average.</p>	
----	--	--

13	<p><b>Symphony Learning Trust:</b></p> <p>Once the minutes have been agreed for the SLT, they will be forwarded to you all.</p> <p>Trustees are working on some exciting initiatives and they will be communicated shortly.</p> <p>GH is leading with Governance for the Teaching School.</p> <p>Looking to develop financial/commercial assessments to generate income for the Trust.</p> <p>Heads undertaking a mocksted at Fairfield.</p> <p>TS role has changed, he is no longer the Accounting Officer, Kathryn McGovern is the Accounting Officer and part time Head and the remainder of the time is the CEO 2.5 days and it is temporary for one year.</p>	
14	<p><b>Questions from the Business Managers report:</b></p> <p>Talvinder presented her report and the following points were raised:</p> <p><b>Q Do we use the produce from the allotment?</b></p> <p>Yes we do.</p> <p><b>Q Is the fire door very secure in the hall?</b></p> <p>Yes it is very secure</p> <p><b>Q Can you explain the Apprenticeship Levy?</b></p> <p>Schools are encouraged to employ apprentices, 0.5% of the schools payroll charged, less a £15000 allowance across the Trust.</p> <p>The government give you an additional 10% on the levy charge, which can be used to pay for the training costs of apprentices.</p>	
15	<p><b>Safeguarding report and policy review:</b></p> <p>No comments</p>	
16	<p><b>SEN Policy review:</b></p> <p>No Comments</p>	
	<p>Thank you to Becky and Tim Thank you to Talvinder stepping in to do the minutes.</p>	
	<p><i>The meeting closed at 8.45pm</i></p>	