



**Minutes of a Meeting of the
LOCAL GOVERNING BOARD OF GLEN HILLS PRIMARY SCHOOL
held on Wednesday 14th March 2018 at 7.00pm**



Present:

Chris Kingsley Mills (Chair)	Caroline Smith	Melissa Sanderson
Chris Merrill	Geoff Welsh	Pauline Hind
Karen Rawlings	Sally Ann Roberts	Vicky Grage
Simon Curley	Amy Smith	Michael Tully
Tim Sutcliffe (Executive Head)	Marie Butterworth	

In attendance: Carole Ward, Clerk to Governors (temporary)

Governors were informed that Sue Foreman, Clerk to Governors, had given one month's notice due to family commitments and a thank you card was sent round for everyone to sign. Carole Ward, Clerk at The Meadow Primary School, was welcomed and thanked for agreeing to clerk the meeting.

Action

The first part of the meeting was chaired by Chris Kingsley-Mills, Vice Chair.

1. Apologies

Apologies were received from Lee Geraghty, Janette de Voil, Rose Johnson and Becky Wesley, Governors – all approved. Apologies also from Talvinder Tundall, SBM.

Governing Board

Chair of Governors

Chris reminded Governors that this was the first meeting of the LGB to be held since the death of the Chair, Jo Small. Jo had been a Governor since 1995 and had been a great support to the School. There would be 5 appointments to be made to cover Jo's responsibilities.

Governor Vacancies

There are 3 vacancies for a parent governor and 2 co-opted governors.

- Co-option: As Jo's husband, John, has experience of governorship and already has links to Glen Hills he had been approached to consider joining the LGB. He had been pleased to be asked and was very keen. Governors felt his expertise would be very useful. **It was proposed that John Small be co-opted onto the LGB and this was agreed unanimously.** Chris and Tim would inform him of his appointment.
- Parent Governors: Initially, 2 parents were keen but at the last minute another came forward. **Elections were held with Emma Wennington (2 boys in Yr1 & Yr6) and Sarah Thorpe (4+ child) elected as parent and co-opted governors respectively.** Mark Brookes, who also put his name forward, has H&S background and could be considered for co-option in the future..

Chris/
Tim

All appointments are from 14th March 2018 for 4 years.

2. Declarations of interest

- Tim Sutcliffe - Caroline Smith, Governor, is Tim's sister
- Chris Kingsley-Mills - Trustee of Symphony Learning Trust

3. Minutes of the LGB Meeting held on 25th October 2017 (previously circulated)

Governors expressed thanks to Talvinder for producing the minutes.

Item 11 Change to read "SLT is adopting the NGA Governors Code of Conduct". The minutes were agreed as a true record, with this change, and signed by Chris Kingsley-Mills, Vice Chair.

4. Matters arising from the minutes of the LGB Meeting held on 25th October 2017 (not covered elsewhere on the agenda)

Item 5 Committee Memberships – This would be revisited at the summer meeting. Governors

The next item was chaired by the Clerk.

5. Chair of Governors

Chris Kingsley-Mills indicated her willingness to be appointed as Chair. There were no other nominations. Agreed unanimously.

Chris chaired the rest of the meeting.

Other appointments required following the election of Chair:

6. Vice-Chair

Chris Merrill was unanimously elected as Vice Chair, there being no other nominations.

7. Safeguarding Governor

Chris and Geoff were both willing to be nominated. As Chris was more readily available governors voted unanimously to appoint her as Safeguarding Governor.

8. Training and Development Governor

Vicky Grage was unanimously elected as T&D Governor, there being no other nominations.

Other positions to be filled including ICT, Science and Literacy subject areas would be filled when there is a full complement. Governors

9. Executive Headteacher and Head of School report (previously circulated)

Sarah Greene had voluntarily decorated doors in school with book themes (photos on front of report). They were really good quality and appreciated by staff, pupils and governors and had been particularly useful for Book Week activities. Children had been fascinated by them. The PTA would be approached to consider a gift in appreciation for her work. If governors would like to contribute to this, please leave contributions at the school office.

a) Outcomes for Pupils – graded Good

Termly data from O-Track and information on how to interpret the data had been circulated.

- SATs are on target, best ever KS2. KS1 above NA with no issues expected. This is a testimony to staff.
- For KS1 2 points is good each term.

Q. Why not 6 points each year?

ITAFs (Interim Teacher Assessments) are still in process with slightly more required each year.

- Reading is the key area and is above in all years.
- Maths is just 0.05 off target in Yr4.
- This is a strong set of results.
- Above or below expectations there are no National figures but good compared to SLT

Q. 64% SATs against 85% why?

ITAFs have changed (assessment focuses). This is based on SLT system which has higher expectations, erring on the good side – 70-75%.

- Boys v girls, there are individuals to keep an eye on.
- KS2 are not the most able but this is not to do with progress.

Q. Is this to do with teachers?

No but some interventions have been put in place eg extra afternoon, 1 teacher running extra morning session. Classroom assistants doing intervention. Progress in Yr2 is over 2 points.

Q. Does this imply focused work is helping?

Yes it's very targeted. We are looking at borderlines.

Q. Has the jump from KS1 to KS2 been harder?

The changes in curriculum has meant more complex and more substantial with more work. Catch-up time at the beginning of the new academic year is needed. There is the pressure of being data driven. This can create mental health issues.

Q. How do PP and non PP differ?

PP are highlighted when lower but some are higher.

Q. How many PP and SEN children are there?

Yr6 - 22 PP (third of cohort) – some are quite able

Yr2 – 6 PP (out of 73)

Overall progress – 9 out of 15 show white, more than non PP.

SEN is 10-15% SEN in each year (not including statemented).

2 children have joined Yr4 this year which is quite difficult.

- Governors were happy with the format of the report and found it easy to understand.

b) Quality of Teaching, learning and assessment – graded Good

- Judgements through lesson observations were listed.
- There are sheets to complete for each observation.
- Just 2 of 25 lessons were judged as requiring improvement where teachers had taken a risk which didn't quite come off.

Q. Are teachers told the outcomes?

They are given the choice. They can tell from the feedback given which is verbal and written.

Q. *Do teachers always agree?*

Some argue their point of view. That's good. Some aspect of the lesson may have been missed and there is a chance to explain reasoning. It's good to talk and give feedback and we need to know teachers can spot improvements and are able to change direction if necessary. Teachers value feedback and points of development.

c) Effectiveness of leadership and management – grading Good

Q. *Becky could be off until after Easter. What are the plans?*

Tim is spending more time in the school and Amy and Janette are holding the fort when he is not here. They are used to it.

Budget Summary (previously circulated)

- Rise in minimum wage is costing the school £45,000.

Q. *Why are salaries overspent by £6,000?*

This is for extra support for Yr2 and Yr6.

Q. *What cover has been necessary?*

Hardly any supply staff have been used. We have had some teachers with quite serious illness and bereavements and 1 sickness. HLTAs have been providing cover.

Q. *Are HLTAs preferable?*

They know the school, know the children and the children know them. They are very flexible and work from FS to Yr6. There are strong TAs in school as well who cover for short term

SEF (report previously circulated)

School is judged to be Good with many outstanding features.

SEN

- The number of children with EHPs was listed, some with autism diagnosed. 1 of these would be leaving for West Gate in September.
- Another child in Yr1 was due to get EHP soon.
- A child with severe needs would be admitted in FS next year.
- Tim answered questions regarding the child who is moving and support which had been given.

Performance Management

- All staff had half yearly PM reviews from last year.
- HT review was November 2017 with next scheduled for September 2018.

Safeguarding (Governor Monitoring Visit Report tabled)

- Chris and Karen had met with Tim and Becky on 7th March to carry out Safeguarding monitoring.
- The report was very thorough had been sent to trustees.
- There were no key points.
- Safeguarding is the no.1 priority in school.
- The school has 5 SDPs.

- Governors had been very impressed. The school is very rigorous in following procedures, record keeping and liaison, is very effective and proactive. Chris had spoken to staff and children and received very good feedback. Children felt very safe in school.
- 'Right to Work' documents for volunteers had been signed and were up to date. These go into a lot of detail and a copy of passport is required.
- 2 children are on reduced timetables and are out of school in the afternoons to minimise risk of potential issues.
- The 'Keeping Children Safe' document will be available soon and will be used at the August Teacher Day.
- No child at the school is subject to a Child Protection Order.

d) Personal development, behaviour and welfare – graded Outstanding

Behaviour

- Behaviour is outstanding with no reports of bullying, cyber bullying or racist incidents.
- Attitude to learning is very pleasing.

Staffing

- Karen Hill, TA in Yr2, had left.
- Kelly Smith, Midday Manager had left and been replaced by Sharon Taylor.
- Donna Coyle has resigned from her Midday Supervisor post.
- Reema Patel, Yr2 teacher, is expecting a baby and an advert has been placed for a Yr1 or Yr2 teacher to cover.

Governor Visits

- Karen and Marie will visit on 12th June with a focus on Art.

Activities

- A full range of activities had taken place and were listed.
- Future events include Charity day, Yr4 Church visit, PSA disco and Easter Service.

Q. When children visit Glencroft Church, what do they do?

The Church pays for a coach for Yr4 children and they have Easter activities. Teachers are comfortable with what takes place.

Q. The Church have bought land on Cork Lane. Will this create any problems?

They have approached the school about renting out the car park on Sundays which would be a source of income. Parking in the area would be more of a problem if there were any meetings held during the school day.

Clubs

- Clubs running this term were listed.
- GH boys are 1 game away from playing at the King Stadium in May. If successful coaches would be arranged for parents and children.
- GH girls Yr4/5 team are playing in the indoor league.

Q. Is Science week low key this year?

This is a National event. There have been quizzes, science film screenings and workshops.

Tim was thanked for his comprehensive report.

10. Budget Summary (report previously circulated) – covered in item 9c

11. Symphony Learning Trust

Tim informed governors that Kathryn McGovern had been Headteacher of The Meadows Primary School and named CEO of Symphony Learning Trust. She had found the CEO role taking more time and had become Headteacher/ CEO part-time with Deputy/Head of School at Meadow. Subsequently Kathryn made the decision to remove from the Meadow to concentrate on her CEO work for SLT.

- Kathryn McGovern: CEO (0.6), appointed by Trustees Dec 17
- Alex Smythe: Exec Head for Newcroft and Thornton
- Matt Brookes: Exec Head for Willesley and Meadow
- Tim Sutcliffe: Exec Head for Glen Hills and Fairfield and Advisory Headteacher to Old Mill

Kathryn is very committed to her role and is working hard with the three Exec Heads who meet often. Kathryn is able to get into other schools and will be at the next LGB meeting at Glen Hills. She is working on bids for the Trust eg reading development.

Q. Wasn't the CEO role originally split?

Kathryn was previously the named CEO for all joint decisions made by all 4. Tim did a lot of work as Accounting Officer. Kathryn has taken on the role of AO and works closely with Talvinder who is CFO. The CEO ensures all work is completed eg SDP formats are the same for all schools in discussion with Execs. There is enough to work on at the moment but she will work on future growth of SLT, how to grow, in what direction, and also keep track on changes in political directions.

Q. What is your view, will the Trust get bigger?

Eventually, but for now we need to embed and focus on current schools to ensure there is a solid foundation. There is some concern about the workload and well-being of Execs and we need to build on what we have before expansion.

Q. Salaries and correct governance in MATs have been questioned. Are there any concerns?

There are no concerns in SLT. SBMs work together and they have learnt from each other. Talvinder has done a brilliant job as CFO and SBM at Glen Hills. The Trust is stringent on pecuniary interests. The Government is asking why CEOs are earning more than £150k. This doesn't apply to SLT.

12. Feedback from Committees

a) Management Committee

The committee had met on 17 Nov 17 and 22 Jan 18 (*minutes previously circulated*) and 12 Mar 18 (*minutes tabled*). Congratulations to Melissa for producing minutes within 48 hours.

b) Finance and Personnel Committee

The committee had met on 20 Nov 17 and 22 Jan 18 (*minutes previously circulated*) and on 12 Mar 18 (*minutes tabled*).

Half yearly GH Budget 17/18 Summary Overview and SBM Update 14 Mar 18 had also been circulated.

- External audit has been carried out
- Items on Risk Register reviewed
- Budget monitoring taken place
- Policies reviewed: Finance, Admission, Charging, Food Safety, Contenance, Bribery, Deprivation of Assets, Asthma

c) Curriculum Committee

The committee had met on 17 Nov 17 (*minutes previously circulated*) and would be meeting again in the next week.

- Policies reviewed: Anti-bullying, Art, Counselling In Schools (this was very thorough and was going well in school)
- Maths: Governor visit by Karen and Rose had taken place Oct 17 (*report circulated*)
- Looking at Reading: Governor Visit by Chris KM, Chris M and Caroline had taken place Feb 18 (*report circulated*)
- There was a variety of different ways of covering reading. Children were engrossed in IT in Yr5 – very focused. Projected results show impact.
- Reading Olympics was working well and children reading were at home.
- Picture books in Yr4 were impressive, linked Art and Literature.
- Staff and children were welcoming. Everyone was proud of what was going on in classroom.
- Last term of all observations on reading which is school focus.
- Will keep it going next year.
- Incorporating drama with a production proposed for next year.
- Visits need to be linked with key targets in SDP. Subject development plans make visits more focused. HT can provide these.

d) Safeguarding Committee (*see item 9 & 16*)

e) Pay Committee – no report

13. School Business Manager's report (*see also item 9c and 12b*)

Premises (*2018 Site Manager's Report and Premises Maintenance Programme 17/18 Sept 17 had been circulated*)

- There had been some problems with radiators valves and children had been taught in the hall whilst these were fixed.
- The roof had been repaired.
- An H&S walkabout with Chris, Stew and Becky – all well.
- Stew is conscious of the budget and always gets value for money.
- The window in the 4+ toilet needs to be opaque and this will be rectified.

Inventory Sample (*previously circulated*)

A full inventory is available to view for Governors who wish to see it.

14. GDPR (SLT GDR Compliance Document previously circulated)

Compliance with GDPR is required by 25th May 18.

- New emails have been issued.
- Training will take place after Easter for all staff.
- Encrypted memory sticks and encrypted areas on laptops to be used.
- SBM at Old Mill can be DPO for SLT.
- SBM at Meadow can be DPO for Old Mill.
- DPO will deal with any breach of GDPR.

15. Single Equality Statement (previously circulated)

Q. Should gender equality mention transgender?

The policy would be changed to read 'irrespective of gender'.

16. Safeguarding (also see item 9)

- A safeguarding audit is carried out once a year (*Governor Monitoring Visit Report had been circulated*).
- SLT Safeguarding and Fire Precautions policies are being produced.

17. Clerking Arrangements

Carole agreed to clerk the next meeting whilst permanent clerking arrangements are made.

18. Any Other Business

a) Governors' Award Assembly – Tuesday 10th July

Governors were asked for a voluntary donation of between £10 and £15.

Governors

b) Skills Audit

Governors were asked to start thinking about a skills audit which was due.

Governors

19. Date of Next Meeting – Tuesday 16th May 2018 at 7 pm

The meeting closed at 9.10 pm

Signed (Chair)

Date