



**Minutes of a Meeting of the
LOCAL GOVERNING BOARD OF GLEN HILLS PRIMARY SCHOOL
held on Wednesday 27th February 2019 at 7.00pm**



Present:

Chris Kingsley-Mills (Chair)	Caroline Smith	Emma Wennington
Sara Thorpe	John Small	Geoff Welsh
Becky Wesley	Sally Ann Roberts	Amy Smith
Tim Sutcliffe (Executive Head)	Simon Curley	Dr Michael Tully
Pauline Hind	Ben Storey	Chris Merrill
Kerry Walker		

In attendance:

Nazma Sayani, Symphony Learning Trust
Talvinder Tundall, SBM
Diane Lane – Acting Clerk for this meeting

ACTION

1. Welcome and Apologies

Welcome from Christine Kingsley-Mills. This was extended to Nazma Sayani, representing Symphony Learning Trust.

Apologies were received from Marie Butterworth, Karen Rawlings
Rose Johnson previously submitted her resignation which was accepted.

**To update
Gov.list**

All absences were approved.

Document relating to contact details was circulated for updating and amendment.

2. Welcome to Nazma Sayani – covered in item 1 above.

3. Declaration of Interests/Pecuniary Interest Forms

Pecuniary Interest forms were distributed and signed by those not previously completed.

Nazma Sayani declared an interest as a Trustee at this meeting.

4. Minutes of the last meeting held on 1st November 2018 (previously circulated)

Checked for accuracy. The following amendments are required:

p.2 Amend: Chris Merrill was voted as Vice Chair

p. 2 Amend: Chris Merrill (spelling error item 7)

p. 7 Amend: Chris Merrill attended the meeting not Chris Kingsley-Mills

p, 7 Item.15 Add: Policies listed were ratified by the LGB

**Amend
Minutes**

The Minutes (with above amendments) were **agreed** as a true record and signed by the Chair.

5. **Matters arising from the Minutes of the LGB Meeting held on 1st November 2018** Action:
(not covered elsewhere on the agenda)
No matters from the last Meeting. No items to be raised under AOB.

6. **Exec. Head/Head of School's Report (previously distributed)**

Front cover...shows display commemorating 100 years since end of First World War.

Report reflects Current Ofsted criteria – four priorities are on-track or to exceed.

Chris K-M raised possibility of having report showing trends on the end of the year report

Q. Where does this leave us nationally?

A: TS – we predict KS1 will be above National Average in all areas

KS2 all predicted to be above NA

Termly PIRA and PUMA tests – not all children will be sitting these tests.

Tests are being done by all Symphony schools – this will provide comparisons across

The Trust

Amy Smith - The tests were very accessible for the children, not too long.

Y6 are not doing them – they will be doing SATs papers

2016 SAT paper will be done in October

2018 SAT paper was done in January.

Reading - GH Average is one below Symphony standardised score (103)

However, % EXS+ at GH is above Symphony Average. See (p.3)

Pupil Premium breakdown. Y2 & 3 lower than Y4 and Y5.

Maths - GH Average is slightly above Symphony

Pupil premium children score in all year groups is lower in maths which is a concern.

We are addressing this.

CK-M – Pupil Premium visit. Observed teachers tailoring more for the individual child.

Chris Merrill commented that she had observed an increased amount of encouragement given by staff towards children, there was more confidence.

Expect 42% again in the summer term. It will be a gradual process of improvement.

New tests w/c 1 April. There will be some differences, but these are likely to be small.

Symphony On Track boxes (p.4) show that Teacher Assessments are accurate.

Chris K-M - we are trying to get used to the new format and presentation

which is different. However, I would like to see the comparisons term to term.

Q: could we have some data for writing?

A: there hasn't been a writing test. Writing is moderated.

Q: it would be helpful if we could have a key for the acronyms.

A: yes that will be done

Teaching and Learning – 25 lessons were observed in total. There was only one teacher who was judged to be RI. It was good to see 40% of the lessons were outstanding.

Q: what do you bring back from observing at other schools?

A: some good ideas are shared with staff. At Newcroft we found some post-it notes in books. Parents could put in notes of encouragement for their child....this was a very positive thing and we think it is a good idea.

Q: Dr Michael T – is parental support for pp children any different?

A: no difference really in parents attending parents evenings, although we may have more engagement with pp parents.

Q: how do you know parental engagement is higher?

A: by how many attend parents' evenings, Ofsted questionnaires.

Our events are well attended and supported by parents.

Chris K-M – parents attended the curriculum evenings.

Q: Do you track 'Looked After' (LAC) children?

A: Yes....even more so. We also monitor SGO children (children previously 'Looked After' but now under Guardianship Order)

Dr MT – good to see children are very enthusiastic and happy. Very reassuring and revealing evening.

Safeguarding

Attendance and punctuation has improved and above NA.

One racist incident p.7 recorded. It was a racist comment that was not heard by the child it was aimed at but other children heard it and that was not acceptable. Parents were contacted and supported the importance placed of dealing with racism.

Route to Resilience meeting for KS2 parents on 12th April 1.30- 3 pm – Becky invited governors to join in.

Geoff Welsh raised an observation regarding the watermark on pages in the report, particularly on p.7....it was difficult to read the text on an iPad.

Congratulations were extended to Ben Storey on arrival of daughter Robin.

7. Symphony Learning Trust

Tim Sutcliffe gave an overview. Achievements of the Trust were acknowledged by Regional Commissioner.

Dr Michael T – would like to see Regional comparisons

TS – there is a big push for larger Trusts to take on smaller Trusts. We are classed as a larger Trust and we are in early negotiations with another Trust. We will only engage with suitable Trusts which share similar characteristics.

Kathryn McGovern's CEO temporary contract will end at the end of August.

There are discussions about what will happen with this role.

Caroline Smith – attended LGB/Trustee Liaison meeting on 31st January. Talked about the structure of the Trust. None of the Trustees have educational backgrounds. Main focus is to investigate growth, including organic growth (e.g. Pre-schools, increasing pupil numbers, expanding accommodation). Growth will enable economies of scale. Initial talks are going

on with other Trusts. Independent Heads' Board would make the ultimate decision whether a potential merger could go ahead.

Non-negotiables are the curriculum and tracking system (SAS).

Caroline came away from the meeting feeling reassured that we would only merge with a suitable partner and there is no rush.

Christine K-M – highlighted that the RSC attitude has changed. Initially we were under a lot of pressure from the RSC.

TS – that has changed because the Governance has changed and is considered more robust now. Pupil performance results are very good.

The two Trusts initially investigated were not deemed to be suitable – that decision was made by Bill Gilmour (Chair of Trustees) and Kathryn McGovern (CEO). Trustees and Executive Heads agreed not to pursue further.

Q: What savings are you expecting to gain?

A: Economies of scale. Once we get over 3000 children we would be eligible for CIF Bids, Sugar Tax funding and other grants. 3000 children is a limit set by the DfE. More children dilutes costs as well as makes us more eligible for grants. Some funding is automatically triggered based on the increased numbers.

Q: have you considered the organic growth – Pre-school for instance?

A: Yes this is something under consideration.

Nazmer (introduced herself and her role as a Trustee) – I have a HR background.

I am not an educationalist, currently just observing as a Trustee.

8. Feedback from Committees:

Management and Finance Committee:

Any Questions?

Q: Geoff W – can I ask about the fire damage to the curtain?

A: it was just slight damage – a near miss caused by the light which was recorded

Next meeting: 18th March 2019

Curriculum Committee:

Next meeting: Thursday 7th March 2019

Dr Michael T. Routes to Resilience – positive characteristics i.e. listening, friendships – I think the interaction I have seen between children is excellence. Building up confidence is probably something we do need to work on....this more about repairing what happens outside of school.

Learning from failure is a good strategy.

Becky W – we have been looking at activities to build confidence as we know that has a positive impact.

Amy Smith – understanding perseverance is important.

Emma Wennington – parents say Glen Hills is a very safe and secure environment which they don't feel is the same at some other schools.

Amy Smith – we want them to be more resilient when they move on to secondary school.

Chris K-M – to develop them to be more robust to deal with things in life and still to do what is right.

Ben – Ofsted remarked on the exceptional behaviour of the children at Glen Hills during Inspection feedback.

9. Business Manager's Report/Site Manager's Report

Just receive the GAG for this yearwe are £? Better off

Teachers pensions likely to be funded by EfA

Little Extras pot – this has been received £19,467 of which £13043 will be retained

Centrally. GH will keep £6424.

Carry forward from 17-18 has rededuced – projected c/f at 31.8.2019 to be £42,500.

Being tracked by Bursar.

Cashflow is tracked – sitting at around £150K-£200K per month.

Lettings: Yoga cancelled. Holiday sports club taking place – Easter, May and Summer.

Condition Improvement Fund (CIF)– we are hoping to get funding for the roof to address leaks. Should know outcome March/April

Q: Little Extras funding – what is this?

A: This is additional capital funding based on pupil numbers. We have £19,400 – a percentage (£13043) has been agreed to be paid into a central pot.

TS : The £13000 is going into the central fund but we are monitoring what that is being sent on.

TS: This little extras is a one off additional payment.

Audit/Risk Register:

GDPR – nothing to report

Risk Register – talk to TT if anyone has questions. Report previously distributed

Purchased some new interactive boards for classrooms.

H&S monitoring report on the kitchen has been reviewed and now includes Kitchen.

Inventory – previously distributed

H&S –

H&S Monitoring Log passed to Stewart Chambers. Five year Property Dev. Plan

Insurance claim for damage to the gates by ESPO driver.

Hall is going to be refurbished during the summer £3500 from Devolved Capital

Lighting is going to be improved

Pitched roof leaks should be addressed if successful with CIF bid.

Trees cut back

H&S Gobs tour been undertaken. John Small and Chris Merrill did a walk around – some asbestos was identified. Some damage to the roof in Reception class from leaking roof. (Full report will be distributed)

Support staff pay policy – no issues following consultation

Asbestos LAMP completed Jan 2019

10. Leadership restructure

Janette is resigning as Assistant Head at the end of summer term and will revert to class teacher. We have taken a look at our structure compared to other SLT schools. We have an opportunity to have a Deputy Head and an Assistant Head rather than two Assistant Heads. They would have different levels of responsibilities. The DH has official responsibility to deputise in the absence of the Head Teacher. We are proposing an internal appointment for the DH and following that, possibly an AH if required. Consultation would start at the beginning of the summer term. The Head of School is currently overworked and some of that responsibility could not be delegated to an AH but could be delegated to a DH. A letter of application will be required but there will be no outside recruitment. There will be a task and interview. We would invite a governor to join in the process.

Q: With an 80% teaching commitment would that be achievable?

A: Amy S - This is what I do as an Assistant Head currently.

Q: Why did we move to two Assistant Heads then?

A: This was due to TS working as an Executive Head.

Q: Would it mean the DH will be doing the work of an AH and more?

A: Yes they would be required to deputise for leading the school in the absence of Executive Head or HoS

Q: Christine K-M – would there be increased staffing costs as a result?

A: TS – there would be a small additional increase.

Chris K-M proposed a vote from the Governing Body

Leadership Structure Agreed unanimously by all governors

11. Acceptance of the single Equality Schedule

Accepted.

12. Policy Acceptance:

Risk register:

Any changes required?

Q: Should the fire damage be on the risk register until it is rectified?

A: it is recorded on the near miss register

AOB

No other items raised.

The meeting closed at 8.30 pm.

Signed(Chair) Date.....

