



**Minutes of a Meeting of the
LOCAL GOVERNING BOARD OF GLEN HILLS PRIMARY SCHOOL
held on Wednesday 16th May 2018 at 7.00pm**



Present:

Chris Kingsley Mills (Chair)	Caroline Smith	Emma Wennington
Geoff Welsh	Marie Butterworth	Sarah Thorpe
Becky Wesley	Sally Ann Roberts	Janette de Voil
Tim Sutcliffe (Executive Head)	Simon Curley	Rose Johnson
Pauline Hind		

In attendance: Kathryn McGovern, CEO
Talvinder Tundall, SBM
Carole Ward, Clerk to Governors

Action

1. Apologies

Apologies were received from Melissa Sanderson, Michael Tully, Vicky Grage, Chris Merrill, Lee Geraghty, Karen Rawlings, Amy Smith and John Small. All absences were approved.

2. Welcome

Kathryn McGovern, CEO of Symphony Learning Trust, was welcomed to the meeting by the Executive Head and Governors.

3. Governing Board

a) Welcome to new Governors

Emma Wennington, Parent Governor, and Sarah Thorpe, Community Governor, were welcomed. John Small, newly appointed Community Governor, had sent his apologies as he had a prior engagement.

b) Vacancies, resignations, end of terms of office if any

The following end of terms of office were noted:

- Melissa Sanderson, 29/06/18:
Would need to check if this was a parent or community appointment.
- Simon Curley, community, 13/06/18:
It was agreed to re-appoint Simon.
- Rebecca Wesley, staff, 31/08/18
- Janette de Voil, staff, 21/09/18

Elections would be arranged for the 2 staff vacancies after half term

Exec Head

Governors were asked to update Talvinder if any of their contact details had changed.

Governors

4. **Declarations of interest**

- Tim Sutcliffe/Caroline Smith - Tim and Caroline are brother and sister and their father is a Member of Symphony Learning Trust
- Chris Kingsley-Mills - Trustee of Symphony Learning Trust
- Talvinder Tundall – CFO of SLT and SBM of Fairfield Primary School
- New Governors were asked to complete declaration forms

5. **Minutes of the LGB Meeting held on 14th March 2018** (*previously circulated*)

Item 1 Governor Vacancies Add a comma after “3 vacancies”.

The minutes were agreed as a true record, with this change, and signed by the Chair.

6. **Matters arising from the minutes of the LGB Meeting held on 14th March 2018** (not covered elsewhere on the agenda) - None

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

Tim was pleased to report that the three girls on the front of his report has won a competition for their design of an antisocial poster and had gone to receive a prize presented by the Leicestershire Police Commissioner and John Ashworth, MP.

The report was taken as read and Tim highlighted the following items.

a) **Main Areas for Development in 2017/18**

- For 2018/19, each school will have 3 main priorities with Glen Hills’ focus being on disadvantaged pupils, spelling and maths.
- The 6 core areas for this year’s development plan are colour coded and are on track.

Q. *How does Earwig complement SLT assessment?*

It is used to provide photographic evidence and for communication with parents. O Track is more detailed, easier to use, less time consuming, saves on workload and can provide a good learning journey for the child.

b) **Outcomes for Pupils – graded Good**

- KS1 SATs are on target or just above National levels.
- Year 2 are our weakest in regards of ability and lots of intervention is in place.

Q. *How are the pupils finding the current Y6 SATs?*

Maths is fair. Other schools felt the questions were tough. Some lower achieving pupils can be demoralised by the high level questions and still have to face another Maths paper the next day. SATs are not always the same level year on year.

Q. *Is that the way GCSEs are going – more wordy questions?*

Yes and, unfortunately, the least confident suffer for that.

Q. *What happens at the end of tests? Do teachers talk to the children?*

They just want to have biscuits and a drink and go out to play. They may discuss the tests the next day.

- Combined results will hopefully be in the late 60% range which is very good. If results remain high Ofsted will stay away.

Q. *When was the last Ofsted inspection?*

It was 7 years ago, an interim inspection. An inspection can be triggered by results, safeguarding or a complaint to Ofsted. PP achievement is taken into account.

- There will be no points progress next year. There will be short statements to assess against in Reading, Writing and Maths made by teachers with the percentage in each year fitting statements, expected or above. Years 2 and 6 will have National expectations and the NAHT have produced expectation statements for other years.
- Combined results are for all three – Reading, Writing and Maths.
- There will be a set of ‘expected’ statement all in a booklet and each child will be assessed against the end of year statements. This will reduce teacher workload.

Q. How will this be relayed to parents?

Below, expected or above statements will be in reports.

- The school can’t just rely on teacher judgements. They need to be objective and will be compared school to school. This will take place at the end of year 1, termly in years 2, 3, 4 and 5 and autumn in year 6 for reading and maths. Tests will be bought in across all the schools and age differences taken into account. Samples will be arriving Friday. Teaching how to approach exams is part of education.

End of Spring Term Data had been circulated.

- FS Progress: no areas highlighted.
- APP data provided at the end of each term: In year 6 Maths is highlighted.
- Boys APP: Year 6 writing is highlighted as the SLP assessment system is set too high, aimed at 6a, and there are no concerns.
- Girls APP: No areas highlighted.
- PP APP: The number of children in each year means the percentage is different. Some are on red - in year 2 half of PP are on the SEN register and 1 child arrived mid-year. In year 6 there are minimal differences between PP and non-PP.
- SEN APP: The criteria changed 2 years ago, there are no huge problems.
- EAL APP: No concerns.
- Percentage on track: It is important how this is recorded.

Q. Is PP decreasing in numbers?

- Yes, due to the numbers claiming free school meals. Some in FS and all in Year 1 and 2 are eligible for FSM therefore not all parents are applying. The catchment has changed with the school losing the Gilmorton Avenue area. PP is an additional £1,320 per child and the school encourages parents to apply for this.

Q. Is ‘against expected’ for an individual child or a cohort?

It is the percentage of all children against National Standards.

c) Quality of Teaching, Learning and Assessment – grading Good

- Observations had been carried out by Tim, Becky, Amy and Janette, or combinations of these, and had been very positive.
- This term each school will be monitored by SLT and assessed for risk. This will be carried out by the CEO and Exec Heads and will be in the style of a Learning Walk. Glen Hills will be on 20th June and it is expected that the school will be low risk. It will not replicate Ofsted and should be no pressure on teachers.

Q. Risk of what?

It will be in line with Ofsted areas (data, finance, staffing etc) and graded 1, 2, 3 or 4. Glen Hills is expected to be grade 1 as we are a giving rather than taking school. There will be a plan according to grading based on the monitoring.

Q. Will there be feedback?

A comprehensive report will be produced emulating Ofsted areas and this will be shared with the Leadership Team and Governors. It will be anonymised.

Q. On the half yearly non-core data overview are areas in grey not assessed?

Some subjects eg geography are taught in blocks at different times of the year so have not been assessed yet? It is the similar throughout the school.

Q. What is SMSC?

Social, Moral, Spiritual and Cultural education.

d) Effectiveness of Leadership and Management – grading Good

SEF

There is no change at the moment.

SEN

There are a growing number on the autistic spectrum.

Q. Is there staff training.

There is whole school and 1:1 training for individual children. As children get older there could be some over-reliance on support so careful changes are made.

Performance Management

This is on track and mid-term reviews have taken place.

Safeguarding

The safeguarding audit has been completed and passed on to the CEO. Tim and Becky have completed a safe handling of children course. There is a red book which is completed whenever there is an incident involving physical restraint of a child. This has to be kept for 75 years.

Attendance

There is a slight decrease but it is still above the National average. 1 child has been away for a long time but is still on roll and 2 children who have now left have had a massive impact on attendance. Persistent absentees are well below the National average.

Q. What are the key priorities for Leadership and Management?

As the School Development Plan, reading progress. SLT changes and contribution to the wider SLT group, working more closely with Exec Heads and the CEO, long term leadership structure for Glen Hills and school budget issues.

e) Personal Development, Behaviour and Welfare – graded Outstanding

There have been no reports of bullying, cyber bullying or racist incidents since the last report. Any incidents are recorded in the incident file together with any actions taken and outcomes.

f) Other Information

Staffing

- Charlie Whittam is teaching from next year.
- Ben Storey is moving from year 4 to year 2.
- Margaret Leach is moving from year 2 to year 4.
- Rebecca Dunford is leaving for a school in Narborough. The closing date for her replacement is today. The advertisement is for Main Scale with less hours, saving £15k. There will be no detriment to pupils in year 5. There were no applications by 11 am but 5 came in the next hour. Four candidates will be interviewed next week with Chris Kingsley-Mills on the panel.

Q. Will they have responsibility for LAC?

No because they will be Main Scale. It needs the right person.

Q. Will the extra responsibility mean an increase in salary?

Not necessarily. Some teachers have TLRs eg SEN and PE but a teacher in their second year may have a lesser responsibility without increase.

Q. What is LAC?

Looked After Children ie fostered or in care. These children seem to be the most vulnerable and school may be the only place of stability for them. Leicestershire figures for fostered children are very high.

Q. How do we ensure standards stay the same?

It is a very stable school, not many staff leave. If an experienced teacher leaves we need to look at finances and employ a suitable person on a lower scale. Some experienced teachers are willing to take a pay cut. Apart from retirement only 2 or 3 teachers have left in the past few years.

Governor Visits

- Maths and Literacy visits have taken place.
- Karen and Marie have planned a visit focused on Art on 12th June.

Activities - A full range of activities had taken place and were listed.

Clubs - Clubs running this term were listed.

Q. Is there a cooking club.

There has been in the past but some funding for these was lost.

Sport

- Unfortunately, 2 Glen Hills teams have been drawn against each other in the South Leicestershire Cup.

Q. Who is the person mentioned who helps with rugby training?

He is a parent who has helped for a long time and is very good with children.

Q. Who does safeguarding checks?

Pauline submits the DBS and takes the DBS details to Becky who checks and puts information into the safeguarding Single Central Record.

- It's good to see 30 girls are involved in football.

Q. Regarding the club for pupils that would not usually participate in sport, how are they helped to continue their interest?

- Children are given a list of places to go to attend sports outside of school.
- Year 1 start sports clubs but it is predominantly year 3 upwards with most competitions being years 5 and 6.

Tim was thanked for his comprehensive report which governors agreed was easy to understand.

8. Symphony Learning Trust

Kathryn informed governors that as CEO of SLT she was visiting LGBs to say hello, find out what was happening locally, share good practice and to report back to the Trustee Board. She spoke to governors about what was happening in the Trust.

The MAT had been established 20 months with 6 schools and a 7th school joined last year. Policies and procedures have been put in place. However, external changes have been constant and there was need for more standardisation.

The Trust is the heart of the schools and is one entity serving different communities with 2500 children and 150 teachers working together with a commonality of School Improvement Plans to raise standards and best outcomes.

Areas to be developed are assessment where there are National changes, work-life balance, DFE (data, marking and assessment), and issues surrounding governance.

SLT has 5 Members who meet once or twice a year and there is a Board of Trustees, mostly made up of LGB members, who are responsible for strategy.

Lord Agnew, Parliamentary Under Secretary of State for the School System, is seeking separation of Trustees and local governance, stating that Trustees cannot be both, therefore more Trustees are needed. Some schools find it difficult to get local people and the government has appointed 'Academy Ambassadors', to assist with recruiting Trustees and an advertisement, including skills required, has been placed on their website.

The Trust has applied for additional funding which has been refused.

The National Schools Commissioner has spoken about collaboration, disadvantaged children which is a national concern, achievement for all and closing the word gap in Foundation Stage.

In terms of Academy growth we have reached a watershed and the Executive Team are unable to take on more schools with the current organisation. Growth would be good for economies of scale but there is no funding for back office support. Consultancies can be expensive. The original Trust looked at how many schools an Executive Head could have. Finance is an issue everywhere and efficiencies need to be found

Across the Trust results are good. Glen Hills is an employer of choice and is successful in attracting staff.

Q. Can staff be moved?

Not current staff who are employed on the same conditions as before the Trust was formed, however, they could be invited to move. For new staff this could apply. HR have advised some redundancies in 1 school in a comparable position with another school in SLT.

Q. How many staff are there in the Trust?

Talvinder, CFO, 0.2 fte and Kathryn, CEO, 0.4 fte. If there were 3,500 children, that would take the Trust into a new level of efficiency.

Q. *If a school who had made a decision to join SLT wasn't happy could they withdraw from the Trust? At the moment we know the Trustees.*

Powers remain with Trustees, Local Governing Boards are sub-committees with some delegated powers and are not able to make a decision to leave the Trust. There would need to be a tier for Trustees to meet with Chairs of LGBs. Trustees are appointed by Members and there is a huge interview process to ensure they are on board with the ethos of SLT. Children come first and what is best for them needs to be the focus.

Q. *How does anyone know of the vacancies?*

The Academy Ambassadors advertisement gives all the information.

Kathryn was thanked for attending and keeping governors informed.

9. Feedback from Committees

a) Management Committee

The committee had met on 14th May 2018 (*minutes tabled*).

Items discussed included policies, terms of reference, food service and GDPR. A Health and Safety walk had taken place.

b) Finance and Personnel Committee

The committee had met on 14th March 2018 (*minutes tabled*).

- Internal audit has been carried out with minor recommendations
- Risk Register: Reviewed including GDPR
- Budget for 2017/2018: Monitoring had taken place (*budget circulated*)
- Budget for 2018/2019: A balanced budget including additional £47k for National Living Wage, total increase of £90k on the budget and a small carry forward of £4k.
- Budget for 2019/2020: Staffing costs will need to be reduced

Q. *What is happening with the TVs?*

They weren't as effective as planned so they are being withdrawn when the contract runs out in 2019.

c) Curriculum Committee

The committee had met in 22nd March 2018 and on 3rd May 2018 (*minutes circulated*).

- Policies reviewed: English, Discipline & Behaviour, RE - Governors ratified
- History: Reema Patel outlined developments
Cross Curricular links: interactive, looking at things from another's perspective, a good way to learn
Historic figures: linked with English
History Club for year 6: Reorganising of museum in library
- Pupil Premium:
 - o £1,320 per pupil is received to be used to reduce the attainment gap. Pupils have extra tuition in Maths and English.
 - o An external specialist deemed PP to be excellent and there was an exchange of ideas.
 - o Groups are ability based with an emphasis on monitoring and intervention.
 - o There is a 'reading buddies' scheme.

- It was found that PP parents attend parents' evenings as much as other parents.
- PP is key priority for next year.
- The government is slightly altering the criteria for FSM so there is a reduction in PP children.
- Policies: Discipline and Behaviour, English and RE were reviewed – Governors ratified

d) Safeguarding Committee (*see item 7e*)

e) Pay Committee – no report

10. School Business Manager's report

Budget 2018/2019 (*previously circulated*)

- The 2018/2019 Budget including centralised services was agreed. Some slight adjustments may be necessary.
- After school and breakfast clubs: Charges will rise to take account of salary increases.
- Lettings: There will be a Sports Club in school in the summer holidays.
- Internal Audit: A report on the health check with commentary for the Management Committee had been received.
- ICT: An ICT audit had been carried out.
- H&S: The schedule had been handed over to the Site Manger. Any costs would go to Talvinder who would agree priorities.

Q. Why does External ICT Technician show as £0 on budget?

He is an employee of the school and therefore we do not outsource IT support. This is just a cost centre for SLT as we need a generic financial system. Fairfield use a company.

- Property Development Plan: No funding has been granted for the kitchen and football pitch. An appeal would be put in to the ESFA.

Site Manager's Report May 2018 (*previously circulated*)

- 5 year plan: Stewart has this.
- Hall floor: This work would take place in summer 2019.
- Pitched roof leak: This is scheduled for next year.
- Kitchen: Ceiling tiles have been repaired.
- Classroom audits: Any items to be reported.

11. GDPR Update (*information sheet issued to staff previously circulated*)

Compliance with GDPR is required by 25th May 18.

- 2 SBMs from within the Trust will act as DPOs for schools they are not involved with.
- Any Freedom of Information requests would be checked by the DPO.

12. Governing Board

a) Training and Development

- Vicky had attended the T&D Forum.
- Chris attends regular termly Forum for Chairs of Governors
- Emma and Chris to attend Exclusion Appeal training.

- Kathryn had provided Safeguarding/GDPR training attended by Sally and Chris.
- Sally Ann had completed Safer Recruitment training.

b) Skills Audit

- The forms had been sent out for Governors to complete.
- Paper copies would be available for those who needed them.
- Deadline for return is Friday 18th May.

Governors

13. Risk Register (previously circulated)

- Finance and Management Committee deal with this.
- New risks should be considered eg GDPR.
- There were no changes required to the risk register following this meeting.

14. Any Other Business

- Friday 6th July: Governors' Awards assembly.
- 29th June: Jo's celebration assembly.
- Rachel had asked for volunteers for the Farm Park.
- Louise had asked for volunteers for the Botanic Garden.

Governors

15. Date of Meetings for 2018/2019

- Wednesday 31st October 2018 at 7 pm
- Wednesday 27th February 2019 at 7 pm
- Wednesday 22nd May 2019 at 7 pm

The meeting closed at 9.45 pm

Signed (Chair)

Date