



**Minutes of a Meeting of the
LOCAL GOVERNING BOARD OF GLEN HILLS PRIMARY SCHOOL
held on Thursday 1 November 2018 at 7.00pm**



Present:	Chris Kingsley-Mills (Chair)	Caroline Smith	Emma Wennington
	Marie Butterworth	John Small	Rose Johnson
	Becky Wesley	Sally Ann Roberts	Amy Smith
	Tim Sutcliffe (Executive Head)	Simon Curley	Dr Michael Tully
	Pauline Hind	Ben Storey	Chris Merrill

In attendance:

Talvinder Tundall, SBM
Diane Lane – Acting Clerk for this meeting

Christine Kingsley-Mills welcomed John Small and Ben Storey to the Governing Body. There were two vacancies for staff governors – Becky Wesley, Kerry Walker and Ben Storey stood for election.

It was felt not really appropriate for Head of School to be staff governor on LGB. Therefore suggest to co-opt Becky Wesley to the LGB (**Agreed Unanimously**)

ACTION

1. Apologies

Apologies were received from Vicky Grage, Lee Geraghty, Geoff Welsh, Kerry Walker, Sarah Thorpe and Karen Rawlings.
All absences were approved.

2. Declaration of Interests/Pecuniary Interest Forms

Pecuniary Interest forms were distributed and signed by those present.

3. Minutes of the last meeting held on 16th May 2018 (*previously circulated*)

In Attendance - Talvinder Tundall was not at the last meeting

**Minutes
to be
amended.**

The Minutes were **agreed** as a true record and signed by the Chair.

**4. Matters arising from the Minutes of the LGB Meeting held on 16th May 2018
(not covered elsewhere on the agenda)**

No matters from the last Meeting. No items to be raised under AOB.

5. Election of Chair of Governors

TS had previously asked for Governors to put themselves forward.

Michael Tully proposed Christine Kingsley-Mills be reappointed as Chair.

Seconded by Chris Merrill.

Christine Kingsley-Mills unanimously voted as Chair.

Chris Merrill proposed Michael Tully be elected as Vice Chair

Seconded by Caroline Smith and Simon Curley

Dr Michael Tully unanimously voted as Vice Chair

6. Committee Memberships/Chairs of Committees

(already established)

Chair of Finance – Simon Curley

Chair of Curriculum – Dr Michael Tully

Chair of Management Committee – Caroline Smith

Committee members - Ben Storey,

Kerry Walker, John Small and Sarah Thorpe

Chair of Pay Committee – Lee Geraghty

7. Appointment of Governor Roles

a. Link Governor – Christine Kingsley-Mills

b. Safeguarding Governor – Christine Kingsley-Mills

c. Pupil Premium Governor – Dr Michael Tully

d. SEN Governors – Chris Merrell, Sally Roberts

e. Year Group Links – No specific links but **Agreed** all governors invited to year group activities

All Governors are invited to key events

8. Acceptance of SLT ToR and Committee ToR

Committee ToR already agreed

SLT ToR – **Accepted by LGB**

9. Ofsted October 2018

Inspection was exceptionally thorough – Section 8 for one day initially.

Senior HMI attended on the first day. It was questioned why the HMI was joining in the Inspection when she should be observing.

This was rather intimidating.

Lead Inspector reported Pupil Premium is a limiting factor.

Inspection was converted to a Section 5 Inspection requiring second day.

Thorough and challenging questions were posed to staff and governors.

Only two points of development – usual to have eight.

They acknowledged that TS knows his school. It was mentioned that in six months time the school would have been outstanding.

Reading the report it reads as an outstanding report. Unfortunately, Early Years Provision didn't mention disadvantaged children. This was the tipping point.

L & M could not be outstanding because not all other areas were outstanding.

A LAC child in Year 6 spoke to the Inspector in the playground – that was acknowledged positively that it encapsulates the school.

TS expressed how proud he is of the school

Q: Was there much feedback from parents?

A: Yes, one parent commented "This is an outstanding school, that's useless."

Q: What does that mean for re-inspection?

A: probably about 5 years, unless we ask for them to come back in sooner.

TS – one local school has not been inspected for 12 years. Ashby W was inspected six years ago, judged as good and not been inspected since.

Ofsted were very impressed by our curriculum.

Christine K-M – requested the Minutes record that it was a privilege to be involved in the Inspection. It was intense and hard going.

Staff were getting on with what

they normally do. Even under that amount of stress they performed so well.

BS – everyone pulled together.

AS – personally enjoyed the experience. Best bit about the report was the children.

BW – they wanted to show off their school

CK-M – wish to recognise how the staff, children and all adults pulled together to make such a good time of the inspection and expressed sincere thanks.

10. Check of documents provided for this meeting which are for information only

Calendar

SEF

Development Plans – Core Plans

Subject Plans

Parent View report – screen shot

LAC Governor visit - Geoff Welsh came in to talk to Fatima. Geoff was impressed.

Terms of Reference

Symphony On-Track Individual Pupil Assessment Booklet

Site Manager Report

11. Exec. Head/Head of School's Report

Three key school priorities: in the core plan (Reading Progress in KS2,

PPG/Disadvantaged Pupil achievement and progression, Improved Spelling outcomes)

The HT report was written before the Ofsted Inspection

Outcomes for pupils – Good Ofsted 2018 - Good

Overall progress is : Good

Overview of KS1 SATs

GLD – 74% – above NA (72%)

Phonics 88% - above NA (83%)

Reading 76% - in line with NA

Writing 76% - above NA (70%)

Maths 76% - in line with NA

Combined 68% - above NA (65%)

KS2 SATs

Reading improved 82% – GD above NA,
Writing 90% – GD above NA
Maths – Ex/ab 77% - GD below 17%. Slightly disappointing
although 6 children got 99%. GD was below NA (24%)
Discussions taken place with staff about what they do.
Now doing more reasoning – doing it in an afternoon.
Trying some new things, running clubs.

Q: What are they looking at?

A: Combined, progress, Pupil Premium, Greater Depth.

Combined – 69%, NA(64%), GD is below.

Q: should we have a GD Governor?

A: that is a good idea

Agreed Caroline will be the GD Governor

Very good progress in writing.

Ofsted said there were no problems with attainment across the school.

Q: do you think focused on reading and took the eye of Maths?

A: naturally give more time to English rather than Maths.

Now doing more guided Maths.

Maths curriculum has much more in it than before.

AS - develop literacy skills in History and Geography, difficult to develop
maths in other areas.

AS – parents say they struggle with maths and find it difficult to help
children with it at home.

BW – looking to see if we can put more maths in the curriculum.

Introducing Routes to Resilience and Super 7. Look at what children
need to have to be life-long learners.

Strawberry Jam and Lemon Curd, Five a day are all being done.

TS explained what happens if child gets a working towards score.

Christine K-M – Inspector took us back 2-3 years - would be nice to see where
results have been over a few years so we can see a trend.

KS2 Target Predictions (expected or above)

83% Reading

88% Writing

80% Maths

73% Combined

Quality of teaching – Good Ofsted 2018 – Good

Teaching observed by Ofsted – not graded but thorough feedback. Very positive.

AS – it was quite good to have someone different coming in to observe.

Leadership and Management – Good Ofsted 2018 - Good.

Refer to Bullet point 4 – *Governors are particularly effective in challenging and
Questioning the school*

TS – pointed out that Glen Hills is 11th most deprived school in the County

Attendance: BW talked to Ofsted and they were impressed with the school's approach to following up initially in a supportive way but acting early in the process.

Personal Development, Behaviour and Welfare – Outstanding

Ofsted: Outstanding

Other Information for GB:

Charlie Whitham, Lizzie Blackwell, Katie Randall, Laura Hart, Kirsten Wade and Lynn Andrews joined the school.

Platinum Mark for PE – very few schools received this.

Acknowledged positively by Ofsted.

Christine K-M thanked Tim and Becky for very detailed report.

12. Acceptance of the GH Core Plan and Subject Plans

New format for plans. Same format across the Trust.

Key objectives, Staff Objective

Targets

Review of priorities – mistake....writing should not be one of the priorities

CK-M explained role of the LGB:

Monitoring Body

Keep staff accountable for:

Ethos and strategic direction of the school

Financial Management

Standards of performance – key priorities for the school – Reading progress KS2, PP/Disadvantaged, GDS pupils

Safety of everyone in school

Governors role set out in Core Development Plan p.14/15 – through committees

Core Plan – Accepted

Report from Committees

Reports received from Management/Finance/Curriculum

Christine K-M invited Simon to comment:

A: all covered

Q: Any questions for Simon? No

Q: Anything from Management?

Health and Safety, Bid for the kitchen

Afterschool and Breakfast Club – numbers going up.

Talked about staffing and safeguarding – all staff trained.

ACTION:

Performance Management of Staff
No questions for Management Committee

PP under item 3.

Item 8. Governor Visits.

Reviewed Emotional Wellbeing Policy

Spelling mistake – FGM should be FGB Action: to be amended

**Amend
Minutes**

13. Business Manager's Report

TT at Finance Meeting – submitted revised budget

In May 2018 £4K c/f predicted, actual is £35K – that will change but is more positive
10K from Gov. for “Little Extras”

Increases in Teachers' Pensions and salary rised partly funded by DfE

Next meeting will submit a 3-year forecast which will show a deficit in Y2 and Y3.

Centralised costs agreed

Profit – afterschool, breakfast clubs

Kitchen working well – supporting Fairfield kitchen. Thanks extended to them for their hard work.

Lettings – Yoga has stopped now due to illness. Holiday sports club due to take place during holidays

Looking to submit bid for kitchen – but need a big deposit which is an issue. 30% needed.

Looking to put in bid for Pre-School

Accountants have kept Trust very busy. Change of staff within the Accountants company.

6th December should be submitting final accounts.

Audits – signed off

GDPR in place

Risk Register updated

Software and Hardware audit – working with George.

Annual Returns been submitted on time – Asbestos, land and buildings

H&S – everything in hand. Stu has site plan showing work undertaken.

Hall floor – needs to be looked at

Two new photocopiers being installed imminently

Stress awareness course taking place in February.

Admissions Policy approved

Looking at what we are going to centralise over next 2-3 years.

Any questions?

Q: Asbestos – do we have any?

A: Asbestos awareness training every year. There is some asbestos which staff are made aware of. Inspected quarterly. 5 year annual survey – recently done with no issues.

Asbestos not used now but there is some existing in tiles, in roof/ceiling. Sinks in infant areas – in the sticky pads. A lot of asbestos has been removed over the years. The asbestos is mainly the white asbestos. All asbestos is identified and anyone coming to the school to carry out work is required to read and sign the Asbestos register. LAMP Asbestos plan is reviewed regularly.

14. Any Trust updates

ACTION

Document more of what is being done across the Trust and what support is being given.

Monitoring visit at Newcroft today which was very successful.

Next visit to Fairfield.

Q: How is the governor situation.

A: Brought in a new Trustee Julie Scarth.

Unfortunatly Andrew Mason was due to join the Trust but tragically passed away suddenly.

Chris KM – Kathryn/Bill Gilmour setting up Liaison group between Trustees and LGBs. Meeting on 6th November at Glen Hills at 6.30 pm – Christine K-M will attend.

Suggestion that other schools/LGB in SLT would benefit from information from GH Ofsted Inspection. There were some quite grilling questions asked by Inspectors e.g. “how do you know” and “how do you know that Symphony knows”.

Governor Training: Thursday 22 November at Newcroft 6.30-8.30 pm
Handling Complaints. Christine K-M asked if any governors could attend and to let her know.

Governors

15. Policies

Safeguarding

Work Experience

H&S

Asbestos

Admissions

Marking

Monitoring and Evaluation

Assessment

SEN

Some are SLT Policies and some are Curriculum

16. Pupil Premium review/plan

Pupil premium plans. Ofsted liked the format. Bespoke approach to Pupil Premium.

Louise and George spoke to staff to find out barriers to learning.

Breakdown of how money is spent.

Attainment is ok – it is above NA. It is progress that Ofsted were focused on.

Pupil Premium children tend to have ‘hard to reach’ parents which puts them at a disadvantage. The parents may not read with them and may be persistent absentees.

Q: What did Ofsted want?

A: Cannot measure Pupil Progress prior to KS1. Looking at Pupil Premium children with good level of development. It was progress that was the Key issue. One area it is same as National Average, Reading was slightly lower and Maths was lower.

Michael: GDS sent out National figs. and Regional figures. East Midlands has lowest figures than the rest of the country. Looking at overall culture we are doing quite well.

Enormous difference in support that some children get. It is a question of

parental support.

17. Sports Premium review/plan

Sport Premium Document was looked at by Ofsted.

TS: Are you all ok with spending for this year? **Agreed by all present**

BS: Inspector pleased with how Sport Premium is being spent.

18. Symphony On Track

Assessment booklet distributed. Statements showing what is expected in Reading, Writing and Maths. Schools predicting where every child will be at the end of the year.

Q: What information do parents get?

A: *End of Year reports will give Key targets in reading, writing and maths for following year. There will also be mid-term reports.*

TS: during book scrutiny at Newcroft I saw post-it notes to parents. Books were out at parents evening and parents were invited to put comments on post-it notes.

Agreed this was a good idea.

19. Governor visit feedback

Caroline, Vicky and Emma did a Maths Governor Visit.

Risk Register –

Q: *Are there any changes required as a result of discussion at this meeting.*

A: *No.*

TS : As a result of accident at Leicester City, we took a school jumper down to the ground. It was felt important to do that and it meant a lot to the children. It is on school twitter site.

20. AOB

No other items. Copies of Governors Handbook were distributed.

21. Dates of next meetings 2019

The meeting closed at 9.00 pm.

Signed(Chair) Date.....