

**Hopton Primary Academy**  
**Full Meeting of Local Governing Body**  
**Monday 1<sup>st</sup> April 2019, 18.30**  
**Held at Hopton Primary Academy**



Name	Initials	Role	Present / Apologies / Absent
Chris Grogan (Vice Chair)	CG	Foundation Governor	Present
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane (Chair)	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Apologies
Waheedat Owodeyi	WO	Parent Governor	Apologies
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Dave Grogan	DG	Foundation Governor	Apologies
Richard Mason-Ray	RMR	Foundation Governor	Present
John Waters	JW	Foundation Governor	Apologies
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
Dawn Read	DR	Deputy Headteacher	Present
Andy Petersen	AP	Yr6 Teacher/Maths Lead	Present
Justine Petersen	JP	Clerk	Present

**1. Opening formalities**

**1.1 Opening Prayer**

EP welcomed all present and thanked them for attending. She opened the meeting with a prayer.

**1.2 Receive Apologies for Absence**

Apologies were received from Serena Curtis, Dave Grogan, John Waters and Waheedat Owodeyi. RB apologised for missing the Deep Dive Day.

**1.3 Consent/Non-consent to absence**

Governors gave consent to the apologies noted above.

**1.4 Declaration of any pecuniary or other interest with regard to items on the agenda**

None were declared.

**2. Minutes and Actions**

**2.1 To approve the minutes of the meeting held on 11.02.18**

The minutes were agreed as a true and accurate record of the meeting and were duly signed by EP.

**2.2 To review actions from previous meetings**

HT has not yet drafted a schedule of academy specific policies. There have been other priorities.

**AP – HT to draft schedule of academy specific policies.**

Collective worship dates have not yet been added to the OO for the summer term.

**AP – Summer term collective worship dates to be added to the OO.**

EP has not been informed of any specific governor training needs. CG advised that online finance training is available via the NGA, and an introduction to finance training via DNEAT's Governorhub. He recommended all Resources governors complete this, and all governors should have at least a basic understanding.

EP reminded governors of the modules she had recommended in September. All are useful.

RB has drafted a schedule for collective worship monitoring visits. DM will discuss with staff.

RMR will monitor the website before the next LGB and provide an update.

EP has not yet discussed safeguarding with Sharon Money.

**AP – EP to discuss safeguarding with Sharon Money.**

All other actions were marked as complete.

### 2.3 To discuss matters arising from the minutes

All matters were covered on the agenda.

## 3. LGB Membership

### 3.1 Review and record appointments, resignations and vacancies

No changes since the last meeting. There are no vacancies.

One person had expressed an interest in joining the LGB prior to the last meeting but they had withdrawn due to changing family circumstances.

CG has been in contact with another potential governor. He will follow up before the next meeting.

## 4. Presentation from Senior/Middle Leader

### 4.1 Receive presentation from Senior/Middle Leader on the Outcome and Impact of the Maths BIFs - AP

AP tabled his report and provided an update.

Arithmetic was the focus of the autumn BIF. This has continued along with the spring BIF to improve problem solving and reasoning across the school.

Speech and thought bubbles were introduced in the classroom. AP set clear expectations with teachers.

Weekly optional maths challenges encouraged children to do more reasoning and problem solving.

The BIF was successful and pupil voice was positive.

AP tabled examples of books showing the speech and thought bubbles.

**Were the bubbles used only in KS2?**

No, they were also used in KS1.

**How do the younger children cope with them given their writing ability?**

The bubbles are scribed for them. It has been tricky for some in KS1 but it could be reviewed as done as a class. This would still show their reasoning skills. Greater depth children in Yr2 write their own.

It has been discussed in staff meetings. It needs to become normal practice moving up the school.

**What are the key successes and what would you do differently?**

Taken together, the 2 BIFs have given a solid grounding in how Maths is taught at Hopton. AP would remove the orange bubbles. It will just need tweaking and updating, and progression needs to be worked out.

**How will you monitor sustained impact?**

Through book looks and lesson observations.

AP lead staff CPD and discussed Maths mastery.

His report includes pupil voice. Parent voice is captured via Maths cafes. Staff voice is captured by questionnaires, eg what went well and what could be improved.

Data:

Assessment analysis is based on autumn 1 compared to spring 1 reasoning scores.

The report shows the improvements made by each year group. Reasoning and problem solving has improved.

HT was pleased with the book looks.

Spring 1 – 29% were good.

Spring 2 – 67% were good.

Staff are more confident in what they are teaching.

Governors would like to see the criteria books are measured against.

**AP – HT to provide criteria by which Maths books are measured against.**

Hopton has started on a journey to improve reasoning and problem solving. It needs to be embedded so staff have exemplification materials for each year group.

Governors were able to see progression within classes and between year groups.

**How ready are you for the new staff in September to be brought on board with the way Maths is now taught?**

Hearts for learning will be a bonus. It will be made clear that this is the planning and the scheme. AP is in the process of updating the maths policy. Exemplification materials are available.

Governors thanked AP for attending the meeting and congratulated him on the success of the Maths BIFs.

*AP left the meeting at 19.00.*

### 4.2 SEND - DR

DR tabled the SEND Report.

SS monitored SEND in the autumn term. It has been updated for spring.

Hopton has a high level of SEND compared with national, but fewer than average EHCPs.

The SEND register was recently reviewed. It was accurate.

Communication and interaction are the main areas at Hopton.  
More boys than girls are on the register, especially in KS2.  
1 child is LAC. 2 are PP and SEND.  
2 new EAL children have joined and need to be assessed.  
7 children have medical needs. 2 have care plans.

Governors considered SEND attendance compared with last term.  
*Confidential discussion.*  
SEND attendance is good overall but remains below non-SEND. SLT will continue to monitor.

SEND Attainment and Progress for Yr6:  
DR is reporting on spring 1 only. The data was anonymised.  
**One child was ungraded at the end of Yr3. Did we lose one child and gain another?**

DR was unsure.  
Governors asked questions around the movement of individual children.

**Is the cohort at 60% combined?**

Yes.

**Are there any greater depth SEND writers?**

No, and none in the PP group.

**Were 3 children at greater depth in reading in the autumn term?**

Yes, and there has been movement. Some tests were SATs and others were PiXL assessments.

Year 5:

6 children have SEND. None are greater depth or secure.

**Are any working at expected in all 3?**

No, not in Maths. One has potential to achieve.

Reading is better with more movement upwards. 2 are at expected. One child is at expected in writing.

**Is the child at expected in writing also expected in reading?**

Yes, but not in maths.

Year4:

*Confidential discussion.*

One child is greater depth in writing.

**They are consistently at greater depth?**

Yes.

**Is this attainment or progress?**

Progress.

DR asked governors to disregard the spring data.

**The child who was below in Maths has moved up?**

Yes, into expected. One at expected has dropped slightly. 2 have moved up in reading.

**Both have moved up?**

Yes.

**One has gone down?**

Yes, the child causing concern.

**So 2 have moved from just below into expected in writing. Have the others remained as they are?**

Yes, they are unchanged.

Year 3:

There is considerable movement because of the nature of the children and their needs.

**Is there a narrative?**

This would be difficult to provide while maintaining anonymity. There are children with complex needs and their picture is not stable. They are performing well in some assessments but not in others.

Some have needs outside of school as well as inside.

**The spring mid-term data has one child at expected in all 3. Is this the same child?**

No.

**2 are at expected in reading in the spring. Are either at expected in either writing or maths?**

No.

Year 2:

The position is more stable.

One child is secure in all 3 areas.

One child is new to the school.

2 have significant needs that are being investigated.

One is strong in reading.

Year 1:

One child is at greater depth in maths, but not in reading or writing. They are securely at expected in all 3.

The SEND cohort is large in Yr1.

One child is securely at expected in reading and maths but is lower for writing.

4 children are just below expected.

**Are there any common themes?**

Speech and language for some children.

One child is working below the key stage in all areas.

Year R:

Only 2 children have SEND. One is tricky to assess. Speech and language will be involved.

Achievements so far:

The SEND Policy and information report have been adopted.

DR has conducted a SEND handover.

HT will be designated leader for LAC.

Pupil learning plans are up to date for this term.

Jane Greenacre will familiarise herself with the role and set up a strategic plan for the year.

DR has left a list of actions for each child.

A provision map is in place.

#### **4.3 Safeguarding - HT**

HT tabled the safeguarding report.

The number of fixed term exclusions (FEX) has increased.

*Confidential discussion.*

HT stressed the fact that there is an unusually high level of safeguarding need in school at the moment.

### **5. Headteacher's Report**

#### **5.1 Receive and discuss Headteacher's Termly School Self-Evaluation Report including the analysis of the vulnerable groups across the school and progress re single change plan.**

The SEF is reviewed termly and colour coded. This enables governors to note the changes.

**Who will replace DR next term?**

Alan Williams will be in school after Easter for 3.5 days per week. He can also support with the SEF and SCP.

**Is he permanent?**

No. AP requested leadership CPD and will support for 1 day per week until STAs. It may then increase to 1.5 days. HT has asked him to work on data and assessment.

Interviews for the DHT post take place next week. There are 3 candidates, one of whom is internal. HT is hopeful that an appointment will be made.

**Will this person be in post for September?**

Yes.

The Yr2 teacher has resigned pending relocation.

*Confidential discussion.*

Governors expressed concern that it is difficult to maintain school improvement with so many staffing fluctuations.

An HLTA will be used for 2 mornings per week in Yr2. There is no other option available.

EP reminded governors that the AIR meeting makes a judgement on the overall effectiveness of the school. In autumn this was considered by both the capacity audit and the AIR to be RI.

The spring AIR meeting took place last week and all present agreed that the school had moved to good. Data is much stronger and the BIFs have brought real improvements.

Yr6 data looks reasonable. HT will ask for assessments to take place in the hall next year.

**Could there be a session on test technique?**

Possibly, but children are used to testing through PiXL.

**Are we seeing the benefits of PiXL testing?**

Yes, the children are getting used to tests. Speed and challenge are key.

Governors asked HT to change the contrast in the boxes on the SEF. This would make it easier to read.

AP – HT to amend contrast in boxes on the SEF.

SMSC is not populated. HT has not completed this because it is covered in every other aspect.

EP reminded governors that PiXL comparisons do not include all schools. PiXL averages are not necessarily national averages.

The comparison with PiXL is currently positive in all year groups.

Governor monitoring will be plotted across the year next year. Hopton will have been part of DNEAT for a full year. The OO will be nailed early on.

The SCP was covered under item 4.

Governors were introduced to the English BIF on the Deep Dive Day.

HT has informed Simon Morley that Hopton will run termly BIFS next year. This will allow time for analysis. The English BIF will be extended.

**6. Reports from Committees and Designated/Link Governors**

**6.1 Receive verbal reports from Chairs of LGB Committees for meetings held this half-term:**

**6.1.1. Ethos & Community Committee – 22.03.19**

RB provided an update.

The agenda is structured well and closely follows the strands of the SIAMS Inspection. Hopton is in a strong position regarding the requirements.

It is difficult without regular contact from the incumbent. Church input is needed.

The newsletter is likely to fall within the role of the new DHT. Governors could have an input.

**Is there any scope for an electronic communication system with parents that is more than just a text service or website?**

HT would like to use Class Dojo to aid communication. DM has used it in the past.

**Would this involve an increase in staff workload?**

It is likely to make life easier.

Hopton does not have the capacity and HT is keen to reduce teacher workload.

RB will support with governor monitoring. A schedule is in place.

Hopton will look at the Global Neighbours bronze award for September. It is currently working towards the RE Quality Mark.

The lack of church input will be raised at the next AIR.

**6.1.2. Resources Committee – 18.03.19**

CG provided an update.

There are intricacies in how the budget is presented.

There are timing issues with expenses that will impact on the surplus.

Income also shows the balance before conversion. It looks artificially high.

Caretaking remains an issue. HT advised that the cleaning company has now produced a caretaker with the necessary checks.

**Is there a log for what needs to be done and where?**

Yes, but a clear and detailed description is needed.

Risk management registers are comprehensive. CG and HT will draft a decorating plan.

The committee talked through the proposed staffing structure for next year. The position will not be fully clear before the May half term.

RMR and CG collected the ICT equipment from Rollesby.

There is no non-classroom space in school.

The number on roll will dip to 176 by the end of the summer term. The school is attracting in year admissions but other children are leaving.

**What are the YrR numbers for September?**

22 are on the list but this includes second choice. HT feels there will be 16-20 definites. 24 children will leave Yr6.

Current position: Yr1 – 27, Yr2 – 25, Yr3 – 29, Yr4 – increased, Yr5 – 28. YrR is very low.

HT will consider advertising strategies.

<p><b>AIR Meeting Update</b></p> <p>EP informed governors that the AIR took place last week. The meeting was very thorough. All agreed that Hopton is not good overall. HT will share this with staff.</p>
<p><b>7. Governor Monitoring</b></p> <p><b>7.1 Receive Governor Visit reports and discuss actions required</b></p> <p>Health and safety was discussed by the Resources Committee.</p> <p>EP has monitored the single central record with Hayley Kelly. All is up to date and in order. There were no resulting actions.</p> <p>The deep dive day took place on 13<sup>th</sup> March. Governors visited most classrooms and received an introduction to the new vocab BIF.</p> <p>HT's performance management meeting took place.</p> <p>Governors looked at challenge in the classrooms. Changes have been made to teaching arrangements in Yr2.</p> <p>SC monitored EYFS and was impressed with what she saw.</p> <p>Governors generally saw good behaviour for learning. Children were engaged and on task, and most lessons were well-paced.</p> <p>There was one blip in a PE lesson. HT has dealt with this and spoken to the children involved.</p> <p>WO had been unable to monitor attendance. Miss Jo had been dealing with a situation that took priority.</p> <p>CG and HT will meet again to discuss PP.</p> <p>RB listened to the orchestra. Some children were very enthusiastic. She will complete a monitoring report.</p>
<p><b>8. Continuous Professional Development for Governors</b></p> <p><b>8.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities</b></p> <p>Covered above.</p>
<p><b>9. Policies</b></p> <p><b>9.1 Adopt the following Core Trust Policies</b></p> <p>The following policies were adopted without amendment: Equality &amp; Diversity, Complaints Procedure, Primary Pupil Admissions, Quality of Teaching and Learning – Monitoring and Evaluation.</p> <p><b>Has the Equality &amp; Diversity Policy been personalised?</b></p> <p>Not yet but the specific objectives will be unchanged.</p> <p><b>9.2 Agree and approve the following Academy Policies – none.</b></p> <p>The Maths, Calculations and English Policies would be available in the near future.</p>
<p><b>10. Any Other Business</b></p> <p>EP reminded governors that DR will leave the school at Easter to move on to a headship. She formally thanked DR on behalf of the Governing Board for her hard work and commitment to Hopton over the last few years. She has been a key part of the journey, and instrumental in moving the school from RI to Good. Governors wished DR luck for the future and asked her to keep in touch. She will be sorely missed. DR thanked governors for their support. She is ready for a new challenge.</p>
<p><b>11. Closing Formalities</b></p> <p><b>11.1 Date, time, venue of next meeting – Monday 20<sup>th</sup> May 2019, 18.30</b></p> <p><b>11.2 Closing prayer/reflection</b></p> <p>EP closed the meeting with the school prayer at 20.40</p>