

**Hopton Primary Academy
Full Meeting of Local Governing Body
Monday 3rd December 2018, 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	Present
Waheedat Owodeyi	WO	Parent Governor	Apologies
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Dave Grogan	DG	Foundation Governor	Present
John Waters	JW	Foundation Governor	Present
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Apologies
Dawn Read	DR	Deputy Headteacher	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 Waheedat Owodeyi and Diane Moore.

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.

1.5 John Waters and Dave Grogan to Sign Register of Business Interests

JW and DG signed the Register of Business & Personal Interests.

2. Minutes and Actions

2.1 To approve the minutes of the meeting held on 15.10.18

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

JW and DG have signed the Register on Interests.

RB attended the staff meeting on priority 3. The meeting went well and another is planned for January. Kathryn Wright also attended.

RB attended the 'quiz and chips night'. £210 was raised towards the cost of a buddy bench, and the PTA has offered to make up any shortfall. Governors wished to thank Miss Jo for working so hard to make the night a success.

RMR offered to investigate the cost of a buddy bench.

HT has not yet checked dates for her performance management. Action to carry forward.

Action – HT to check dates for her performance management meetings.

HT has not had time to draw up a list of academy specific policies, as there have been more pressing priorities. Action to carry forward.

Action – HT to draw up list of academy specific priorities.

2.3 To discuss matters arising from the minutes

None.

3. LGB Membership

3.1 Review and record appointments, resignations and vacancies

HT advised that a new staff governor, Diane Moore, has been appointed. She will join the E&C Committee. There were no other volunteers so an election was not required.

4. Presentation from Senior/Middle Leader

4.1 Receive presentation from Senior/Middle Leader on topic required by LGB

Deferred until next meeting.

EP explained that it is usual for the member of staff leading the BIF for the previous half term to attend the meeting. Hopton did not have a BIF in place last term but the Maths Lead would be invited to attend the February LGB.

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 (tabled).

EP reminded governors that the Finance Officer left over the summer at the point of conversion. The school went through a formal recruitment process but had not felt able to appoint. HT had to do the role throughout September, including setting up contracts and changing the payroll provider, at the same time as inducting new staff into the school and developing her understanding of DNEAT procedures. The school has not had a stable site team for some time.

The SEF and HT Report have been combined into one document. HT will provide termly updates. The document is organic.

HT has rectified an issue where the EYFS commentary did not match the data.

SMSC will be added.

The next steps for behaviour have been included.

Governors will be able to challenge on the document at future meetings. It was not available in advance of the current meeting.

Some governors struggled to access the document on Governorhub. HT asked them to contact the office if this happens again. Printed copies can always be provided.

It is possible that the document is too long. It might need shortening.

The school and DNEAT must make termly judgements on where the school would sit should there be an Ofsted inspection. This is done as part of the AIR meeting.

The quality of teaching and learning is RI based on the AIR, AGEP meetings and the capacity audit. DNEAT feel this has slipped since the last Ofsted. Lessons are good but these must be triangulated with data and book scrutinies. Only one book scrutiny has taken place this term and it was not positive.

PDBW and SMSC are good.

Outcomes in progress and attainment dipped at the end of last year. Hopton remains below the floor standard for attainment.

Was there a national trend that dipped?

No. Maths is the issue again, but this was not necessarily the case for other schools. Progress is ok but still negative, and this is the case throughout the school.

KS1 were a cohort that had significant turbulence and difficulties in the class. Their starting points in Year R had not been as good as previous years.

Outcomes at this point in time are not strong but this will improve significantly by the end of the year. The team is focused and making good use of PiXL, and only tweaks are needed. This was evidenced in the AIR meeting last week.

New members of staff need to embed and be fully on board with the way Hopton works.

Does this encourage the right culture? Shouldn't staff bring in ideas from their previous school?

There must be continuity and progression. SLT always listen to new ideas but these cannot be adopted ad hoc. There are some things that are so fundamental to the school, such as relationships, that staff need to ensure continuity. Any new ideas need to be agreed and adopted as a team.

EP suggested the learning environments has an example. Expectations have been established over several years and there is now much greater consistency. New staff have had to adjust, particularly those who have not previously worked in church schools.

The teaching of RE cannot be allowed to slip.

Staff are providing good ideas, some of which have been adopted. The new Maths Lead has brought a new focus. The English Lead is attending CPD, and the way the school does guided reading has changed as a result. New ideas must be agreed within the core framework and adopted consistently.

The school expects an inspection from January 2020. The AIR meeting made a judgement on whether the school could reach good before this. All present were confident that it is on track.

What are the key stepping stones and barriers to reaching good before the next inspection?

Teaching and learning, and ensuring outcomes are good.

The continual changes of staff are a barrier.

TAs do not work in the afternoons. This has a negative impact on interventions. This would be considered by the Resources Committee.

Action – TA working time and interventions to be added to next Resources Agenda.

Enablers include the staff having such good knowledge of the children and knowing where to challenge. Some children are not being challenged enough.

Is there anything HT needs that she is not receiving from the LGB?

No, not at this point in time.

One member of teaching staff will leave at the end of term and parents will be anxious. The school needs to be sound around recruitment.

EP was hopeful that the way DNEAT focuses on school improvement will be an enabler. The BIFs will provide focus and the early indications are that there will be evidence of impact after Christmas.

Staff are being forensic with assessment and the impact will be evident at the end of the year. Each class is using the PiXL combined tracker and therapies. Meetings add an additional layer.

The curriculum needs enlivening. This has been added to the SEF. SLT will work on the curriculum next term. It was broader at the last Ofsted inspection but has trailed off, particularly in some classes.

EP asked governors to consider questions on the SEF Termly Review before the next meeting.

Action – Governors to consider questions on the SEF Termly Review before the next meeting.

DNEAT feels the school has the capacity to reach good before the next inspection, and possibly before the end of the current academic year.

HT had not had time to circulate the SOAP (School on a Page) or OO (Operational Overview) in advance of the meeting. Spring and summer information would be circulated as soon as possible.

EP explained the purpose of both documents.

6. Health and Safety

6.1 Review health and safety policy to ensure it is being implemented in line with the DNEAT policy framework

Deferred until next meeting.

The Trust's Health & Safety Policy has been uploaded to Governorhub.

EP has examined the responsibilities of the LGB.

Governors must ensure suitable risk assessments are undertaken. Records must be kept and actions implemented. Some have already been done but it is unlikely that all are in place. It is a work in progress.

Governors must ensure sufficient funding is allocated for health and safety. This will be picked up by the Resources Committee.

Regular termly safety inspections are undertaken.

Who does the walkaround?

Usually HT, JW, DR, the Caretaker and Finance Officer but it is possible that a service could be purchased moving forward. A school team will complete a site walk on 4th February at 14.30. JW will attend as health and safety governor. Sharon Money has not yet conducted a health and safety audit.

An annual Health and Safety Report will be published. Governors were unsure of the form this would take. This would be picked up by the Resources Committee.

Governors must ensure that a positive health and safety culture is established and maintained.

Governors requested an update on the current position with health and safety in school at the next meeting.

Action – Current information on health and safety in school to be brought to next meeting.

This will be reviewed by the Resources Committee before feedback to the LGB in the spring.

7. Reports from Committees and Designated/Link Governors

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

7.1.1. Ethos and Community

RB provided an update.

RB attended the staff meeting on RE assessment. Staff understand the new programme and how it works. The committee discussed systems in place for parents' evenings. No changes were needed. Collective worship was discussed. RB and SS will visit regularly. RB attended the Remembrance Day service. The children were engaged and responded automatically to 'peace be with you'. RE assessment is the only area of concern, and this is being addressed. Kathryn Wright is providing support. Staff are trialling a new system following a pilot in the summer term. Governors are keen to see the outcome. A previous SIAMS inspection highlighted children leading collective worship. Children led the Remembrance service. Parents also attended and the spiritual ethos was strong. The service touched upon all areas of curriculum. RB is confident that all actions from the last SIAMS inspection are being addressed.

Governors requested that collective worship be included in the OO to enable SS and RB to plan ahead.

Action – Collective worship to be included in OO.

Governors should be mindful of staff wellbeing when visiting school for monitoring purposes. Staff should not be overloaded.

Parent forums have not always been successful in the past. The committee discussed a Global Week with parental involvement.

Parents with professions would be invited into school to discuss their work. This would raise aspirations.

RB confirmed that the Great Yarmouth Mercury no longer has a 'schools page'. The school is almost always included in the Village News.

DNEAT's monitoring form requires involvement from HT and the member of staff concerned.

RB hopes to attend Christingle on 8th December.

HT will ask the office to circulate the remaining dates this term.

Action – HT to ask Office to circulate remaining dates of school events this term.

Links between the school and the Parish Council are strong.

7.1.2. Resources

CG provided an update.

The September and October accounts were received on the day of the meeting. CG has received confirmation that the balance transferred will be in the accounts moving forward.

CG prepared a commentary after the meeting. Governors found this useful. CG will continue to provide a monthly commentary when budgets are released.

The working party to consider external areas will be re-energised.

The trim trail should be completed by the end of the week.

Drainage around the school needs consideration. There has been deterioration.

HT has not yet contacted ENSFC regarding site support.

The children are enjoying using the leaf grabbers.

Internal and external decoration must be scheduled. The brought forward figure is relatively healthy and two cycles could take place this year, with work done over the Easter break. The windows at the front of the school are of particular concern.

How was the budget set for this financial year?

Howard Nelson sets the budget for the school. HT has met with him and now has a better understanding. He will visit in the spring term.

Is the financial year the same as for an LA school?

No, the academy financial year runs from September to August.

PP will be allocated based on the DfE financial year this time.

The benchmarking tool was not user friendly. It is not meaningful so soon after conversion.

7.2 Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting

SS and DR will meet tomorrow. They will provide an update at the next meeting.

RB has met with DR to discuss EAL. One child has issues in accessing the curriculum.

CG and HT met to discuss PP and attendance.

DG met with the Maths Lead. He has good ideas and these have been included in the Maths action plan. The impact is being evaluated. DG has requested to observe lessons for the less able children.

Have parents been asked whether any would be prepared to support with Maths in school?

This could be considered moving forward but the teaching of Maths has undergone some significant changes and the children could become confused by different methods. Training would be necessary.

RMR has monitored the website using the DNEAT checklist.
He highlighted the following areas to be amended or uploaded:

2018/19 PP information

Governors details

Updated SEN Information Report

Links to DNEAT audited accounts and articles.

SENCo name and information

Action – HT and DR to amend website in light of RMR’s monitoring.

RMR will monitor again before the next meeting and provide an update.

8. Governor Monitoring

8.1 Receive Governor Visit reports and discuss actions required

Covered above.

8.2 Feedback from Deep Dive Day

CG provided an update as EP had been unable to attend.

4 governors attended all day and SC joined in the afternoon. The day focused on Maths and challenge, and particularly whether higher ability children are being pushed to reach their potential. All who attended found the day enjoyable and insightful.

RB observed children being stretched in the Maths lesson. All could explain the challenges and some were keen to move onto the more extreme. All groups were supported and had input from the teacher. All were on task and engaged.

Where concrete resources being used?

Yes, Numicon and dice for extension work.

Year 1 were using Numicon to work out number bonds.

Was there evidence of concrete resources being used in KS2?

No, just whiteboards and flipcharts. TAs were supporting.

Governors can evidence the use of concrete resources in KS1.

Was pupil voice captured?

Not specifically but governors spoke with children during the lessons.

8.3 Governor Visits Protocol – Guidance for Local Governor Monitoring Visits

Circulated in advance of the meeting.

EP reminded governors that visits to school must be by arrangement with HT and DR. Unannounced visits are difficult for staff. SLT need to maintain an overview of all monitoring that is taking place.

Governors must not make judgements about the quality of teaching.

Governors should consider any training needs and inform EP or the Clerk.

Action – Governors to consider any training needs and inform EP or the Clerk.

9. Continuous Professional Development for Governors

9.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities

It was agreed that a whole LGB training session would not be useful at this stage.

Training is available via the NGA Learning Link. Governors should inform the Clerk if they have not received log in details.

Governors should check the Hub regularly for any training offered by DNEAT.

Do any governors feel they have a specific training gap?

CG suggested financial refresher training. He will investigate whether any is available online.

Action – CG to determine whether online financial refresher training is available.

HT attended safer recruitment training through the NSPCC on 8th November.

EP attended the DNEAT Heads and Chairs Forum on 3rd October.

10. Policies

10.1 Adopt the following Core Trust Policies

None for this meeting. All DNEAT core policies were adopted at the previous meeting and there have been no updates.

10.2 Agree and approve the following Academy Policies:

<p>The Behaviour Policy was unanimously approved without amendment. HT confirmed that no significant changes had been made.</p>
<p>11. Small Schools Review (only applicable to academies previously notified by DNEAT) Not applicable to Hopton. Item will be removed from future agendas. What is the threshold for a 'small school'? Under 100 pupils.</p>
<p>12. Any Other Business EP noted that performance management had not been included on the last Resources Committee agenda. HT will write a report and circulate to members of the committee for approval by email as a matter of urgency. Any increments would be backdated. Action – HT to write a performance management report and circulate to members of Resources Committee via email.</p>
<p>13. Closing Formalities 13.1 Date, time, venue of next meeting – Monday 11th February 2019, 18.30 13.2 Closing prayer/reflection EP closed the meeting with the school prayer at 20.35.</p>