

**Hopton Primary Academy
Full Meeting of Local Governing Body
Monday 11th February 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	Present
Waheedat Owodeyi	WO	Parent Governor	Present
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Dave Grogan	DG	Foundation Governor	Present
Richard Mason-Ray	RMR	Foundation Governor	Apologies
John Waters	JW	Foundation Governor	Present
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
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.

EP welcomed DM to her first meeting as staff governor and thanked her for joining the LGB.

1.2 Receive Apologies for Absence

Apologies were received from Richard Mason-Ray.

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 03.12.18

The minutes were agreed as a true and accurate record of the meeting and were duly signed by EP subject to one amendment: The minutes stated that TAs do not work in the afternoons, but some do.

2.2 To review actions from previous meetings

HT's next performance management meeting will take place on 13th March. The summer meeting will be arranged with the AGEP.

The schedule of academy-specific policies remains a work in progress.

The SEF termly review is on alternate agendas and will be considered after half term.

HT has not yet added collective worship to the OO.

Dates for the remainder of the autumn term were circulated. There are no church services this term.

The website review is ongoing.

JW has completed a health and safety monitoring visit.

All other actions were marked as complete.

2.3 To discuss matters arising from the minutes

Where can governors access the OO?

It has been uploaded to Governorhub.

Is it only termly?

Yes, it is populated by HT and DNEAT.

In future will it be included in the pack for LGB meetings?

Yes, and updated as the year progresses.

RB queried collective worship monitoring visits. She felt it was important that she visit each class once per year in order to provide evidence for SIAMS, but she was keen to avoid any detrimental impact on teacher workload. DR will arrange dates for visits.

AP – DR to arrange dates for collective worship monitoring visits.

3. LGB Membership

3.1 Review and record appointments, resignations and vacancies

No changes since last meeting. There are no vacancies.

A grandparent of a child in school has expressed an interest in joining the LGB. EP will contact her to thank her for her interest and ask to retain contact information should a vacancy arise in future.

AP – EP to contact prospective governor and thank her for her interest.

4. Presentation from Senior/Middle Leader

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

It had not been possible for the Maths Lead to attend the meeting. HT provided an update including a detailed report on the impact of the times tables BIF in autumn 2.

The impact has been positive. The average score in weekly tests improved across most year groups but more work is needed in Yr3.

How do we know that parents are aware of this approach and of how they can help?

Parents received a letter and were invited to attend a parent workshop. They should be aware.

Are they aware, or should they be aware? There is a difference.

HT has reminded staff about the 2-week rule. All parents received a letter and text message.

What about parents who are only able to attend at certain times?

The school has discussed putting a package together for parents who cannot attend maths cafes. AP has requested this. Staff try hard to communicate with all parents.

Does the school have an external notice board?

Yes, but at the moment this is empty. Whiteboards near the gates have more of an impact. Facebook reminders are also useful.

Is there an argument for sending letters to parents asking for the most convenient times?

This was done for SATs last year. AP ran a SATs meeting and only 3-4 parents attended. It was repeated after asking parents which time they would prefer. It went ahead again with only 4 parents. The school makes every effort to ensure parents are aware.

HT advised that some schools are not doing 5 BIFs per year. Termly BIFs would enable more time to embed and analyse before moving on. She will discuss this with Simon Morley at the next AIR.

The BIF was positive and had the desired impact, but the school is not yet where leaders and governors would like it to be. The impact is likely to continue to pick up, and AP will monitor.

How often will this BIF be monitored moving forward?

AP will keep a watch and formally monitor every half term.

Governors stressed the need to ensure the improvement is sustained.

Children now enjoy maths and the concepts are embedded.

Governors asked HT to pass on thanks to AP. His hard work was evident and the impact has been positive.

AP – HT to pass on governors thanks to AP.

DG has met with AP. He praised AP's enthusiasm. He will continue to ask whether the LGB can do anything further to support improvement in Maths.

The school is preparing for the Yr4 times tables testing that starts next year. Tests are likely to be online.

How is the term's reasoning and problem-solving BIF progressing?

Very well. AP and HT will complete books looks this week. Conjecture bubbles have not been as easy for the younger children to take on board. Teachers will scribe for them.

Children are now enjoying Maths, especially Yr6.

Governors will monitor the progress and outcomes of both BIFs during the DDD on 13th March. They will also seek pupil voice.

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.

HT advised that the data in the SOAP is not entirely accurate. Pupil Asset cannot explain why. The SOAP states that one child has been permanently excluded. This is not the case. Two children have received fixed term exclusions. Due process was followed. Hopton has had no permanent exclusions since 2017.

Attendance:

Attendance has dipped and children are being closely monitored. The SEND cohort was particularly low. One child has a slightly reduced timetable but cannot be removed from the SOAP.

Data:

Children are being tracked against FFT targets. Some classes are performing well but others are not. It could be that the targets are too high, and HT is in the process of adjusting them.

HT talked through the data on the SOAP.

Maths is at 87.5% expected, which matches the target set. The greater depth target is 20.8% and is currently 16.7% (1 child).

Yr2 are working lower than their targets. Targets may be too high but the school is aspirational.

How are the targets set?

FFT is used as the starting point to provide a percentage chance of reaching expected.

Would you expect some children to reach that target, some to be under and some to be over?

The previous SOAP expected all Yr6 to reach expected in reading. This is what FFT led us to believe and was also based on our knowledge of the children. The target was too high and has been adjusted to 92%.

EP advised that governors had a better understanding of the data following the last S&C Committee. She requested data be shown on a screen in future meetings. Data does not need to be considered in detail at LGB meetings, although all governors need a basic understanding.

Pupil progress meetings have taken place. Staff are aware of their key marginal children. Some are not working at expected because of specific needs.

The Single Change Plan has been RAG rated. HT and the AGEP will consider the first action and re-write the monitoring. Success criteria will be different for each priority.

Priority 1 – Maths:

Not all staff had the chance to observe each other during the autumn term. This will be put in place by the end of the summer term.

Book looks have taken place and pupil voice has been captured.

AP is supporting staff who need help with long and medium term planning.

There has not yet been an opportunity to visit White Friars.

Priority 2 – Challenge:

Governors will look at challenge on the next DDD.

Monitoring is regular and robust.

Assessment and question level analysis are having an impact on learning. Professional dialogue is strong.

Interventions have tightened since using PiXL. HT has not yet completed a planning look but she has had conversations with staff around interventions and key marginals.

Staff have been asked to provide clear feedback. HT has asked teachers to meet with one child every day. she will continue to push this.

Is this each child individually?

Yes, on a half termly cycle.

Does this help with spotting individual barriers to learning?

Yes. It gives the children an insight into their own learning and helps the teacher get to know the child. It can pick up any lack of confidence.

Is this done in school time?

Yes, during afternoon registration.

Are there enough TAs in the afternoons to allow for this?

No. One class has a key worker who could take the register but the nature of the class is not allowing for this at the moment.

How many classes are doing it well?

Most did it well last term but it has trailed off. Only one class is particularly strong.

Is this because staff don't see the value in it?

Some feel they have so much to teach.

Are we doing it in the most effective way?

Yes, it should be a joy to sit with a child for 10 minutes and look at their books.

Is there something that is putting teachers off?

They are mindful of their afternoon workload, and it is also a habit for the teacher to do the register. It is about changing habits.

Can we be confident this does not add to teacher workload?

Yes, there is nothing to prepare in advance.

Does it build confidence in the children?

Yes, very much so.

Governors were mindful of HT's workload and the potential impact on her wellbeing.

They noted that Priority 1 is more quantifiable. It is harder to measure soft outcomes.

What about priority 3 – the RE development programme?

Kathryn Wright has attended staff meetings and it is now a matter of consolidation.

All staff have done training with KW. The RE curriculum has been reviewed and long and medium term plans are in place.

KW was particularly positive and has taken this to other schools as an example. HT and the RE Lead will observe RE lessons as part of performance management.

The Big Books have been scrutinised.

HT will do a Science and RE book look.

RB asked whether HT would prefer her to attend those rather than arranging visits specifically with staff. She was conscious of staff workload. HT felt staff would prefer RB to visit separately. Pupil voice would be crucial.

Hopton has been taking part of the HMI project. Other HTs have spoken to the children about their learning. They were confident, honest and able to articulate.

The RE Lead is working on assessment with staff. Staff are using the Understanding Christianity document for the units they need, but this has not yet been monitored.

Do other DNEAT schools also have 3 priority areas?

Yes, but all are written slightly differently.

DR and DM left the meeting.

6. Performance Management

6.1 Receive Confirmation of Moderation/ Outcome for Headteacher Performance Management

HT provided an update. It was agreed that she had met the objectives and new objectives were set for this year.

HT will forward her targets to SS and JW.

AP – HT to forward her performance management targets to SS and JW.

Target 1 – develop curriculum leadership across the staff, particularly in the poorer curriculum areas.

Target 2 – raise standards of attainment and progress in Maths, including percentages.

Target 3 – push the values, ethos and culture within the school community.

Governors could clearly see the links with the SCP.

Did the adjustment come through?

Yes, this was done at central office.

6.2 Receive update re Teacher and Support Staff performance management

All teacher performance management has been completed. All have new objectives.

The Resources Committee meeting agreed that 4 members of staff would go through. Some were not eligible.

So all teachers who were eligible went through?

Yes.

HT explained the objectives. The whole school objective is to raise standards and rates of progress and attainment in maths. TAs would have the same objective. The class objective is to ensure learning is challenging for all children within all areas of the curriculum. All classes have the same objective. The 3rd objective is teacher-specific. Teachers set their own objective subject to HT's agreement.

Did they all provide an input?

Yes.

Were they all sufficiently challenging with their own objective?

Yes.

Support staff performance management has not yet been done, although pay increments are automatic.

Governors would like to see a support staff performance management process including office staff and pastoral staff.

DR and DM returned to the meeting.

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. Curriculum & Standards – 21.01.19

EP provided an overview of the first meeting of the committee. The focus was largely on the SOAP, and governors were able to develop their understanding.

CG had previously agreed to be governor link for attendance. On reflection he felt this would be better suited to a member of the S&C Committee.

What would this involve?

EP felt it was likely to involve twice yearly visits to monitor attendance and triangulate evidence in line with the policy.

Does it involve examining paperwork?

Yes, and how many families have received an attendance letter and whether support meetings are taking place.

Could this be done during the DDDs?

Yes. WO would try to attend to monitor attendance. SC could support if needed.

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

RB asked whether she should be attending a regular meeting as EAL link, and who would arrange the meeting.

Ideally these should be arranged at the start of the year and included in the OO. EAL is not currently an issue in school and monitoring could be done during the DDDs.

SS met with DR to discuss SEND before Christmas. The recommended County model is for DR to provide a SEND report to outline distribution, attendance, attainment and progress. This would also look at vulnerable groups and medical needs.

DR updates SS on a termly basis. This will be added to the governors file as evidence.

Is LAC also included in the report?

Yes, this is done at the same time.

Where are monitoring forms kept?

In a folder on Governorhub. HT will also print a hard copy.

Safeguarding monitoring has not yet been done.

CG met with HT to discuss pupil premium on the DDD. Future monitoring is likely to be termly and done before the Resources Committee meeting. HT felt the SEND Report format could be adapted for PP.

Sports premium hasn't yet been monitored. HT is confident that the money is being used effectively and little has changed since last year. Funtrition has been added.

JW completed a health and safety walk. The trim trail may need to be on an annual inspection. There has been an issue with trespassing on the site and additional fencing could be required.

More minor issues will be picked up when a new caretaker is in post.

Outside areas are looking tired and the decorating schedule is behind.

JW reminded governors that the rolling programme had been dropped because of financial pressures.

Why are there so many cleaners in school?

HT advised that this was because of the emergency situation. A new contract is now in place to employ people from the area. HT has requested a reduced hours contract for a caretaker. All hours will be clear and the situation should be resolved after half term.

Governors stressed the need for the correct checks to take place once the contract is in place, such as legionella and fire safety. HT advised that these have been done and the paperwork is in place.

HT has arranged for an additional quotation for playground markings.

EP will ask RMR to review the website before the next meeting.

AP – EP to ask RMR to review the website before the next meeting.

8. Governor Monitoring

8.1 Receive Governor Visit reports and discuss actions required

RB attended activities during Christmas week. 4 events had been open to the local community.

Does the school advertise these events externally?

<p>No, because numbers attending could become too large.</p> <p>Could we advertise the Christmas concern at Potters?</p> <p>No, this is always full. Parents bring family members and some Potters guests also attend.</p> <p>Could there be multiple performances at the church based on the school's houses?</p> <p>This be considered but it might be too much for the church.</p> <p>RB commented that it was good to see the Christian message coming through as well as the secular. She felt it is disappointing that a governor did not thank the staff and children for the performance at the time. This would raise the profile of the LGB. She did it herself at the over 60s event. The school did not receive any thank you cards from the community following the event this year.</p> <p>CG had thanked HT after the Potters performance.</p>
<p>9. Continuous Professional Development for Governors</p> <p>9.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities</p> <p>EP reiterated governors of the commitment to attend one training event each year. This could be online training, and online modules are available via the NGA Learning Link. All governors should consider which training they are willing to commit to this year.</p> <p>EP will complete the module covering governor visits to schools.</p> <p>RB has completed equality and diversity training.</p> <p>SC completed online training on the key functions of the governing body.</p> <p>EP reminded governors that Jill Wakefield would arrange training sessions if there was a need.</p> <p>Was there meant to be a whole school safeguarding session?</p> <p>Sharon Money had said she'd arrange this for the autumn term. EP will remind her.</p> <p>AP – EP to remind Sharon Money about safeguarding training session.</p> <p>EP and HT attend DNEAT's termly heads and chairs conference. The last session focused on finance.</p> <p>EP and JP attended the last DNEAT chairs and clerks briefing. There is a further session in May.</p>
<p>10. Policies</p> <p>10.1 Adopt the following Core Trust Policies</p> <p>The following trust policies were unanimously adopted: Health and Safety Policy, Discrete Leave of Absence, Bullying & Harassment, Staff Grievance, CPD, Management & Sickness Absence, Ex-offenders.</p> <p>There were no comments or concerns.</p> <p>10.2 Agree and approve the following Academy Policies</p> <p>None for this meeting.</p>
<p>11. Published Admission Numbers</p> <p>11.1 Review Published Admission Numbers (PAN) and forecast NOR and consider any specific implications of falling/rising numbers</p> <p>176 are on roll.</p> <p>Is there a restriction?</p> <p>Yes, the PAN is 210. There can be no more than 30 children per class in KS1 and 32 in KS2. Hopton is not seeking to change the PAN but it is losing children every year.</p> <p>HT stressed the financial impact of lower numbers. She has spoken with a representative from the Co-op. They are happy for a school banner to be placed on the grass on the roundabout.</p> <p>Is there a banner on the fence before Potters?</p> <p>Yes.</p> <p>What about the prospectus?</p> <p>HT will start exploring this before the next Resources Committee. There are discounts this month.</p>
<p>12. Any Other Business – none.</p>
<p>13. Closing Formalities</p> <p>13.1 Date, time, venue of next meeting – Monday 1st April 2019, 18.30</p> <p>13.2 Closing prayer/reflection</p> <p>EP closed the meeting with the school prayer at 20.40</p>