



Full Governing Body Committee Minutes

Meeting Title:	Full Governing Body		
Meeting No:	2021/2022/01		
Date:	Monday 18 October 2021		
Time:	1900 - 2040		
Venue:	Virtual Meeting		
Attendees:	Liz Doswell Emma Formoy Akif Khan Vicky Kollnberger Karen Mackin Nicci Morris Dan Pearman Gordon Rimmer Geraint Thomas Andrea Walko-Roberts Russell Woodman	Staff Governor Parent Governor Co-Opted Governor Parent Governor Co-Opted Governor Co-Opted Governor Co-Opted Governor Co-opted Governor Co-Opted Governor Parent Governor Parent Governor	Wellbeing - staff and pupils Pupil Premium Chair of Governors Vice Chair & Development Governor Safeguarding & PP Head Teacher Deputy Head DP/GDPR/Cyber Security Health & Safety SEND
Invited			
Apologies:	No apologies received from Michael Harris. Apologies received from Jon Salmon & Sotos Mandalos		
Clerk to Meeting	Pat Arthur		

1	<p>Welcome and Apologies</p> <p>The Chair welcomed all to the meeting and said apologies had been received from JS and SM and no apologies had been received from MH. The Chair welcomed EF and AWR as parent Governor to the meeting. AK explained EF and AWR would be joining the Pupil Learning Committee and RW had moved to Resources due to the resignation of Jeannie Brice.</p>
2	<p>Declaration and Conflicts of Interest</p> <p>There were no conflicts of interest other than those on the Register of Business Interests.</p>
3	<p>Governance</p> <p>a) Code of Conduct – GVO – SM still to complete. Email sent</p> <p>b) Register of Interests - GVO – VK still to complete . Email sent</p> <p>c) Terms of Reference – GVO – Approved</p> <p>d) Appointments – Confirmation of Parent Governors.</p> <p>The Chair confirmed email confirmation had been received from all governors regarding the appointment of 2 parent governors. EF and AWR.</p> <p>e) Term of Office Ending for GR and VK both 19 November 2021.</p> <p>As there is no meeting between now and 19 November, it was agreed that GR would be re-appointed for another 4-year term and VK confirmed she would like to remain as a Parent Governor. The Clerk advised that the appointment of parent governors is by election of the parents and an advert would be sent out shortly – after half term. VK asked if she would have to apply, the Clerk confirmed she would. The Chair</p>

advised if no other applications are received then VK would be appointed, if more than one person applied it would go to a ballot.

f) Continuation of Virtual Meetings

The Chair said with the pandemic we moved all the governor meetings to being virtual. In principle we could have face to face meetings again, but the chair sought feedback from everyone. If anyone wanted to have face to face meeting would there be an acceptable risk to the school with adults coming into the school when it was not necessary.

The suggestion would be moving forward to continue with virtual meetings which would lessen the chances of people missing meetings and would help to promote continued engagement, at least for the winter season as we see what happens with the ebb and flow of COVID in school.

The Head said whilst it is nice to see people in person, she agreed that virtual meeting would be better until the Spring Term.

KM agreed. GR said he was happy with virtual meeting format as it is easier to organise than a physical meeting.

The Chair said unless anyone had other thoughts it was agreed to continue with the virtual meetings, but a discussion would be had with the school going forward to consider a combination of a hybrid meeting – both virtual and in person.

The Head asked governors to remember that they must know the school and her concern was that by restricting governors visiting, they would have to be confident that they know the school in the event of an Ofsted inspection.

One suggestion was that governors' link visits are confined to out of school hours when not children are not present, but governors would be able to have discussions with teachers and view children's work.

The Chair said link visits may be easier to manage as they are not in the evening and governors may have more flexibility around trying to arrange visits at a specific time.

KM asked the Head when she expected Ofsted to visit.

The Head said it would be during 2022, however, as no one knows what is going to be happening this year it is difficult to be specific. It could be any time in the next 2 years.

KM said thank you and it is important that governors know about the school.

The Chair said it is important that governors do undertake visits to the school and complete the monitoring reports.

The Chair said with new governors joining and a couple leaving it he is updating the responsibilities matrix in terms of focus areas and year group allocations.

In speaking with the Head, it would be helpful if governors could go into school at least once a term, (3 times a year) to visit with your link class, potentially sitting in on a lesson, having time with the staff either before or after the lesson to understand how they challenge how the challenge has worked and how it aligns with the school priorities.

The Chair asked the Head to speak with staff to arrange these visits directly with governors.

Action: Head to arrange for staff to contact governors directly regarding visits

	<p>KM said she had a visit with the Inclusion Manager and has handed over to AWR. The reports are on GVO.</p>
4	<p>Approval of Minutes via GVO The Chair asked Governors if they had any comments on the minutes and had they been approved on GVO. Clerk Said she had chased 2 people who had not approved. The Minutes were accepted as a true record of the meeting with no corrections. Approvals to be locked by clerk on GVO.</p>
5	<p>Matters Arising from 5 July 2021 Page 9 – Item 7 Head to share Power point presentation on Therapeutic Learning. Action Complete</p>
6	<p>Policies VK said there are a few policies that the Head and DP are aware of, 2 of these are statutory ones. DP said he was working on the policies.</p> <p>VK said that Governors would get a notification from GVO when a policy needed review and approval, it would be helpful if these could be actioned as soon as possible. The Chair reiterated this request and said if you are not sure what is required, please contact VK.</p> <p>The Clerk said it is important that all the statutory policies are kept up to date and on GVO and school website.</p>
7	<p>Reports a) Headteachers report The Head said that she had responded to the questions raised by governors on GVO. Overall, the school feels in a good place and whilst being aware of the need to COVID it feels like a school again.</p> <p>The Staff have started to monitor children’s work and a few teachers are being supported, due to teaching being so different from 2019. Learning mentors are working hard scooping up any children who need practice and rehearsal in the afternoon. Read Write Inc, spelling and phonics is in place and those children are being taught at the stage appropriate to them. The development days from Read Write Inc have worked well and the feedback is positive.</p> <p>Maths’s mastery is being taught very strongly across the school. There are new staff and have started to introduce therapeutic thinking very gradually. The children may start talking to parents about pro-social and antisocial behaviours and dangerous behaviours because they are the kind of the words that were talked about today in assembly.</p> <p>The clubs are happening again in school, there has been a biking day. There is planned a fire of London day tomorrow.</p> <p>There are no positive cases of COVID in school, Hillside is one of the few schools in Wokingham with no positive cases. There are children in isolation and waiting results of PCR tests.</p> <p>There are several behaviours that are being challenged which will be discussed in Safeguarding update.</p> <p>A couple of serious incidents happened in school, and these have been dealt with following the appropriate policies.</p> <p>The younger children in foundation have noticeable lower language, social skills, and communication skills than previously. They have not been around other children for 2-years. This is a knock-on effect of the lockdowns.</p> <p>There are children with high level of needs which is having an impact on staffing and the rest of the school.</p>

The Head shared a document with governors on the impact of the pandemic on certain groups of people and the other document is the COVID outbreak contingency plan. The head would send to the Clerk to add to GVO.

Action: Head to send document to Clerk for GVO

b) School Improvement Plan

The Chair asked the Head to summarise the key points and reminded governors they would need to approve this document on GVO.

The Head said there is a concern the plan is longer than normal, with a few things carried over from the last 2 years.

Staff wellbeing is being monitored. LD said teachers are now back on board with feedback and marking. Staff are happy with the workloads. New Staff and ECT's have been given support from Mrs Dixon.

The Chair said he had a meeting with the Head regarding the School Improvement Plan (report on GVO), if governors wanted to see the context around the SIP and the inclusion of content it can be found in the report.

EF said there are a lot of actions which have costs, have these already been included in the budget.

The Head said they come out of either the professional development or curriculum budget.

c) End of Term results

The Head said the outcomes for 2020-2021 were in her report and considering the challenges the school were pleased with the result. The Phonics result for year 2 will be reported in November. The school is working towards 100%.

Year 1 is challenging the bottom 20% in that cohort is impacting on Read Write Inc teaching; however, the determination of the Read Write Inc teacher is keeping those children focussed. This Impact will be seen across the curriculum for the rest of their learning,

Maths in Key Stage 1 was disappointing, there were several lockdown gaps in fractions – this gap was also in other year groups.

Writing in Key Stage 2 is written in the School Improvement Plan, again this is due to lockdown, they did not have the writing teacher and so they were not writing at PET, the school was working at pace and consistency.

LD said Mrs Dixon and Mrs Ruth Patel have new writing intents ready to launch in the Spring Term with the Year 5 and 6 teachers to take through some more creative timetabling, trying to make stronger use of cross curricular writing to add some inspiration and interest. LD said it is about ensuring that quality of writing is in every subject and seizing opportunities from different subjects to motivate writing a bit more and spotlighting children to maximize opportunities for verbal feedback on writing with targeted children and give them personalized attention.

The Chair asked the Head to explain the phrase spotlight children for the new governors.

LD and DP explained it was identifying a child in each year group based on their reading ability. Underperforming in reading then permeates every other area of the curriculum.

LD explained these children benefit from different parts. Some need support with writing. Pupil Premium/ disadvantaged children are included and are already on the radar of the teachers. Some of

these children may not necessarily have been a child the school would have looked at previously, it has therefore raised the profile.

The Chair asked if this was being seen in the SLA and other school, with writing coming in below reading and maths, or it is something specific to Hillside.

The Head said she did not want to blame COVID for all this as some schools did well in writing, it is something Hillside children did not perform well in. They were not taught remotely as they would have been in school, with staff supporting over lockdown therefore there is a need to look at it this year and improve upon. Hillside is not the lowest in the SLA in writing but are one of the lowest schools now. It is a priority for the leadership team this year.

The Head explained to the new governors what the Schools Learning Alliance (SLA) was about and how it came into being.

d) Safeguarding

The Head did clarify that her update had been shared and had an open discussion with year 6 parents, and the Local Authority and therefore did not need to be recorded in part 2. It had been reported to the Police.

The Head explained there had been 3 incidents since her report.

One incident where a knife was bought into school. There are many reasons why he chose to bring the knife into school, there was no intention to harm anybody but wanted to show off to his friends. He did not understand how this could have turned out badly for him and others. The knife was a flick knife with a substantial blade.

Fortunately, some year 6 pupils told the Head about it and the knife were confiscated. The parent was spoken to and told the school would be notifying the Police.

The Police came and spoke with the child today, the event happened a week ago.

It was handled well by the school and the school were supporting the other children who knew about the incident, this was via an assembly. This was discussed using the pro social, antisocial, and dangerous behaviours and explained there were serious consequences to dangerous behaviours.

The child was given an internal exclusion.

The Chair asked if the Behaviour Policy referenced bringing in a weapon to school.

The Head said the policy was being re-written in line with therapeutic set of thinking and it would come under the heading of dangerous behaviours.

See part 2 for the other Safeguarding incidents.

e) Racial Equity Update

The Chair gave an update on his meeting with the Racial Equity team at Hillside last week.

The Chair said as most people are aware it is 'Black History Month'. The decision was made not to focus all the efforts on that in school, whilst some useful work and useful conversations can be had in that context, the team is focusing their time on trying to put together a longer, more sustainable piece of work, looking beyond just one activity. Within this one single month, and in addition, there are of course many other groups beyond just the black community at Hillside and so putting together a sustainable body of work to represent them, engage with all pupils at Hillside. The pieces of work aimed to be completed by the end of Term are to:

- carrying out an audit to assess if people of colour are appropriately represented. This audit is scheduled to be completed before Christmas

Is the curriculum fully representing over different groups of people that are at Hillside are providing examples of history and aspirational figures?

Can people at Hillside learn about and look up to in ways that just go beyond that. The curriculum as we teach it today.

- A review of the progress and attainment data is planned by Christmas to examine if there are differences at Hillside across the different ethnic groups

Traditionally, for example, white British boys underperformed, and other groups improved could be harmful.

We do not really have clear data on whether there are other groups, which are outperforming the norm, and so at the end of by the end of this term, at least we should have that data.

- There is ongoing discussion and debate as to how and where in the curriculum to teach the concept of 'anti-racism'

That will enable the team to make informed decisions about how to put forward a sustainable plan around racial equity moving forward.

f) Data

DP said Spotlight Progress meeting had been carried out, where a teacher picks out a child they are concerned with.

Teachers bring that child after they consider any of the barriers. The teachers provide the child's thoughts for their learning. Then as a panel create a set of actions for the teachers to carry out to narrow the gaps.

NM shared a common thread across the Spotlight Meetings which was independence and getting parents to discuss what it looks like at home for their child.

DP said that in the Spotlight meetings, targets were set for children who had joined in the last year. Last year, two-year targets were set before the 2nd lock down being mindful the school was playing catch up from the first lock down.

NM shared that there is another budget for tutoring program on top of what the school was previously allocated the school is looking into appointing a good, reliable tutor to support children. The government has provided 75% funding for the tutors and the school tops up 25%.

DP shared that the Reception Baseline Assessment (RBA) has been completed. There was a six-week window for the RBA to be completed. It is a 1 to 1 assessment where children are asked to complete simple instructions with certain resources provided. The outcome is either achieved or not achieved. The DfE will produce an algorithm for the cohort average, which in seven years' time will tell us how Year 6 should be performing. We don't know what the algorithm will look like yet. Now we are given a sentence in which the child can and can't do which the Early Years Team have used their own baseline assessments internally.

NM shared that only 30% of our reception children were able to complete all the RBA tasks. The Chair referred governors to the 'Data in a Nutshell' sheet and asked all governors to ensure they have read over it.

	<p>The Chair said given the situation with MH, in his absence he would take on the role of Data Governor. The Chair asked whether AWR would be prepared to take this on later.</p> <p style="text-align: center;">Action: AK and DP to meet to discuss data in November</p> <p>The Head shared it is important for all governors to know the school's data, Ofsted will talk about is the bottom 20%, rather than data across the school.</p> <p>The Head asked governors, when meeting with their link year groups, to ask about the spotlight children and lowest 20%. What are the barriers for those pupils? Have you removed the barriers for those peoples and those are the key?</p> <p>The Chair said governors should be focusing on Spotlight children, wellbeing, racial equity or four or five things from the School Improvement Plan and then challenge the staff. The Chair reminded governors to complete a monitoring report for each meeting.</p>
8	<p>KCSIE Training</p> <p>This is mandatory that all governors undertake safeguarding training, one element of that was the KCSIE document Keeping Children Safe in Education, all governors needed to read and essentially approve in GVO. The approval signifies that a governor has read the document.</p> <p>There is additional training that governors usually undertake, this can be undertaken on the National Governments Association website. (NGA). Governors will need to register to obtain an account.</p> <p>It was agreed the Chair would send out the link to all governors, to ensure they are clear on what the online safeguarding is that needs to be undertaken, along with the deadline is.</p> <p style="text-align: center;">Action: Chair to send out information on Safeguarding Training with NGA</p> <p>The Chair explained the school were happy to carry out some in house training. Governors have the option, but if governors prefer the inhouse training it will be a specific time and governors would need to be available at that time. If it is the NGA course, it can be undertaken at a time of governors choosing.</p> <p>The Head said she is happy to deliver whatever governors would like. It could be recorded on teams for governors to watch or it can be online or if governors want to go into school for face-to-face training.</p> <p>It was agreed that each governor can decide whether they want to do the online training course, or if they feel that it would be better for them to have either face to face in person or virtual face to face training.</p> <p style="text-align: center;">Governors to advise the Clerk of their preferred method of training</p>
9	<p>Governors Training Update</p> <p>VK said she had no update; all the courses were on GVO, and governors need to let her know if they want to book a course. Induction Training for the new governors had been requested. The Clerk confirmed GS had their information and the 1st course is full, and the dates of an additional course would be sent to governors.</p>
10	<p>Chairs Update</p> <p>a) Expectations</p> <p>The Chair said Governor have now migrated on to GVO, there have been a few teething problems in how the processes work, such as monitoring reports and the meeting pack. The Chair thanked governors for engaging with GVO. The Chair said that he is feeling the benefits of using GVO - it is easier to see the questions governors are asking. There is a clear audit trail when monitoring reports have been completed rather than send email out.</p>

The Chair asked Governors to review their governor email accounts on a regular basis, such as 2/3 times a week, if not they would start to feel the pressure of GVO notifications building up. When policies need to be reviewed and approved a notification is sent via GVO.

The Chair said in terms of expectations visiting with their year groups, at least 3 times during the year, these are on the matrix document showing who is assigned to which year. It will need to be amended to include the new governors plus the loss of one governor.

Action: Chair to update matrix document and send via GVO
Action: Head to advise teachers who to contact to arrange visits

Academisation

The Chair said this agenda was starting to re-appear, the latest information for Government is less about schools creating new academies for themselves but joining existing academies.

The school will be looking at which potential academies would fit with the Hillside Ethos.

The Head highlighted that Waingels is a standalone academy and is wanting to increase its size, it is open to shaping what the culture and outlook of a new Academy look like. Hillside does not want to be swallowed up by an academy that has an established vision and ethos, this could be a potential opportunity for Hillside.

The Chair said further discussion with Waingels is happening in the next month for all the schools across the SLA. The Chair asked if in his absence a couple of other Governors would be able to attend with the Head.

The Academisation will likely become a regular agenda item at FGB. The Chair said he would like governors to be in a position where if Hillside must decide, it is in a position where there is a choice to help shape its destiny.

Within Key Documents on GVO is a folder for the DfE booklet on Academisation, this will be used for any information or reports on the Academy Agenda.

The Head thanked the Chair for sharing and said, the government would like schools to be working families, such as the SLA, but this cannot become a new academy. There are several academies in the area, and academies seem to be able to draw money from central government, that schools cannot access. Within 5 years, it is likely school will be setting deficit budgets and having to work with less money and resources.

The new teachers' salaries are likely to be £30K, which will impact school budgets.

Waingels are looking for 6 schools to co-design and redesign an Academy, there are not precious about what it is called. The Head said she is delighted to be pinpointed to be part of this journey, but due diligence needs to be undertaken and decisions should be the right one for Hillside.

[RW asked if the Head had any discussions with the other schools in the SLA about joining Waingels.](#) The Head said the meeting was on 10 November, all SLA school will be attending.

The Head said whilst there is no urgency for Academisation, if Hillside does not take this opportunity now, it might be other schools and not Hillside.

[GR said when academisation was discussed previously there were several who said they did not want to influence any school that joins the Trust or Academy. Is the intention to review these as well?](#)

	<p>Will Waingels be benchmarked against the other Trusts, for example St Crispins had a similar philosophy and they did invite Hillside before, the type of cohort within the Trusts needs to be considered when making the decision.</p> <p>The Head confirmed they were and would be part of due diligence. For example, Rivermead were meeting with the Circle Trust and the Head asked if they could share the dates and join that meeting.</p> <p>The Chair concurred with the Head and said all options need to be considered.</p> <p>The Head the biggest Trust in the area was The Circle Trust, with the Keys being mainly Church Schools, ideally Hillside would like to be ready for when the Government decides and not be swept up into the biggest Trust that was not right for Hillside.</p>
	<p>The Chair governors for their contribution and closed the meeting</p>
	<p>Meeting closed @ 2040</p>
	<p>Date of Next Meeting: Monday 6 December 2021 at 1900 hours - Virtual</p>