

**Hoyle Court Primary School Governing Board  
Minutes of the Full Board Meeting  
Held on 23 January 2020**

**The meeting commenced at 6:35pm.**

**Present:** Val Shered (Chair), Judy Walton (JW), Tim Phillips (Head), Rosalind Sheridan (RS), Roger L'Amie (RL), Ben Dickinson (BD), Liz Will (LW)

**In Attendance:** Nageena Khan - Clerk to Governors

**Welcome and Introductions**

Chair introduced the meeting and welcomed all.

**23/19 Apologies for absence and their acceptance**

Apologies were received from Simon Kemp, Adrian Metcalfe, David Pike and Keeley Poole, these were accepted. The meeting was quorate.

**24/19 Notification of Any Other Business and requests for agenda order variations**

- Safeguarding
- QTR 3 budget monitoring
- SFVS
- NEU briefing paper
- SEND policy
- SACRE determination

**25/19 Declarations of Interest for Items on this Agenda**

None.

**26/19 Minutes of the Previous Meeting held on 12 December 2019 (*enclosure*)**

The minutes were approved as an accurate record of the meeting, proposed by JW, seconded by RS. A copy was signed and dated.

**27/19 Matters Arising from these Minutes not covered by the agenda**

None.

**28/19 Governor Vacancies and Appointments**

There are two co-opted governor vacancies. There was discussion regarding the best way to advertise these and attract suitable candidates. The following was suggested:

- Contact parents who have already applied for the recent parent governor vacancy encouraging them to apply.
- Contact local secondary schools to ask if any staff members would like to be on Board.

**Q: JW- would it be useful to speak to the parents that applied before encouraging them to apply again?**

Head replied yes, it was agreed to write a letter to parents asking for applications to the roles as well as people in the local community with an interest in the school looking to apply for the roles. The Code of Conduct and skills audit will be sent to prospective candidates.

**29/19 Correspondence**

The NEU briefing paper was circulated to all. Governors found this to be a very useful paper and all were encouraged to join the mailing list.

**Action**

**Head**

Signed..... Date.....

**30/19 Committee Reports Since the Last Meeting:**

Achievement Committee

A report from each KS leader was provided; the Committee found this very useful, however were conscious that the reports took a significant amount of time to prepare. When analysing the information it was clear that progress in Year 2 and Year 3 is an area of focus as well as Writing being weaker across school. Being mindful of workload balance and wellbeing, it was proposed by Head to purchase data tracking software in order to reduce the time spent on producing figures, ensuring that they are accurate and consistent and in order to spend more time analysing them.

**Q: LW- when do you plan to purchase the software?**

Head plans to purchase it by Easter 2020.

**Q: LW- will it take time to input data onto the new system?**

Head explained that there is a two- week process to transfer day. RL welcomed the suggestion, staff members need time to act on data and focus on its accuracy and impact.

F&GP Committee

Chair reported that the school has a higher than previously predicted Carry Forward figure over £50k. Since the meeting the following expenditure has been agreed:

- Purchase OTRACK software licence
- Some additional resources for Early Years
- Approval of a TLR3 post
- Professional recruitment package for the Deputy Head role

NT updated the QTR 3 budget report before submission with the revised Carry Forward of £46,413. **This was approved.**

NT

Head informed that there are areas that require additional spend, for example Phonics books. **It was agreed for Head to create a list of areas that require additional spend and prioritise these.**

Head

Head attended the BPiP heads meeting this morning where an update on finance from the LA School Funding team was provided. The government plans to raise salaries for less experienced teachers, with pay rises across the profession in order to even out pay scales. There should also be more funding per pupil received next year and the national funding formula should benefit school like Hoyle Court.

SFVS- the updated SFVS document was circulated to all; **this was ratified and will be submitted to the LA.**

NT

Safeguarding Audit- this has been completed and is looking positive with most areas now green. **Head and JW will review the action plan in March 2020.**

Head,  
JW

**Q: JW- I think we should include something around both DDSLs leaving school. Don't you think it should be a risk factor identified on the SFVS?**

Head explained that the school will not have a period when there is not a DDSL in post. Some of the PPSM's responsibilities will be taken on by Head, some by the new Deputy Head and some would have to be taken on by the new SENDCo/Inclusion Leader.

The Deputy Head role will focus on Teaching and Learning primarily, with the SENDCo/Inclusion Leader taking on most of the responsibilities of the PPSM around pastoral support. Attendance and behaviour is a major part of the PPSM's role and the role has become very broad over the last few years, in particular providing significant support for parents. This can no longer be supported and funding will have to focus on impact in the classroom. Governors highlighted that the physical presence of adults in the classroom is key to a stable environment that allows pupils to learn effectively. RL highlighted that supporting parents is very effective.

**Q: BD- is there scope to have a certain part of her role given to someone else?**

Head explained that the Inclusion Leader will carry out most of the responsibilities but not all as they will work for three days per week.

**Q: BD- if our carry forward is healthier than expected why is there not the scope to replace the PPSM?**

Head informed that the Inclusion Leader will cover the SENDCo and PPSM role.

**Q: RS- will the Inclusion leader be a qualified teacher?**

Head replied yes, this is an essential requirement.

Chair explained that the school has benchmarked itself against similar schools and Hoyle Court is different with the PPSM; this is a role that schools cannot afford. Head added that the school also has a small leadership team and needs to be able to cover risks effectively.

**Q: JW- we are such a nurturing schools and this is one of the characteristics that parents choose this school for. Will that be affected?**

Head stated that the current Deputy Head brings a lot to school, however decisions being made are based on finances and how best to meet the needs of the school.

**Governors agreed that the DDSL's leaving needs to be added to the SFVS as a concern and RAG rated red.**

Head, NT

**Q: RL- we can create hybrid roles but can we recruit to these? Will anyone want to work for three days a week in a particular role that clearly requires more time?**

Head is confident that there will be a wide interest in the role.

**The SENDCo role vs. the Inclusion Leader role to be included as an item on the next agenda.**

Clerk

**Q: JW- what do other schools have?**

Head informed that other local schools have a SENDCO or Inclusion Leader for three days a week. Each school is unique in the way the structures are developed.

Deputy Head Recruitment- the advert has been approved and will be published tomorrow morning. The school Council and staff members have been asked their views and PACT HR is providing a great service supporting with the recruitment process.

Head, Chair, RS and DP will be members of the panel. Sara Rawnsley, external advisor will advise the panel on the first day of the two-day process on the Teaching and Learning aspect. All dates have been confirmed.

**31/19 Governors Code of Conduct**

Governors agreed that this is a very good document and will be adopted annually at the first meeting of the year. **The Board accepted the document.**

**32/19 New Ofsted Framework- Leadership and Management (enclosures):**

Head reported that he circulated relevant documentation to determine where Hoyle Court is as a school in reflection to the national picture.

- Inspection Analysis- this is an analysis of all schools that have been inspected under the new framework and a comparison of data against Ofsted outcomes.
- RWM- the national figure is 64%; Hoyle Court has a declining trend and the school target for this year is 59%. There was discussion regarding benchmarking of the KS2 pupil outcomes.
- The analysis identifies that RI schools tend to have an issue with none- core curriculum subjects and the new framework highlights that the whole curriculum needs to be focussed on not just core subjects,
- Outcomes- areas of concern at Hoyle Court are progress in Year 2 and Year 3 and Writing across school. There is a lot of work to do to improve RWM outcome, however with support from Crossflatts the school is working hard to close gaps in learning much more systematically, strategically and rapidly.
- Ofsted is now focusing on talking to pupils and observing learning in the classroom and scrutinising books.
- Quality of Education- intent, implementation and impact are a focus. ‘Deep Dives’ are now used to have that deeper understanding of subjects.
- Internal data is not a focus; instead it is the data trends over the last three years.
- Non-negotiables- Head created a document and encouraged governors to keep referring to this during link visits. Subject Leaders are writing subject intent for each subject and this will be available on the school website.
- A Curriculum progression grid for each subject in all key stages is being created. This translates into medium-term planning and short-term planning; it is important to ensure that all curriculum outcomes for each subject are covered.
- It is very important for pupils to build on prior knowledge. The spiral curriculum has been introduced in Maths and will be adopted across the curriculum.
- Next year Subject Leaders will monitor how pedagogical practice links to the school community and its values. Deep dives will support this.

**Q: Chair- you circulated a questionnaire for pupils. When do you practice these with staff and children?**

Head informed that this is happening now. **Governors agreed to use these questions when visiting school and speaking to pupils. .**

**Q: Chair- would you do something similar with staff?**

Head replied yes; pupil, parent and staff questionnaires will be issued in March 2020 and are aligned to the Ofsted questionnaires.

**Q: RS- do we have some staff members training through the Forest Schools scheme?**

Head stated yes, he is looking at how to fit this into the curriculum.

Governors thanked Head; they found the information very useful and welcomed the spiral curriculum concept.

**33/19 Curriculum- Hoyle Court Learning Offer, Teaching Pledge**

Item previously covered.

Signed..... Date.....

Govs

**34/19 Impact of Governor Training and Visits to School- Safeguarding, Wellbeing and SEN (enclosures)**

Wellbeing and SEN- Chair and RS visited on 17 December to look at the Nurture room; seeing the Nurture provision in operation was wonderful, it is just unfortunate that the provision cannot be offered more often throughout the day including over lunchtimes. Head reported that he is looking at ways to extend the provision; a staff member is returning from maternity leave at February half term and could be allocated to the provision. Head is also taking a more active role in the oversight of the Nurture room and has signed up to Nurture Group Network attendance meetings.

Chair and RS spoke to a group of SEND children and they discussed lunchtimes. It was great to see children debating.

They visited school again this week and carried out a learning walk focussing on SEND pupils; it was positive to see clear evidence of inclusion, Quality First teaching and differentiation taking place in the classroom without being obvious. The visit highlighted how critical adult cover is in classrooms.

Governors shared concerns regarding who will manage the apprentice scheme in school. They felt that it was an admirable thing to do, however it is a vulnerable time for staff and children and the management could be very onerous. Head informed that the new Deputy Head would take on this role.

**Q: BD- what are the benefits of an apprentice compared to student teachers?**

Head explained that apprentices will be in school four days a week for a full year and will attend training for the fifth day. There will be very little cost to the school.

Safeguarding- JW reported that the audit has already been discussed. She plans to visit school again at the beginning of March 2020 to review the areas RAG rated amber and red. She will also look at the new format of the SCR. She and RS will meet with children and ask them some of the questions from the questionnaire that has been circulated to governors.

**Q: JW- could we please have a member of staff in attendance during the discussion with pupils?**

**Head to arrange this.**

JW received clarification from BD regarding Launchpad to showcase. The displays showed evidence of this and were very ordered and purposeful and pupils were using purple polishing pens to amend their piece of work.

Once all the curriculum progression documents are received JW plans to review them and pull out the safeguarding elements such as PSHE and e-safety.

**35/19 Policy Review- RSE**

- **All policies approved at the F&GP Committee meeting were ratified.**
- **The SEND policy was approved.**
- **RSE-** a parent consultation meeting took place regarding the policy. **The policy was approved subject to some minor amendments.**

Head

Signed..... Date.....

36/19 Any Other Business referred from item 24/19 above

SACRE Determination-the Board approved whole school determination where all pupils can take part in religious education but it is not focussed on one particular faith.

Head

37/19 Date of Next Meeting:

- EFGB- Wednesday 11 March 2020 at 4:30pm
- FGB- Thursday 12 March 2020 at 6:30pm

As there was no further business Chair thanked all for attending and the meeting closed at 8:57pm.

Signed..... Date.....