

Tuesday 21st March 2017 at 6.30pm

Present: Mark Whitehead (MW)
Linda Tansley (HT)
Caroline Bond (CB)
Simon Forder (SF)
Owen Gardner (OG)
Terry Genis (TG)
Gemma James-Moore (GJ-M)
Miles Le Voguer (MLeV)
Jefferson Nwokeoma (JN)
Roger Panter (RP)
Lyndsey Todd

Chair
Headteacher

Arrived after Item 3

Arrived during Item 4

Arrived after Item 3

Apologies: Chris Caswell (CC)

In attendance: Nick O' Shea
Alex Williams

Prospective Associate Member
Clerk

1.	<p>Welcome and Apologies for Absence. The Chair opened the meeting at 6.33pm and welcomed everyone.</p> <p>Apologies were received and accepted from Chris Caswell (work commitment). It was noted that Owen Gardner and Gemma James-Moore had advised that they would be joining the meeting late.</p>	Action
2.	<p>Declaration of Pecuniary Interests There were no declarations of pecuniary interests.</p> <p>The HT stated that there could be a potential conflict of interest for parent governors when the rise in the costs of the TH Breakfast Club were discussed in Item 5. Advice given from Governor Services was that parent governors could remove themselves from the meeting if they did not feel comfortable participating in the discussion. It was agreed that parent governors would remain within the meeting during the discussion and vote on the decision if required.</p>	
3.	<p>Minutes of the Meeting Held on 7 February 2017 The Chair went through the minutes of the last meeting, page by page. The HT noted that the LLP final report mentioned in Item 6 (page 4) has now been received and is on the portal for governors to read.</p> <p><i>MLeV and OG arrived at the end of Item 3.</i></p>	
4.	<p>Actions Arising All updated - reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.</p> <p><u>Governor visit to review CPD and IRIS (26/1 – item 14)</u> Ongoing</p> <p><u>HT Performance Management Training (17/5 – item 7)</u> Completed. MLeV/OG booked on the training course in October.</p> <p><u>BCP working group (21/6 – item 4)</u> Ongoing. Business Continuity Team to meet after Easter to test out the BCP against three scenarios (including loss of school, premises issues, and utilities issues).</p> <p><u>Sponsorship/support for competitive sports (21/6 – item 6)</u> Ongoing. MLeV checked with HT as to who should be the TH contact if a commercial partner is engaged. HT confirmed that it would be JF.</p> <p><u>Email address for allegations concerning the Headteacher (20/9 – item 13)</u> Ongoing</p> <p><u>Governing Body Membership (29/11 - item 5)</u></p>	<p>LO/CC/ TG</p> <p>HT/OG/L O/ JF/SF/PH</p> <p>MLeV</p> <p>OG</p>

Signed as a true and accurate record by **Mark Whitehead, Chair**, at the FGB meeting of 4th April 2017

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	<p>Completed. Clerk confirmed that the governor attendance record on the school website is a historical record of the previous academic year.</p> <p><u>Governors Annual Statement (29/11 – item 12)</u></p> <p>SF's view of other Annual Statements is completed. SF noted that since the removal of the statutory obligation to produce Annual Statements, other school have gradually decreased the way their statements are produced. His view was that TH still went above and beyond their requirements and that if there should be any change to the TH Annual Statement, it should be the removal of repetition in some sections.</p> <p>The action to set up a working party to consider next year's Annual Statement is carried forward. Working party will now be OG/CC/SF.</p> <p><u>SIDP Review (7/12 – item 7)</u></p> <p>This will be the key focus for the 4th April FGB meeting.</p> <p><u>School pond area (7/2 – item 4)</u></p> <p>Completed. Clear up of pond area took place on 19th March. The governors praised the excellent efforts of the PTA, Philip Hinsley, Site Manager, and Allan Harding, Assistant Caretaker.</p> <p><u>Governor visit on School Ethos (7/2 – item 5)</u></p> <p>Completed. Governor visit has now taken place and visit report will be brought to next meeting.</p> <p><u>Child Protection & Behaviour Policies Review (7/2 – item 8)</u></p> <p>Completed</p> <p><u>Leadership ISR (7/2 – item 9)</u></p> <p>Completed</p> <p><u>LA Clerk Service (7/2 – item 10)</u></p> <p>Completed</p> <p><u>Governor Monitoring Visit (7/2 – item 11)</u></p> <p>Chair pointed out that some governor reports are still outstanding.</p> <p><u>Meeting to create S141 links for Governor Monitoring activity</u></p> <p>Commenced by ongoing</p> <p><u>RAISEonline Training for Governors (7/2 – item 12)</u></p> <p>Completed</p> <p><u>Department for Education's National Funding Formula Proposals (7/2 – item 15)</u></p> <p>Completed</p>	<p>OG/CC/ SF</p> <p>Clerk/All</p>
5.	<p>Headteacher's Report</p> <p>Items 5 & 6 were combined during the meeting. The Headteacher's report and reports on pupil premium and sports premium progress were received by governors prior to the meeting.</p> <p><u>Mobility figures</u></p> <p>Q: <i>With a net increase of 1 pupil, what is the financial implication?</i></p> <p>A: <i>One additional pupil amounts to just under £3000 funding. However, PLASC in October sets the budget for the year while PLASC in January drives Pupil Premium funding and any in-year mobility does not impact funding received only actual NOR on those data collection points.</i></p> <p><u>Exclusions</u></p> <p>Q: <i>Is this a pupil with previously known issues? How is this impacting the learning of other children?</i></p> <p>A: <i>Yes. With regard to impact, this is not actually measurable. However, the school takes actions to minimise disruptions (removing pupil from teaching scenarios) for other pupils.</i></p> <p>Q: <i>Is it escalating?</i></p> <p>A: <i>It is an ongoing situation and exclusions have increased since the HT report was produced.</i></p> <p>At this point, there was a question about Admission Figures which are currently confidential. Please see confidential minutes for this discussion.</p> <p><u>Attendance</u></p> <p>Q: <i>While recognising that the threshold has increased from 85% to 90%, what strategies are in place to help families to reduce absence?</i></p> <p>A: <i>TH has a Family Support Link worker who works with families on absenteeism and persistent lateness. The school also have a rainbow system of letters to highlight to parents the problems with attendance. All these strategies are included in the TH attendance policy.</i></p>	

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The governors congratulated HT and the school on the continuing downward trend for absences. The HT also mentioned that the new objectives that the Governing Body had set for the next four years when reviewing the Equalities Policy last Spring included one to track and monitor those pupils whose attendance was of concern and their progress. The Policy Working Group will be reviewing the first year of progress against this objective at their meeting this week.

Q: Does the figure of 15 pupils with attendance <90% include the 7 pupils with attendance <85%?

A: Yes

Q: With reference to the absence graph, there appears to be a trend with Ever6 children. Why?

A: This depends on the Ever6 children. Children move in and out of Ever6 and FSM groups but this group and the DES group are the key groups where the absence rate is higher than others.

School Meals

Q: Is the issue with provision (getting the meals out to the children every day) improving or is it simply a case of managing the throughput as best we can? Do we expect this to be an increasing challenge as 2017 introduces another 30 children in September?

A: The situation is improving as children get older throughout the school year. This will all start again in September and we will have an extra 30 pupils. However, we are working with the lunchtime team to improve shifts. There is a new chef and an extra person in the kitchen.

Q: Was a new chef appointed at your behest?

A: Conversations had been held with the area manager for HC3S which had impressed the need to increase the number of catering staff and further conversations will need to be held as numbers of children increase still further.

The HT also noted that in time the school will have to look at extending lunch times but this will occur in negotiation with HC3S.

Q: What about staff involved?

A: School staff are on a rota to help with lunchtimes but now only need to keep a watching brief.

Governors thanked staff – both lunchtime and teaching staff – for their hard work at lunchtimes.

Q: Universal FSMs does impact on Pupil Premium applications. Are there more that we could get?

A: Parents did receive a letter from school about Pupil Premium eligibility before January PLASC and we did pick up 3 more families as a result of this. There could be more applicants once Year 2 children currently receiving Universal FSMs move up to Year 3 next academic year. We will be flagging this up with that group before the summer.

SEND

Q: Have we sufficient resources to support this level of SEND demand?

A: The school have 10 classes and 24 LSAs. First priority is given to children with statements or EHCPs. We have also submitted bids for SENSA funding.

The HT advised that they had to watch this space on SENSA funding. School has received the funding for 2 of the bids, one is outstanding and they have one more application to make. TH have, however, been identified by the SEN Panel for making 4 submissions. The Panel met on Tuesday, 14th March and TH are awaiting the outcome. TH were not allowed to attend the Panel but HT will challenge any adverse outcome as the school has employed staff to support the 4 children.

Q: How do the SEND number compare to previous years?

A: Numbers are rising (2015 – 16%; 2016 – 17%; 2017 – 28%). However, TH is using Language Links, as recommended by the LA's SEN department, to screen pupils and this is

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also picking up language delays and maturation levels. HT believes that children will improve as school year progresses and our SENCo is investigating all criteria to separate language delay from language difficulties in the screening process.

GJM arrived at this point.

Attaining Highly Pupils

Q: *Is there sufficient stretch for these children?*

A: HT advised that she will put anonymised data on to the portal. *This data shows that the majority of AH pupils on register are maintaining beyond age expectation.*

Personnel

The governors noted that the school has an ongoing challenge when it comes to hiring new staff. The HT reiterated that and said that that was an understatement.

Q: *Are we seeing a churn in staff compared to previous years? If so, why?*

A: *TH is a growing school and therefore staff churn is expected. However, the situation at TH has been stable for a while. There are staff leaving this year who have been at the school a long time. Reasons for leaving were family commitments and some staff were looking for new challenges.*

The HT was pleased to announce that interviews had been held the day before for an Early Years Leader and that they had been able to identify a candidate who they wanted to offer the position to. In order to secure the candidate, TH had offered the candidate a recruitment allowance of £1K for 2 years. In the Chair of F&P's absence, the HT informed governors that the committee had previously approved the use of funding to secure candidates as appropriate.

Q: *Were the applications for the EY Leader both from external candidates?*

A: Yes

The HT also announced that the school was interviewing the following day for an internal post for KS1 Leader. She was optimistic that there would be a positive outcome.

Q: *Last year we enacted 2 TLR 3 posts. Will these end at the end of this year.*

A: *Yes, as mentioned in the report, these will terminate at the end of July 2017 and summary reviews will be presented by both post-holders to inform FGB of impact.*

Q: *Are we looking to roll the 2 TLR 3 posts over?*

A: *In the new Staff Structure, I am proposing that we introduce a 'new' TLR 3 post to drive an area for development of the 2017/18 SIDP.*

Q: *Could TLR positions be used to drive external recruitment?*

A: *TLR 3 posts cannot be used to recruit. The TLR has to be awarded. For recruitment, I would recommend a recruitment bonus route. We have two roles that we will be advertising from tomorrow.*

Q: *Will we have a clearer picture on recruitment and structure at the FGB meeting in May?*

A: Yes

It was therefore **agreed** that the proposed Staffing Structure for 2017/18 be carried forward to the May FGB Meeting for approval.

Clerk

Q: *One of staff resignations is the RWI Champion, what impact will this have on progress?*

A: *School does not intend to let the initiative go.*

Staff Professional Development

Q: *"Teaching observations with a focus on Guided Reading...Extremely positive results" – can you elaborate on "Extremely positive results"?*

A: *OFSTED no longer grade lessons but Tower Hill teachers want to keep the 1-4 system previously used for teaching observations. Guided reading had just been introduced 2 weeks before observations were held and therefore felt it was unfair to grade teachers at this time.*

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Q: *Is the underlying message that we are on track to maintain our Outstanding rating if OFSTED came in?*

A: Yes

Q: *"PE Observations" – can you elaborate on the observations and what a positive outcome of the observations is?*

A: *I have been very pleased with the outcomes I have seen. I have also been watching the impact that external deliverer has been making on the teacher as a mentor. Although the external deliverer is good at coaching, I am not completely satisfied with them in their role as a teacher mentor and therefore will be looking to employ the Sports Premium funding in different way from this September.*

Pupil Premium

Q: *Given the changes to assessment and the abolition of the old levels we would expect the July 2016 figures to be difficult to compare to previous years. Looking at "expected standard" in reading and "achieving higher level" in Reading and in Writing the data on the surface looks significantly worse.*

A: *When comparing performance of PP funded children with Others nationally in RAISEonline, those Others were NON-Disadvantaged pupils i.e. Non-Pupil Premium rather than ALL pupils who would INCLUDE Pupil Premium funded pupils. The fact that TH Disadvantaged pupils exceeded attainment of Others in both Writing and Maths at Age Expectation and were just below in Reading (TH Dis 68%: Others Nat 72%) was a significant achievement. When RAISEonline data was manipulated to compare Disadvantaged WITH the same group nationally, as the HT had shared with governors at the Standards FGB of 7th December, TH performance significantly exceeded national in all aspects.*

Q: *Are there any factors you have identified that may have caused this other than data changes?*

A: No

Sports Premium

Q: *I note we are not supposed to spend the money on teaching the minimum requirements of the National Curriculum, including those specified for swimming. So what additional activity do we include?*

A: *National Curriculum specifies the teaching of swimming in one year group, which most schools choose for their Y5 pupils. We have committed a proportion of the Sports Premium to additional, intensive swimming programmes of three sessions per week for three weeks for all children in Years 2, 3 and 4, aiming to develop confidence in the water at a younger age.*

Q: *Obesity is a local problem. Does anyone check the increased physical activity with the health of the children?*

A: *The school has introduced the Golden Mile initiative, which is a 'self-competitive' running activity to be undertaken several times weekly by all children, and is keeping a performance dashboard. I will be including an update on this in the SIDP Review on 4th April.*

Breakfast Club

At this point, it was **agreed** that parent governors would remain within the meeting and participate in the discussion and vote on increasing the cost of breakfast club.

Prior to the meeting, one of the governors had suggested that the school consider limiting the breakfast increase to 5p so that it just mirrors the lunch increase. The rationale was that the school already makes this provision free to the FSM pupils and so the sums involved are very small. Also the school is not in serious financial need – its surplus is set to increase at the end of this year and next year's funding doesn't yet appear to give cause for concern. The governor would prefer to see TH make a bigger increase when the school funding starts to fall significantly, as it could in FY2018/19, and there is a clearly identifiable reason for the increase.

In response, HT highlighted that although there was only a 5p increase in school dinners, there are 425 schools in Hampshire and therefore this small increase could be absorbed by a countywide caterer. Breakfast Club is school funded and there has already been a rise in costs due to the employment of a fourth member of staff and increased petrol and fund costs. The school is also intending to add fruit to the breakfast menu and this will increase costs further. There is also the logistical problem of a 5p increase as many parents still prefer to pay

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	<p>in cash on the day.</p> <p>Governors voted unanimously to increase the cost of breakfast club at this time. The majority of governors voted to increase costs by 10p from £1.50 to £1.60 per day. 1 governor voted against and 1 abstained from the vote.</p> <p>It was also agreed to set up a working party to discuss Breakfast Club costs going forward.</p>	SF
6.	<p>Pupil Premium/Sports Premium Progress</p> <p>Items 5 & 6 were combined during the meeting. Please see item 5 above for discussion on pupil premium and sports premium progress.</p>	
7.	<p>Policy & Procedure Review</p> <p><u>Equalities Annual Review</u></p> <p>Policy Group meeting on Thursday to review progress against Year 1 of the new equality objectives set in Spring 2016. Recommendation to be brought to 4th April FGB for agreement.</p> <p><u>Supporting Pupils with Medical Conditions Policy</u></p> <p>Policy Group meeting on Thursday to review the Supporting Pupils with Medical Condition Policy. Recommendation to be brought to 4th April FGB for agreement.</p> <p><u>Home Visit Risk Assessment</u></p> <p>HT alerted governors of the separate home visit risk assessments for Family Support Link Worker and EY team. Governors approved the proposed amendments to the risk assessments.</p>	Policy group/ Clerk Policy group/ Clerk
8.	<p>Committee Reports</p> <p><u>Premises Committee</u></p> <p>Premises Committee met on 7th March 2017 and minutes of the meeting were circulated prior to this meeting. The Chair of the Premises committee drew the governors' attention to the vandalism of the school that has led to new signs being produced for outside the school and cameras at the gates which will hopefully prevent further vandalism. Chair also mentioned that the first fire drill including the new building took place earlier this year and was a resounding success, including the automatic shutting down of the boiler in the New Tower.</p> <p><u>Finance & Personnel Committee</u></p> <p>The governors endorsed the F&P Committee's recommendation to approve and ensure the school's submission of the SFVS by 31st March 2017.</p>	HT
9.	<p>Safeguarding</p> <p>One of the governors reported back on a recent PREVENT training workshop he attended with staff members. It was noted that the workshop was very informative and of great value to staff members.</p>	
10.	<p>Governors Monitoring Visits</p> <p>It was noted that a number of governor visits have taken place, and reports on these visits have been produced, since the 7th February FGB. The report on the ethos of the school visit undertaken will be brought to the next FGB meeting.</p>	SF/RP/ MW
11.	<p>Governing Body Performance & Training</p> <p>Feedback from the whole GB training session held on Tuesday, 14th March was very positive. Governors felt that it was an insightful session and had helped governors improve their accountability questions to the HT.</p>	
12.	<p>Good News Items</p> <p>HT noted that TH's Breakfast Club has recently been awarded a 5 rating by the Rushmoor Borough Council Food Hygiene Rating Scheme. The governors congratulated the Breakfast Club team, led by Mrs. Askey, also Admin. Officer, for their hard work in achieving this high rating.</p>	
13.	<p>Correspondence</p> <p>It was noted that RP has received an email from the office of Sir Gerald Howarth, MP for Aldershot, regarding RP's submission to Sir Gerald about the new National Funding Formula for Schools. In the email, Sir Gerald has included a section of his submission to the Secretary of State for Education on the new NFF in which he directly quotes RP's concerns regarding the NFF's preference for assessing deprivation funding entitlement for a school by the number of pupils claiming free school meals</p>	
14.	<p>Any Other Business</p> <p>It was agreed that SF would present the Governor Trophy at the Spring Term presentation on Friday, 7th April, service to commence at 1.30pm.</p>	SF
	Meeting closed at 8.25 pm	
	Date of next meeting: 4th April 2017 at 6.30pm	

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Schedule of Tower Hill Primary School Governing Body Meetings 2016/17

Shaded = re-scheduled dates		Committees			
	Full GB	Finance & Personnel	Premises	HT Perf Man.	Pay
Autumn Term	20 th Sept 16				
		27 th Sept 16			
	11 th Oct 16				
			4 th Oct 16		18 th Oct 16
		8 th Nov 16			
	29 th Nov 16				
			10 th Nov 16		
				30 th Nov 16	
	Weds 7th Dec 16				Mon 5th Dec 16
Spring Term		24 th Jan 17			
	7 th Feb 17				
			7 th Mar 17		
	21 st Mar 17				
	4 th Apr 17				
Summer Term		9 th May 17			
	23 rd May 17				
			6 th Jun 17		
	20 th Jun 17				
		27 th Jun 17			
	Thurs 6th Jul 17				

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Membership of Tower Hill Primary School Governing Body

MEMBERSHIP 2016/17				Committees					
Governors (13) - HT/1 Staff /1 LA/ 2 parent/ 8 co-opted			Full GB & Leads	Finance & Personnel	Premises	HT Perf. Man.	Pay	Pay Appeal	Policy Group
Caroline	Bond	Co-opted			✓				
Chris	Caswell	Co-opted	Pupil Premium Governor Visits Safeguarding	Chair ✓			✓		
Simon	Forder	Parent			✓				
Owen	Gardner	LA	Vice Chair KAIZEN lead		Chair ✓		✓		✓
Terry	Genis	Co-opted	Allegations against HT		✓	✓			
Gemma	James-Moore	Co-opted	SEND Attaining Highly	✓		✓			
Miles	Le Voguer	Co-opted	Dev & Training Sports Premium		✓	✓			
Jefferson	Nwokeoma	Co-opted	Forum Rep		✓ Vice Chair			✓	
Laura	Ovenden	Staff	Safer Rec.	✓	✓				✓
Roger	Panter	Co-opted	Safer Rec.	✓					
Linda	Tansley	HT	Safer Rec.	✓	✓				✓
Lyndsey	Todd	Parent		✓ Vice Chair					✓
Mark	Whitehead	Co-opted	CHAIR Safer Rec.	✓			Chair ✓		