

Tuesday 7th February 2017 at 6.30pm

Present: Mark Whitehead (MW)
Linda Tansley (HT)
Caroline Bond (CB)
Chris Caswell (CC)
Simon Forder (SF)
Owen Gardner (OG)
Terry Genis (TG)
Miles Le Voguer (MLeV)
Jefferson Nwokeoma (JN)
Roger Panter (RP)
Lyndsey Todd

Chair
Headteacher

Apologies: Gemma James-Moore (GJ-M)
Laura Ovenden (LO)
Nick O'Shea

Deputy Headteacher
Prospective Associate Member

In attendance: Alex Williams

Clerk

1.	Welcome and Apologies for Absence. The Chair opened the meeting at 6.35pm and welcomed everyone. Apologies were received and accepted from Gemma James-Moore (prior commitment), Laura Ovenden (prior commitment) and Nick O-Shea (prior commitment).	Action
2.	Declaration of Pecuniary Interests There were no declarations of pecuniary interest. The HT stated that there could be a potential conflict of interest when the HT Performance Panel and Pay Committee were discussed in Item 9. If this was the case, the HT and other staff members would remove themselves from the meeting.	
3.	Minutes of the Meeting Held on 7th December 2016 The Chair went through the minutes of the last meeting, page by page, and highlighted a post-meeting correction on page 8 where KAD 2 – Assessment had been mislabelled as KAD 4. The minutes of the last meeting on 7 th Decembers 2016 were approved as a true and accurate record and were signed by the Chair.	
4.	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. <u>Governor visit to review CPD and IRIS (26/1 – item 14)</u> CC to email LO to check status. <u>HT Performance Management Training (17/5 – item 7)</u> Ongoing. There are four courses currently on the Governor Services website. The HT advised that the 16 th October course in Farnborough was fully booked but that MLeV and OG should put their names on the waiting list or travel to one of the other three courses available. <u>BCP working group (21/6 Item 4)</u> Ongoing. It was agreed that a BCP working party would be established to discuss document. OG/HT/ Jane F and Phillip Hinsley to review policy and procedures to date and update for expansion. OG to arrange meeting of group. <u>Sponsorship/support for competitive sports (21/6 – Item 6)</u> MLeV advised that his investigation into sponsorship opportunities was ongoing. <u>H&S Check on pond (7/7 – Item 4)</u> Completed. OG advised that he was looking for volunteers to clean the pond area and that the provisional date for this as 18 th March. It was agreed that the recruitment of volunteers would be done through the School PTA. CB advised that the School Council would like to be	LO/CC/ TG MLeV/ OG OG MLeV SF/LT

Signed as a true and accurate record by **Mark Whitehead, Chair**, at the FGB meeting of 21st March 2017

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	<p>involved once the initial clean up by adult volunteers was completed. TG to approach an ecologist to have a look at best approach.</p> <p><u>In case of allegations concerning the Headteacher (20/9 – Item 13)</u></p> <p>Ongoing. OG to create a dedicated email address for allegation to be received by TG.</p> <p><u>Governing Body Performance & Training (20/9 – Item 16)</u></p> <p>MLeV advised that he had received training details for governors and that the training record was currently up to date.</p> <p><u>Governing Body Membership & Procedures (29/11 – Item 5)</u></p> <p>HT advised that the Governor Attendance Record for 2015/16 is on the TH website. Clerk to check whether record needs to be kept live or whether only a historical record of the previous academic year is required.</p> <p>Post-meeting clarification:</p> <p>The Clerk has been advised that the Governor Attendance Record on the website should be a historical record for the previous academic year and therefore won't need updating again until September.</p> <p><u>Governor Services SLA (29/11 – Item 6)</u></p> <p>The Chair did contact his opposite numbers in other local schools and most use the Governor Services clerking service. It was agreed that as a permanent Governor Services clerk had now been appointed, the Governor Services SLA would be signed.</p> <p><u>Whole GB training (29/11 – Item 9)</u></p> <p>The Chair advised that a whole GB training on How to Support and Challenge to Ensure Accountability will take place on 14/3.</p> <p><u>Governors' Annual Statement (29/11 – Item 12)</u></p> <p>The Chair advised that the Governors' Annual Statement is now on the TH website and has been circulated to the parents. Looking ahead, CC/OG/MW to look at format and process for next year's Annual Statement. To inform this, SF to look at the Annual Statements of other local schools and identify similarities and differences.</p> <p><u>Governor Visits (7/12 – Item 7)</u></p> <p>The HT advised that there were some corrections and updates to be made to the INSET Day Timetable 2016/17 and Governor Visit Timetable 2016/17. Clerk to make these updates and corrections.</p>	<p>TG</p> <p>OG</p> <p>Clerk</p> <p>HT</p> <p>MW/OG/ CC SF</p> <p>Clerk</p>
5.	<p>Headteacher's Report</p> <p>A report had been circulated prior to the meeting. The HT drew the governors' attention to three areas:</p> <p><u>Attendance/Absence</u></p> <p>At the request of one of the governors (received prior to the meeting), the HT presented governors with an absence graph that also includes the absence percentages for children with no identified disadvantage. The HT drew the governors' attention to the fact that, as at 3/2/17, the absence percentage for this group is 2% compared to 2.9% for the whole school. Absence for pupils who are categorised as Disadvantaged (but may be in one of the other vulnerable groups) stands at 2.7%. Other groups highlighted were FSM with 4.4%, Ever6 with 2.4% and DES with 6%. The group with the lowest attendance is DES which the HT explained was because these are children who don't want to come to school because of problems at home and very often have external agency support.</p> <p>The HT also advised that the figures for this group – children with no identified disadvantage – will be included in the absence figures from now on.</p> <p>Q: What strategically can governors do with this data?</p> <p>A: Nothing further that governors can do. Governors have already made the strategic decision to employ the FSL worker. This person is now in post and is already making a difference.</p> <p>The HT also drew the governors' attention to the increase in the figures for Persistent Absentees and reminded them that the Government's PA threshold had increased from <85% to <90%. TH's actual figures (as at Jan 2017) for <85% and <90% were the same as the figures for Jan 2016.</p> <p><u>Targets for EY, Phonics, KSI & KSII SATs 2017</u></p> <p>The HT drew governors' attention to the revised targets for EY, Phonic, KSI & KSII SATs 2017.</p>	

Tuesday 7th February 2017 at 6.30pm**KS1 : Age Related Expectation (ARE)**

% of pupils	Reading	Writing	Maths	RWM combined
	Target	Target	Target	Target
July 2017	82%	73%	82%	73%

KS2 : Age Related Expectation (ARE)

% of pupils	Reading	Writing	Maths	EGPS
	Target	Target	Target	Target
July 2017	83%	90%	86%	80%

ALL -

Target for July 2017		
Combined RWM (ARE)	Target-Age Expected	Target-High
July 2107	80%	17%

Disadvantaged -

Target for July 2017		
Combined RWM (ARE)	Target-Age Expected	Target-High
July 2017	78%	6%

Q: Why are 2017 targets lower than 2016 actuals

A: Target are always cohort specific. This is the first year with two Y2 classes. There has also been a loss of several high attainers (due to relocation) and this has impacted on the figures.

Q: Is there any science behind the targets?

A: The targets are based on pupil assessments and groups. Teachers assess and track pupil outcomes across the year at Milestone Points (there are 4 within a year), which are informed by attainment against the objectives and/or Key Performance Indicators (KPIs) for the last 'phase'. This information is reported at least termly to the SLT at Pupil Progress Meetings. The HT recommended that the Kaizen Assessment group report on this to the FGB.

Admissions 2017/18

The HT also drew the governors' attention to the admissions figures for 2017/18:

108 Total applications at First, Second & Third (78 @ Jan 16; 86 @ Jan 15)
68 First Choice applications to 15.01.17 (43 @ Jan 16; 54 @ Jan 15)

The HT acknowledged that there has been a strong growth in need for school places in the area due to increased housing. However, it is great to know that parents are moving into the catchment area specifically be in the catchment for TH. It is also good to know that, although some of the 68 first choice applications may have moved out of area by Sept 2017, all or most of the children who will come to TH in Sept 2017 will have selected the school as their first choice.

At the suggestion of a governor, it was agreed that, it was **agreed** that a Governor Visit take place to look at how the school is fostering inter-year and same year inter-class dialogue and relationships as the school expands. RP, MW and SF volunteered to undertake the visit before the next FGB.

RP/MW/
SF**6. Leadership & Learning Partner**

The LLP had visited on 27th January and oversaw, on behalf of the Local Authority, the school's performance. The school's self-evaluation (which judged the school as continuing to be Outstanding) and the evidence cited to support the school's self-evaluation were endorsed ere endorsed by the LLP. The Governor who attended the feedback session noted the

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	<p>following points made during the session:</p> <ul style="list-style-type: none"> • The school's awareness of its own strengths and weaknesses and incorporation of these into its planning • Quality of teaching and planning including the contribution of learning support assistants • Quality of leadership and relentless drive for improvement • The Family Link Worker and Communication and Language Practitioner as excellent use of Pupil Premium funding • School should tweak its Sharing Statement to emphasise impact. Bear in mind that during an Ofsted inspection school will only have a few hours to sell itself. <p>The final report from the LLP had not yet been received. A draft report has been received for the Head Teacher to review for accuracy. Two key actions for TH in the report were:</p> <ol style="list-style-type: none"> 1. To continue to share outstanding practice with other schools. 2. To review & refine school evaluation to evidence the impact of excellent leadership and sharply focused school improvement. <p>The final report will be circulated once received.</p> <p>With regard to the point on sharing best practice, HT advised governors that she is presenting to 60 headteachers on 10th February in Gosport on Expectations & Ethos as part of the LA's Gosport Challenge initiative. The HT has negotiated a fee of £250 to be paid to the school for this work but it will mean the HT will be out of school for most of the day and has spent a considerable amount of her own time in the planning of this presentation.</p> <p>Q: <i>Is this something that is expected to snowball?</i> A: <i>We have already been identified as one of three schools to contribute to a "3 Steps Ahead" programme. This is an opportunity to develop the school but there will be work implications. If I think that these requests are having an impact on the school, I will ask for governors' support in saying no.</i></p> <p>Q: <i>Is there any support that HCC can give in exchange for these visits?</i> A: <i>I don't know but I will bear it in mind. We will receive £250 for the Gosport presentation as previously informed.</i></p> <p>Q: <i>Is there a way for the HT & SLT to record the number of hours they spend on these visits?</i> A: <i>We have previously kept a log when we were frequent hosts for visiting teachers to observe specific lessons as examples of best practice but this has since stopped. If this 'Collegial Support' continues, a record will be maintained.</i></p> <p>The governors thanked RP for his LLP visit report.</p>	
7.	<p>SIDP Review</p> <p>The KADs, which were evaluated in December to summarise progress against actions at the end of Term 1 of this year's SIDP, had been circulated before the 7th of December meeting.</p> <p>Q: <i>Why are the targets for KSI and KSII included in the SIDP different to those included in the recent HT report?</i> A: <i>As stated earlier, there has been a loss of several high attainers (due to relocation) since the SIDP targets were set and this has impacted on the figures.</i></p> <p>Q: <i>Is there the potential for another committee whose role it is to review the SIDP?</i> A: <i>When the HT joined the school, the standards were very low and all Governors wanted to know about them and therefore the extra FGBs were introduced to specifically focus on pupil standards and progress against SIDPs. This meeting (7th February) was intended to be the meeting for the FGB to talk about standards but has been subsumed with other issues.</i></p> <p>It was agreed that the 4th of April FGB would be focussed on standards. The KADs for the Spring term will be then be available for review by the governors.</p>	Clerk-agenda
8.	<p>Policy & Procedure Review</p> <p>Revised versions of the Child Protection & Behaviour Policies were circulated prior to the FGB. Both policies have been revised to incorporate the 'My Concerns' reporting & recording system that the school has started to use. The governors agreed to the revisions and the Chair to sign the revised policies.</p>	MW

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	The Chair proposed that GJ-M organise a Governor Visit to look at 'My Concerns', school's new reporting & recording software with Chris Cartlidge (SENCO) and report back to FGB.	GJ-M
9.	<p>Committee Reports</p> <p><u>HT Performance Panel</u> HT Performance Panel met on 30th November 2016 and agreed its recommendations to the Pay Committee.</p> <p><u>Pay Committee</u> The Pay Committee had met on 5th December 2016 and received a recommendation from the Head Teacher's Performance Management Panel which was approved.</p> <p>The Pay Committee will need to meet to discuss the school's ISR. RP agreed join the meeting in an advisory capacity.</p> <p><u>Finance & Personnel Committee</u> There was nothing to report from Finance & Personnel Committee held on 24th January 2017.</p>	Pay Cttee / RP
10.	<p>LA Clerking Service The HT advised the FGB that the minimum Hampshire Clerking Service contract for 2017/18 is now 60 hours which covers full governor body meetings, administration, membership record keeping and the clerk's performance management. In addition, the HT proposed that the school buy 76 hours of additional clerking services to cover four extra FGBs, five F&P Committees and three Premises Committees, reducing the number from four which has been in place for the last two years to monitor the building programme and works.</p> <p>The FGB agreed the school's LA Clerking Service Level Agreement for 2017/18 at 136 hours and the HT to notify Governor Services of this decision.</p>	HT
11.	<p>Governors Monitoring Visits The Chair thanked governors for the monitoring visit reports received. One of the governors had raised as part of their report the issue of receiving an agenda and/or briefing information from the school prior to a visit. The HT said that she was happy to reinstate this as the procedure for governor monitoring visits as had previously been the case and to circulate this information as long as she is aware that the visit is happening.</p> <p>The HT did, however, also raise a concern that an OFSTED visit could happen this year and there is a need to ensure the Governing Body is regarded as a "healthy GB with good skills". Her concern is that Governor Monitoring Visit reports, particularly those related to the monitoring of the SIDP, have not been carried out with the same frequency and focus as they have in previous years.</p> <p>The Chair agreed to chase outstanding visit reports and set clear deadlines for the receipt of reports.</p> <p><i>Q: If we are confident that we will get an OFSTED visit soon, should we do a dry run?</i> <i>A: This is why we asked for a Whole GB training session to support governors to develop their skills of how to hold the support and challenge to ensure accountability. Kaizen S141 is also aimed at ensuring that governor activity is closely linked to aspects of school life that Ofsted will be interrogating.</i></p> <p>It was agreed that MW & OG to set up meeting with HT & LO to create S141 links for Governor Monitoring activity.</p>	<p>MW</p> <p>MW/OG/ HT/LO</p>
12.	<p>Governing Body Performance & Training It was agreed that the school would not proceed with the purchase of the Optimus membership as the opinion has been concluded that it does not add sufficient value.</p> <p>HT advised MLeV (as DTG) to keep a watch for information coming through about RAISEonline training for governors in the 2017 Autumn Term.</p>	MLeV
13.	<p>Good News Items The HT advised governors, as per her earlier remarks in Item 6, that the school had been selected as one of three schools to be involved in the "3 Steps Ahead" programme.</p>	
14.	<p>Correspondence Discussed in Item 15.</p>	

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15.	Any Other Business A letter from Robin Gray, the Chair of the Hampshire Governors Association, was circulated to the Governing Body prior to the FGB. The letter relates to the impact on Hampshire's schools of the Department for Education's National Funding Formula proposals. HT and the Chair are attending a briefing on the proposals on 13 th February and will report back to the FGB by email afterwards.	HT/MW
	Meeting closed at 8.35 pm	
	Date of next meeting: 21st March 2017 at 6.30pm	

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				

Membership of Tower Hill Primary School Governing Body

MEMBERSHIP 2016/17		Committees
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Signed as a true and accurate record by **Mark Whitehead, Chair**, at the FGB meeting of 21st March 2017

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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 ✓		