



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of Full Governing Body (FGB) Meeting

held on **Thursday 26th May 2022** at **6:30 pm** at the school

Present: Nick Brown (NB), Owen Gardner (OG, **Chair**), Helen Kinal (HK), Laura Mace (LM), Gemma McDermid (GM, **Vice Chair**), Laura Ovenden (LO, **Headteacher** (HT)), Agnieszka Sasiela (AS), Nicola Ward (NW, Deputy Headteacher), Mark Whitehead (MW)

Apologies: Camilla Collins (CC, DTG), Kieran Collins (KC), Emma Dinsdale (ED), Terry Genis (TG)

Absent: None

In attendance: Rachael Purvis (Clerk)

Meeting started at: 6:34 pm

1.	Welcome	Action
1.1	The Chair welcomed everyone to the meeting and confirmed the fire evacuation procedure.	
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from CC, KC, TG and ED. The meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Minutes of the last meeting	
3.1	<p>The minutes of the previous meeting held on 31st March 2022 were agreed and approved subject to one correction to Action 19 to read as follows:</p> <p>Action 19: <i>Follow up with SENDCo on use of LM's safeguarding questions in staff safeguarding training.</i></p> <p>The amended minutes will be signed and stored electronically in pdf format on the Governor Hub.</p>	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 8) at the end of these minutes.	
3.3	<p>Matters arising from the minutes and the actions list were discussed and are summarised below:</p> <ul style="list-style-type: none"> <u>My Concerns data analysis:</u> Action 16 was closed as it had not been possible to conduct the analysis previously. A meeting was planned the following day to discuss My Concerns data and feedback from this and any subsequent data analysis would be reported in the autumn term. Action 23: <i>Schedule My Concerns data analysis report for the September 2022 FGB meeting.</i> <u>Newsletter feedback:</u> <ul style="list-style-type: none"> Q: Had there been any feedback on the Governors' termly newsletter? There had not been any formal feedback, however AS reported that having been featured as a new governor, she had personally received positive feedback and parents had said hello to her on the playground. Q: Does the HT's weekly newsletter get any feedback? In general, no. People do not tend to give positive feedback but only tend to speak up when they have an issue. 	Clerk
4.	Governors' Core Function 2 Holding the HT to account for the educational performance of the school & pupils	
4.1	<p>HT's Report</p> <p>The HT had circulated a written report to governors prior to the meeting from which she highlighted or</p>	

Minutes signed by (PRINT): OWEN GARDNER

Signature: *Owen Gardner*

Position: CHAIR OF GOVERNORS

Date: 14th July 2022

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added, the following points and took governor questions.

Personnel

- The Early Years (EY) Leader Laura Elliot had got a new position as a Deputy HT at another school. This was excellent news for Laura and her development, but sad news for Tower Hill.
- The HT been left in a difficult position as she had needed to try to recruit a replacement EY Leader before the closure of the teachers' 'resignation window' on 31st May 2022. She had therefore acted swiftly and placed an advert. She was very happy to announce that she had subsequently appointed someone.
- **Q: Was the appointment an external or internal candidate?** An external candidate – Hannah Barber.
- The interview panel which had consisted of the HT, KC and NW had been very impressed by Hannah who was already working in an EY Leader role. This appointment would be a step up in terms of the size of team she would be responsible for.
- Governors congratulated the HT on making the appointment and the HT would communicate the news to parents.
- **Q: The school appears to be in a period of churn - is there an impact to the delivery of the curriculum or financial implications?** Yes there has been staff movement, particularly in the support team where staff have been feeling under financial pressure and many are in part time roles. There had also been some movement due to staff moving to leadership roles. The HT was adamant that it would not be allowed to impact on the curriculum; the team remained committed and enthusiastic. Financially there would be a slight benefit as more experienced staff moved away and less experience staff came in, however a loss of expertise was also identified.

Special Educational Needs and Disabilities (SEND) Collaboration

- **Q: It is great to see this level of collaboration with other schools on this subject. What are the expected benefits to the children and school?** The benefits are expected to be a positive impact on the children; and staff bringing back new ideas. The first project will be working with local schools to secure funding to better understand why children are experiencing Social, Emotional and Mental Health (SEMH) issues. The second project will directly impact teachers and their continuous professional development (CPD).

Key Stage 2 SATs tests

- **Q: It has been made clear that this cohort (Year 6) has a specific set of challenges that suggested the results may not hit as high a level of attainment as previous cohorts. While it is appreciated the results will be published on the 5th July, how do the Senior Leadership Team (SLT) feel the children have performed, and how do the children feel about the SATs?** The SLT had been aware all along that there could be a challenge in terms of performance statistics for the current Year 6 cohort.
- NW reported that the children had been very positive throughout SATs week. Staff reported that they felt that the week had gone well with the children having made an excellent effort and that the papers set were fair.
- Feedback from a cluster meeting had been that other schools agreed that the papers had been fair.
- The children had taken the week in their stride and enjoyed bacon sandwiches in the mornings.
- A governor reported that their parental experience had been very positive. Their child had felt that he had done his best and that was all that was required. NW reported that the team had given the children plenty of encouragement after each test.
- Governors thanked the team for the encouraging culture and ethos they had created.
- SATs results would be issued on 5th July 2022.

IT Spend

- **Q: What is the anticipated benefit of the IT spend?** It had been necessary to replace several pieces of IT to simply maintain computer facilities:
 - WiFi and server replacement had been an essential necessity.
 - Purchase of the cloud based Jamf system to replace the old Macbook to ensure the

continued use of the school iPads.

- Changing the HSPN Line provider to Schools' Broadband following Hampshire's withdrawal of their provision.
- Transition from SIMS to Arbor software following Hampshire's withdrawal of support for SIMS in future.
- There were other new developments in the IT budget included:
 - The purchase of a giant 'iPad' table for EY.
 - Proloquo app to support children with speech communication. Governors reported they had seen the impact of this app during a visit, enabling a child to participate in class which would otherwise have been impossible.

SCL After School Club

- A governor commented that the lack of after school provision was regularly raised as an issue. If only 1% of parents were taking advantage of the after school club, this suggested the right thing was done to try providing it, and that it had been learned this was not the case. Thanks were made for putting the provision in place, and testing the idea.
- The HT reported that she had recently surveyed parents and their responses indicated there would be quite a few parents interested, however the HT did not feel that the numbers responding positively could be assured as future users.
- The HT had tried approaching other providers to take over the club but not had any response.
- The HT had considered an in-house provision however, she had concerns that if she recruited staff and the after school club was not viable she would be committed to fixed costs. Another school she had talked to reported a £14k loss in running their own after school club.
- Governors discussed that working patterns and use of childcare had changed since Covid with many parents choosing not to use clubs and work flexibly whilst keeping their children at home. It was therefore a minority of parents affected.
- The HT considered it could be possible to recruit staff from the parent body with the offer of free places for their own children.
- **Q: What number would make the club financially viable?** Approximately 15 or 16 children. However, SCL reported an average of 4 or 5 children attending. A governor disputed this average and had also written to their local MP about the lack of support for working parents. There was currently a government survey on after school provision.
- The HT felt that in running the facility in-house they would be able to provide a higher quality of care and would be prepared to give it a go, but not at the expense of the rest of the children or the school.
- Responses to the school's parent survey had also highlighted that parents would value flexibility of provision. This would be a challenge to provide in addition to all the safety and safeguarding considerations.
- **Q: Would it be possible to partner with another school?** It does happen however, Tower Hill was not situated close another school so this was impractical.
- Governors discussed parents putting down a deposit to signal their commitment and it was noted that the Breakfast Club model where block payments were made in advance for a term worked well in protecting income.
- The HT would consider her options carefully before deciding on the way forward but was conscious it was highly valued by the minority currently using the service.

Safeguarding

The HT included a breakdown of safeguarding data since 1st September 2021 in her report. A summary of open cases was given:

- 1 Looked After Child
- 1 Child Protection (CP) Plan
- 0 Child in Need (CIN) Plan

	<ul style="list-style-type: none"> • 5 Early Help Hub (EHH) - 5 children <p>In addition there were:</p> <ul style="list-style-type: none"> • 8 Post Looked After Children. • Two CiN Plans & three EHH had been closed so far this school year. • 20 police reports had been received with 18 families involved so far this school year. <p>Q: Would it be possible to understand how these numbers compare to previous years, and if there are any concerning trends identified? The HT reported that she had not done an analysis of specific issues, however she reported that there were no concerning general trends. Safeguarding continued to be on-going and cases were not particularly high at the current time.</p> <p>It was recognised that making a comparative analysis with the previous year's data would be difficult given the pandemic.</p> <p><u>School Self Evaluation (SEF)</u></p> <p>A governor commented that the SEF made for great reading and was very impressive. Huge thanks were offered to all those that contributed to making the school the amazing educational experience it was for all children.</p> <p><u>Attendance</u></p> <p>The HT reported that attendance remained a big concern.</p> <p>Q: At the last FGB you talked about fining a family; did this happen and have things improved as a result? A fine had not yet been issued. Letters had gone to the family concerned and another meeting was scheduled as a last chance, however it was noted that they did not attend the last meeting.</p> <p>Q: Is there still an ongoing attendance problem with them? Yes.</p> <p>Q: You have been compassionate in allowing family visits overseas this term, following the pandemic. Will this change in September? Yes, the HT would not be allowing such visits from September 2022. Governors agreed with and supported the HT's approach and her strict line from September 2022.</p> <p>A governor commented on children appearing to be 'off sick' when in fact the family had gone on holiday. The HT was alert to this and the team looked for trends to spot this. Governors agreed that there had been a shift in working culture with flexible working patterns that had spilled over into thinking that taking holidays during term time was acceptable. It was also noted that some families considered the cost of the fine small compared to the saving made of a holiday taken during term time.</p> <p>Q: Do we fine families in these situations? Not yet, but we will.</p> <p>Q: What are the repercussions for you as a school if attendance figures do not improve? In the past, 16 or 17 years ago, the school was in the local newspaper with a poor reputation and very poor attendance figures were highlighted.</p> <p>Q: Are our attendance figures similar to other schools? They are slightly better, but they have dropped from the usual attendance figures. It was felt that a line should be drawn under the current year and that Ofsted would not be overly concerned in this year. Positive action was being taken to remedy the drop in attendance and bring it back up going forward into next year.</p> <p><u>Health And Safety</u></p> <p>The HT's report included a summary on the premises and Health and Safety issues. There were no reportable incidents.</p>	
5	<p>Core Function 3: Overseeing the financial performance of the school, making sure its money is well spent</p>	
5.1	<p>Feedback from Finance & Personnel Committee</p> <p>MW, the Finance and Personnel Committee (F&P) Chair, reported on the meeting held on 12th May 2022. He fed back to governors that they had finished 2021/22 with a very healthy carry forward of £147k and overall were in a good position.</p> <p>Q: Is there any likelihood of claw back or further financial implications of having a large carryover this year? No and it was planned to be spent over the next three years in which there</p>	

	DECISION: Governors approved the Data Protection and the Staff and Sickness Absence Policies.	
7.	Governing Body Organisation	
7.1	<p>Hampshire Governor Services (HGS) Quality of Service Questionnaire</p> <ul style="list-style-type: none"> Governors discussed their collective response the HGS Quality of Service questionnaire. They considered that the training they had received had been good value for money and had impacted their board's practices, and partially impacted driving forward school improvement. Their comments on areas for improvement are listed below: <ul style="list-style-type: none"> Training courses were very booked up. Some locations were very difficult to get to. Webinars and online training had been very helpful, but more evening ones would be an improvement. Recordings of webinars that could be logged into after the event would be very helpful. <p>Action 24: <i>Submit responses to HGS Quality of Service Questionnaire</i></p>	Clerk
7.2	<p>Succession Planning</p> <p>The Chair told governors that he had been in post for four years and that he would be stepping down in the next couple of years. Therefore, he wanted to highlight the need for succession planning for a new Chair and encouraged governors to think about whether they would like to consider the role.</p> <p>Governors discussed that training could be undertaken in anticipation of taking a Chair or Vice Chair role in the future and the support available whilst in role. In particular, the Chair volunteered to mentor anyone interested. A past chair recommended the role to others and how much they had enjoyed it. The clerk also highlighted that co-chairing was also a possibility.</p> <p>A formal election for the Chair and Vice Chair roles would happen in September 2022 when the current Chair would ideally like to step down, but remain a governor, possibly as Vice Chair to support a new Chair.</p>	
7.3	<p>Meeting schedule for 2022/23</p> <p>A draft meeting schedule for governing body meetings in 2022/23 had been circulated to governors prior to the meeting. The schedule followed a very similar format to the current year with a minor adjustment made to the timing of a spring term F&P meeting.</p> <p>DECISION: Governors approved the meeting schedule for 2022/23.</p>	
7.4	<p>Governors' Visits</p> <p><u>Reports on visits</u></p> <ul style="list-style-type: none"> GM had sent the KAD 1 visit report to KC earlier that day. AS was in the process of writing up the KAD 2 visit report. <p>Action 25: <i>Send completed KAD 2 visit report to KC.</i></p> <p><u>Schedule of future visits</u></p> <p>KC would contact governors shortly to arrange dates for the final round of visits this term.</p>	AS
7.5	<p>Governors' Newsletter</p> <p>The HT offered to produce the outline newsletter but requested articles from governors to add to it. HK and NB offered to produce articles based on their visits:</p> <ul style="list-style-type: none"> HK – KAD 3 visit NB – feedback from pupils on how safe they felt (KAD 1 visit) HT – School Improvement and Development Plan (SIDP) <p>The HT requested articles be submitted to her before the last week of term.</p> <p>Action 26: <i>Send articles for Governors' newsletter to HT (by 15th July 2022)</i></p>	

7.6	<p>Ofsted planning</p> <p>It was noted that there had been a number of local schools inspected by Ofsted recently.</p> <p>Q: When you get the call to say you are being inspected do you need governors to attend? Yes at least one governor, ideally the Chair, must attend. Any other additional governors that could attend would be very helpful and beneficial. It would be expected that they would be needed on the second day of the visit for a half hour meeting.</p> <p>Governors discussed the suggested action resulting from their Whole Governing Body Training (WGBT) session to develop a three to five year strategic plan. A summary of the points discussed is given below:</p> <ul style="list-style-type: none"> • Development of a three year strategic plan would probably entail a one day workshop plus preparation work. • The worth of a three to five year strategy was questioned when experience had shown that one of the most important things the school had been able to do was to respond to results and Covid in the last couple of years. This implied a need for flexibility in the planning approach. • The HT had begun drafting the annual SIDP priorities for next year based on emerging outcomes from the current year (see HT's report page 2). The HT would welcome governor input to this planning process. • There was a danger of setting up a conflict between the necessary annual planning process and a longer term, less responsive set of goals set in a three to five year strategy. Even within the annual planning cycle there was a need to remain flexible and responsive to changing situations and monitoring. • Governors felt it was important to have a shared vision for the school but that it needed to remain adaptable to respond to emerging needs. • Q: Historically, has there been a three year strategy? No. It was felt that a longer term strategy worked well in business, but was not necessarily appropriate in school. • The SIDP was always written at the end of the summer term to ensure it was in place for the new academic year. • Q: Is there a chance that things could get stale? Yes that could happen and at Tower Hill that would have a very big impact. • The HT felt that the maintenance of the current high standards was down to the relationships that the school built and maintained with the children and their families, the positive atmosphere and the well cared for environment in school. These things demonstrated that the children mattered and were cared for and this impacted their performance. <p>In summary, The WGBT session leader had not found any major issues and had recommended that governors support the school's operation, and not get in its way. Governors agreed that they needed to keep offering challenge and support and not become complacent but, a three to five year strategy was not currently required. It was noted that keeping abreast of forthcoming changes in education (e.g. Government White Paper including a proposal for academisation of schools) and its potential impact was important.</p> <p>Action 27: Send White Paper summary article to governors for information.</p>	NB, HK
8	<p>Good News</p> <ul style="list-style-type: none"> • There had been a very successful Queen's Platinum Jubilee Celebration that afternoon (26th May 2022). Early indications were that approximately £2k had been raised. • There had been a very successful and enjoyable trip with Year 1 to Marwell Zoo. • The meeting for prospective new parents had gone well and was well attended. 'Stay and Play' sessions would begin after half term. 	Clerk

9.	Dates of next meeting: Premises Committee: 9 th June 2022 (online) F&P Committee: 29 th June 2022, 6:30 pm (online) FGB: 14 th July 2022, 6:30 pm (at school)	
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The meeting closed at 8.07 pm.

Outstanding Actions

No.	Date	Agenda Item	Action	Whom	Deadline	Status
Academic Year 2021/22						
9	21/10/2021	9.3	Download and complete the Skills Audit from the Induction Pack and send to CC.	ED, AS	25 Nov 2021 FGB	ON-GOING
16	3/2/2022	4.1	Report analysis of My Concerns data to the next FGB meeting on 31st March 2022.	HT	31 Mar 2022 FGB	CLOSED
18	31/3/2022	5.1	Review the Governors' Induction Pack in light of the Ofsted briefing and add information on the school structure and how things work as required.	Chair	26 May 2022 FGB	ON-GOING
19	31/3/2022	5.2	Follow up with SENDCo on use of LM's safeguarding questions in staff safeguarding training.	HT	ASAP	<i>Corrected wording</i> ON-GOING
20	31/3/2022	5.2	Send out the Safeguarding Audit guidance to governors to help them frame their questions appropriately when they visit.	HT	ASAP	ON-GOING
21	31/3/2022	7.2	Add articles to the news letter, update the layout and amend typos.	Chair	7 Mar 2022	COMPLETE
22	31/3/2022	7.4	Add a discussion of WGBT outcomes and actions to the next FGB meeting agenda.	Clerk	26 May 2022 FGB	COMPLETE
23	26/05/2022	3.2	Schedule My Concerns data analysis report for the September 2022 FGB meeting.	Clerk	Sept 2022 FGB	
24	26/05/2022	7.1	Submit responses to HGS Quality of Service Questionnaire	Clerk	ASAP	
25	26/05/2022	7.4	Send completed KAD 2 visit report to KC.	AS	ASAP	
26	26/05/2022	7.5	Send articles for Governors' newsletter to HT	NB, HK	Friday 15th July 2022	
27	26/05/2022	7.6	Send White paper summary article to governors for information.	Clerk	ASAP	

Schedule of Tower Hill Primary School Governing Body Meetings 2021/22

Timing: All meetings are on Thursdays and start at 6:30 pm unless otherwise specified

Location: FGB meetings – in school (restrictions permitting)

Finance & Personnel (F&P), Premises and Pay Committee meetings – online

Autumn Term 2021		Spring Term 2022		Summer term 2022	
Start of Term Thurs 2 nd Sept 2021		Start of term Tues 4 th Jan 2022		Start of Term Mon 25 th April 2022	
FGB	30 th Sept 2021	FGB:	3 rd Feb 2022	F&P	12 th May 2022
Pay	13 th Oct 2021 (6 pm)			FGB	26 th May 2022
F&P	13 th Oct 2021 (6:30 pm)				
FGB	21 st Oct 2021				
Half Term: 25 th Oct to 29 th Oct 2021		Half Term: 21 st to 25 th Feb 2022		Half Term: 30 th May to 3 rd Jun 2022	
Premises	4 th Nov 2021	F&P	3 rd Mar 2022	Premises	9 th Jun 2022
Pay (HTPM)	11 th Nov 2021 (6 pm)	Premises	10 th Mar 2022	F&P	29 th Jun 2022
F&P	11 th Nov 2021 (6:30 pm)	FGB	31 st Mar 2022	FGB	14 th Jul 2022
FGB	25 th Nov 2021				
Last Day of Term Fri 17 th Dec 2021		Last Day of Term Thurs 8 th Apr 2022		Last Day of Term Fri 22 nd Jul 2022	

Roles and Responsibilities - Tower Hill Primary School Governing Body 2021/22

MEMBERSHIP		ROLES & RESPONSIBILITIES		COMMITTEES				
		Statutory and Other Roles	KAD Monitoring	Finance & Personnel	Premises	HTPM Panel	Pay	Pay Appeal
Laura Ovenden	Headteacher	Safeguarding <i>Safer Recruitment Trained</i>		√	√			
Owen Gardner	LA	Chair Allegations against HT <i>Safer Recruitment Trained</i>	KAD 3		√		√	
Gemma McDermid	Co-opted	Vice-Chair SEND, Attaining Highly <i>Safer Recruitment Trained</i>	KAD 1	√		√ Chair		
Camilla Collins	Co-opted	Second Vice-Chair Development & Training Governor <i>Safer Recruitment Trained</i>	KAD 2	√		√		
Kieran Collins	Co-opted			√	√			
Nicola Ward	Co-opted	<i>Safer Recruitment Trained</i>		√	√			
Mark Whitehead	Co-opted	Pupil Premium	KAD 1	√ Chair			√ Chair	
Terry Genis	Co-opted	Forum Rep	KAD 2		√ Chair			
Helen Kinal	Parent	Safeguarding Governor	KAD 3		√		√	
Laura Mace	Parent		KAD 3		√			
Nick Brown	Co-opted		KAD 1	√		√		

Agnieszka Sasiela	Co-opted		KAD 2	√				
Emma Dinsdale	Staff			√				