



Thursday 13<sup>th</sup> July 2017 at 6.30pm

	Governors discussed and AGREED to moving all meetings to Thursday evenings in the new academic year.	
4.	<p><b>Minutes of the Meeting Held on 23 May and 22 June 2017</b></p> <p>The minutes of the meetings held on 23 May 2017 and 22 June 2017 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>The confidential minutes of meeting held on 23 May 2017 were also agreed as an accurate record of that part of the meeting, signed by the Chair and placed in a signed and sealed envelope.</p>	
5.	<p><b>Actions Arising</b></p> <p>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>MLeV to investigate support/sponsorship for competitive sport (21/6/16 – Item 6)</u> Ongoing. NO'S unsuccessfully approached the Army. Will now approach Decathlon. HT informed governors that TH have been in touch with the FA and they have committed to funding 15 football strips in 17/18.</p> <p><u>Email address for allegations against the Headteacher (20/9/16 – Item 13)</u> Ongoing. OG to speak to Jo Askey (Admin Officer) re email.</p> <p><u>Breakfast Club working party (21/3/17 – Item 5)</u> Governors AGREED to close this action as no expression of dissatisfaction had been expressed of the club's price by any family.</p> <p><u>Review date for HCC Admissions Policies (23/5/17 – Item 5)</u> Completed. Clerk shared with governors the advice received from HCC regarding upcoming consultation arrangements on HCC Admission Policies that the routine window for consultation on the Admissions Policy for Sept 2019 opens in late Sept 2017 and runs until Oct half-term 2017.</p> <p><u>End of co-opted governors' tenure (23/5/17 – Item 10)</u> Completed. See Agenda Item 3.</p> <p><u>Moving FGB meetings to Thursday evenings (22/6/17 – Item 1)</u> Completed. See Agenda Item 3.</p> <p><u>Website check for statutory information (22/6/17 – Item 9)</u> Ongoing. CC has produced first draft of the review and emailed to HT and MW for comments.</p>	
6.	<p><b>Headteacher's Report</b></p> <p>Items 6 &amp; 7 were combined during the meeting. The following reports were circulated to governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Headteacher's Report &amp; appendices</li> <li>• End of Year Performance Data 16/17 including Disadvantaged and Higher Attainers</li> <li>• SIDP End of Year Reviews 16/17</li> <li>• SATS Initial Analysis 16/17</li> </ul> <p>HT drew governors' attention to the slightly different layout of the headteacher's report and advised that the report has been organised under the headings that OFSTED uses.</p> <p>Governor questions were submitted in writing prior to the meeting:</p> <p><b>Q:</b> <i>With all appeals being unsuccessful, are we expecting existing pupils at the school to move schools to be with their siblings? Do we know of any families' intentions?</i></p> <p><b>A:</b> <i>There were four families with non-catchment siblings who did not receive a place at TH. One of these families made the decision to move their TH child to the school where the sibling received a place. The other three families went to appeal. The HT did speak in favour of the families but the appeals were not successful. TH are optimistic that the families will move up the waiting lists. We know that all three of the families do not want to move but we understand that logistics may mean that they have to.</i></p> <p>Governors advised the HT that some governors had spoken to some of the families who appealed the decisions and that these families were appreciative of the support that the HT gave them during the appeals process.</p> <p><b>Q:</b> <i>Do we have a view yet on numbers for disadvantaged children in this intake, and knock on impact on budget, etc?</i></p>	

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**A:** We do not have a view yet on these numbers. We are getting a clearer picture on SEN needs and what we need to do to support their learning. The EY team will speak to new parents in the new academic year and advise them to apply for PP if eligible.

**Q:** Persistent Absentees - do we expect this to improve? Are these related to health or other reasonable causes?

**A:** The HT advised governors that there are two cases of persistent absenteeism since May half-term that have been due to health-related issues. One has had a significant period of hospitalisation and the other has severe and ongoing medical problems. The vast majority of the other persistent absentees are in EY or Y1. A few of these have had Children's Services interventions which has improved their school attendance. There are also some EAL children who have taken holiday time to school time. The highest group of TH's non-attendees are children from the DES group. TH, in particular the school's SENCO and FSLW, continues to work tirelessly to improve school attendance.

**Q:** Safeguarding - great focus on this. Are there next steps already planned for this (e.g. refresher training)?

**A:** As every year, the 1st INSET day in the new academic year will focus on Safeguarding and SEND. Christine Cartledge, the school's DSL has recently been on DSL refresher training and HT will be attending in the new academic year. The HT encouraged governors to go on a safeguarding course.

**Action:** 1-2 members of the FGB to attend a safeguarding course in the new academic year.

**Q:** With a completely new YR teaching team, and given the reduced capacity in the leadership team, plus the traditional challenges with the typical intake at towerhill (i.e. below national average in many areas), how are we looking to maintain the high level of teaching and focus for this team, to ensure the children are supported to the highest standard possible?

**A:** We are delighted with our new appointments to the YR teaching team. The new staff have attended induction sessions with the new YR cohort and are excited for the new academic year.

**Q:** You are not concerned about continuity of approach in YR?

**A:** There has been a comprehensive handover programme from the old team to the new. The old YR team is currently completing its review of the action plan for 16/17 and will hand this over to the new EY Leader. The new EY Leader is also writing the new action plan with the old EY Leader. We are looking forward to the innovation that the new team can bring to TH.

**Q:** Collaboration - which schools are we partnering with?

**A:** TH is partnering with a wide range of schools through a number of different collaborative groups. These groups include:

- Pathways to Outstanding – 6 schools, including TH, meet to discuss effective school leadership. Themes within this, thus far, have been Ethos & Vision and Assessment. TH will be hosting in October and our theme will be the impact of staff development and performance management as well as the motivational use of the IRIS software in staff development.
- Moderation group that we work with locally. These are schools in our local area who have a similar catchment.
- Gifted & Talented Cluster Group
- We have agreed in the coming year to be an NQT Induction host school for NQTs across the county
- Worked with Isle of Wight colleagues on best practice
- HT presented at the Gosport Challenge event
- Have partnered with Newlands School on the Y6 French trip for the last four years and will continue to do so in 17/18

We are collaborating with a mix of different schools and in many ways, often at the request of the local authority.

**Q:** What are the focus for inset days in September?

**A:** The INSET dates for 17/18 are:

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- 4 September – this will focus on New Year Induction: Safeguarding, SEND, H & S led by Linda Tansley HT, Christine Cartlidge SENCo, input from Philip Hinsley, Site Manager (Step Ladder training)
- 5 September – this will be an introduction to SIDP 2016/17 by HT and all Key Leaders
- 20 October – POST MEETING NOTE: ICT
- 25 May 2018 – POST MEETING NOTE: Assessment: Report Writing
- 23 July 2018 – POST MEETING NOTE: To be taken as additional twilight sessions including on behaviour strategies

**The next two governor questions were linked and therefore the HT answered them together:**

**Q:** *SIDP Focus 2017/18; this is noted as being BIB in the minutes from 22nd June and ratified by the governors. This is reported as BRIDGE in the report, with addition of Reflection, & Disadvantaged Gap Elimination; Dropping the Beyond part. Why has this changed?*

**Q:** *The KSII SATs results are tremendous, including at the Higher Level. Is this the reason why you are suggesting changing the focus you proposed at the last FGB from BIB to BRIDGE? I can see that the Higher Level for Disadvantaged is lower than non-Disadvantaged but also that the proportion of Disadvantaged pupils who are Securely AT Age Expectation in Reading and Writing is lower than non-Disadvantaged. For the majority of year groups, the gap between these two groups is also weighted against Disadvantaged. With us continuing to receive a high level of Pupil Premium funding, I would support that we look more broadly at the performance of our Disadvantaged pupils, to include trying to increase the proportion of Disadvantaged pupil at the Higher Level.*

**A:** *We originally intended for the focus of our SIDP to be BIB – Boys, ICT and Beyond. The focus on Beyond was because of last year's outcomes. However, the outcomes from this year's Y6 cohort have shown us that reading and writing for PP pupils is lower than non-PP pupils which demonstrates a gap between the two groups in both attainment and progress. This is also the case in most year groups across the school. We therefore decided that our SIDP focus should therefore be BRIDGE – Boys, ICT, Disadvantaged Gap Elimination. There will still be a Beyond action plan in the SIDP and we want to make sure that the PP pupils who are working Beyond are particularly targeted.*

**Q:** *With the higher proportion of pupils At or Higher than Age Expectation in KSII SATs, what do you think has made the difference between this year and last? Is it cohort specific, is it quality of teaching, actual provision, or were the tests just 'easier'?*

**A:** *This year's Reading paper was fairer and more sensible. However, the threshold for AGE expected attainment in Reading increased from 21 to 26 this year. Despite this, 83% of TH children achieved Age Expectation which is highly commendable.*

**Q:** *Are we putting lots of effort in closing the gap for something that will only get marginal results?*

**A:** *Whilst this year's Y6 cohort has a very different profile to that of last year, with a higher proportion of higher attaining children, the gap between Pupil Premium and Non-PP pupils across the school continues and SLT have identified targeting that gap so that it is being progressively reduced rather than it seemly not being addressed until Year 6. As the Chair has said in his question, with the level of PP Grant received, we will be continuing to maximise its effectiveness in reducing the gap.*

**Q:** *How do the current Y5 cohort compare to the current Y6 cohort?*

**A:** *There is a broad range of ability in the group. There are always challenges and the usual full thrust of support that is deployed in Year 6 will be necessary.*

Governors **AGREED** with the HT's recommendation to change the SIDP focus to BRIDGE.

**Q:** *The Y6 results by gender are difficult to interpret because the proportion of PP pupils is much greater for boys than girls. Have you calculated unofficial progress (KS1 to KS2) for the Boys and Girls separately? If so does that suggest that boys made less progress than girls or were they starting from a lower base?*

**A:** *Our unvalidated data does show us that boys have made considerably less progress than girls and this is the reason why one of our SIDP foci in 17/18 will be boys. However, the data*

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	<p>is skewed by the fact that 11 of the 14 boys in Y6 are also PP.</p> <p>Looking at our in-house analysis of progress, girls' progress scores 5.6 which is way above the 0 baseline while boys have only scored 1.6. When we look at PP pupils, PP girls have scored 5.8 while boys have scored 1.2. The SLT have not yet had the opportunity to analyse what this means with results only coming in last week and no progress data yet released nationally but will be bringing this data and the analysis to the FGB in the Autumn term for their consideration.</p> <p><b>Q:</b> Absentee levels have increased for October to June. Why is this?  <b>A:</b> This is normal. However, TH attendance levels are continuing to be higher than the Government's national objective of 4%.</p> <p><b>Q:</b> Even though it is progressive?  <b>A:</b> Children will genuinely and inevitably have illness during the year and the proportion cannot work up from 100% only down. TH does chase up absentees. We are on the case and this is clear in the fact that we have only had 3% absence across 5 of the 6 half-terms this year. TH would be concerned if attendance figures were tumbling and we didn't have strategies in place to deal with absenteeism.</p> <p>The HT and Governors congratulated the SLT on the work they have done on the SIDP, not only with regard to the actions they have implemented but also the impact these actions have made.</p> <p>Governors also congratulated the school on its excellent SATS results.</p>	
7.	<p><b>Standards &amp; Curriculum</b></p> <p>Items 6 &amp; 7 were combined during the meeting. Please see item 6 above for discussion on Standards &amp; Curriculum.</p>	
8.	<p><b>Governors' Kaizen Review</b></p> <p>OG reported back verbally on the progress that the governors have made against the Kaizen 'Big Rocks'. OG stated that although there had been good spots like the Governor Induction Programme and that the S140 work is work in progress, some of the areas were overly ambitious. OG asked governors to consider how the Kaizen and the FGB could be more effective.</p> <p>The HT expressed concerns about the level of governor visits and reports since the Kaizen was introduced. The HT reiterated to governors that governance is an important part of the leadership criteria for OFSTED and said that, from her point of view, she would like to see governors more involved in monitoring the impact of the SIDP through school visits. Her feeling was that although the control checks have continued, the other governor visits, particularly those linked to the SIDP, have been lacking in 16/17.</p> <p>Governors accepted that lessons have been learnt from the Kaizen 'Big Rocks' programme this year and that there is room for improvement. Governors <b>AGREED</b> to take this subject outside the meeting and discuss how best to plan monitoring visits in collaboration with the SLT to ensure that the SIDP is a key focus for governor monitoring in the coming year.</p>	
9.	<p><b>Committee Reports &amp; Terms of Reference</b></p> <p>The minutes of the Finance &amp; Personnel Committee of 27<sup>th</sup> June and the reviewed Finance &amp; Personnel Committee Terms of Reference were circulated to governors prior to the meeting. The TOR of the F&amp;P Committee have not changed and therefore the governors <b>APPROVED</b> them for 2017/18.</p> <p>The TOR of the Premises Committee will be reviewed at the first Premises Committee of 17/18. The Clerk to check which committee will review the TOR of the Pay Committee.</p> <p>The F&amp;P Committee had made a recommendation to FGB that a working party be set up to investigate experiences of other schools with the aim of pre-empting future recruitment problems and to consider strategies to cope with these potentially continuing difficulties with teacher recruitment. Following a discussion by governors, it was <b>AGREED</b> that the working party needed to focus on strategic considerations and that RP would email governors to gauge interest in being involved in the working party.</p>	<p>Clerk</p> <p>RP</p>

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10.	<b>Policy &amp; Procedure Review</b> Policy list for 17/18 was circulated to governors prior to the meeting. HT informed governors that a large number of policies will be up for approval at the first FGB of 17/18 as for every year.	
11.	<b>Safeguarding</b> HT informed governors the Annual Safeguarding Review will come to the 1 <sup>st</sup> FGB of 17/18 for governors' approval.	
12.	<b>Governor Monitoring Visits</b> A review of Governor Monitoring Visits was included under Agenda Item 8.  A Governor report on parents' evening feedback was circulated to governors prior to the meeting. MLeV acknowledged that the questions and the feedback report needed to be created more creatively next time. LO suggested that there may be areas of the SIDP that Governors may want to ask parents about next time.  Governors <b>AGREED</b> to collaborate before the next parents' evening to ensure that a better set of questions are asked.	<b>All</b>
13.	<b>Good News</b> <u>Summer Fayre</u> HT thanked governors who attended and helped out at the Summer Fayre. The HT informed governors that there was a great atmosphere at the Fayre and that £2,750 had made on the day. In addition to this, £150 was received from Bridges and TAG and raffle tickets are still being sold. HT expects the final profits to be around £3K.  <u>Learning Support Assistant recruitment</u> HT informed governors that, in response to the recent LSA recruitment drive, there had been 31 expressions of interest, 19 applications, 10 shortlisted applicants and 8 candidates interviewed. This process had led to the appointment of five new LSA appointments: 1.5 in EY, 1 FT LSA in Y3, 1 FT LSA in Y4 and 1 PT LSA in Y5. This takes TH staff members up to 60 from September 2017.	
14.	<b>Correspondence</b> In light of the Grenfell Fire, HCC has sent a letter to TH regarding fire procedures. OG, as Chair of the Premises Committee, confirmed that he had conducted a check of fire procedures this term and is satisfied with TH's procedures.	
15.	<b>Any Other Business</b> HT thanked governors and their families (MW/RP/GMW/CC/OG/LET/TG) who will be attending the Y5 & 6 productions.  Y6 Leavers Assembly will take place at 10am on 25 July. MW will present the Governors' Trophy at the Assembly.  OG thanked governors for their hard work during the 2016/17 academic year.	
	Meeting closed at 8.46 pm	
	<b>Date of next meeting: TBC at 6.30pm</b>	

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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 <sup>th</sup> Sept 16				
		27 <sup>th</sup> Sept 16			
	11 <sup>th</sup> Oct 16				
			4 <sup>th</sup> Oct 16		18 <sup>th</sup> Oct 16
		8 <sup>th</sup> Nov 16			
	29 <sup>th</sup> Nov 16				
			10 <sup>th</sup> Nov 16		
				30 <sup>th</sup> Nov 16	
	Weds 7 <sup>th</sup> Dec 16				Mon 5 <sup>th</sup> Dec 16
Spring Term		24 <sup>th</sup> Jan 17			
	7 <sup>th</sup> Feb 17				
			7 <sup>th</sup> Mar 17		
	21 <sup>st</sup> Mar 17				
	4 <sup>th</sup> Apr 17				
Summer Term		9 <sup>th</sup> May 17			
	23 <sup>rd</sup> May 17				
			6 <sup>th</sup> Jun 17		
	22 <sup>nd</sup> Jun 17				
		27 <sup>th</sup> Jun 17			
	Thurs 13 <sup>th</sup> Jul 17				

## 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 ✓		

Signed as a true and accurate record by **Owen Gardner, Chair**, at the FGB meeting of 14<sup>th</sup> September 2017