



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

Minutes of Full Governing Body (FGB) Meeting

held on **Thursday 13th July 2023 at 6:30 pm** at school

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

Apologies: Camilla Collins (CC, **Vice Chair**), Terry Genis (TG)

Absent: None

In attendance: Rachael Purvis (Clerk), Natalie Ayers (NA)

Meeting started at: 6:33 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 TG and CC. Governors sent their best wishes to TG. 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	The minutes of the previous meeting held on 25th May 2023 were agreed and will be signed and stored electronically in pdf format on Governor Hub.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions 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>Governor Induction Pack</u>: NB and AS had made some progress on the Induction Pack but needed more time to complete it. Governors discussed and agreed that the Induction Pack should contain key information for a new governor plus the induction checklist. It was also agreed that mentoring was a very important part of helping new governors learn about their role and the education system. It was agreed the induction pack needed to be completed as soon as possible in anticipation of governor recruitment. <u>SEND Green Paper</u>: The paper had been circulated to governors and all governors were reminded that they needed to read it. (Action 27) <u>Inclusion</u>: The HT reported that she was no further forward with finding a funding solution in order to support the new pupils with Education and Health Care Plans (EHCPs). She had previously written to County asking for increased funding to support the children's needs but had not received a response, despite chasing them. <ul style="list-style-type: none"> The school would have to support the children joining in September but this would have a financial impact that the Finance and Personnel Committee would need to look at. She was in the process of recruiting staff (1.5 support staff), buying equipment required and making changes to the school environment ready for September 2023. She planned that the four children with EHCPs would be supported by three adults for part of the day and would be integrated with their classes for the rest of the day. 	All

Minutes signed by (PRINT): CAMILLA COLLINS

Signature: *Camilla Collins*

Position: CHAIR OF GOVERNORS

Date: 28 September 2023

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	<ul style="list-style-type: none"> ○ Q: Do you need any additional funding approval from the FGB at this point? No, not currently. ○ The HT was looking forward to the children joining in September and their transition visits had gone well. • <u>School hours</u>: The HT would like to take the time to consult properly with everyone affected by the changes required to the school hours, given that it was not yet a statutory requirement. She planned to conduct consultations over the autumn term with a view to changes being implemented from January 2024. ○ Q: Is January when the change would happen? Yes, although the guidance said from September 2023. It was noted that Ofsted would look at the school hours if they were concerned about the school's performance, however, the results achieved this year were excellent and the school could demonstrate that it was moving towards the change in hours. • <u>Whole Governing Body Training (WGBT)</u>: The Development and Training Governor (DTG, AS) had shared just prior to the meeting the list of available topics for WGBT and she asked governors for their feedback. She highlighted that there was a new course offered on 'questioning' which they be interested in. ○ Q: Questions to whom? The course was about governors asking questions in the right way to hold the HT and Senior Leadership Team (SLT) to account. • <u>Governor newsletter</u>: Governors approved the draft newsletter that had been circulated before the meeting for review. • <u>LA Governor Appointment</u>: The Clerk written to the local Councillor Rod Cooper with the nomination for OG as LA Governor and was awaiting a response. 	
<p>4. Governors' Core Function 2 <i>Holding the HT to account for the educational performance of the school & pupils</i></p> <p>4.1 HT's Written Report</p>	<p>The HT had circulated her written report to governors in advance of the meeting. It included the following:</p> <ul style="list-style-type: none"> • The School Improvement and Development Plan (SIDP) review; • Performance data review; • Special Educational Needs and Disabilities (SEND) and Pupil Premium (PP) reports; • PE and Sports Premium report; • Attendance, behaviour and exclusions information. <p>The HT highlighted the following issues and took governors' questions, as summarised below.</p> <p><u>Personnel</u>: The HT was in the process of recruiting and hoped to appoint four new Learning Support assistants (LSAs) to covering those leaving and the additional support required for children with EHCPs.</p> <p><u>Learning and Leadership Partner (LLP) Review</u>: The LLP Kila Barber had conducted a review focusing on disadvantaged children. A formal report was not expected but a list of agreed actions had been produced which the HT would send to the PP Governor (MW).</p> <p><u>Reduced Provision</u>: One child had left to be schooled at home reducing the number of children on reduced provision from four to three children.</p> <p><u>Child on managed move</u>: A child had been moved to the school for a trial period of six weeks. It was hoped the move would provide a new start for a child who was struggling. There had been some 'ups and downs' and it had impacted on staff workload.</p> <ul style="list-style-type: none"> • Q: Which year group is the child in? Currently in Year 4 going into Year 5 in September. • Q: Is the intention to have a review at six weeks and hope for success and that the child stays? There will a review after three weeks as to whether to continue for a further three weeks and the review periods could be fluid. The HT wanted to make the move work. It was noted that the previous school had requested increased funding to support the child but had not been successful. <p><u>Results</u>: The HT was very pleased with the excellent end of year results but also highlighted that</p>	

there were some areas to work on further.

- Governors agreed that the results were excellent, particularly in the context of the last few years.
- The phonics results were also very good.

Attendance:

Q: Are we able to understand why attendance for Years 1 & 5 are below national? Yes, these year groups contain children on reduced timetables and this impacted the overall attendance figures.

Q: Can we take lessons learned from other year groups to boost attendance within Years 1 & 5? The HT had checked that it was purely a result of reduced provision children. She reported that attendance was very good and above national levels, although not yet reaching the attendance target set.

Q: What else could be done given that letters and fines had been issued? Are there any other levers? Can you collect children? Some children did get collected and brought to school. After Covid there had been a change in parents' perception of the importance of attendance and there was a need to change parents' behaviour. There did not appear to be anything else that could be done as the penalty notices did not seem to have an impact. It was noted that the need for a change in mindset was a national problem.

Q: Please confirm the reference to FSM6? Free School Meals (FSM) 6 refers to any child who had received FSM in the last 6 years.

Quality of Education:

Q: The Year 1 table on page 4 appears to be missing the values to compare to national & Local Authority (LA) data? These figures were not available at the time of writing the HT's report.

Q: Whilst the overall results are strong vs Hampshire & national, some narrative around the reduction in percentages since 2019 would be helpful. Across the board, it could be seen that 2019 was a unique year. This was pre-Covid and was the last 1 class cohort in Year 6 so they had increased resources to support what was already a very able cohort.

Q: Is 2019 the right year to compare to? This was the year that was automatically selected by the comparison tool.

Behaviour and Attitudes:

Q: Can we see a data comparison to the same time periods for previous years? Are instances of poor behaviour increasing? The My Concerns data was not able to support a comparison with past years as yet. As the data improved it was hoped to be able to make this comparison in future. Changes were being made to the data recording. The HT's view was that behaviour had not changed.

Q: Percentage types of behaviour graph - what items make up the 43% category? The HT wanted to improve the categorisation and improve this data. The plan was to have improved reporting from September 2023.

Q: Will you be able to look at trends? The HT was looking at being able to put this type of analysis in place.

Q: Percentage of behaviour 'colours' - what is this showing? What behaviours make up each colour cohort? The colours relate to the traffic lights in the Behaviour Policy used in the classroom which can be seen on the classroom walls. These are linked to the Behaviour Policy which the children were consulted on. Red indicated a behaviour that required a child to go and see the HT and a letter would be written to parents to inform them.

- Governors discussed issues with colour recognition, both for them in reading the report and potentially for children.

Phonics:

- Year 1: 88.3% passed compared to 80% in Hampshire and 80% nationally. This was a very good result. The cohort included two children with complex needs who only just missed the pass mark.
- Year 2 re-takes: 88.9% passed compared to 59.3% in Hampshire and 59.4% nationally. One child did not pass.

Key Stage (KS) 2 data:

The KS2 data had not been available at the time of writing the HT's report as it came out on the 11th July 2023. She therefore presented the achievement data to governors (at the Expected Standard (EXS) and at Greater Depth Standard (GDS)), which is summarised in the table below.

KS2 results		Tower Hill	Hampshire	National
Reading	EXS	73.3%	74.4%	72.5%
	GDS	31.7%	30.8%	28.9%
Writing	EXS	75%	72.6%	71.4%
	GDS	23.3%	14.5%	13.3%
Maths	EXS	83.3%	73.3%	72.8%
	GDS	40%	22.6%	23.7%
Grammar, punctuation and spelling (GPS)	EXS	75%	72%	72.3%
	GDS	43.3%	28.6%	29.9%
Reading, writing and maths (RWM)	EXS	70%	60.2%	59.3%
	GDS	13.3%	8.6%	7.9%

- Reading at EXS was just below the Hampshire level and had been missed by one child. Despite this the HT was very happy as they had expected a lower result. It was noted that the paper set had been very hard and as a consequence the pass mark had been lowered by 5 points.
- **Q: What was the percentage of disadvantaged children in the cohort?** Approximately 30% were disadvantaged children.
- **Q: What percentage of the children were SEND?** Approximately 21% to 22%.
- Governors felt that the results were even more impressive when the number of disadvantaged and SEND children were taken into account.
- The 70% achievement at EXS in RWM combined was good when compared to Hampshire and national results. The team were mindful that 30% had not achieved the EXS, however it was noted that the children still had a very good grounding for going onto secondary school as there was a good proportion who had 'just missed' the EXS standard.
- Very grateful thanks were expressed to everyone throughout the school in getting the children to this stage.
- The HT explained that the comparison tool used to analyse and present the results also gave a summary report which highlighted any areas of concern. The only issue raised by the tool was on attendance. There were no challenges to be addressed in performance.

SIDP Review: The HT's report was accompanied by a review of the progress made against the SIDP and a summary of the actions taken during the year. The Senior Leadership Team (SLT) were now working on the development of the next year's SIDP and proposed the following new Key Areas for Development (KAD):

1. Curriculum;
2. Social Mental and Emotional Health (SMEH) and SEND;
3. Writing, underpinned by reading.

Governors were very pleased to see the extraordinary progress that had been delivered in the second full year since the Covid pandemic.

Secretary of State for Education's letter: The HT had received a letter from the SoS for Education, Gill Keegan, that day announcing the following:

- A 6.5% rise in teachers' pay had been approved and would be funded by the Department for Education (DfE). The HT anticipated that the school would receive approximately £20k which would largely cover the increase in cost.
- There should be a reduction in teachers' workload by 5 hours per week. The HT was not sure how this would be implemented and was concerned that it may have an impact on leadership

workload.

PP and Sports Premium Reports: Governors had read the reports prior to the meeting and had no additional questions.

DECISION: The Sports Premium and PP Premium Reports were approved for publication on the school website.

4.2Safeguarding

The HT's written report included the following summary of child protection cases since the 1st September 2022.

Children Looked After (CLA)	2 (2 children)
Child Protection Plans	3 (4 children)
Child in Need Plans	3 (3 children)
Family Support Service cases	0 (0 children)
Total Children's Support Department cases	8 children (1 child both CLA and CP)
Child Services Dept Early Help Hub	6 (7 children)
Post Looked After Children (PLAC)	6 (2 reunified with parents, 1 no longer categorised as PLAC, 1 adopted)

HK (Safeguarding Governor) fed back that she had met with Christine Cartlidge (CCa) and with Clare Down (CD).

- CD was working on ensuring the consistency of data entry to My Concerns by reviewing every report and allocating categorisations.
- CD and HK discussed having an update on the categories for each FGB meeting for review, and to build a data pack.
- The My Concerns software was quite intuitive for data entry but not for producing reports. Therefore, reports would be built up to allow an ability to look back and examine any trends.
- It was hoped that more consistent data would allow questions to be answered on whether safeguarding or behaviour issues were increasing or decreasing.
- The big issues that CCa was concerned about were:
 - Attendance;
 - Housing and over-crowded properties due to a lack of social housing;
 - Online safety and the speed at which trends/ crazes developed for apps or online content. These were difficult to keep track of and there was a lot of work going on in this area. Information sent to parents on the latest concerns did not impact them hugely, particularly those who had the biggest issues.

4.3Health & Safety (H&S)

A H&S Audit would be conducted in person by Rob Sentence (Hampshire) in November 2023.

5.Core Function 3: Overseeing the financial performance of the school, making sure its money is well spent.

5.1Update from the Premises Committee

The Premises Committee had met on the 8th June 2023. The following was noted:

- The external decoration work discussed at the meeting, due to take place over the summer holiday, had now been delayed and would start on the 18th September 2023. This was disappointing as it would be difficult to work around during term time.
- The risk assessments had been checked.
- All other checks had been conducted.

5.2Update from the Finance & Personnel (F&P) Committee

	<p>MW (Chair of the F&P Committee) briefed governors on the meeting held on 22nd June 2023:</p> <ul style="list-style-type: none"> • They were only a few weeks into the new financial year so had nothing to report on the budget. • Permission had been given to look at alternative catering suppliers due to concerns raised about the quality of the food, and hence wastage, plus the cost of the current provision. • The school had joined three other schools in a tendering process using a company to do this on their behalf. They would be presented with options to consider in September 2023 with a view to making a decision in November 2023. • It was noted that there was a six month notice period to end the current arrangement. It was hoped that a change would be made before the end of the next academic year. <p>Q: Could an agreement be reached with the current contractor to end their contract sooner as the food was not good enough? Possibly once a new supplier had been found. It was felt that it could be argued that currently they were not meeting the contract requirements for quality evidence by the level of wastage. LM and AS volunteered to support contract negotiations.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Governing Body Organisation</p> <p>Governor visits and checks</p> <p>KC thanked governors for their visit reports which were now uploaded to Governor Hub.</p> <p>Action 39: Add the Fire Safety visit report to Gov Hub.</p> <p>Action 40: Complete Risk Assessments visit report.</p> <p>It was noted that the third KAD 1 visit did not take place this term due to workload issues. This was not a concern as there had been two previous thorough visits conducted.</p> <p>Governors thanked KC for all his organisation and preparation for the visits throughout the year.</p> <p>Governor Training</p> <p>AS (DTG) asked governors when their preferred time in the year would be for the next WGBT session. It was agreed that April worked well and would create an annual cycle.</p> <p>All governors were tasked to send their top three choices for WGBT topics to AS.</p> <p>Action 41: Send AS top three choices of WGBT topics.</p> <p>Governor Recruitment</p> <p>There would be a co-opted governor vacancy from September 2023. It was agreed that it would be beneficial to conduct a skills audit and governing body self evaluation to identify the skills required to fill the vacancy.</p> <p>Action 42: Send out skills audit and SEF questionnaires for September 2023 FGB.</p> <p>Action 43: Put out a focused recruitment advert after the September 2023 FGB.</p> <p>Governor Appointment</p> <p>Governors were pleased to re-appoint Nicola Ward as a Co-opted Governor from 19th September 2023 for a term of four years.</p> <p>Ofsted preparation</p> <p>The HT highlighted the need for governors to be aware of what their statutory duties were. Using information from Governor Hub Knowledge and input from the Governance Handbook, these were summarised as:</p> <ul style="list-style-type: none"> • the three core functions of governance, • admissions, • behaviour and attitudes, • curriculum, 	<p>KC HK</p> <p>All</p> <p>Clerk OG</p>

	<ul style="list-style-type: none"> • finance, • parents and the community, • H&S, • pupil wellbeing, • safeguarding, • SEND, • staffing, • Prevent, • the Equalities Act. 	
7	Good News	
7.1	There had been a fantastic Summer Fair. Thanks were expressed to NW who had organised the event which had raised over £3k.	
7.2	This was GM's last meeting after serving the school as a governor for the past nine years. Governors thanked her and would miss her on the team. The HT particularly thanked her for her support. They wished her well for the future. GM said that she was sad to go and it was noted that she had joined the governing body through a central advert for governors.	
8.	Date of next meeting(s): The date of the next meeting was changed to: 14th September 2023 , 6:30pm at school.	

The meeting closed at 7:44 pm.

Outstanding Actions

No.	Date	Agenda Item	Action	Whom	Deadline	Status
Academic Year 2021/22						
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.	AS, NB <i>Revised</i>	25 May 2023 FGB <i>Revised</i>	ON-GOING
Academic Year 2022/23						
17	2/2/2023	5.1	Conduct checks on safeguarding arrangements for children with part time schedules specifically for when they are not in school.	HK	23 Mar 2023 FGB	COMPLETE
24	23/3/2023	3.3	Follow up on safeguarding questions from the Accelerated Reader visit and add to the visit report.	NB, LM	ASAP	CLOSED
27	23/3/2023	6.2	Read the SEND Green Paper briefing on The Key (Gov Hub Knowledge).	All	25 May 2023 FGB	ON-GOING
31	25/05/2023	4.1	Bring a proposal for the way forward to increase inclusion of greater numbers of children with EHCPs at Tower Hill.	HT	13 July 2023	COMPLETE
32	25/05/2023	4.1	Get more guidance on school hours per week requirement for a decision to be taken at the FGB meeting on 13 th July 2023.	HT	13 July 2023	COMPLETE
33	25/05/2023	4.1	Share the authorised and unauthorised attendance rate with governors at the next FGB meeting.	HT	13 July 2023	COMPLETE
34	25/05/2023	6.3	Share the list of WGBT topics with governors for review at the next FGB meeting.	AS	13 July 2023	COMPLETE
35	25/05/2023	6.3	Add WGBT to the agenda for 13 th July 2023 FGB meeting.	Clerk	13 July 2023	COMPLETE
36	25/05/2023	6.4	Complete newsletter reports by and send to HT by 10 th July 2023	MW, OG, ED	10 July 2023	COMPLETE
37	25/05/2023	6.5	Investigate process and action re-appointment of LA Governor (OG)	Clerk	September 2023	ON-GOING
38	25/05/2023	6.5	Send recruitment information to Chair.	Clerk	ASAP	COMPLETE
39	13/7/2023	6.1	Add the Fire Safety visit report to Gov Hub.	KC	ASAP	
40	13/7/2023	6.1	Complete Risk Assessments visit report.	HK	ASAP	
41	13/7/2023	6.2	Send AS top three choices of WGBT topics.	All	ASAP	
42	13/7/2023	6.3	Send out skills audit and SEF questionnaires for September 2023 FGB.	Clerk	Sept 2023 FGB	
43	13/7/2023	6.3	Put out a focused recruitment advert after the September 2023 FGB.	OG	Oct 2023 FGB	

Schedule of Tower Hill Primary School Governing Body Meetings 2022/23

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 2022		Spring Term 2023		Summer term 2023	
Start of Term Thurs 1 st Sept 2022		Start of term Tues 3 rd Jan 2023		Start of Term Mon 17 th April 2023	
FGB	29 th Sept 2022	FGB:	2 nd Feb 2023	F&P	18 th May 2023
Pay	6 th Oct 2022 (6 pm)			FGB	25 th May 2023
F&P	6 th Oct 2022 (6:30 pm)				
FGB	20 th Oct 2022				
Half Term: 24 th Oct to 28 th Oct 2022		Half Term: 13 th to 17 th Feb 2023		Half Term: 29 th May to 2 nd Jun 2023	
Premises	3 rd Nov 2022	Premises	2 nd Mar 2023	Premises	8 th Jun 2023
Pay (HTPM)	17 th Nov 2022 (6 pm)	F&P	9 th Mar 2023	F&P	22 nd Jun 2023
F&P	17 th Nov 2022 (6:30pm)	FGB	23 rd Mar 2023	FGB	13 th Jul 2023
FGB	24 th Nov 2022				
Last Day of Term Fri 16 th Dec 2022		Last Day of Term Fri 31 st Mar 2023		Last Day of Term Fri 21 st Jul 2023	

Roles and Responsibilities - Tower Hill Primary School Governing Body 2022/23

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	SEND, Attaining Highly <i>Safer Recruitment Trained</i>	KAD 2	√		√ Chair		
Camilla Collins	Co-opted	Vice-Chair <i>Safer Recruitment Trained</i>	KAD 3 tbc	√		√		
Kieran Collins	Co-opted			√	√			
Nicola Ward	Co-opted	<i>Safer Recruitment Trained</i>		√	√			
Mark Whitehead	Co-opted	Pupil Premium	KAD 3	√ Chair			√ Chair	
Terry Genis	Co-opted	Forum Rep	KAD 2		√ Chair			
Helen Kinal	Parent	Safeguarding Governor	KAD 2		√		√	
Laura Mace	Parent	Wellbeing Governor	KAD 1		√			
Nick Brown	Co-opted		KAD 1	√		√		
Agnieszka Sasiela	Co-opted	Second Vice-Chair Development & Training Governor	KAD 1	√				
Emma Dinsdale	Staff			√				