



**Hilltop School Local Governing Body  
Quality of Education Meeting  
Friday 8th October 2021 at 10:00  
Hilltop School and MS Teams**

<b>Those Present:</b>		
David Burdett	Headteacher	DB
Sharon Biggin	Governor – Chair & Finance Link Governor	SB
Gaynor Higham	Support Staff Governor	GH
Ruth Milburn	Governor - Wellbeing & Behaviour Link Governor	RM
Jen Sturch	Governor – Wellbeing & Behaviour Link Governor	JS
Cathryn Tansey	Parent Governor/T&L Link Governor	CT
Hannah Weinhold	Governor – Vice Chair/Safeguarding & T&L Link Governor	HW
<b>Also Present:</b>		
Joel Hardwick	Assistant CEO – Strategy & Partnerships	JH
Emma Sheedy	Governance Clerk	ES
<b>Apologies:</b>		
Sandra Rosado	Parent Governor – T&L Link Governor	SR
Christopher Spowage	Teaching Staff Governor	CS

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence  Apologies were received SR and JS.	
1.2. To accept apologies for absence  Apologies were accepted SR and JS.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business  2.1.1. DB provided context and explained that a school-based election process was held for a Support Staff Governor. Gaynor Higham was welcomed to the meeting and <b>Governors in attendance unanimously agreed to appoint her with effect from 8 October 2021.</b>	
2.2. Staff Request for Leave of Absence  There was a discussion, which due to confidentiality was agreed to be recorded separately in a Confidential Appendix.	
3. DECLARATION OF INTERESTS	
3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda  There were no declarations received.	
3.2. Review & Completion of Register of Interests  Governors were reminded to complete and return their Register of Interests to Clerking Services.	
4. HILLTOP SCHOOL LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting:  The minutes of the meeting held on 2 <sup>nd</sup> July 2021 were reviewed and approved.	
4.2. Review of Action Tracker  The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters arising from the Minutes  None.	
5. ITEMS TO BE CONSIDERED	
5.1. SEF & SIP priorities – LGB to agree key areas of qualitative scrutiny  <u>School Improvement Plan (SIP)</u> DB provided Governors with an overview document, which he tabled. Discussion/challenge was as follows:	

**A Governor queried Leadership & Management Item 2 and asked if the Communications Working Group would fall within the set up Parent/Carer working party to look at home/school communication as the completion date is Autumn 2021** and DB explained that no progress has yet been made but this is being led by Claire Rose.

**The Chair queried if Leadership & Management Item 1 should be an ongoing key priority** and DB explained about embedding the new curriculum, which is a completely new electronic system and of the need for a thorough review.

**A Governor queried Behaviour & Attitudes Item 2 and asked how improving attendance would be approached considering the complex needs of individual pupils** and DB provided context explaining how this would be managed via a personalised approach. **A Governor challenged awarding awards/prizes for most improved attendance and asked what could be put in place as a work around** and DB explained that pupils with lower levels of attendance are still commended and the individual context is taken into account, linked to the personalised approach mentioned previously. **A Governor asked what support is put in place for pupils with poor attendance due to family dynamics opposed to medical needs** and DB explained about Early Help, Key Workers and the Family Support Team and that this is often due to a lack of confidence which can sometimes take time to establish between home and school.

**A Governor queried if the SIP includes the literacy of staff** and DB assured Governors this is on the Self-Evaluation Form (SEF).

**The Chair asked what materials are required to create raised beds as mentioned under Leadership & Management Item 3** and following discussion, it was agreed for the Chair to see if she is able to support by providing railway sleepers for two raised beds.

#### Self-Evaluation Form (SEF)

DB provided an overview of the SEF and discussion/challenge was as follows:

**The Chair queried the impact of the Hilltop budget now offering 'best value' with the staffing percentage reduction from 93% to 81% currently** and DB advised he believes Hilltop is well staffed but the main issue is staff attendance following COVID. **JH added that this is a familiar picture across the Trust. The Chair extended thanks to DB for supporting staff and to all staff, who are doing a great job.**

**A Governor queried if COVID has affected links with local businesses regarding opportunities to participate in the world of work** and DB advised COVID has massively affected this, however, Amanda Francis is trying to re-establish links so it was agreed for DB to amend the wording accordingly. **HW also offered to assist with this** and it was agreed for HW to contact Amanda Francis.

**ACTION 1:** DB to amend the wording on the SIP regarding links with local businesses and opportunities to participate in the world of work.

**ACTION 2:** HW to assist Amanda Francis with local business links regarding opportunities to participate in the world of work.

**DB**  
**26/11/21**  
**HW**  
**26/11/21**

<p><b>A Governor asked if the after school clubs are just for pupils in Rotherham</b> and DB advised yes as the clubs are provided through a specific, commissioned arrangement with RMBC.</p>	
<p>5.2. Appointment of Vice Chair &amp; Link Governors</p> <p>5.2.1. Vice Chair – HW. 5.2.2. Teaching &amp; Learning Link Governor - to be assigned by DB. 5.2.3. Safeguarding Link Governor – HW. 5.2.4. Finance Link Governor – not required. 5.2.5. Wellbeing Link Governor - to be assigned by DB.</p> <p><b>A Governor suggested Health should be addressed and considered as a Link Governor role</b> and DB agreed this was a valid comment.</p> <p>Following discussion, it was agreed for DB to liaise with the Deputy Headteachers and assign Governors to Link roles/age groups and provide an overview at the next meeting. <b>ACTION:</b> DB to liaise with the Deputy Headteachers and assign Governors to Link roles/age groups and provide an overview at the next meeting.</p> <p><b>HW expressed an interest in T&amp;L (Sixth Form)</b> and this was noted.</p> <p><b>RM expressed an interest in T&amp;L (Early Years) and Health</b> and this was noted.</p>	
<p>5.3. School Dates for 2022/2023</p> <p>Governors agreed to adopt the LA dates.</p>	
<p><b>6. GOVERNANCE MATTERS</b></p>	
<p>6.1. Governors to complete Activity Log</p> <p>The Clerk reminded all Governors to email activity to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a>.</p>	
<p>6.2. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>JH reminded Governors that the Leadership Summit has been cancelled.</p> <p>The Central Trust have followed up the review of ICT across the Trust and are now advertising for a Head of Digital Technology.</p> <p>DMBC are assisting the Trust with assets and capital projects. A key part of this will be around sustainability and carbon reduction.</p> <p>JH provided an updated regarding the Collaborative School Improvement Framework and B11 will be visiting Hilltop on 10<sup>th</sup> November.</p> <p>JH advised of the focus on continuing professional development and explained about Generation NEXT, which is for future leaders.</p>	
<p><b>7. ANY OTHER URGENT BUSINESS</b></p>	
<p>7.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	

<b>8. CONFIDENTIALITY &amp; RISK</b>	
8.1. To consider the confidentiality of any items discussed during the meeting  There was a discussion at 2.2., which due to confidentiality was agreed to be recorded separately in a Confidential Appendix.	
8.2. To consider any areas of risk discussed during the meeting  None.	
<b>9. DATES OF NEXT MEETING</b>	

Friday 26 <sup>th</sup> November 2021	10:00 – 12:00	Hilltop School	Business Meeting
Friday 28 <sup>th</sup> January 2022	10:00 – 12:00	Hilltop School	Quality of Education
Friday 4 <sup>th</sup> March 2022	10:00 – 12:00	Hilltop School	Business Meeting
Friday 13 <sup>th</sup> May 2022	10:00 – 12:00	Hilltop School	Quality of Education
Tuesday 28 <sup>th</sup> June 2022	16:00 – 19:00	Crags School	Leadership Summit
Friday 1 <sup>st</sup> July 2022	10:00 – 12:00	Hilltop School	Business Meeting

**Minutes approved**

CHAIR	SIGNATURE	DATE