



**Hilltop School Local Governing Body
Business Meeting
Friday 18th March 2022 at 10:00
Hilltop School**

Those Present:		
David Burdett	Headteacher	DB
Ruth Milburn	Governor -Wellbeing & Behaviour Link Governor (via MS Teams)	RM
Sandra Rosado	Parent Governor – T&L Link Governor (via MS Teams)	SR
Also Present:		
Joel Hardwick	Assistant CEO – Strategy & Partnerships (via MS Teams)	JH
Barry-John Simmons	Governance Clerk	Clerk
Apologies:		
Hannah Weinhold	Governor – Vice Chair/Safeguarding & T&L Link Governor	HW
Gaynor Higham	Support Staff Governor	GH
Cathryn Tansey	Parent Governor/T&L Link Governor	CT
Warren Carratt	Chief Executive Officer	CEO
Sharon Biggin	Governor – Chair & Finance Link Governor	SB
No Apologies:		
Christopher Spowage	Teaching Staff Governor	CS

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for HW, CT, CEO, SB & GH.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for HW, CT, CEO, SB & GH.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Presentation to Staff Nominee(s)</p> <p>DB explained he was planning on doing this after today's meeting. DB gave an overview of who will receive them, and indicated that every class would have an individualised award.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business</p> <p>None.</p>	
4. DECLARATION OF INTERESTS	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
5. HILLTOP SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held 28th January 2022 were approved as a true record with no amendments.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>DB gave a general overview of the Headteacher's Report showing that it was not significantly different from the last meeting. DB mentioned a few staffing issues needed solving to be sure of full staff coverage which he was hoping for by Easter.</p>	

<p>RM asked about violent incidents against staff and children and whether they could have a number reported on how many children had been involved in violent incidents. DB said each half term they have an anonymised report with breakdown of incidents they go through to aid future improvement. DB confirmed he will add a summary figure on this report to show how many children and incidents there have been, with narrative to go along with it which he will sort and send out to all governors. ACTION: DB to provide further details on behaviour incidents and how many relate to pupils with high individual incidences.</p> <p>JH asked if DB could give an overview of planned places from Rotherham. DB stated that he was continuing to try to work with RMBC and seeking confirmation on potential placements. DB went on to explain cases were being looked at individually rather than the 8 planned places as a collective which was making it slower and less strategic. DB also discussed how they had still not had anything in writing to confirm the student due to be starting with them after Easter.</p> <p>JH asked about staff absence and whether it had settled in the school at present. DB gave assurances that staff absence was generally more settled though he shared the information of how one class had every member of staff off this week with COVID so that particular class had been closed for the week. DB mentioned how parents had been understanding about the situation.</p> <p>6.1.1. Appendix 1 - Updated SIP (attached document)</p> <p>DB explained how he is still working through the SIP plan.</p> <p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report (attached document)</p> <p>DB confirmed they had a Health & Safety walk round as well as an external audit via Proaktive and they have now completed the window and wall in the sensory room, which were now no longer a fire risk.</p> <p>RM asked whether work in the corridors could be completed soon. DB confirmed they are already done and mentioned how smaller work is always ongoing and how the site manager is really effective.</p>	<p>DB 13/05/22</p>
<p>6.2. Safeguarding Report</p> <p>DB explained there's no significant change and systems in safeguarding are robust, with the safeguarding lead doing a very thorough job.</p> <p>JH asked if they had any sense of social care referrals increasing after COVID. DB discussed how he thinks lots of issues are getting picked up early via the family support team which then progress to social workers being contacted. DB explained the negative aspect during this was there had been a few examples where they raised concerns and had meetings with social workers, who did not share or progress their concerns. DB thought the capacity of social workers had been affected and reiterated the safety of his students was their main concern.</p>	

<p>RM echoed threshold of concern in general seems to have changed with the pressures of COVID having an impact.</p>	
<p>6.2. LAC Report</p> <p>DB gave an overview of how they are doing a good job with LAC and have had positive results. DB went on to share that all the Senior Leadership Team (SLT) have a LAC who they are responsible for and how this is covered really well in school.</p> <p>JH stated how the positive attendance was reflective of this.</p>	
<p>6.4. Community Voice Report</p> <p>DB discussed how they still need to reach out to families more but are struggling at SLT level to do much more whilst being stretched on staff coverage. DB also shared how they still had ongoing issues with staff well-being and feels staff absence is still an issue post COVID.</p> <p>JH asked if they had been trying to recruit new staff and what the quality of applicants was like? DB explained they had frustratingly appointed new staff who then decided not start with them. DB discussed how the structure after Easter may help with this but that overall the level of suitable applicants available was low.</p> <p>RM asked what could the solution be to this. DB mentioned a teacher they recruited earlier in the year starting after Easter along with options to support internal progression as part of the solution.</p> <p>RM asked when they put out to advert is it explicit as to what the role is? DB confirmed the adverts detailed the background of the role and school.</p> <p>RM asked if there are HLTA's that could upskill to teacher level? DB explained they can do this via the learners first pathway and have done so in the past. DB also shared that he has been asked by a couple of members of staff who are looking at this route which would start in September, and this was to be encouraged and picked up on by the new Headteacher.</p> <p>RM asked if they could get one member of staff to train as a teacher per year to avoid losing staff who want that opportunity. DB agreed in the importance of this and has encouraged staff to apply even though he couldn't confirm at present whether the school would be able to cater for this. DB also mentioned 3 staff in school independently looking at steps to get a degree, who have a long-term vision to be qualified teachers which he was encouraged by.</p> <p>RM asked if they could arrange a parent drop in where parents could meet governors either on a personal, group or virtual basis. DB agreed it was a good idea and they could either book a private slot or just have a chat, and will sent a letter out at the appropriate time. ACTION: DB to consider options and take forward a plan to give families the opportunity to meet governors.</p>	<p style="text-align: right;">DB 13/05/22</p>

<p>6.5. Budget Monitoring</p> <p>DB explained that this had not changed and mentioned the good news from the Trust about the Supplementary Schools Grant (SSG) funding.</p> <p>JH went on to explain what the SSG funding was and the process they went through to get agreement for the funding to be passed on. JH confirmed this will now be able to go into the budget.</p> <p>DB also discussed how they are in negotiation with 3 new students to join Hilltop which would also help the budget over the summer term.</p> <p>JH mentioned how the 80k surplus had reduced by around a half and how there had been more temporary staffing costs than in previous years.</p>	
<p>6.6. Consideration of Term Dates 2023/24</p> <p>Not discussed.</p>	
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>. ACTION: JH to check if a reminder is needed to be sent</p>	<p>13/05/22 JH</p>
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>DB explained this was covered in the action tracker section above and communication would be sent out as an ongoing action.</p>	
<p>7.2. Trust Verbal Update of Key Issues</p> <p>JH again mentioned the SSG success and DB complimented JH on the work with Rotherham to achieve this.</p> <p>JH also confirmed that Harlow Academy in North Nottinghamshire is being transferred into Nexus from September and gave an overview of background of the school and the positive impact they had already gained from initial support they have been provided from Nexus staff.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>SR asked about school meals and if there was any update on them. DB confirmed that next Friday at 11am there would be a tasting session for parents and staff, to sample new menu options for after Easter. DB discussed how they still had some issues were students did not like the meals but that they were working hard with Relish to keep food plain and traditional which more suits their pupils.</p> <p>ACTION: DB to check if the letter has gone out to families about the food tasting session.</p>	<p>DB 13/05/22</p>

9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting None.	
9.2. To consider any areas of risk discussed during the meeting None.	

10. DATES OF NEXT MEETING	
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Friday 13 th May 2022	10:00 – 12:00	Hilltop School	Quality of Education
Tuesday 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit
Friday 1 st July 2022	10:00 – 12:00	Hilltop School	Business Meeting

Minutes approved

CHAIR	SIGNATURE	DATE