



**Hilltop School Local Governing Body  
Quality of Education Meeting  
Friday 26<sup>th</sup> November 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
Sandra Rosado	Parent Governor – T&L Link Governor	SR
Cathryn Tansey	Parent Governor/T&L Link Governor	CT
<b>Also Present:</b>		
Warren Carratt	Chief Executive Officer	CEO
Emma Sheedy	Governance Clerk	ES
<b>Apologies:</b>		
Joel Hardwick	Assistant CEO – Strategy & Partnerships	JH
Christopher Spowage	Teaching Staff Governor	CS
Hannah Weinhold	Governor – Vice Chair/Safeguarding & T&L Link Governor	HW

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for JH, CS and HW.</p> <p>The Chair advised of the resignation of Jen Sturch effective 25<sup>th</sup> November 2021 and Clerking Services were asked to update GIAS, which has been completed.</p> <p><b>ACTION 1:</b> Clerking Services to update GIAS with JS's resignation.</p>	<b>COMPLETED</b>
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for JH, CS and HW.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Outstanding Achievement Awards</p> <p>The Chair advised that the Outstanding Achievement Awards will be distributed personally on Monday 29<sup>th</sup> November 2021.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business</p> <p>None.</p>	
<p>3.2. Term of Office – Hannah Weinhold (ends 30/11/2021)</p> <p><b>Governors unanimously confirmed the re-appointment of Hannah Weinhold for a term of four years from 30<sup>th</sup> November 2021.</b></p>	
<p>3.3. New Meals Provider</p> <p>SR provided context regarding the negative parental feedback on Facebook regarding the new meals provider and expressed concern that children's allergies/intolerances were not being catered for. SR stated she feels the menu is adult focused – needs simplifying and should include 'beige' food for children who prefer more simple meals, like her son. DB provided context and explained he has met with the provider several times to resolve this and explained about the staffing difficulties they have faced, which will hopefully be rectified from Monday 28<sup>th</sup> November. DB is positive this will improve going forward. SB stated that parents felt concerned they hadn't been consulted on the change.</p> <p>The CEO provided context and explained why a consultation had not taken place. The school has never employed its own catering staff and this was supplied via a traded service from RMBC and over recent years costs have increased without value for money keeping track. The Trust asked all academies if they would like to be part of a national procurement process for a new provider and Hilltop opted in. This was not a Trust decision but the Trust did facilitate this and RMBC did not want to be part of the re-tendering process. Feedback amongst the other academies indicates this has been a relatively straight forward transition and feedback is positive. Headteachers across the Trust feel this is making added value to the provisions, so the CEO is confident that the new provider can/will be better, once the staffing issues have been resolved.</p> <p><b>ACTION 1:</b> DB to send a letter to parents/carers to provide an update and arrange a Taster Session in January 2022.</p>	<b>DB ASAP</b>

<p><b>ACTION 2:</b> SR was asked to share with parents/carers that an update will follow from the Headteacher.</p>	<p><b>SR ASAP</b></p>
<p><b>4. DECLARATION OF INTERESTS</b></p>	
<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>	
<p>4.2. Review &amp; Completion of Register of Interests</p> <p>The Clerk advised that all Register of Interests have been received.</p>	
<p><b>5. HILLTOP SCHOOL LOCAL GOVERNING BODY MINUTES</b></p>	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 8<sup>th</sup> October 2021 were reviewed and approved.</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>	
<p><b>6. ITEMS TO BE CONSIDERED</b></p>	
<p>6.1. Headteacher Report</p> <p>Governors received the Headteacher Report in advance of the meeting. Discussion/challenge was as follows:</p> <p><b>The CEO queried item 2.4. and asked how work on phonics and reading will be pushed forward</b> and DB explained this was part of the new curriculum offer from September. The new Literacy Lead has undertaken lots of work and training, which will be rolled out in every classroom. The recent B11 Review focus was on reading, which outlined lots of recommendations which will be progressed with pace. The CEO explained about the new Ofsted framework and the need to see absolute fidelity to the phonics programme in all aspects of learning. The CEO added that Hilltop need to address what they do for children below the EYFS threshold, where phonics would first be introduced.</p> <p><b>A Governor asked how phonics and reading is adaptable to our children</b> and the CEO explained that research tells us that children with atypical neurological development still see a greater benefit from a Systematic Synthetic Programme (SSP) as those children with typical development. The CEO explained that the Trust are exploring a pre phonics model which aligns with an SSP.</p> <p><b>A Governor suggested liaising with Let’s Verbalise</b> and this was noted.</p> <p><b>A Governor queried behaviour and asked for DB to include how many pupils the incidents relate to</b> and DB agreed to do this.</p>	

<b>ACTION 1:</b> DB to include how many pupils relate to the number of behaviour incidents.	<b>DB</b> <b>04/03/22</b>
<b>A Governor queried attendance on Page 14 and asked if the issue is families being unable to bring children to school or is it the children that are unable to come to school</b> and DB advised some pupils present with difficulties, which is addressed by the Family Support Team. Some families are less motivated to ensure their child comes to school and others have concerns and their own insecurities around their child's safety within school – any school, not just this school.	
<b>The CEO questioned authorised actuals of 10.81% as this is high</b> and DB advised that a number of parents have been written to. It was agreed for DB to review the numbers of authorised/un-authorised and provide an update at the January 2022 meeting.	<b>DB</b> <b>28/01/22</b>
<b>ACTION 2:</b> DB to review the authorised/un-authorised attendance data included in the Headteacher Report.	
<b>A Governor queried item 5.1. on Page 16 and asked what the barriers are with regards embracing change</b> and DB explained that although Hilltop is an amazing place to work, COVID has impacted on this and morale is low. Proud Assemblies are currently not taking place, which could improve morale but it is not the right season to re-introduce face to face.	<b>DB</b> <b>28/01/22</b>
<b>The CEO asked about the termly calendar at item 2.5 on Page 4 and asked how DB feels communication is going this term</b> and DB advised he believes this is improving and is more positive. <b>Parent Governors agreed. The Staff Governor provided input with regards the General Office that staff are often not privy to the simplest of things which they should know</b> and this was noted and taken into consideration.	
<b>The CEO queried staff turnover data on Page 6</b> as the figures didn't add up, and DB apologised for this anomaly and agreed to circulate the correct data following the meeting.	<b>DB</b> <b>ASAP</b>
<b>ACTION 3:</b> DB to circulate the correct staff turnover data after the meeting.	
<b>The CEO queried completion of TA appraisals (item 3.1.5.) on Page 7</b> and DB explained he is unsure why these aren't all completed yet, although this is linked to Class Teachers appraisal targets. The CEO suggested moving to standardised group model and it was agreed for DB to further discuss this with SLT. The CEO also suggested looking at an INSET day for enrichment and deal with appraisals at that time.	<b>DB</b> <b>28/01/22</b>
<b>ACTION 4:</b> DB to further consider how best to deal with TA appraisals with SLT.	
6.1.1. Appendix 1 - Updated SIP	<b>DB</b> <b>28/01/22</b>
Governors received the updated SIP and DB advised that following a recommendation from B11 a further column will be added to outline the impact.	
6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report	<b>DB</b> <b>28/01/22</b>
Governors received the Health & Safety Competent Person Audit Report.	

<p><b>The CEO queried the outstanding issue regarding the MDF which does not resist the spread of fire, or provide acceptable levels of fire protection</b> and it was agreed for DB to follow this up with the firm (Beyond) who fitted the room as there should be a material list available for the work undertaken.</p> <p><b>ACTION 1:</b> DB to contact the responsible (Beyond) firm regarding the MDF issue.</p> <p><b>The CEO raised the issue with the Store Room window in R120</b> and asked for attention to be given to this asap.</p> <p><b>ACTION 2:</b> DB to address the issue with the Store Room window in R120.</p>	<p><b>DB</b> <b>04/03/22</b></p> <p><b>DB</b> <b>ASAP</b></p>
<p>6.1. Safeguarding Report</p> <p>Governors received the Safeguarding Report.</p> <p><b>The CEO queried the high records of concern</b> and DB explained that staff are recording anything which is unusual for a child.</p> <p><b>A Governor asked how it is dealt with whereby a child is always distressed coming into school</b> and DB explained this is tricky but if the child is always upset then school would not necessarily record this. If this was becoming worse or changing at all then this would be recorded.</p>	
<p>6.3. LAC Report</p> <p>Governors received the LAC Report.</p> <p><b>The CEO queried the Stockton LA LAC</b> and DB advised this is a child placed locally.</p> <p><b>The CEO queried the attendance of pupils CRF and TG in Y13 as attendance is below 90%</b> and DB advised TG has been unwell. CRF's attendance is due to illness and hospital.</p>	
<p>6.4. Community Voice Report</p> <p>Governors received the Community Voice Report and no queries were raised.</p>	
<p>6.5. Budget Monitoring Report</p> <p>Governors received the Budget Monitoring Report for information purposes, which the CEO overviewed and explained a minus and red is a positive. The predicted outturn surplus of £36k is likely to reduce due to supply staff.</p>	
<p>6.6. Teacher Pay and Appraisal Review</p> <p>Governors received the Teacher Pay and Appraisal Review for information purposes.</p> <p><b>The CEO asked DB to update the Total Number Teacher Main Scale from 12 to 13</b> and CEO will then sign it off.</p> <p><b>ACTION:</b> DB to update the Teacher Pay and Appraisal Review and email it to the CEO for sign off.</p>	<p><b>DB</b> <b>ASAP</b></p>
<p><b>7. GOVERNANCE MATTERS</b></p>	
<p>7.1. Governors to complete Activity Log</p> <p>Governors were reminded to email any activity to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a></p>	

<p>7.2. Trust Verbal Update of Key Issues</p> <p>The CEO advised of forthcoming recruitment in the spring term for the position of Headteacher. There will be an assessment day and Governors will be involved in this process. DB intended to reduce his working days to 4 per week but work demands have not made this possible, so DB currently works a nine day fortnight and will review this with the CEO in the spring term.</p> <p>The CEO provided an update with regards the ongoing funding issues with RMBC and their breach of statutory guidance which has been reported to the Education &amp; Skills Funding Agency.</p>	
<b>8. ANY OTHER URGENT BUSINESS</b>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
<b>10. DATES OF NEXT MEETING</b>	

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