



**Hilltop School Local Governing Body  
Quality of Education Meeting  
Friday 28<sup>th</sup> January 2022 at 10:00  
Hilltop School and MS Teams**

<b>Those Present:</b>		
David Burdett	Headteacher	DB
Gaynor Higham	Support Staff Governor	GH
Sandra Rosado	Parent Governor – T&L Link Governor	SR
Christopher Spowage	Teaching Staff Governor	CS
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
Gwen Walker	Phonics/Reading Lead – Hilltop School	GW
<b>Apologies:</b>		
Sharon Biggin	Governor – Chair & Finance Link Governor	SB
Ruth Milburn	Governor - Wellbeing & Behaviour Link Governor	RM

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence  Apologies were received from SB & RM.	
1.2. To accept apologies for absence  Apologies were accepted from SB & RM.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business  None.	
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.	
4. HILLTOP SCHOOL LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting:  The minutes of the meeting held on 26 <sup>th</sup> November 2021 were approved as a correct record with no amendments.	
4.2. Review of Action Tracker  The action tracker was reviewed and updated.	
4.3. Matters arising from the Minutes  None.	
5. ITEMS TO BE CONSIDERED	
5.1. SEF/SIP priorities – Deep Dive Review of Specific Curriculum Area(s)  DB provided an overview of the documents. <b>A governor asked whether the progress made in the SEF was reflected in the tense (should it be changed to past-tense) and whether some of the outcomes described could be more specifically described.</b>  <b>A governor asked for the Headteacher to describe the priorities before the end of the academic year.</b> The Headteacher talked about the assurance of the quality of teaching and the focus on reading & phonics as being the two areas of greatest focus.  CS described the greater clarity in the curriculum over the last few months and teachers having the confidence to enhance the core curriculum with the bespoke elements that can best fit the pupils in any particular class. This is being embedded into the routine for all teachers. <b>A governor asked if support staff were on board and understanding.</b> CS described his class team as being engaged, involved and that there was excitement in the team around how it was working and the potential. A governor	

<p>asked about peer review and sense checking across class teams. Initially the differing nature of each class has meant that the process to date has focussed on embedding in individual class teams and a peer review process/moderation and sharing of best practice would be part of the next stage.</p> <p>GW joined the meeting to give an update on the phonics/reading programme, in particular the move to ensuring this is a systematic approach across the school throughout the curriculum, led by class teachers, rather than the focus being given through a specific intervention. A <b>governor asked GW to describe the difference of this approach in terms of outcomes</b> and GW gave further details. A governor asked for the approach to communicating with parents. GW described the various different methods to communicating and that it would be necessary to do this in a variety of ways to ensure initial understanding and then ongoing engagement and development.</p>	
<p>5.2. B11 School Review Report</p> <p>The Headteacher gave an overview of the report and described the progress on the actions and recommendations. Each action has been progressed and work is ongoing to timescale. The website is one area for development. JH advised that the new Head of Digital starts in two weeks and can support this development, linking to work and examples of good practice across the trust. HW offered to support the development. <b>A governor asked about the communications with parents around reading/phonics.</b> The Headteacher explained that more thought needs to be given to get it right, but it would likely involve discussions with class teachers for individual pupils, rather than simply writing to all families with the same information. This would then link to consideration of what homework looks like around reading/phonics.</p>	
<p>5.3. Annual Self-Assessment – NGA Skills Audit</p> <p>The form will be distributed following the meeting for governors to complete.</p>	
<p><b>6. GOVERNANCE MATTERS</b></p>	
<p>6.1. 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><b>ACTION:</b> DB to look at promoting the governor vacancy and potential appointment of a new governor to replace Jen Sturch.</p>	<p><b>DB 4/3/22</b></p>
<p>6.2. Trust Verbal Update of Key Issues</p> <p>JH updated on the COVID situation across the schools.</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>DB described the holiday proposals for next year. Agreed school calendar for 2022/23.</p>	

<b>8. CONFIDENTIALITY &amp; RISK</b>	
8.1. To consider the confidentiality of any items discussed during the meeting None.	
8.2. To consider any areas of risk discussed during the meeting None.	

<b>9. DATES OF NEXT MEETING</b>
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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**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>