



## Hilltop School Academy Council Meeting Friday 24<sup>th</sup> November 2023 at 10:00 Hilltop School

<b>Those Present:</b>		
Rob Mulvey	Headteacher	RMu
Gaynor Higham	Support Staff Governor	CS
Fiona Featherstone	Governor	FF
Rachel Parkin	Community Governor	RP
Sharon Biggin	Governor – Finance Link Governor / Vice Chair	SB
<b>Also Present:</b>		
Renata Robins	Governance Clerk	Clerk
<b>Apologies:</b>		
Sacha Schofield	Executive Regional Director	SS
Paula Williams	Executive Regional Director - Chair	PW
Sandra Rosado	Parent Governor – T&L Link Governor	SR
Rebecca Turnbull	Co-Opted Governor	RT
Ruth Milburn	Governor - Wellbeing & Behaviour Link Governor	RM
Catherine Tansey	Parent Governor	CT

<b>1. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
1.1. To receive apologies for absence  Apologies were received for SS, PW, SR, JH, RT, RM, CT.	
1.2. To accept apologies for absence  Apologies were accepted for SS, PW, SR, JH, RT, RM, CT.	
1.3. Confirmation of Vice Chair	

Sharon Biggin was confirmed as Vice Chair.	
<b>2. BEST WE CAN BE AWARDS</b>	
2.1. Presentation to Staff Nominee(s)  RMu confirmed the award would be presented to Tina Masters Friday pm in assembly for her fantastic piece of work on making sure the new Hilltop website was fit for purpose and fully compliant.	
<b>3. ITEMS OF URGENT BUSINESS</b>	
3.1. Chair to determine any items of urgent business  No urgent business to discuss.	
<b>4. DECLARATION OF INTERESTS</b>	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda  None to declare.	
<b>5. HILLTOP SCHOOL LOCAL GOVERNING BODY MINUTES</b>	
5.1. To approve the minutes of the following meeting:  The minutes of the meeting held 30 <sup>th</sup> June 2023 were approved as a true record with no amendments.	
5.2. Review of Action Tracker  The outstanding actions on the tracker were reviewed and updated.	
5.3. Matters arising from the Minutes  There were no matters arising from the Minutes.	
<b>6. ITEMS TO BE CONSIDERED</b>	
6.1. Headteacher Report  The Headteacher's report had been shared with governors in advance and is available on Governor Hub.  <b>Planned Places</b> - RMu explained that the school had 147 pupils on roll in September against planned official places of 106. This included the 27 students at Forest View and the remainder at Hilltop. For financial reasons, RMu wanted this to be at 153 in total. The available spaces available were in specific places for specific children. RMu	

is now saying no to some children as the school cannot meet need and considering the safety and education of the young people at Hilltop.

**Sickness Absence** – RMu reported that sickness absence continued to be an issue at Hilltop across the board.

**SB asked how long could the school sustain paying for long-term absence?**

In education it is six months full pay and six months half pay from day one. However, welfare/sickness absence meetings take place and the HR process is followed and this takes a long time.

**GH asked why the school did not continue to have their own bank staff, as it used to have a very good bank staff complement that could be called upon when needed, instead of relying on expensive agency staff?**

RMu confirmed that this could be explored again.

**FF asked if Hilltop was particularly more affected by sickness absence than other schools?**

RMu stated this was an issue across education but Hilltop was the most complex and SLD school in the Trust and therefore had more staff and as a consequence, more sickness absence. The budget was based per child. The issue was that the school was not appropriately funded for a number of the students and trying to get the EHCP amended was a herculean effort. Wayne Greenhoff from the central Trust team was now working with Hilltop to claw money back.

**INSET Days:**

**SB asked if governors could be invited to the February INSET day next year?**

RMu confirmed that invitations would be sent out to governors in due course.

**Leadership and Management** – RMu was very pleased with the level of support, challenge and external scrutiny the school is receiving from the Trust. All initiatives have been positively received and RMu is confident the school will be graded as Good if an inspection is carried out in the near future. RMu also praised his team at school not just his deputies at driving the school forward but also his devolved leaders.

**SB asked if Nexus acknowledge the hard work that was being done in the school?**

RMu explained that through the processes like his appraisal, discussion with CEO at Nexus and succession planning, his deputies and other emerging leaders were recognised.

**Quality of Education** – Support and Challenge sessions will be reported on to the governors and on the couple of areas of curriculum development that require improvement, this had been quality assured by the support and challenge team and there is an action plan to address this. RMu explained that the focus was on the Maths/Numeracy and PHSE curriculums this year. Also, there was a very big focus on the learning environment. A number of subject networks across the Trust have been set up and staff were encouraged to participate.

**Pupil Engagement in Learning** – Hilltop have started using Evidence for Learning (EFL) to capture progress. It is a Cloud based application. All classrooms have iPads and when the young people make an achievement, the teacher can capture it by either video or a still photograph and can add a comment and tag on to which area of the curriculum it relates to. This all feeds into the data drops.

**RMu  
Spring  
2024**

**Behaviour and Attitudes** - we are receiving ongoing support from the Support and Challenge team at Nexus and we have robust reporting procedures in place. The school has a very low level of suspensions, and any challenging behaviours are dealt with effectively.

Andy Williams now has to retrain every 12 months which means that staff have to be trained every 12 months across the Trust. This has been raised with the Trust who are looking at it. Team Teach have brought this in.

**SB asked if the funding came back to Hilltop and we should be charging a reasonable rate when outsourcing the training to other Nexus schools?**

RMu said yes and we recoup what we spend on training by them delivering. RMu agreed that the rate needed to be raised.

**Attendance** – attendance dipped following a Covid spike. Attendance is rigorously monitored and followed up.

**Personal Development** – The Pupil Parliament was now in its second year and staff and students were planning Primary and Secondary Olympic events as well as well as a Nexus Inter-School Talent Show in the summer term.

**SB asked if governors could be invited to Pupil Parliament meetings?**

RMu agreed to action this.

**SB asked if a possible parliamentarian (Jake) to be invited in to talk to the Pupil Parliament?**

RMu agreed this was a great idea.

**After School Clubs – SB volunteered for Mondays.**

**RMu  
27/11/23**

**RMu  
27/11/23**

**Overall Effectiveness** – Forest View was going well. The social aspect of the school was great. As a consequence of this, the week after next on Monday, Tuesday and Wednesday, (4, 5 and 6 December) Forest View will be holding a Christmas Fayre. On the Monday and Tuesday, the school will be having a living Christmas scene/Alpine Lodge/Nativity. Every child is involved in one way or another is involved in producing, resources, props, learning songs. 450 children from Monkswood Primary School will come through the woods over the course of two days to Santa's Alpine Lodge and the choir will sing and they will meet Santa.

6.1.1. Appendix 1 - Updated SIP

RMu and his two deputies reviewed and updated this in September.

6.1.2. Appendix 2 – School SEF

Hilltop has been in the window for an Ofsted inspection since May 2023. In terms of the Ofsted framework, Hilltop grade themselves as Good across the board.

**Hilltop Big Build Primary Build Report (Doc 8)**

RMu invited RP to update governors on the audit that she and Katherine had conducted at Hilltop in preparation for the Big Build.

### **Summary of the Staff Voice**

*In terms of auditing provision at Hilltop, the staff in general felt that they required the following:*

- *outside area re-surfacing so that it is safer for all children and more children to access this including those in the Portakabin*
- *provision outside for purposeful enhancements and resources which develop children's physical and sensory needs*
- *all classrooms to have access to a sink/kitchen/toilet - no class to be in a Portakabin as this is NOT conducive to children's learning*
- *air-conditioning in classrooms to help regulate temperature of children*
- *space in classrooms to store children's own equipment safely*
- *clear and calm sensory areas in each classroom*
- *access to outside areas as much as possible e.g. the hill to be levelled off.*

RMu referred governors to the proposed project brief and architectural plans which had been drawn up as part of The Big Build that would be delivered in nine packages and took governors through the plans. The Trust would pay for the ventilation and fob system within the school and the Yorkshire Children's Charity would pay for everything else (rebuild and resources). The project was not about increasing the capacity of children at Hilltop. Hilltop would still have 18 classrooms but no Portakabins.

RMu is hoping that Hilltop would get this all. Now doing surveys. Once completed the costing exercise takes place which potentially would be £2m+. The Yorkshire Children's Charity then go back to the construction industries for their commitment to deliver.

### **Governors asked:**

#### **How was this going to work? Is it all sorted, you do not need planning permission?**

RMu confirmed that they would sort out all the practicalities. For the duration of two terms Hilltop would need some additional classroom space and possibilities include:

- The View (Kelford's former 6<sup>th</sup> form site)
- Crag's
- The Source, where the Nexus Trust offices are, opposite Meadowhall
- Possibly give up the staffroom/library.

Once costings and confirmation of scale completed, RMu can inform staff, parents and the community. It was imperative that RMu gets the community on board. The staff know that the Yorkshire Children's Charity have been in school but RMu can only tell them, probably in the New Year.

Governors agreed this was a very exciting project for the school.

<p>The Yorkshire Children’s Charity contacted the school and, as part of their Christmas Appeal, they asked the school to nominate 50 of the school’s most deserving children. RMu responded as he had 56 PP students. The charity agreed to the increased number and asked for the children’s shoe size, coat size, choice of duvet cover, and £100 Argos voucher and their siblings’ details.</p> <p>Invitations to Christmas activities at Forest View and Hilltop would be sent out to governors.</p>	<p><b>RMu</b> <b>27/11/23</b></p>
<p>6.2 School Dashboard Summary</p> <p>Report received.</p>	
<p>6.3 Budget Report</p> <p>Report received.</p>	
<p>6.4 Teaching Staff Appraisal Outcome Report</p> <p>Report received.</p>	
<p><b>7. TRUST MATTERS</b></p>	
<p>7.1. Trust Verbal Update of Key issues</p> <p>None reported.</p>	
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>RMu advised that Christopher Spowage Staff (Teaching) Governor had resigned and his term of office ended 10.10.23. The process was underway to elect a new Staff Teaching Governor.</p> <p>RMu advised that the next Governors’ meeting would be held at Forest View School.</p>	
<p><b>9. CONFIDENTIALITY &amp; RISK</b></p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None raised.</p>	

<b>10. DATES OF NEXT MEETING</b>	
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Friday 8 <sup>th</sup> March 2024	10:00 – 12:00	Forest View School
Friday 28 <sup>th</sup> June 2024	10:00 – 12:00	Hilltop School

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**Minutes approved**

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