

**Minutes of the Anderton Park School Full Governing Body Meeting held on Monday 8<sup>th</sup> April 2019 1.00pm**

<b>Anderton Park Primary School Governing Board</b>							
<i>Aspirations Relationships Sparkle</i>							
Members	1.10.18	12.11.18	10.12.18	14.01.19	4.3.19	8.4.19	
Bushra Tabasum (Chair)	P	P	Apologies	Apologies	P	P	
Sarah Hewitt-Clarkson (HT)	P	P	P	P	P	P	
Angela Jeffries	P	P	P	P	P	P	
Saidah Sultana	P	P	P	P	P	P	
Claire Evans (DHT)	P	P	P	Apologies	Apologies	P	
Nahim Mahmood	P	Absence	Apologies	P	P	P	
Sue Middleton (Vice Chair)	P	P	P	P	P	Ap	
Khurram Bashir	P	P	Absence	P	P	P	
Christine Francis	Apologies	Apologies	P	Apologies	Resigned	Resigned	
Rukhsana Hussain						P	
Malcom McArevey						P	

In Attendance

Amanda Moore (Clerk)

Paul Sinclair (Assistant Head Teacher)

Karen Davies (Interim Head of ??)

**FGB01/19 Reminder of the Code of Conduct and Expectations of Behaviour**

All members of the Board were provided with the agreed Code of Conduct prior to the meeting. The Chair read the code of conduct aloud and highlighted the importance of committed governors

Paul Sinclair joined the meeting at 1.10pm.

**FGB 02/19 Welcome, Introduction and Acceptance of Apologies**

The Chair welcomed new governors and observers to the meeting. Introductions took place. Apologies were received and accepted from Sue Middleton and Malcolm McArvey.

**FGB 03/19 Declarations of Interest**

The Chair enquired as whether any member present had a direct or indirect pecuniary interest in any item on the agenda. None were declared.

The Head Teacher reported that she was recently appointed a Trustee of the Hamlin Fistula Hospital. The Business Interest Form was duly updated and returned.

**FGB 04/19 Chair's Matters**

4.1 Head / Chair Urgent Actions

There were no Head/Chair urgent actions to report.

#### 4.2 Correspondence

The Chair reported that she had received some correspondence from parents which was being addressed and was not for sharing at this time.

The Head Teacher reminded governors that following the Trojan Horse report, Birmingham City Council (BCC) were clear that schools and governing boards were not permitted to work with Tahir Alam under any circumstances. The Head Teacher presented a form that governors were asked to complete declaring whether they knew Tahir Alam, and if so, what the nature of their relationship was.

**A governor asked whether there was an official statement to say that schools were not to be associated with Tahir Alam.** The Head Teacher reported that there was. **It was asked whether it was suggested or mandatory advice.** The Head Teacher clarified that Tahir Alam was disqualified as a governor and prohibited from being involved in the leadership of maintained schools. Schools were not to be associated with him, or work with him. **A governor raised concern that Tahir Alam's character was being slurred which could be very offensive.**

**Karen Davies agreed to clarify the Local Authority advice on this.**

**ACTION: KD**

#### **FGB 05/19 Agreement of Other Business**

The Board discussed how to proceed in hearing NM's feedback on a meeting he had with some parents following the previous meeting. It was agreed that there was not sufficient time to discuss the issue under AOB at the current meeting.

KD queried whether the matter could be referred to a smaller committee or working party. This was considered, however the Chair highlighted that there was no committee structure in place presently. **A member highlighted that this extra-ordinary situation warranted an extra-ordinary meeting of the full governing board.**

A lengthy discussion took place. **A member queried** whether NM should meet with the Head Teacher and the Chair without the need for a Full Board discussion. **A member reiterated that the whole governing board was needed to form a consensus as parents wanted to hear from the governors and the situation had escalated.**

**It was highlighted that the matter was discussed at the last meeting but some governors left feeling upset and there was concern that this would happen again. A member was hesitant of meeting around the table on this matter again, before professional conduct had been addressed.** The Chair assured the Board that the code of conduct had been made clear, and that governors would be expected to act in a professional manner.

The Board considered what outcome was in mind for an extra-ordinary meeting on this matter. The Head Teacher stated that any response must be lawful.

Moving forward, the Board agreed for an extra-ordinary meeting to take place on Tuesday 30 April 2019 at 2.30pm.

#### Safeguarding Training

The Head Teacher reported that Safeguarding Training was taking place in school on Monday 29 April 2019 at 1pm and Wednesday 8 May 2019 at 1pm. All governors were invited to attend either session.

**ACTION: ALL GOVERNORS**

#### **FGB 06/19 Governing Body Membership**

##### Review of GB areas, responsibilities and expectations

Governors were reminded of their subject links. A vacancy for Health and Safety Governor was highlighted. RH volunteered to be the Health and Safety Link. The Clerk agreed to send information on the role.

**ACTION: CLERK**

It was

**Resolved** that Rukhsana Hussain be appointed the Health and Safety Governor.

Governors agreed to complete Governor Visit Forms following each monitoring visit. These would be filed in the school and sent to the Clerk to be added to the paperwork circulated ahead of the meeting.

**ACTION: CLERK**

#### Appointment to MOC Committee

The Head Teacher highlighted that a Management of Change Committee was to be formed to consider the current budget constraints and potential staffing restructure.

The Head Teacher proposed the Committee to consist of David May (Associate Governor), Sue Middleton and Saidah Sultana. She explained that David and Sue were both ex-Head Teachers will experience in restructure, and Saidah was not a parent governor and was therefore less personally linked to staff that may be affected.

***NM raised that he was experienced in these matters, and suggested it would be better practice for the committee to be made up of governors, rather than use an Associate. A member also highlighted that NM was the finance link.***

***A member queried what SS's experience was in this field. SS highlighted that she had 20 plus years' experience of business and experience of confidential meetings.***

A discussion took place. The Head Teacher's proposal was seconded by a member of the Board. The Chair called for a vote on the proposal.

4 votes were cast in favour.

4 votes were cast against.

As the vote was tied, the Chair made the casting vote against the proposal.

It was made clear that members of the MOC needed a strong skillset and deep understanding of school finances along with the ability to commit the time needed.

The Chair made a second proposal that the MOC was made up of SM, NM and SS. This proposal was seconded by a member of the Board.

4 votes were cast in favour.

4 votes were cast against.

As the vote was tied, the Chair made the casting vote to approve the proposal.

**Resolved** that Sue Middleton, Nahim Mahmood and Saidah Sultana be appointed to the MOC.

NM and SS left the meeting briefly at 2.22pm.

### **FGB 07/19 Finance Matters**

#### 7.1 Budget Proposal 2019/2020

The 2019/2020 Budget Proposal was circulated to the Board in advance of the meeting. The following salient points were highlighted;

1. The in-year deficit for 2019/2020 was s/b £223,026
2. The end of year projected carry forward for 2018/2019 was £240,522
3. The proposed budget plan demonstrated a significant deficit with a potential in-year small surplus of £17,496

NM returned to the meeting at 2.22pm.

4. The proposed budget was based on 612 pupils which was a significant reduction over time since 2017-2018 of 60 pupils.

SS returned to the meeting at 2.23pm

5. Several strategies had already been used to prepare for the reduction in pupil numbers and funding, including, best value exercises, natural wastage and the change to staff PPA time.
6. Governors were referred to the cash flow statement where constraints were highlighted.

***The Chair thanked the Business Manager for her hard work in managing a difficult budget.***

***A governor queried whether there were ways to generate income and reach out to the community.*** It was explained that the deficit was so high, that income generation alone would not suffice. The Head Teacher added that if there were small projects or needs, funds could be raised, however, this could not support staff salaries.

There being no further comments or queries, it was

***Resolved*** that the 2019/2020 Budget Proposal be approved.

Along with the Budget proposal, the Board had also been provided with the 'schools financial efficiency top 10 planning checklist for governors'.

### 7.2 Best Value Strategy

The Best Value Strategy was circulated in advance of the meeting. It was

***Resolved*** that the Best Value Strategy be approved.

### 7.3 Statement of Financial delegation for HT

The Statement of Financial delegation for the Head Teacher was circulated in advance of the meeting. It was

***Resolved*** that the Statement of Financial delegation for the Head Teacher be approved.

## **FGB 08/19 Safeguarding**

### 8.1 Section 175

The Head Teacher reported that the Safeguarding 175 had been completed and the only action raised from the audit was for Governors to complete Safeguarding Training. The Board were reminded of the dates for Safeguarding Training as outlined in minute 05/19 above.

## **FGB 09/19 Policies**

The following policies were circulated prior to the meeting for approval;

### Safeguarding Policy

The Head Teacher explained that the Safeguarding Policy was adopted previously, however since then BCC had reformatted the document. The content of the policy had not changed therefore this was noted for information. It was clarified, that the school policy was personalised.

### Redundancy Procedures

The Business Manager explained that there had been no changes made to the policy but was due for renewal following adoption in 2017. It was

**Resolved** that the Redundancy Procedure be approved.

### **FGB 10/19 Head Teacher's Report**

The Head Teacher's report was circulated in advance of the meeting. The following salient points were highlighted and questions were asked;

1. Y2 results were not yet finalised which was the reason for them not having been recorded in the report.
  2. Practice Y2 test results in February 2019 were;
    - a. Maths – 66%
    - b. Reading – 64%
    - c. Writing 53%
  3. Phonics had an 81% pass rate in the practice tests. This linked to the work across the school on Reading and inference. ***The Chair commented that during a learning walk, she had observed the interactive posters that brought out inference.***
  4. ***A member queried as to the reason behind the improved results from the same time last year.*** The Head Teacher explained that the cohort was different with fewer new arrivals. In the current year, pupils were also baselined for Phonics in the Autumn Term which highlighted pupils that were already capable of passing the test, allowing staff to focus more on the others.
  5. The school had taken part in a pilot inspection for Ofsted on 4 5 an 6 of March 2019 which had gone very well. There was no report but verbal feedback received was very positive. Governors were informed that the framework was changing from a data focus to an overall balance of the learning environment.
  6. Attendance was being affected by extended holidays. Under the new Ofsted framework, this would not be a limiting factor. Feedback from the inspection was that the school was doing everything it could to maintain attendance, but it remained 1% below target.
  7. ***In response to a query*** it was explained that the new Ofsted inspections would potentially have no pre-inspection preparation but rather, they would meet with the school at lunchtime the day before the inspection officially started. This was however currently under dispute.
  8. The Deputy Head Teacher highlighted that APS had never narrowed the curriculum and staff were brilliant at making learning engaging.
  9. Under the new framework, intent, implementation and impact were key factors. It was suggested that the 'intent' of the school be discussed in depth at a future meeting.
- ACTION: CLERK AGENDA**
10. Governors were referred to Appendices a – j for information.

There being no further questions, the Head Teacher was thanked for her report.

### **FGB 11/19 Information Items**

#### Birmingham Schools Pledge

The Birmingham Schools Pledge was circulated in advance of the meeting. The Head Teacher explained that the school was already signed up to the pledge but in times of confusion, it was an important reminder.

KD advised that the pledge be read by all governors and it to help form decisions made at the extraordinary meeting on 30 April 2019.

Page 2 of the pledge was given particular attention. The Head Teacher explained that the school was signed up to the UN Convention on the Rights of the Child. The Clerk was asked to circulate this, along with the Birmingham Curriculum Statement to all governors.

**ACTION: CLERK**

The Head Teacher reported that she had met with Tim O'Neill, the new Education and Skills Director for BCC to discuss the current issues with parents, and he shared his vision and belief in the pledge.

NM left the meeting at 3pm.

#### **FGB 12/19 Agree a Format and Schedule for Reporting**

This item was covered under minute 06/19.

#### **FGB 13/19 Minutes and Matters Arising of the Previous Meeting held on 4 March 2019**

Minutes of the meeting held on 4<sup>th</sup> March 2019 having been circulated in advance of the meeting, were considered. It was

**Resolved** that the minutes be approved as true record, signed by the Chair and retained by the school for file.

#### **FGB 14/19 AOB**

**A governor raised concern with knife crime, gang culture and drugs in the local area.** The Head Teacher explained that she had invited parents to talk to her about any concerns but none had taken the offer.

The Board discussed ways to engage parents in dialogue and also the use of theatre companies / role playing to educate pupils without causing worry or concern. Members were informed that the school were working on the effects of toxic masculinity.

**Referring to the minutes, KB highlighted that he had met with the Head Teacher and Deputy Head Teacher to look at the Curriculum and watched the video on the website regarding relationships education at APS. He asked what steps were taken following his meeting.**

The Head Teacher explained that KB had recommended that the phrase 'equality has no age limit' be removed from the video, along with reference to Nursery pupils. **KB clarified that this was due to sensitivity as it could be alarming to parents and that legislation did not require Nursery pupils to be taught RSE.** The Head Teacher reported that she had not changed the video because to do so would be a lie and equality was taught in all year groups including Nursery. She added that there was no age limit on the Birmingham Schools Pledge and it was a public sector duty to promote Equality. The Head Teacher clarified that sex was not discussed in Nursery.

**A member asked what programme the school followed.** The Head Teacher explained that the school did not follow a programme and that this had been made very clear.

**A member asked what books or resources were used.** The Head Teacher reported that KB was provided the PSHE materials previously and that there was no programme of books. The Board were also referred to appendix j of the Head Teacher's report that specified what was taught.

The Assistant Head Teacher explained that the subject of LGBT was not taught in isolated lessons, but rather the school had an ethos of equality that ran throughout all of its teaching.

**A member highlighted that parents and the community were being grossly misinformed and that it was to be noted that the ring leader, was not a parent or guardian of a child at the school.**

Governors were reminded of their duty of care to the Head Teacher and Deputy Head Teacher.

**FGB 15/19 Date of Next Meetings**

The next meeting of the Full Governing Board would take place on Monday 13 May 2019 at 1.00pm

There being no further questions or comments, the Chair thanked members for their contributions and closed the meeting at 3.30pm.

Signed.....(Chair)

Date.....