Minutes of the Anderton Park School Full Governing Body Meeting held on Monday 4th March 2019 1.00pm- 3.15pm

Anderton Park Primary School Governing Board

**Aspirations Relationships Sparkle**

<table>
<thead>
<tr>
<th>Members</th>
<th>1.10.18</th>
<th>12.11.18</th>
<th>10.12.18</th>
<th>14.01.19</th>
<th>4.3.19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushra Tabasum (Chair)</td>
<td>P</td>
<td>P</td>
<td>Apologies</td>
<td>Apologies</td>
<td>P</td>
</tr>
<tr>
<td>Sarah Hewitt-Clarkson (HT)</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Angela Jeffries</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Saidah Sultana</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Claire Evans (DHT)</td>
<td>P</td>
<td>Absence</td>
<td>Apologies</td>
<td>Apologies</td>
<td>Apologies</td>
</tr>
<tr>
<td>Nahim Mahmood</td>
<td>P</td>
<td>Absence</td>
<td>Apologies</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Sue Middleton (Vice Chair)</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Khurram Bashir</td>
<td>P</td>
<td>P</td>
<td>Absence</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Christine Francis</td>
<td>Apologies</td>
<td>Apologies</td>
<td>P</td>
<td>Apologies</td>
<td>Resigned</td>
</tr>
</tbody>
</table>

1. Welcome and Apologies

Apologies were received and accepted from Claire Evans.

2. 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.

3. Chair’s Matters

3.1 Head / Chair Urgent Actions

There were no Head/Chair urgent actions to report.

3.2 Correspondence

There was no correspondence to receive.

4. Governing Body Membership

Members were informed that the Head Teacher, Nahim Mahmood and Sue Middleton had interviewed prospective Co-opted Governors. The Head Teacher was present for all interviews. An overview of scores for each candidate was provided, along with the applications forms and skills matrices. Based on the information gathered, the Head Teacher proposed that Rukhsana Hussain and Malcolm McAreevy be appointed as Co-Opted Governors. SM and NH agreed with this proposal.

It was **Resolved** that Rukhsana Hussain and Malcolm McAreevy be appointed as Co-Opted Governors for a period of 4 years.

The Clerk would contact all applicants to inform them of the Board’s decision.

**ACTION: CLERK**
5. Health and Safety Update

Members were provided with a Health and Safety report in advance of the meeting. There were no questions or queries raised.

Resolved that the report be accepted.

6. Finance Matters

6.1 Strategic Financial Forecast

Members were provided with the three year financial forecast ahead of the meeting. The Business Manager explained that the impact of falling pupil numbers in the area made for a difficult forecast. An in-year deficit of £129,000 was reported. Although there was a carry forward to cover the deficit, this was not sustainable year on year.

The Business Manager explained that the forecast was based on 666 pupils. There was currently 613 on roll but staffing was built around 666, excluding Nursery. In September 2019, it was reported that 126 pupils would be lost as Y6 moved to secondary school, and only 60 pupils were entering into Reception. This had an impact of £190,000 less funding.

In 2019/2020 the predicted in year deficit was £250,000.
In 2020/2021 the predicted in year deficit was £662,000.

A governor asked if the school’s image needed to be improved. The Head Teacher explained that the drop-in pupil numbers were due to a fall in birth rate in the area, not to do with the image of the school.

A governor asked if the school’s SATs results were comparable to others in the area. It was reported that they were broadly in line but the reason the fall in birth rate had such an impact at Anderton Park, was because they were such a large school.

The Business Manager reiterated that the predictions were made based on current staffing levels.

A governor asked if there was solid evidence that the birth rate was falling, and if so, where this came from. The Business Manager explained that the data was provided by the Local Authority and came from the national office of statistics. Governors were invited in to school to view the graphs.

A governor asked if additional funding could be applied for and was told that it could not. In response to a further question, it was reported that neighbouring schools were also subject to falling pupil numbers, but as they were smaller schools, the impact was less.

The Business Manager highlighted that energy costs, employer national insurance and pensions contributions, national pay awards were all increasing year on year. It was suggested that in order to make savings, a restructure was to be considered.

A governor suggested that in order to generate funds, the school could consider registering as a CIC (Community Interest Charity) which would allow the school to bid for grants. The Head Teacher highlighted that grants could not be used to pay staff salaries which was the majority of the school’s expenditure. A governor highlighted that grants could be used however, to pay for extra-curricular things which would save the school money to be put towards salaries. It was emphasised that the board should consider all options before losing staff.

The Business Manager referred members to the cash flow statement, which was overspent each month.
Following much discussion, it was

**Resolved** that the board agree for the Head Teacher to look into a staffing restructure.

NM agreed to meet with the Business Manager to discuss budgets.

ACTION: NM

Members were reminded that all discussions should remain confidential and not discussed outside of the meeting.

### 7. School’s Financial Value Standard (SFVS)

The SFVS Self Assessment Return, SFVS Skills Matrix, Statement of Internal Control 2018 and 2019 were circulated in advance of the meeting. There were no changes to the skills matrix made by governors.

It was

**Resolved** that the SFVS be approved and signed by the Chair for submission.

### 8. Policies

#### 8.1 SFVS Policies

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

*School Lettings Policy*

*Business and Continuity Plan*

*Charging and Remissions Policy*

*Whistleblowing and Serious Misconduct Policy*

Regarding the lettings policy, members were informed that the school Sports Hall was built using lottery funding under the caveat that the space was used for arts and sports in the community. To date, this requirement had not been met but in order to prevent clawback of the funds, the school would advertise the space for let. The Head Teacher explained however, that the Sports Hall was not very big and had no storage which deterred many people from using it.

Members discussed the implications of letting the building in terms of staffing, resources and maintenance / clean up. Following some discussion it was;

**Resolved** that the above named policies be approved.

#### 8.2 School Policies

*Updated BCC Safeguarding Policy (Jan 19 Codicil)*

*Confidentiality Policy for Governors*

*Complaint Policy*

*Attendance Policy*

Following some discussion it was;

**Resolved** that the above named policies be approved.

The Chair made a slight change to the agenda running order as follows;
9. Minutes and Matters Arising of the Previous Meetings

Minutes of the meetings held on 14th January 2019 and 10th December 2018 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.

10. Head Teacher’s Report

The Head Teacher’s report was deferred to the next meeting of the FGB.

11. Information Items

There were no information items from BCC or the DFE to note.

12. AOB

The Board held a lengthy discussion regarding parent and community concerns of the teaching of LGBT issues to pupils, following the publicised unrest at a Parkfields Academy in opposition to the ‘No Outsiders’ scheme.

The Chair raised concern that the situation was escalating at APS.

The Head Teacher explained that she had written to the Education Secretary expressing her concern at the situation in Birmingham as a whole and both the Chair and Vice Chair were copied in to this. It was explained that the Head Teacher had spoken to several parents regarding their concerns and they seemed ok with the response at the time, however following this, a family member of a pupil requested a meeting with the Head Teacher to discuss the issue and subsequent to that meeting, sent a letter of complaint to each governor.

A governor highlighted that parents and the community were being misinformed on what was being taught in the relationships lessons.

A governor added that generally, people were not happy with the law, particularly in the religious community and APS had been mentioned alongside Parkfields when discussing the issue. It was suggested that work was needed to improve the school’s image and to repair and rebuild the relationship with parents and the community.

The Head Teacher highlighted that this was happening in many schools in the area and schools were required to follow British law in teaching according to the Equality Act, though this was always done in a way to be respectful of differing views. It was highlighted that the school did not follow the ‘No Outsiders’ scheme.

A governor suggested that a meeting be held with parents to hear their views and diffuse the situation.

The Head Teacher highlighted that presently, two parents had distributed some leaflets. The Chair highlighted that it had come to her knowledge that community meetings were planned.

The Head Teacher reported that advice from the Police and Birmingham City Council was not to hold mass community meetings as these events had recently ended in aggression requiring Police intervention.
Head Teacher made it clear, that for her safety, she was not prepared to meet with the community on mass, and had already met with parents either one on one, or in small groups.

The Clerk clarified the procedure for complaints and highlighted that parents, in the first instance, should relay any concerns to the Head Teacher. If they remained dissatisfied, they had the right to refer their complaint to the Chair of Governors. Although each governor had been sent a copy, it was highlighted that at present, there was one letter of complaint to be investigated and responded to accordingly.

The Head Teacher asked governors if they had all viewed her information video clarifying the school’s policy and what was and what was not being taught to pupils. This video was shared prior to the meeting and was available on the school website.

KB agreed to meet with the Head Teacher to discuss the curriculum in his role as Curriculum Link Governor.

KB left the meeting at 2.50pm.

Members discussed the potential for things to escalate.

The following actions were agreed:

- NM to speak to Nelson Mandela School to see if they were experiencing the same issues
- NM and KB to meet with the two lead parents that were distributing leaflets
- Parents to be referred to the information video on the website via the newsletter

The Board agreed that they unanimously endorsed the information video.

### 13. Date of Next Meetings

The next meeting of the Full Governing Board would take place on Monday 8 April 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: [Signature] (Chair) 

Date: 8/4/2019

---

APS FGB 04.03.19
Page 5 of 5