



# Whitehall Primary School

## Minutes of Full Governing Board

Term 5 – Thursday 11th May 2017

Venue: Whitehall Primary School, Johnsons Road, Bristol, Avon BS5 9AT

<p><b><u>Present:</u></b></p> <p>Helen Ball (HB) – Chair of Governors, Co-opted          Sarah Croasdell – Deputy Head          Nat Robertson (NR) – LA          Mya Castillo (MC) – Parent          Helen Thorn (HT) – Parent          Kathie Sharp (KS) – Co-opted          Glenetha McNamee (GM) – Co-opted          Tracey Nash-Smart (SBM) – Co-opted          Christine Townsend (CT) – Co-opted</p>	<p><b><u>In Attendance:</u></b>          Felicity Forrest – Clerk to Governors</p> <p><b><u>Apologies:</u></b>          Sarah Allen - Headteacher          Joanne Rumley (JR)          Emma Colliver (EC) – Staff</p> <p><b><u>Absent:</u></b>          Steve Burrow (SB) – Parent          Abdi Salam-Askar (AA) – Co-opted</p>	
<b><u>MINUTES</u></b>		<b><u>ACTIONS</u></b>
<i>All papers distributed electronically in advance of meeting – additional submissions marked as 'tabled'</i>		
<b>1</b>	<b>Welcome, Apologies &amp; Statutory Duties</b>	
	The meeting was declared quorate and started at 6.00pm.	
1.1	<b>Apologies:</b> JR, AA, SA – <u>Accepted</u> SB AA no apologies received and were recorded as <u>Absent</u>	
1.2	<b>Declaration of Business or Pecuniary Interests:</b> There were no business or pecuniary interests declared.	
<b>2</b>	<b>Minutes of previous FGB Meeting 16-03-17</b>	
	There being no amendments the minutes were <u>Approved</u> as an accurate record of the meeting and the Chair agreed the minutes.	
	<b>Matters Arising/Outstanding Actions</b> Nothing arising not already included on agenda.	
<b>3</b>	<b>Review of Year/Board Self-Review</b>	
3.1	<u>Governance Self-Evaluation (GovernorHub Healthcheck)</u> Overall grading of A was noted together with supporting action points. Proposed that self-evaluation be undertaken every two years. <u>Agreed</u>	
3.2	<u>Roles &amp; Responsibilities – Named Governors</u> Summary considered, no questions were raised and this was taken as read and <u>Agreed</u> .	
<b>4</b>	<b>Headteacher's Report</b>	
	Verbal report provided by Sarah Croasdell.	
4.1	<u>Curriculum/School Development</u>	
	a) KS2 SATS week (Monday 8 <sup>th</sup> May – 11 <sup>th</sup> ) – assessment week had gone well with children being confident and well prepared. Formal note of	

<p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>congratulations to all Year 6 children and staff for all their hard work leading up to, and during the testing period.</p> <p>b) KS1 SATS to be undertaken week beginning 15<sup>th</sup> May.</p> <p>c) Phonics screening to be undertaken in June.</p> <p>d) Senior Leadership Team (SLT) have met and agreed that all actions within the 2016/17 School Development Plan (SDP) have been achieved. Development of SDP for 2017/18 will be undertaken at the beginning of Term 6.</p> <p><u>Expansion Update</u></p> <p>a) Handover of the Pavilion delayed by two weeks, this may tighten timescales slightly but is not a cause for concern.</p> <p>b) Stage electrics, lighting and music equipment to be installed over half-term and will be commissioned ready for the Year 6 leavers assembly.</p> <p>c) Stage curtain – Arts Funding has been secured. The School are working with a local artist, children and the wider community to agree the theme of the design. It is hoped this will reflect the identity of the locality and a meeting will be arranged in Term 6 to invite all interested parties to contribute ideas.</p> <p>d) Existing building refurbishment – A more conservative date for completion (middle of September '17/end of Term 1) has been proposed by the contractors. This is to mitigate against potential unknown issues with the existing buildings.</p> <p>Members sought assurances around:</p> <p>a) Delay regarding refurbishment – after discussion it was noted that the School will have ample classroom capacity. <u>Accepted</u></p> <p>b) H&amp;S adjustments re. delay – this has been factored into the existing H&amp;S planning with scope to adjust if needed. <u>Accepted</u></p> <p>c) Potential impact of delay specific year-groups – no year-group will be affected as there will be four spare classrooms. <u>Accepted</u></p> <p><u>MAT Proposal</u> Discussions are ongoing. HT to report to FGB with recommendations in July.</p> <p><u>Staffing Update</u> The School will be at capacity in September with some members of staff returning from extended leave. Interviews for TA positions to be undertaken before the end of Term 5.</p>	
<p><b>5</b></p>	<p><b>Governing Board Matters</b></p>	
	<p><u>Training</u></p> <p>a) JR has completed Safeguarding, SEN(D) and Children in Care (CiC) - GDS</p> <p>b) MC to attend Strategic Briefing on May 18th. Feedback to FGs requested.</p> <p><b>Action:</b> MC to submit notes to Clerk/upload to GovernorHub.</p>	<p>MC</p>
<p><b>6</b></p>	<p><b>Committee Notes</b></p>	
<p>6.1</p>	<p><u>School Improvement</u> (SIC) 18.04.17 – There being no questions, taken as read and <u>Accepted</u></p>	
<p>6.2</p>	<p><u>Standards &amp; Achievement</u> (S&amp;A) 25.04.17 – There being no questions, taken as read and <u>Accepted</u></p>	

6.3	<p><u>Finance &amp; Staffing (F&amp;S) 02.05.17</u></p> <p>a) <u>2017/18 Budget Sign-off</u></p> <p>It was noted that Bristol Schools' Finance had advised setting a balanced budget. Rationale was described by NR and it was agreed that a prudent approach was most appropriate and this was clearly evidenced in the proposed budget papers.</p> <p>Further detail was requested around:</p> <ul style="list-style-type: none"> <li>• Expenditure request for ICT, using devolved capital was noted.</li> <li>• Proposed Budget relates to 2017/18 only. It was confirmed that five-year forecasts were difficult to produce until the wider, national issues around school funding are resolved.</li> <li>• Appropriate ways to communicate/assure families that funding cuts will have minimal impact on quality of provision.</li> <li>• Additional income from Pavilion Hall – It was proposed that longer-term, rental of this building be used to generate additional funding. How this would be undertaken was briefly discussed which included using parents/local community to form a social enterprise model.</li> </ul> <p>There being no further questions, the <u>2016/17 Budget was signed by the CoG.</u></p>	
6.4	<p><u>H&amp;S, CiC and SEND – Deferred</u></p> <p><b>Action:</b> Clerk to add papers to Term 6 FGB.</p>	Clerk
7	<p><b>AOB</b></p>	
	<p>Proposed that Friend of Whitehall be invited to attend Term 6 FGB. <u>Agreed</u></p> <p><b>Action:</b> Agenda item, HB to contact SA.</p>	Clerk, HB, SA
6	<p><u>Date &amp; Time of next meetings</u></p> <ul style="list-style-type: none"> <li>• SIC 6<sup>th</sup> June 9.30am</li> <li>• Standards 29<sup>th</sup> June 4pm</li> <li>• FGB 6<sup>th</sup> July 6pm</li> </ul>	
	<p>Meeting finished @ 7.00pm</p>	

**Minutes agreed to be a true and accurate record of the Full Governing Board held on 11<sup>th</sup> May 2017**

**Signed:**

**Date:**

### Action Summary from T5 FGB – Whitehall Primary School

	<b>Actions</b>	<b>Who by</b>	<b>Deadline</b>
5	Strategic Briefing notes – upload to Governorhub/send to clerk	MC	Term 6
6.4	CiC, H&S and SEND reports to FGB Term 6	JR/Clerk	Term 6
7	Agenda item – friends of Whitehall	Clerk	Term 6