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|  | QUEENS PARK ACADEMY |
| Meeting | Full Governing Body |
| Date | 20 February 2018 |

| Attendance and Apologies | | | |
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| Community governors | | Staff governors | |
| Rob Robson | P | Emma Bolton | P |
| Daniel Workman | P | Tom Burrin | P |
| Eric Masih | Ap | | |
| Toqeer Masud | Ap | Headteacher | |
| Anthony Walsh | P | Anna Thwaites | P |
| Nesreen Akhtar | Ap | | |
| Rubina Sheikh | Ap | Associate members | |
| | | Stuart Evans | P |
| Parent governors | | | |
| Jennifer Yildiz | P | | |
| Uzma Ayoub | P | | |
| Majid Shabir | P | | |

(key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

In attendance: Ven Bolton (Clerk)

| No | Item | Action |
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| 1 | No personal or business interests were declared in relation to any of the agenda items for this meeting. | |
| 2 | The minutes of the last meeting were signed by the Chair as a true record and will be placed in the Governors file kept in the main office. All matters arising would be covered by the agenda items following. | VB |
| 3 | Strategic Planning Day – there was unanimous agreement that a strategic planning day should be held in June this year (probably a half day session). AT highlighted the need for the governors to consider future links with other schools, how we might move forward towards consideration of joining a Multiple Academy Trust. RR proposed that we might aim for a 5 year plan concentrating not only on what we want for the children but also for the school's place in its community. DW suggested that the day might start with the 3 committees having a short conference to put forward their suggestions based on a SWOT analysis – using these suggestions to work up an outline plan. It was agreed that RR and AT would liaise to identify a suitable date. | RR/AT |
| 4 | Governors letters to parents: AT proposed that a newsletter be sent to all parents weekly, celebrating successes, highlighting any issues, sharing news, key dates etc and there could be a regular slot for Governor News. A Governors Newsletter would be written by the chair and distributed termly. The newsletters would be sent electronically and placed on the website but paper copies would be available in the school office for parents without this facility. The new PA to the SMT would take responsibility for the production of the newsletters. | AT/RR All Gov. to contribute |
| 5 | Headteacher's Report: The new style was much appreciated by governors who had had time to read it before the meeting. AT outlined the staffing difficulties and reported that in the summer term both AT and HS would jointly teach in | All |

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| | <p>Year 3. QUESTION: RR asked if it was appropriate for the most experienced teachers to be teaching in Year 3? ANSWER: AT and SMT considered that as all other classes are settled, it was best for her and Holli to take over where the teachers were leaving. QUESTION: RR Can you guarantee quality and continuity when you inevitably have to be called away from class? ANSWER: AT has identified an advanced Learning Support Assistant who can cover for any sudden absences. QUESTION: RR Can you realistically cover both these classes and the strategic planning and direction? ANSWER: AT is confident that the new PA will take a great deal of everyday pressure off the SMT. Still finalising working arrangements – ie how many days teaching each and discussing the impact with the rest of the SMT. AT is looking forward to being back in the classroom, leading by example and helping all staff to work more effectively. It is a short term solution to get us through to the end of the term and ensure that no children suffer from any disruption.</p> <p>QUESTION: DW asked 'What happens now, are we still recruiting to fill this gap ANSWER: AT confirmed that there were various tactics being employed – using word of mouth to identify any good teachers who may be coming on to the market, continuing with teachers in training which has been very successful, and there are one or two teachers currently on maternity leave who will be coming back.</p> <p>AT agreed that this situation has highlighted the need to make sure that all personnel conditions, codes of conduct etc are much tighter than they have been in the past to avoid a repeat of the current situation. EB asked governors to recognise that there may be problems with recruitment all the time we are in “Requires Improvement” status but AT stressed the need to ensure that we only recruit teachers of the highest standard and avoid the situation of hiring weaker candidates out of desperation. She was confident that we were on track to move to “Good” at the time of the next OfSTED inspection.</p> <p>AT also predicted that some of these staffing issues may change in the future when we go to a 2 form entry for Years 3 and 4 when some children will move to Westfield. Unfortunately we have no way of knowing these figures as they are not available to the school as they would be in a normal transition situation.</p> | |
| 6 | <p>Targets set by Teaching and Learning Committee: EB was very pleased to announce that the great progress has been made in reading and writing – we were at minus figures in Year 6 and now just below zero, ie on track. Teachers now have specific targets for specific children based on data. All working well. AT offered to send to all governors exactly what these targets are so that they could have a closer understanding of the specific work along with data drops and EB will be able to give the Teaching and Learning Committee a more detailed explanation at their next committee meeting.</p> <p>AW asked if this data could be analysed further by gender, ethnicity, SEB, Pupil Premium. EB confirmed that this was available and would be sent to governors.</p> <p>RR thanked TB for reinstating the weekly attendance report being sent to governors.</p> | AT/EB |
| 7 | <p>Governor Visits – DW had posted his report to Early Years on Governor Hub but wanted to highlight the issue of Childcare Forms which are complicated for parents and asked AT if someone could produce a simple clarification for parents. AT agreed that the admin staff can be offered as a service to parents needing help – a role for the new PA. Attendance very challenging, amplified in Early</p> | |

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| | <p>Years. AT explained that Authorised Absence is only for illness, not for holidays which show as Unauthorised Absence. The two chicken pox outbreaks had hit us hard as it had many Bedford schools. She also reminded governors that attendance at Nursery is non statutory. The new school nurse will be working with parents to address 'perceived illness'. DW recognised the positive impact of teacher power.</p> <p>DW had enjoyed his visit to the School Council and had asked the Council to write a letter to governors about what they would like to see improved in their school. Governors agreed that they would like to hear the pupil voice. AT would follow this up. Also perhaps invite the Head Boy and Head Girl to come to part of the planned Strategy Day.</p> <p>VB praised the behaviour of the Year 5 class on their trip to St Albans Signal Box. RR asked VB to write a short report for the Governor Visit file.</p> | <p>AT</p> <p>VB</p> |
| 8 | <p>Finance – MS reported that he would be doing another Responsible Officer visit early March. EM has agreed to act as Deputy Chair for this committee. RR asked that these Responsible Officer visit reports be recorded as School Visits. VB would place copies in the Governors file in the main office.</p> <p><u>Actions already achieved:</u> Catering Manager in place and doing very well with record figures of meals taken and costs being reduced. New supplier for meat, better quality and costs, very well received in the community. New local vegetable supplier also being sought.</p> <p><u>Income Generation:</u> MS had highlighted the potential for lettings within the Asian community, he had explored the cost of hiring a marquee to place on the field during the school summer break – around £500 a week. The Islamic Centre charges between £12 and £15 an hour for lettings.</p> <p>UA believes there is great demand for weddings, parties, clinics, children's events with bouncy castles, within the local community and would be happy to promote this.</p> <p>AT/SE had identified the areas of the school which would need consideration before any lettings could take place eg curtain replacement, painting, tables and chairs.</p> <p>SE/MS asked to work on costings for these essential items to make the school suitable for hirings.</p> <p><u>Latest finance update:</u> SE hopeful that there would be a surplus at the end of the year in the range of £20,000 to £30,000. Reduced Staffing costs after Easter would have a positive impact. SE has developed a good working relationship with Matthew Merrick (Academies Division of Education and Skills Funding Agency) which he hopes will be beneficial in the future. Teams are now taking shape – with the new PA, and Catering. The Site Management is the next area to be tackled and this is in hand. The interim audit visit will take place next month – SE asked if governors would take the trouble to make comments or raise questions whenever financial reports are circulated. The Auditor needs to see these.</p> | <p>VB</p> <p>SE/MS</p> <p>All</p> |
| 9 | <p>Pay and Personnel: JY has posted a report on the QPA website on Governor Hub, she is not clear if the data is website compliant. EB would check. JY also mentioned that Equal Ops, British values are suggested as best practice items. The Governors page needs a big overhaul. AT/TB currently working on a website review, contact names need to be up to date. The new PA role would be to ensure that people deliver on website changes as requested. DW highlighted the importance of the website to OfSted. RR asked AT to report back on progress at</p> | <p>EB</p> <p>AT/TB</p> |

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| | the next Pay and Personnel Committee meeting – particularly that the website has an update/review programme and secondly that Companies House entry has been updated and Quinnan Stone's name removed. | |
| 10 | Articles of Association: AT reported that Kellie is chasing the solicitor to get this done by the end of this week. Nursery TUPE Pensions are also being held up by solicitors. RR asked that these 2 items be kept separate to speed up the process. | AT |
| 11 | Committees' Terms of Reference – the Clerk asked the 3 Committee Chairman to sign these 3 documents which would now be lodged in the Governors file in the main office. | VB |
| 12 | Link Governor Roles – these were agreed and the summary is attached to these minutes. The following visits would be organised this term: MS – Maths with EB AW – Attendance with AT JY – English with VW RR – Single Central Record with AT | MS AW JY RR |
| 13 | Governor Visit Policy – this has been agreed and was signed by the Chair. This will be lodged in the Governors file in the main office. VB reminded all governors that the visit report form had been distributed but she would place it again on Governor Hub. | VB |
| 14 | Policies – AT reported that due to admin difficulties, there was little progress. The new PA would be asked to chase. AT reported that Kellie and Tom had been on training for the new General Data Protection rules and were working together to ensure no conflict. RR asked AT to contact Chris ? To check Data Protection Regulations and develop an action plan with TB/KB and report to the next Pay and Personnel Meeting on 6 March. | AT/TB |
| 15 | Code of Conduct – this policy (in line with the NGA template) had been agreed – all governors present signed the document. VB will ensure that NA/RS/TM and EM sign at the first opportunity. Again when complete, this document will be lodged in the Governor file in the main office. | VB |
| 16 | Register of Interests – those governors present signed individual declarations. VB would chase the 4 outstanding governors at next committee meetings. These will be passed to TB for inclusion, where appropriate, on the website and then filed in the Governors file. | VB |
| 17 | Training – RR asked all governors to report on their training sessions (with special emphasis on any key features) on Governor Hub. The training record to date for this year is attached to these minutes. JY expressed her concern at Bedfordshire's poor record on the impact of Pupil Premium and RR asked that Pupil Premium be an agenda item at all 3 committees. | VB |
| 18 | Calendar of Meetings – some are still to be arranged but the calendar as it stands is attached to these minutes. RR asked AT to contact Chris to see if he can do an hour training on Data Analysis – Data Dashboard at the next FGB meeting – suggested start 6 pm with meeting starting at 7 pm. | AT |

Minutes agreed as a true record:

Signed

Date