



Whitehall Primary School

Minutes of Full Governing Board

Term 4 – Thursday 22nd March 2018

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

<p><u>Present:</u></p> <p>Helen Ball (HB) – Chair of Governors Sarah Allen (SA) – Headteacher Emma Collver (EC) – Staff Mya Castillo (MC) - Parent Steve Burrow (SB) – Parent Christine Townsend (CT) – Co-opted Tracey Nash-Smart (TNS) – Co-opted Joanne Rumley (JR) – Co-opted Riffat Jabeen (RJ) – Co-opted Emma Thomas (ET) – Co-opted Abdul Malik (AM) – Co-opted</p>	<p><u>In Attendance:</u></p> <p>Sarah Croasdell (SC) – Deputy Head</p> <p><u>Apologies:</u> Glenetha McNamee (GM) – Co-opted Abdul Kader-Noor (AKN) – Co-opted</p>
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MINUTES		ACTIONS
<i>All papers distributed electronically in advance of meeting – additional submissions marked as 'tabled'</i>		
1	Welcome, Apologies & Statutory Duties	
	<p>The meeting was declared quorate and started at 6.00pm.</p> <p>1.1 Welcome: Emma Thomas</p> <p>1.2 Apologies: AKN, GM - <u>Accepted</u></p> <p>1.3 Declaration of Business or Pecuniary Interests: There were <u>no business or pecuniary interests</u> declared.</p> <p>Matters Arising: All noted as complete and/or added to agenda.</p>	
2	Plans for External Play Area	
	<p>Update by SC:</p> <ul style="list-style-type: none"> • Noted that children enjoy PlayPod, tunnel, den-building, log circle and trim trail. Proposed that more materials (scrap) be sourced from Children's Scrapstore and that additional storage be put in place. • Agreed that more work will be undertaken to improve landscaping with focus on natural work/plants. • Key areas for improvement will be the bottom courts as these are susceptible to flooding. • Trim Trail – To be resurfaced with additional climbing structures added to trail (project led by Greenplay Project) • Old staff car part to be converted to play area. <p><u>Costs</u></p> <ul style="list-style-type: none"> • Court improvements (resurfacing) - £10-12,000 and further cost of around £1,200 to add markings. 	

	<ul style="list-style-type: none"> Goals/basketball hoops - £4-£5,000 <p><u>Reception Playground</u></p> <p>Mud kitchen proposed with planned development of a sensory garden.</p> <p><u>Costs</u></p> <p>£10-£15,000 – Noted that EYFS teacher had applied to Tesco (bags for life) grant scheme which may be an award of around £4,000.</p> <p>Proposed that it would be worth asking parents to help with playground projects as there may be skills that could be used and to enlist help with fundraising. <u>Agreed</u></p> <p>Further proposed that the School approach local businesses to see if they would be willing to donate. <u>Agreed</u></p> <p>Noted that ROSPA check would need to be undertaken for the new facilities.</p> <p><u>Old Staff Car Park</u></p> <ul style="list-style-type: none"> Plans to develop this further will cost in the region of £25-£50,000. It is hoped this will create a quiet play space with water/sand play facilities. <p><u>School Landscaping</u></p> <p>Vision to develop this further to encourage wildlife and to construct raised beds and additional seating.</p> <p><u>Costs</u></p> <p>Noted that Friends of Whitehall (FoW) current balance is £12,000 and they indicate they may be able to raise additional £3,000 before the end of current academic year.</p> <p>Action: Approach Ablaze Action: FoW to investigate charity status, agreed this be supported by CT, SB and AM Action: Approach parents to ask for help with fundraising and see if there are volunteers who would be able to offer specialist skills.</p>	CT/SB/AM/TNS SC/SA
3	Minutes of previous FGB Meeting 01-02-18	
	There being no amendments, the minutes were duly <u>Approved</u> and the CoG signed the minutes.	
4	MAT Proposal	
	<p>SA/HB provided further information about the proposed MAT structure, this focussed on an outline governance structure and the roles of Members and Trustees.</p> <p><u>Members</u> – after discussion agreed this be discussed more fully in Term 5. Noted that DfE recommendation is for five Members.</p> <p>Action: Agenda item for T5 FGB – SC to provide further detail.</p> <p><u>Trustees</u> – Noted that constitution had not been finalised but the final number of Trustees may be between 8-12 people. After a full discussion two candidates were proposed:</p>	SA

	<ul style="list-style-type: none"> • Joanne Rumley • Abdul Malik <p>Action: Applications to be made by be Friday 20th April (noon)</p> <p><u>Local Governance</u></p> <p>Noted this layer within the overall structure will be undertaken by the individual schools – this is more commonly known as a Local Governing Boards (LGBs).</p> <p>SA provided further information around document ‘Bristol Collaborative Academy Trust – Roles & Responsibilities of Trustees’. Noted that each Board will be invited to nominate a candidate to ensure there is representation for each school on the new Trustee Board. Application pack (as part of this document) was noted.</p> <p><u>Leadership Structure</u></p> <ul style="list-style-type: none"> • Two senior leadership positions have been proposed, Chief Executive Officer (CEO) and Chief School Improvement Executive (CSIE). These roles will be part-time and it is anticipated each role will be undertaken on a .5 basis. • Applications for these positions have been advertised internally to all eight Headteachers. • Recruitment for these senior roels will be undertaken in Terms 5/6 with the MAT fully operational from April 2019. <p><u>Informal Consultation - Feedback</u></p> <p>A consultation letter had been sent out to all stakeholders on Monday 12th March with meetings with both staff and parents on Monday 19th March.</p> <p>Staff feedback had been positive.</p> <p>6 parents attended the meeting and submitted additional questions (tabled).</p>	JR/AM
5	Headteacher’s Report	
	<p>Verbal, headline report provided by SA</p> <ul style="list-style-type: none"> • 26th April – 2.00-4.00pm School Celebration (all Governor invited) • Recruitment/staff updated noted. • Heritage Project – 17th April noted, grant received with ongoing involvement with Bristol Old Vic. 	
6	Committee Reports	
6.1	<p><u>H&S 25.01.18</u></p> <p>There were no questions, the report was taken as read and <u>Accepted</u>.</p>	
6.2	<p><u>SIC 26.02.18</u></p> <p>There were no questions, the report was taken as read and <u>Accepted</u>.</p>	
6.3	<p>Finance 07.03.18</p> <p>Verbal update provided by CT and TNS was <u>Accepted</u>.</p>	
7	AOB	

	Schools' Forum – After discussion, it was agreed that Graham Clark (Sea Mills) be nominated to represent primary school governors.	
8	Date & Time of next meetings	
	<ul style="list-style-type: none"> • SIC 10th April @ 2.00pm • Standards – 24th April @ 4.00pm • Finance – 1st May @ 5.00pm • HSS&W – 10th May @ 3.20pm • FGB – 17th May @ 6.00pm 	
	Meeting finished @ 7.30pm	

Minutes agreed to be a true and accurate record of the Full Governing Board held on 22nd March 2018

Signed:

Date:

Action Summary from T4 FGB – Whitehall Primary School

	Actions	Who by	Deadline
2	<p>Outdoor Play Areas</p> <p>Action: Approach Ablaze</p> <p>Action: FoW to investigate charity status, agreed this be supported by CT, SB and AM</p> <p>Action: Approach parents to ask for help with fundraising and see if there are volunteers who would be able to offer specialist skills.</p>	<p>CT/SB/AM</p> <p>TNS/SC/SA</p>	<p>Ongoing, please report back to Govs</p>
4	<p>MAT – agenda item (ongoing)</p> <p>Update re. Member and senior leadership appointments</p> <p>Joanne Rumley & Abdul Malik to apply for Trusteeship</p>	<p>SA</p> <p>JR/AM</p>	<p>On agenda</p> <p>Complete</p>