

MINWORTH J/I SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
HELD AT MINWORTH J/I SCHOOL
AT 5.30 p.m. ON TUESDAY 6th November 2018
MINUTES

Documentation Distributed Prior to the Meeting:

- o Agenda for this meeting
- o Minutes of the Full Governing Board meeting 25th September 2018
- o Terms of Reference for Minworth Junior & Infant School Finance Committee
- o Charging and Remissions Policy Statement - Minworth Junior and Infant School
- o Delegation Statement for the Head Teacher
- o School Improvement Plan 2018 – 2019

Documentation Distributed During the Meeting:

- o Copy of KCSIE September 2018
- o KCSIE slides
- o Parent View October 2018
- o School Performance Summary 2017/2018
- o MAT update – letter dated 25th October 2018
- o Governor action plan

Present:		
Matt Sadler (MS) – Head Teacher	Brent Aston (BA) – Chair	Becky Dewsbery (BD)
Guy Hollier (GH)	Kelly Armstrong (KA)	Delene Rutter (DR)
Lyndsay Hudson (LH)	Sue Smith (SS)	Trevor Evans (TE)
In Attendance:	Jo Mealings – Clerk	

SUMMARY AND ACTION POINTS:		ACTION BY:
1.	<u>Welcome & Introductions</u> BA welcomed everyone to the meeting.	
2.	<u>Apologies</u> Louise Dawber – unable to attend meetings.	
3.	<u>Absences with No Apologies</u> Paul Clayton	
4.	<u>Pecuniary Interest</u> No changes to report. Two forms still outstanding, to be emailed PC, LD	JM
5.	<u>Agree Minutes of Last Meeting (26/09/18) & Matters Arising</u> <u>Matters Arising:</u> 14. Premises. Strong room - bars are up on the windows and the bolts sorted on the shutters. Acivico structural report. Waiting for an update. BD to check with GL.	BD

6.	<p><u>Governance structure including Terms of Reference</u></p> <p>Pay Review & Appraisal Committee Terms of Reference agreed in the previous meeting, policy approved by FGB - SS to propose, HW to second.</p> <p>Finance committee Terms of Reference has been amended to have 3 Governors – BA, KA and BD with MS and GH (non-voting member) with financial skills, approved by FGB - GH to propose and BA to second it.</p> <p>Governance structure to be issued at the next FGB meeting.</p> <p>BA distributed Governor action plan. The only change was that 'measured impact' was added to the plan, to be reviewed February 2019 and end of year 2019.</p>	Action - MS
7.	<p><u>Signing of Minutes of meeting by Chair</u></p> <p>BA signed a copy of the minutes for the school records.</p> <p>In light of the Freedom of Information Act MS proposed going forward FGB meeting minutes to be published on the website. FGB in agreement. Discussion continued regarding freedom of information, GPDR and confidentiality.</p>	

8. Safeguarding presentation – KCSIE updates

AC delivered KCSIE September 2018 update presentation using slides, highlighting the main changes that have occurred:

- Now being taken into account ‘previously’ looked after children (children previously fostered now adopted) as well as looked after children.
- Looks at children with SEN and disabilities, these children are more likely not to be able to explain any abuse or express themselves.
- Safeguarding policy should now be individual for each school with an effective plan and child protection policy; ours does and was updated 5 times last year and once since September.
- Children with SEN and disabilities new guidance says that behaviour, mood or injury might relate to possible abuse, shouldn’t take behaviour for granted. Extra pastoral care should be available to SEN children.
- Online safety more related to children in secondary school who have phones with them at school. Children not allowed phones in school and there is a clear policy on how we should be using mobile technology in school.
- Contextual safeguarding became more present because agencies were looking at the personal child and not the family as a whole. Assessments should include signs of safety and wellbeing toolkit which is used throughout Birmingham and is used in school.
- Should have more than one emergency contact for each child in school.
- Use of reasonable force, started looking at this 3 years ago, key staff have been trained on ‘Team Teach’ in school and are on the 3rd cycle. Safe care plan drawn up with parents if we feel that a child may need to be restrained.
- MAT’s do not need single central record for each school, just needs to be accessible. MS stressed that Minworth would still maintain its own.
- Volunteers in school must be risk assessed and DBS checked if engaging in regulated activity (not under the guidance of a teacher). We do have a volunteer policy which states that no volunteers would be unsupervised with children and risk assessments are in place.
- Peer on peer includes bullying, violence and things that you would not expect in school, KCSIE talks about how the risks should be minimised, not tolerated as banter, shouldn’t be of a gendered nature. Refer to guidance if needed.
- Peer on peer abuse is sexual violence and harassment between children, again refer to the KCSIE guidance and Birmingham which is strict.

	<ul style="list-style-type: none"> The main change is how staff are trained. Staff have been trained on relevant changes and have read KCSIE part one and also the annex A with a test to show that the content has been read and understood. <p>AC - If a disclosure is made, picked up by AC, TM, KD, MS or BD is DSL trained.</p> <p>MS – Countless examples of where School and Pastoral go above and beyond when it comes to safeguarding but ultimately the KCSIE document is a point of reference and guide – no expectation that it is memorised but should be accessible.</p> <p>All Governors have read KCSIE and have been advised of the changes.</p> <p>TE – What level information do Governors receive? – receive detailed breakdowns at least annually but also throughout the year. Safeguarding is standing agenda item. Discussion continued regarding figures.</p>	
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9.	<p><u>Finance Committee meeting feedback</u></p> <p>GH feedback from the meeting on 18th October, including:</p> <ul style="list-style-type: none"> • Budget forecast – currently forecasting £42, 758 deficit. This has already been reduced through staff savings alone of £34,805 – result of informal re-structuring. • Staffing figure currently at 85%, reduced from 89% in original budget setting. Staffing figure target is 82 but might not be achievable this year%. • MS / BD stressed that school is already operating a reduced capacity due to the informal restructuring already taken place. • BD completed a bench marking exercise to compare workforce and available finance information for schools of similar size and context. Of the six similar schools, Minworth was the only one that had a reduced budget notification for 2018-19 (-£14,500). Again in comparison, Minworth's average T salary was slightly below average for the group and MJL's number of FTE teaching assistants is around average for the group. To be explored further in next finance meeting. Discussion around possibility of formal restructuring. MS - Any further staffing cuts could be detrimental to the standards in school: Governors agreed to look for savings elsewhere. TE to go on next Finance Committee meeting as new to role and discussions have been taking place over the last 18 months. <p>BD – presented new financial monitoring process to Governors.</p> <ul style="list-style-type: none"> • Schools Financial Efficiency: Top 10 Planning checks for all Governors – Appendix 1 • Budget setting and budget monitoring checklist for FGB – Appendix 2 • Budget monitoring summary report – Appendix 3 <p>Completed documents to be emailed to Governors.</p>	Action - BD
10.	<p><u>Head Teachers Delegation Statement</u></p> <p>Audit did a finance and Governance review last year. School selected for a back recently for a review of 5 main points which have now been implemented, with the exception of The Head Teacher's Delegation statement which needed to be amended to show the levels of finance which the Finance Committee and FGB can authorise, as reflected also in the Finance Committee's Terms of Reference.</p> <p>Head Teachers Delegation Statement - LH to propose, HW to second it.</p>	

11.	<p><u>Pay and Review Committee meeting feedback - to include HT's pay</u></p> <p>SS feedback from the meeting on 6th November, including:</p> <ul style="list-style-type: none"> • 2 teachers progressed an increment within the teachers pay scale • 1 teacher submitted an application to progress within the upper pay spine. Pay and review committee approved MS' recommendation. • Pay and review committee approved recommendation for one point increment for AHT. • MS/KA left the room. Head Teacher achieved all targets for appraisal. BA recommended progression of one point increment, BA proposed and SS seconded. Well done MS from the Governors. Shared with MS on return. 	
12.	<p>School Improvement Plan distributed, slightly different to the emailed version.</p> <p>MS – invited Governors to take away have a look through at the priorities, will take questions by email, or when they arise.</p> <ul style="list-style-type: none"> • Targets deliberately broad but broken down within compelling reason. Clearer outcomes and interim milestones. Gov attached to each area also who will oversee the progress towards meeting that target. • When OFSTED come back they will look at the key areas for improvement identified in June 2017 so those are obviously included. • There is clear evidence of good teaching and learning in school; further work needs to be done to ensure that it is consistently good. • As RI school, we are still being supported by BEP, commissioned through Boldmere teaching alliance. • Still work to do on plan re costings, tying in the school improvement planning to the budget allocations but much of the cost for some of the actions is from the £8,500 that we receive through BEP support referenced as SSIF throughout school improvement planning. • This is the most important document for the position the school is in and meeting these targets is key – it is essential Governors know and understand the schools priorities. 	<p>Action – Gobs to read through target, any questions emailed to MS.</p>
13.	<p><u>The Standards Committee Meeting</u></p> <p>Meeting had to be cancelled, re arranged 1.30pm 13th November. TE unable to attend.</p>	

14.	<p><u>2018 KS2 outcomes</u></p> <p>School performance summary distributed. Detailed data analysis received from Analyse School Performance (previously Raise Online) MS – invited Governors to take the document away and have a look through. MS happy to go through the report with any individuals. This is the full breakdown of everything with the national comparisons as well. Still to be officially validated, final data December. MS to publish overview on the school Website</p>	<p>Action – Gov's to read data, any questions to MS/KA.</p>
15.	<p><u>BEP Round Table review outcome</u></p> <p>As part of the support received through BEP, MS/KA and BA meet with Andrew xxxxxx(our BEP priority partner), and also Carl xxxxx of xxxxxx regarding the commissioned support, its impact to date and to identify any vulnerabilities where the school is not yet making sufficient enough progress to become securely good. Review just before half term where MS/KA shared progress to date, the impact of support and how the school was moving towards good. It was a positive meeting, AS was pleased with the outcome, to share minutes with Governors when available.</p> <p>BA – Marilyn xxxxxxxx to come into school in February to produce mini OFSTED report to be fed back to Governors on 26th March.</p> <p>MS – to clarify OFSTED, as the school is 'requires improvement' for the first time won't have the monitoring visit. Only get the monitoring visit after 12 months if it's the second 'requires improvement' result. The school is being monitored monthly by the Local Authority and BEP who feed back to OFSTED, AS was present at the meeting to offer quality assurance to the Local Authority and OFSTED that school is improving on its current judgement.</p> <p>Following Gov's request at previous meeting, MS contacted Ofsted and corresponded with James xxxxxx, senior operational lead xxxxxxxto enquire about possibility of school requesting Ofsted. MS summarised the response stressing that in theory it is possible but Ofsted would evaluate all available information, including liaising with BEP to determine whether or not the inspection would be an appropriate use of public money and indeed, whether the resource is available.</p>	<p>MS to share minutes with FGB</p>

16.	<p><u>Multi Academy Trust</u></p> <p>MS & BA received a letter from Andrew Mitchel stating that he supports the school's decision in pursuing its strategic direction, in this case the proposal to become part of a MAT.</p> <p>Formal solicitor's letter also received which has been passed to BCC Legal Team - expecting a response soon and all further correspondence will be handled by BCC.</p> <p>MAT update letter issued to parents.</p> <p>Discussion continued regarding the process of conversion. MS provided clarity that application has not yet been completed, and that formal consultation would begin after that point.</p> <p>LH questioned whether the vote to pass resolution qualified as Gov's agreeing for the application to be submitted.</p> <p>BA stated that the resolution to proceed further was passed by Governors, the application will be another step and then Gov's will have final decision to make whether to proceed after formal consultation, which will include due diligence.</p> <p>MS reminded Governors that they need to apply if they would like a Trustee position on the main board.</p>	<p>Action – Gov's interested in MAT wide trustee/director position to submit pen portrait to MS</p>
17.	<p><u>Staffing Matters</u></p> <p>Cleaner is leaving on 16th November, she will not be replaced due to budget, duties (KS1 cleaning) to be taken over by GL</p>	
18.	<p><u>Parent and Pupil Matters</u></p> <p>BA received 3 official complaint letters about Year 6 children not being selected for the football team. BA/MS discussed with relevant staff – resolution going to have 2 teams for selected fixtures, arranged with local schools.</p> <p>MS received a complaint from Local Authority Safeguarding lead that was initially submitted to Ofsted and subsequently passed to the local authority. MS questioned the validity of the complaint and as this was in doubt, and hadn't been first raised with the school, was closed immediately by the local authority who would advise the parent to first raise it with the school as is policy.</p> <p>Parent View 2018 distributed. Received 20 replies from EYFS and 80 from KS2. Feedback is really positive and many strengths were recognised.</p>	

19.	<p><u>19 - Policy updates –</u> Charging and Remissions policy Document to be approved by FGB. Local Authority document with following additions:</p> <ul style="list-style-type: none"> • Charging - Board/travel, parents have the right to claim free activities or <u>a contribution</u> if they are in receipt of certain benefits and in keeping with the schools hardship fund. • Remissions – when arranging a chargeable activity parents who need support would be invited in confidence for a remission of charges in full or part to <u>apply to the school hardship fund</u> (one per academic year). Application form to be completed and if approved they would get either 25%, 50% or 75% discount on the total cost. • Voluntary contributions may be requested - this is to include for contributions for resources for cooking or if a teacher is doing something specific for their class a contributions may be requested. • Continuation of an activity may depend on enough contributions, a visit or residential activity is unlikely to continue unless a minimum of <u>90%</u> of the total cost is received. <p>Approved by seconded by HW, seconded by BA.</p> <p>TE queried how parents were told about the hardship fund. BD explained that parents can approach school and request a hardship fund application if they are struggling with funds or teachers may approach parents if they feel that the hardship fund is needed. Trip letters to be amended so that the wording reflects the help that is available.</p> <p>TE queried the afterschool club charges for internal run clubs. BD/KA explained that the all the afterschool clubs are heavily subsidised in school whether they are internal or external to give as many children as possible the opportunity to take part. They are not run for revenue.</p>	
19	<p><u>Any other business</u></p> <ul style="list-style-type: none"> • Over the holidays NHS Trust issued guidelines on issuing over the counter medicines, we do this anyway but TM will be reviewing the consent form used. • The Website lists the colour of school trousers as grey or black, agreed should be grey – website to be amended. • Parking - council have agreed extended load lines around school and agreed load line signage, cost £8,000 	<p>Action – MS to advise PC of required update.</p>
20.	<p><u>Dates of Future FGB Meetings</u> Tuesday 15th January Tuesday 26th March Tuesday 21st May Tuesday 9th July</p>	

	There being no further business the meeting closed at 8.00pm.	
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