

Minutes of the Anderton Park School Full Governing Body Meeting held on 1st October 2018 1.15pm- 3.15pm

<p align="center">Anderton Park Primary School Governing Board <i>Aspirations Relationships Sparkle</i></p>								
Members	1.10.18							
Bushra Tabasum (Chair)	P							
Sarah Hewitt-Clarkson (HT)	P							
Angela Jeffries	P							
Saidah Sultana	P							
Claire Evans (DHT)	P							
Nahim Mahmood	P							
Sue Middleton (Vice Chair)	P							
Khurram Bashir	P							
Christine Francis	Ap							

1. Appointment of Chair and Vice Chair

Decision

The Clerk opened the meeting by seeking nominations for Chair of the Board. A nomination was received for Bushra Tabassum to continue in the Chair. There being no further nominations, nor any objection, it was unanimously

Resolved that Bushra Tabassum be appointed Chair of the Board until the first meeting of the next academic year.

Khurram Bashir joined the meeting at 1.25pm.

The Chair sought nominations for Vice Chair. A nomination was received for Sue Middleton to continue as Vice Chair of the Board. There being no further nominations, nor any objection, it was unanimously

Resolved that Sue Middleton be appointed Vice Chair of the Board until the first meeting of the next academic year.

The Chair highlighted the work she and the Vice Chair had been part of in school over the previous year and encouraged governors to visit school wherever possible. The Head Teacher suggested that in order to aid this, governors could be linked to subjects. Following some discussion the following link governors were appointed;

English / Reading – Bushra Tabassum and Sue Middleton

Safeguarding – Saidah Sultana

Finance – Nahim Mahmood

SEND – Sue Middleton

APS FGB 01.10.18

NQT – Sue Middleton

Behaviour and Wellbeing – Bushra Tabassum

Curriculum and Environment – Khurram Bashir

Saidah Sultana joined the meeting 1.30pm.

It was agreed that each link governor would write a brief end of year report on their subjects and following each visit to school, a visit form would be completed. Members also agreed that if necessary, they would feed back their experiences in school with the relevant link governor.

Members discussed the school improvement priorities for 2018/2019, particularly the improvement of Reading, and higher order reading skills. A thorough scrutiny of Summer data by Governors was to be arranged.

2. Welcome and Apologies	Decision
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Apologies were received and accepted from Christine Francis.

3. Clerk's Matters	Discussion/Decision
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3.1 Annual Register of Pecuniary & Personal Interests Declaration

Member duly signed and returned the annual register of Pecuniary and Personal Interests declaration forms which were retained by the clerk for collation.

3.1.2 Declarations by individual governors of any conflict of interest re agenda items

The Chair enquired as whether any member present had a direct or indirect pecuniary interest in any item on the agenda. None were declared.

3.2 Confirmation of Clerk

It was confirmed that the clerking service would be provided by SIPS Education for the 2018/19 academic year

Resolved that the clerking service be provided by SIPS Education for the academic year 2018/19.

3.3 Governor Attendance Issues

Members reviewed attendance. There were no issues to raise.

3.4 Annual Governing Body Review

The Clerk referred members to the Governing Body Committee Booklet for 2018/2019. Each page was considered with the following highlighted and / or agreed;

3.4.1 Governing Body Membership:

Members were informed that Habib Rehman had withdrew his application for Co=Opted Governor due to increased responsibilities and time commitment with another Board. As a result, the Board had one vacancy remaining.

A member highlighted the opportunity to pursue another parent to join the Board. The Head Teacher explained that previous advertisements for parent governors had not been successful and many parents did not want the responsibility of being a governor. **A member suggested that to have another parent on the Board would provide more community representation and insight. A member countered that**

appointments to the Board must also be based on skillset. Following some discussion, the Chair agreed to approach suitable parents.

ACTION: CHAIR

3.4.2 Terms of Reference:

The terms of reference for the Staffing Committee, Pupil Discipline Committee, Complaints Committee and Appeals Committee were agreed as per the draft committee booklet. Membership of the aforementioned committees would be arranged as needed.

The term of reference for the Pay Committee was agreed as per the draft committee booklet. Membership was agreed as:

Sue Middleton

Bushra Tabassum

Saidah Sultana

3.4.3 Head Teacher's Spending Limit:

This item was deferred to later in the meeting.

3.4.4 Special Responsibility Governors: Special Responsibility Governors were discussed and agreed previously in the meeting.

3.5 Governor Code of Conduct

Members considered the BCC Governor Code of Conduct. It was

Resolved that all Governors adhere to the BCC Governor Code of Conduct which was signed by the Chair on behalf of the Board.

A member asked how many governors had attended induction training. Only Sue Middleton had attended the induction training. A copy of BCC's Governor Training Programme was included in the circulated paperwork. Khurram Bashir and Nahim Mahmood agreed to attend Induction training on 24th November 2018.

ACTION: KB / NM

A member further suggested that a formal procedure and protocol be created to aid in the smooth running of meetings.

ACTION: ??

Claire Evans left the meeting at 2.20pm.

3.6 Website requirements

Members reviewed the compliance of the school website. The Head Teacher explained that the website was maintained by an external company that the school was having difficulty communicating with. An alternative provider was to be investigated.

3.7 Update Contact Details

All members duly completed SIPS contact detail forms and returned these to the Clerk.

3.8 Governor Skills Audit

All members duly completed the Governor Skills Audit and returned these to the Clerk for collation onto the matrix. The Clerk would present the results at the next Board meeting.

ACTION: CLERK

4. Chair's Matters	Decision
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4.1 Any correspondence received or Chair's Actions taken

There was no correspondence to share nor any urgent actions to report.

4.2 Ratification or otherwise of Chair's Actions.

There were no urgent actions to receive.

5. Head Teacher's Verbal Update	Information
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The Head Teacher updated members on the changes to the Keeping Children Safe in Education (KCSIE) document which had been circulated in advance of the meeting. Referring to Part 1, pg 23, the Head Teacher read through the new section on peer-to-peer abuse.

Members were informed that there had been a 3 day fixed term exclusion issued that term for peer to peer abuse of a sexual nature. **In response to a question**, members were assured that support was in place for both pupils and the family of the offender was being worked with. However, I order for specialist external support to be in place, parental consent was needed. **A member raised that this highlighted the need for another parent governor as cultural and religious beliefs sometimes lead to families being defensive about accessing external support.** A discussion took place on educating parents about peer on peer abuse and misogyny / equality. To be respectful of the community, governors agreed that it would be best to provide two separate sessions; one for males and one for females.

The Chair suggested that the newsletter have a standing item highlighting key passages from the KCSIE each week and emphasising the sanctions for such behaviours.

ACTION: HT

Claire Evans re-joined the meeting at 2.54pm.

Members were informed that the School Safeguarding Policy was to be updated reflecting the KCSIE changes.

Members were informed that the Head Teacher was running a training session on misogyny and equality of the sexes on 25th October 2018 at the school. All members were encouraged to attend.

Nahim Mahmood left the meeting at 2.55pm.

In response to a question it was explained that the online safety workshop would be run again for parents.

Returning again to KCSIE, the Head Teacher highlighted pg 17 that spoke of County Lines. The Head Teacher explained the County Lines initiative.

It was reported that the school had permanently excluded a pupil pending the hearing on 5th October 2018.

Members were informed that 3 new 'Teach First' teachers began at the start of term in Y5, Y2 and Y2. All had made an excellent start.

A member queried how the reduced school hours were working. The Head Teacher reported that the after school club on a Wednesday to aid parents with the adjustment was working well, though some work was to be done on the system for releasing children mid-session. The schedule now allowed for teacher PPA and teachers were not spending valuable time sitting in assemblies. It was added that other schools were interested in how the week was now organised.

6. Scheduled Review of Statutory/Other Important Policies	Decision
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It was reiterated that the school Safeguarding Policy was to be updated reflecting the changes to KCSIE. This would be presented at the next Full Board meeting.

7. Financial Matters:	Discussion/Decision
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7.1 New Financial Monitoring Process

Members were provided with the link to details of the new financial monitoring process ahead of the meeting. Members agreed for the report format to replace the one currently used.

7.2 School Teachers Pay and Conditions Document (STPCD)

Members were provided with the link to access the STPCD. The Business Manager reported that BCC had recently agreed to award 3.5% rise across all points in the scale, rather than only the first and last. This was however, yet to be released formally in the Model Pay Policy.

It was

Resolved that the Board accept the STPCD 2018 agree the BCC Model Pay Policy in principle, to be ratified upon its release.

7.3 Revised Audit Report

The revised audit report was circulated in advance of the meeting along with the agreed action plan. The revised audit report was received and noted.

8. Governor Visits & Reports	Discussion
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8.1 Safeguarding

8.1.1 Changes to KCSIE:

This item was covered under the Head Teacher's report

8.1.2 Safeguarding and Child Protection Policy:

This item was covered under the Head Teacher's report

8.1.3 Report from Safeguarding Governors:

There was no report.

8.1.4 Any other safeguarding issues:

There were no further safeguarding issues to report.

8.2 Feedback from Governor Course attendance etc.

This item was covered previously.

8.3 Governing Training Review

This item was covered previously

8.4 Governing Board Self Evaluation

Having been circulated in advance of the meeting, members considered the use of the Governing Board Self Evaluation tool to enhance the effectiveness of the Board. It was suggested that the evaluation be completed at the away day on 12th November 2018.

ACTION: AGENDA ITEM

9. Other Items Requiring Urgent GB Knowledge/Decision

There were no urgent items for discussion.

10. Matters arising from minutes of previous meetings

Discussion

10.1 Agreement/amendment of the draft full governing body minutes of the 16th July 2018

Minutes of the previous meeting held on 16th July 2018, having been circulated in advance of the meeting, were considered. It was

Resolved that the minutes be approved as an accurate record, signed by the Chair and retained by the school for file.

10.2 Any other matters arising not already agenda items

There were no matters arising.

11. Minutes not to be included in public record

Decision

There were no confidential items to discuss.

12. AOB

Discussion

The Deputy Head Teacher presented the detailed plan for significantly increase attainment levels, progress and engagement in English through the use of ICT.

A member asked how the plan was reviewed. It was explained that it was reviewed through middle leader monitoring.

A member asked that progress towards the plan be re-visited at the away day.

ACTION: AGENDA ITEM

A member highlighted that the use of write dance was impressive.

Khurram Bashir left the meeting at 3.30pm.

13. Date of Next Meetings

The following dates and times were agreed for the next academic year;

Monday 1st October 2018 at 1.15pm

Monday 12th November 2018 – Away Day from 10am – Full Board to follow at 1.15pm (MAC Birmingham)

Monday 10th December 2018 at 1.15pm

Monday 14th January 2019 at 1.15pm

Monday 4th February 2019 at 1.15pm

Monday 4th March 2019 at 1.15pm

Monday 8th April 2019 at 1.15pm

Monday 13th May 2019 at 1.15pm

Monday 17th June 2019 at 1.15pm

Monday 15th July 2019 at 1.15pm

There being no further questions or comments, the Chair thanked members for their contributions and closed the meeting at 3.35pm.

Signed.....(Chair)

Date.....