

Minutes of the Anderton Park School Full Governing Body Meeting held on Monday 10th December 2018 1.15pm- 3.15pm

Anderton Park Primary School Governing Board								
<i>Aspirations Relationships Sparkle</i>								
Members	1.10.18	12.11.18	10.10.18					
Bushra Tabasum (Chair)	P	P	Ap					
Sarah Hewitt-Clarkson (HT)	P	P	P					
Angela Jeffries	P	P	P					
Saidah Sultana	P	P	P					
Claire Evans (DHT)	P	P	P					
Nahim Mahmood	P	Absence	Ap					
Sue Middleton (Vice Chair)	P	P	P					
Khurram Bashir	P	P	Absence					
Christine Francis	Apologies	Apologies	P					

1. Welcome and Apologies

Apologies were received and accepted from Nahim Mahmood and Bushra Tabassum. The absence of Khurram Bashir was noted.

In the absence of the Chair, the Vice Chair chaired the meeting.

2. Declarations of Interest

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. Chair's Matters

Decision

3.1 Head / Chair Urgent Actions

There were no Head/Chair urgent actions to report.

3.2 Correspondence

There was no correspondence to receive

4. Governing Body Membership

4.1 Proposal of Associate Governor

The Head Teacher proposed Mr David May, the previous clerk to the board and ex-head teacher as an associate member to the Board. She explained that he had valuable skills that could be utilised, but he was not able to commit to the number of meetings as a co-opted member. It was suggested to appoint Mr May as an associate and for him to be called upon where needed for panel meetings.

Resolved that Mr May be appointed to the Board as an associate Governor for a period of 4 years.

Members discussed the difficulty in finding governors. The Clerk referred the board to 'Governors for Schools'; an organisation that matched governors with boards based on skill set. The Clerk agreed to register the needs of the Board.

5. Finance Matters

5.1 Report from Pay Committee

Members were informed that the Pay Committee had met and approved the Head Teacher's recommendations for teacher pay awards.

5.2 Head Teacher's Appraisal

The Clerk advised that without the staff governors present, the board would not be quorate to consider the recommendations for the Head Teacher's Appraisal. This item was deferred to the next meeting.

5.3 Gifts and Hospitality Register

The Business Manager explained that there was a nil return on the Gifts and Hospitality Register.

5.4 BCC Budget Consultation

The Birmingham City Council Budget Consultation had been circulated to all members in advance of the meeting. No action had been taken.

The falling demographic and its effect on pupil numbers was discussed. The Head Teacher reported that she had discussed with the Local Authority to keep the PAN at 90 and bid was made for LAG funding. The decision on these would be known before the end of term.

5.5 Benchmarking

The following documents were circulated in advance of the meeting relating to benchmarking;

Efficiency Matrix

Charts and Narrative

Budget Setting Benchmarking

School Resource Management Assessment

The Business Manager explained each report in depth, however it was noted that the data related to the 2015/2016 financial figures and was therefore not reflective of the current position.

Members spent some time discussing the implications of the staff to pupil ratio being less than other schools. It was concluded that the school utilised its staff well ensuring the best value for money. The Head Teacher added that the value of their teaching assistants was very high and they were an excellent asset to the school.

It was noted that the income per pupil was lower at other schools. With no contextual data, it was difficult to know why this was.

Following rigorous scrutiny it was concluded that the school provided good value for money. The Business Manager was commended for her hard work and excellent reporting in challenging times.

5.6 Budget Summary Report

Members were provided with the Autumn Term Budget Summary Report along with the Top 10 Planning Checks for Governors.

SM reported that she had been in school to see the new windows on 26 November 2018 and expressed that they were a good use of funds.

Having considered the Budget Summary Report it was

Resolved that the reported be accepted.

6. Head Teacher's Report

The Head Teacher's Report was circulated in advance of the meeting.

School Values

The Head Teacher suggested that the school's current values 'Aspirations, Relationships, Sparkle' be slightly changed to incorporate a sense of perseverance and a 'never giving up' attitude that is instilled in pupils. Members discussed replacing the word 'aspirations' as for some families, it implied achieving greatness that was for some pupils, out of their capability or desire.

A lengthy discussion took place. Words such as 'determination', 'resilience', 'greatness', 'tenacity' were suggested. It was agreed to consult with the pupils and report back to the board.

Staffing

Members were informed that the Assistant Head Teacher had returned to work but while he was off, the internal cover provided was very good. The Head Teacher reported that she had looked at the structure to allow this leadership to continue.

It was reported that all middle leaders had 2 training days in October 2018 to look at their goals and develop their leadership skills. A two day leadership training course was undertaken by the team to provide a consistent uniform approach to leading the school. In January 2019, staff would also undertake coaching training.

A member noted that this showed how the school instilled its values in not only pupils but staff; by investing in relationships.

Outcomes

The Head Teacher reported that on analysis, it was found that inference was an issue in reading, however many of the pupils were new to the school in KS2 with EAL. It was added that some children were not able to properly decode words which had also impacted on the overall results.

In Y1, members were informed that pupils were given the Phonics Test at the start of the year as a baseline. 1/3 of pupils passed the test, therefore these pupils were not attending isolated phonics session but developing their learning in other areas.

Since writing the report, lesson observations had taken place and practices were seen to have changed. Teachers were very proactive in changing things that had not worked and trialling suggestions in training sessions.

The Head Teacher reported that the aforementioned strategies would impact positively on SATs data in 2019.

Behaviour

Members were informed that there were very few behaviour issues in school which was a credit to the team and ethos of the school. Exclusions were notably below the national average.

Attendance

Members considered attendance as an issue. It was reported at 95%. The Head Teacher explained that the school could not afford a full time attendance officer as others could. ***In response to a query*** the Head Teacher expressed that the fine for poor attendance was not a good deterrent and had not impacted on the overall attendance figure.

The Head Teacher reported that the attendance policy had been re-written to account for the transient population of the school. There were 6 pupils missing in education since September 2018, though they would be taken off the attendance figure retrospectively.

Future strategies were considered such as recognising good attendance for individuals and more rigorous tracking. Members were informed of the several incentives already provided for the best class attendance and 100% rewards.

7. Governor Visits

The Head Teacher reported that the Chair (BT) had been in to school and attended lesson observations on Tuesday 4 December 2018.

SM tabled her Governor Visit reports. A template for recording visits according to a governor improvement plan. The Clerk highlighted feedback from a member not present at the meeting that governors were giving freely of their time and reporting should not be onerous.

Governors discussed the template and it was

Resolved that the template be agreed as the format for logging visits.

The Clerk would circulate the template to all members.

ACTION: CLERK

8. Scheduled Review of Statutory/Other Important Policies

The following policies were on the agenda;

Vexatious Complaints Policy

Safeguarding Policy

There was some confusion over when the Safeguarding Policy was last reviewed. The Clerk agreed to look into this and advise.

ACTION: CLERK

Regarding the Vexatious Complaints Policy, there was some confusion over whether the school followed the most recent BCC model policy that included vexatious complaints. AJ agreed to look into this.

ACTION:AJ

9. Minutes and Matters arising from minutes of previous meetings

Minutes of the previous meeting held on 12th November 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.

CF reported that she was approached to become Health and Safety Governor but was unable to commit to this role.

A member asked if the risk assessment into the access of the doors to the playground by pupils that are unattended. It was reported that this was raised at the Site Meeting. A risk assessment would be produced.

ACTION:??

It was noted that KB had not attended school to look at Reading as actioned in the previous minutes. The Clerk agreed to remind him of the commitment to do this.

ACTION: CLERK

SM reported that she attended the Safer Recruitment Training session on 20 November 2018.

AJ highlighted that the quotes for artificial grass had been sought and one for the Upper Playground came in at £10,000. Reception and Nursery quotes were still awaited though it was fully expected that the overall cost would be within the set limit.

10. Information Items

There were no information items from BCC or the DFE to note.

11. AOB

Members discussed the commitment needed to be a governors and the importance of members that contribute in meetings, and in between meetings through visits to school. It was highlighted that KB was not in attendance and often left meetings early. It was suggested that the Chair be asked to contact him regarding his ability to commit to the role.

ACTION: CHAIR

13. Date of Next Meetings

The next meeting of the Full Governing Board would take place on Monday 14th January 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.....