

Minutes of the Anderton Park School Full Governing Body Meeting held on Monday 12th November 2018 1.15pm- 3.15pm

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	1.10.18	12.11.18						
Bushra Tabasum (Chair)	P	P						
Sarah Hewitt-Clarkson (HT)	P	P						
Angela Jeffries	P	P						
Saidah Sultana	P	P						
Claire Evans (DHT)	P	P						
Nahim Mahmood	P	Absence						
Sue Middleton (Vice Chair)	P	P						
Khurram Bashir	P	P						
Christine Francis	Apologies	Apologies						

1. Welcome and Apologies

Apologies were received and accepted from Christine Francis. The absence of Nahim Mahmood was noted.

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

Members were informed that a formal complaint had been made and a hearing had taken place that week. The Clerk outlined the process for schools in handing complaints.

A member highlighted that governors should be mindful of their professional behaviour and conduct in meetings, particularly with parents.

KB joined the meeting at 1.35pm.

A discussion was held on what was expected of governors in terms of the code of conduct and the Nolan principles. Governors were also expected to treat each other with professional respect.

The Head Teacher suggested that to strengthen the relationships within the governing board, time be allocated before each meeting for a cup of tea and a chat. A member further suggested that social events for governors also be planned. It was highlighted that Relationships, was the school's number 1 value.

4. Governing Body Membership

4.1 Vacancies / applications

The Head Teacher reported that she and the Chair had approached parents to become part of the Board. One parent would be an asset to the Board but was awaiting his 'remain to stay' status.

The Chair reported that she had approached two parents and both did not have the time to commit to being a governor.

4.2 Skills Audit Analysis

The Skills Audit Analysis was circulated in advance of the meeting. Members considered the matrix and noted that the Board had a variety of skills across its governors with no discernible areas of particular weakness. Members were encouraged to take their own skills audit and use it to plan their individual training needs.

4.3 Confirmation of Health and Safety Governor

Members were reminded that there remained a vacancy for Health and Safety Governor. The Clerk was asked to contact Christine Francis and ask if she would take on the role.

ACTION: CLERK

5. Finance Matters

5.1 Autumn Term Monitoring Report

The Autumn Term Monitoring Report was circulated in advance of the meeting and explained by the Business Manager. The following was highlighted;

1. Members were informed that the gradual drop in pupil numbers was heavily affecting funding. The drop in numbers was attributed to a reduced birth rate in the area.
2. At present, the Budget was reported to be healthy with a projected in year balance of £20,000.
3. **A member wished to congratulate the Business Manager (AJ) on her hard work in balancing the budget in difficult times.**
4. Governors were referred to pg7 of the report which reminded governors of previously discussed proposals on how to spend the budget surplus and the costings for each.
Regarding the new toilet block, the Head Teacher explained that the project was halted as it was a lot of money and there was no real issue with not having an outside block.
Two alternative proposals suggested on how to spend the earmarked £25,000. The first was on canopies to improve the outdoor learning environment in Y1. The second was to lay artificial grass in an area of the playground of mismatched tarmac. Quotes for the canopies were circulated in advance of the meeting. Quotes for the artificial grass were not yet obtained. Members discussed the pros and cons of both suggestions. It was agreed that artificial grass would be more beneficial to the children and the improvement of school site and would provide more value for money. **A member highlighted that artificial grass could get slippery in the Winter.** The Head Teacher assured members that there was not an issue with the current areas of artificial grass.

Following some discussion, it was

Resolved that the board unanimously approve the fixture of artificial grass on the Early Years playground and back playground, up to a cost of £24,999.

5. Quotes when obtained would be circulated to all members to ensure best value.
6. The Business Manager reported that the BACS system was in process and would reduce labour and the risk of fraud. It was expected to be fully operational in the New Year.
7. Virements were referred to as on pg13 of the report.

8. ***In response to a question*** it was reported that PPG (Pupil Premium Grant) money was spent on a range of support for eligible pupils including tutoring, resources, revision materials and educational visits.
9. The updated Structure of Financial Delegations was considered. Members were informed of the following updates;
 - a. 1.6 The Head Teacher would report in advance any virements or budget revisions above £25,001 to the Governing Board for approval.
 - b. 2.4 The Head Teacher should provide a report on cumulative spend with suppliers of over £10,000
 - c. 2.5 The Head Teacher will ensure that where expenditure is likely to exceed £181,302 the tendering procedure will be implemented in accordance with LA regulations and Financial Regulations and Standing Orders.
10. The School Fund Audit of Certificate was presented to the Board.

There being no further questions, the Business Manager was thanked for her report and it was

Resolved that 1) the Autumn Term Monitoring Report be approved along with all included virements
2) the School Fund Certificate of Audit be approved and signed by the Chair

5.2 Quotes for work* - for approval

This was discussed under 5.2.

5.3 School Pay Policy and staffing structure

The School Pay Policy and Staffing Structure was circulated in advance of the meeting. It was

Resolved that the School Pay Policy and Staffing Structure be approved.

5.4 Revised Audit Report

Members were provided with the revised audit report in advance of the meeting. Most action points had been complete.

It was highlighted that the complaints policy was to be renewed. This was circulated in advance of the meeting, however following a recent complaint, it was suggested by the Clerk that reference to vexatious complaints also be made. The Clerk agreed to circulate examples of vexatious complaints policies. In the meantime it was

ACTION Clerk

Resolved that the Complaints Policy be approved.

The Business Manager highlighted the recommendation that all staff complete a pecuniary interest form. It was explained that previously, the Board agreed that this was not necessary however Audit disagreed. Following some discussion it was a

Resolved that all staff be asked to complete annual pecuniary interest forms.

5.5 HT Spending Limit

Members considered the Head Teacher's Spending Limit. It was

Resolved that the Head Teacher's Spending Limit be set at £10,000.

5.6 Strategic Risk Register

The Strategic Risk Register was circulated in advance of the meeting. There being no questions it was

Resolved that the Strategic Risk Register be accepted.

5.7 Report from Pay Committee

Members were informed that the Pay Committee had not yet met. The Clerk was asked to liaise with the Head Teacher following the meeting.

ACTION: Clerk

6. Health and Safety Report

The Health and Safety Report and Risk Assessments were circulated in advance of the meeting and were received for information.

A member highlighted that following the complaint heard in the previous week, it was recommended by the panel that a risk assessment be carried out on pupils' being unattended out of class and the accessibility to the playground during the school day. It was agreed for the subject to be discussed at the next Site Meeting.

ACTION: AJ

7. Head Teacher's Report

The Head Teacher's Report was circulated in advance of the meeting. FFT (Fisher Family Trust) data was provided to members and explained in detail. Governors were also given log in details to access the data at their leisure. The following points were raised;

1. KS2 overall achievement was significantly higher than national average for Black Afro Caribbean Boys, Lower Attainers and Free School Meals pupils. It was highlighted that some pupils sat in several groups.
2. There were 52 Pakistani pupils that achieved lower at KS2 in Reading. **A member highlighted the large number.** The Head Teacher agreed it was, but did not represent all Pakistanis at the school.
3. **A member asked what strategies were in place to remedy the lower performance of Pakistanis, HAH?? And free school Meals pupils in Reading.** The Head Teacher explained that there were 7-8 teachers in Y6 delivering English. Some were members of the SLT. Overall there were 14 adults working across Y6 to provide an additional day's worth of teaching for Reading.
4. **In response to a question,** it was agreed that more challenge was needed for the Higher Attaining pupils.
5. **A member asked if bookclubs and trips to the library were regular.** It was explained that they were and pupils were taken in small groups.
6. Members discussed visiting school to see reading in action. KB volunteered to undertake this visit.
7. Maths progress was well above National Average for progress. Writing was above National Average and Reading was in line.

ACTION:KB

KB left the meeting at 2.45pm.

8. Members were given a demonstration of the many aspects of data and information that FFT could provide.
9. **A member suggested that a snapshot of FFT be provided on each agenda as a success story to share.**
10. The school was noted to be ranked 26th in the whole country for results; 13th in the country for Maths Progress. Congratulations were extended to the whole leadership team
11. Members were reminded that the new arrivals impacted overall results. With new arrivals disapplied, KS1 results were significantly improved.

There being no further questions, the Head Teacher was thanked for her report.

Resolved that the Head Teacher's report be received and accepted.

8. GDPR Report

There had been no breaches to report. Members were informed that another school's data had become visible on the SIMS system and this was reported immediately to them.

9. Scheduled Review of Statutory/Other Important Policies

The following policies were circulated in advance of the meeting;

SMEH Policy

Substance Abuse

End Phase of Life Policy

Anti-Bullying Policy

Resolved that the above listed policies be approved.

10. Governor Visits

There were no Governor Visits to report.

It was noted that SM was scheduled to meet with CE later that term.

11. Minutes and Matters arising from minutes of previous meetings

Minutes of the previous meeting held on 1st October 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.

There were no matters arising.

12. Information Items

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

13. AOB

Members discussed the need for governor training. It was agreed that training was essential and governors should commit to completing at least one training course per term or reconsider their place on the Board. The Clerk was asked to circulate training opportunities and stress this important matter to all governors.

ACTION: CLERK

BT,SS and SM were booked to attend Safer Recruitment Training on 20th November 2018.

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 3.15pm.

Signed.....(Chair)

Date.....